



Mr. Gary Kloepper  
National Representative-at-Large,  
Maintenance Division  
American Postal Workers Union,  
AFL-CIO  
1300 L Street, NW  
Washington, DC 20005-4128

RE: Q98C-4Q-C 01234701  
APWU HQT20016  
Class Action  
Washington, DC 20260-9998

Dear Mr. Kloepper:

Recently, we met to discuss the above captioned grievance at the fourth step of our contractual grievance procedure.

The issue in this grievance is whether the National Agreement was violated when the Postal Service created a Promotion Eligibility Register (PER) for a Level 3 Laborer-Custodial position which is a non-MSS position by using Maintenance Selection System (MSS) criteria.

After reviewing this matter the parties mutually agree that no national interpretive issue is fairly presented in this case.

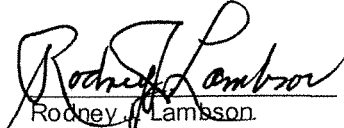
During their discussions the parties agree that the April 1997 Maintenance Selection System Handbook applies to MSS positions and procedures outlined in Postal Bulletin 21770 dated August 23, 1990, should be used to determine eligibility for maintenance craft positions not covered by the procedures in the EL-304 handbook.

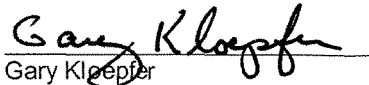
Accordingly, we agree to remand case G94T-1G-C 98126393 to the parties at Step 3 for further processing, including arbitration if appropriate based on fact circumstances and application of the above understanding.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to remand this case.

Time limits at Step 4 were extended by mutual consent.

Sincerely,

  
Rodney Lambson  
Labor Relations Specialist  
Contract Administration

  
Gary Kloepper  
Representative-at-Large  
Maintenance Division  
American Postal Workers Union,  
AFL-CIO

Date: 4/10/03

## Banded Stamped Envelopes

**Self-Service Vending Equipment.** The 25-cent size 10 Thirteen Star embossed stamped envelope, *Item 2150*, and the 25-cent size 9 Hologram stamped envelope, *Item 2140*, are now available in banded units of five, which sell for \$1.50 each in multicommodity vending machines.

For customer information and convenience, an ordering form for printed stamped envelopes is enclosed with each banded unit of five envelopes. A copy of the ordering form follows:

—Philatelic and Retail Services Dept., 8-23-90

## Stamp Transparencies Use and Availability

Field division directors of marketing and communications are reminded that stamp transparencies are sent to them from the Stamp Product Development Branch for promotional use. Once a design has been released through philatelic releases or the *Postal Bulletin*, offices may reproduce and display the designs publicly, even if a stamp has not yet been issued.

Offices are using licensees to reproduce a design on merchandise, it is their responsibility to provide the transparencies. They may duplicate transparencies if they need more than one. Do not refer licensees or vendors to the Product Development Branch.

Regional section center directors of marketing and associate office postmasters should consult the division director of marketing and communications to obtain transparencies.

—Philatelic and Retail Services Dept., 8-23-90

## Privacy Act Statements—Forms

Any postal form—national or local—that requests or collects information about an individual *directly* from that individual must include a Privacy Act statement. The information is usually tagged with a personal identifier, such as name or social security number, used by the Postal Service to retrieve that information. See *Administrative Support Manual (ASM)* 353.232.

The Records Office at Headquarters must review and approve any new or revised form that may require a Privacy Act statement. Recent amendments to the Privacy Act systems also obligate the Records Office to review any current form scheduled for reprinting, if it collects personal information. Privacy Act statements are drafted to conform to the applicable Privacy Act system of records notice in the appendix of the ASM.

For new and revised forms as well as reprints, originators at Headquarters must complete Form 794, *Request for New or Revised Form*. Originators should work with the Document Control Division and the Records Office to ensure compliance with the provisions of the Privacy Act.

Originators of locally approved forms in field divisions must complete Form 794-A, *Field Request for New or Revised Form*. If the form collects personal information, a copy of the proposed form or form to be reprinted must be attached to Form 794-A and mailed directly to:

US POSTAL SERVICE  
RECORDS OFFICE  
475 LENFANT PLAZA SW RM 10670  
WASHINGTON DC 20260-5010

—Records Office, 8-23-90

## Handbook EL-311 Revision

### Bargaining Unit Selection Changes

Effective October 20, 1990, subchapters 510 and 520 of Handbook EL-311, *Personnel Operations*, are revised completely, as printed on pages 32-55. Subchapter 510 contains general policies on the assignment, reassignment, and promotion of employees. These revisions define terminology commonly used in selection. Subchapter 520 contains procedures for filling bargaining unit positions. These revisions clarify, expand, and change, to some extent, the procedures used to fill senior and best qualified positions. A more specific summary of the changes is included below.

New Forms 1796-A, *Qualifications Rating Sheet for Senior Qualified Positions*, and 1796-B *Qualifications Rating Sheet for Best Qualified Positions* (both dated April 1990), are printed as Exhibits 527.22 and 527.32. These forms will replace the current Form 1796, *Qualification Rating* (dated April 1971), on October 20, 1990. The new forms are available from the materiel distribution centers.

These revisions will be reflected in a future edition of Handbook EL-311.

—Employee Relations Dept., 8-23-90

## Chapter 5 Assignment, Reassignment, and Promotion

### 510 General Policies

#### 511 Introduction

**511.1 Organization of Chapter.** Most postal positions, except entrance-level positions, are filled by the assignment, reassignment, or promotion of postal employees. This chapter includes policies and procedures for filling positions by means of those personnel actions. Subchapter 510 contains general policies applicable to filling positions by assignment, reassignment, or promotion. Subchapters 520-540 contain additional specific policies and procedures for the following different kinds of positions:

- 520—Bargaining-Unit Positions
- 530—Initial-Level Supervisor Positions
- 540—Other Nonbargaining-Unit Positions

**Note:** Each subchapter lists any exclusions to the position coverage.

#### 511.2 EEO Policy

**511.21 Assignment, Reassignments, and Promotion.** Equal opportunity for assignment, reassignment, and promotion will:

- a. Be based on merit and the relevant experience, training, knowledge, skills and abilities required for the positions being filled.
- b. Comply with the provisions of the applicable collective-bargaining agreements.

**511.22 Nondiscriminatory Selection.** Effective utilization of employees requires that selections be made without discrimination because of race, color, sex, religion, age, national origin, or mental or physical handicap.

#### 511.3 Eligibility

**511.31 Type of Appointment.** An employee serving under a career appointment is eligible for assignment or promotion. An employee serving under a temporary or casual appointment is not eligible for promotion.

**511.32 Restricted Positions.** Restrictions on filling certain positions by preference eligibles (see 262) do not apply to inservice placement.

**511.33 Other Limitations.** Eligibility for consideration for some positions is limited to employees in specific grades, occupations, geographic areas, or organizations. These limitations are described in the following subchapters.

**511.4 Definitions.** The following definitions clarify and standardize the terminology used in selection.

**511.41 Requirements.** The knowledge, skills, abilities, experience, and physical and other conditions which pertain to a position (or duty assignment) and which an individual needs to successfully perform the duties of the position upon entry. Not all of the items listed above as possible requirements are necessarily used or permitted in all cases.

**511.42 Qualifications.** The knowledge, skills, abilities, experience, and physical and other conditions which pertain to an applicant or bidder. Applicants and bidders must meet the requirements, which means that they must possess as *qualifications* the same knowledge, skills, abilities, etc. that are *requirements* for the position. It also means that bidders must demonstrate that they possess each of these qualifications at a level which is sufficient for satisfactory (as opposed to unsatisfactory) performance in the position.

**Note:** For senior qualified positions, see 527.14 for procedures regarding the timing for meeting the requirements.)

**511.43 Special Conditions.** Special conditions are needs of an assignment which are essential to satisfactory performance at entry and which relate to the applicant's willingness to perform a duty or task (e.g., willingness to travel frequently; willingness to work irregular hours). Special conditions are applicable only to nonbargaining positions.

**511.44 Special Requirements.** Special requirements are needs of the duty assignment which are essential to satisfactory performance at entry. Oc-

asionally, these may relate to the applicant's or bidder's willingness to perform a duty or task (e.g., travel). However, special requirements are most likely to be a knowledge, skill, or ability which should reasonably be included as a requirement given the particular needs of a specific installation or job assignment. Special requirements are applicable only to bargaining-unit positions.

**511.45 Qualification Standard.** An official document, published in Handbook EL-303, *Qualification Standards -- Bargaining-Unit Positions*, which states the requirements of bargaining-unit positions that are needed upon entry into the position. The requirements listed are not necessarily an exhaustive list of requirements for continued satisfactory performance in the position.

**511.46 Desirable Qualification.** A knowledge, skill, ability, or other condition which is not a requirement of the position but which, if the applicant possesses, will be of benefit in performing a specific job duty or duties.

**Note:** Desirable qualifications apply only to best qualified positions.

**511.47 Factors.** Clusters of related knowledge, skills, and abilities evaluated as a single requirement. Factors occur only in postmaster and management associate selection.

**511.48 Vacancy Announcement or Job Posting.** An official document, developed locally, which provides specific information about a vacancy to be filled. Normally, *job posting* (sometimes called *bid posting*) is used when referring to the filling of bargaining-unit senior qualified bid positions; *vacancy announcement* is used when referring to the filling of entrance positions, best qualified positions, or nonbargaining positions. (The terminology *posting* may occasionally refer to best qualified positions.) An announcement or posting will contain either a list of requirements needed upon entry into the position, an indication of the qualification standard number, or an attached qualification standard. Requirements given on a vacancy announcement are not necessarily an exhaustive list of requirements for continued satisfactory performance in the position.

**511.5 Philosophy of Selection.** The philosophy underlying all selections is that a person placed into a position must be qualified, i.e., that the person meets the requirements of the position. For senior qualified positions, selection is based on a determination of whether the senior bidder is qualified. For best qualified and nonbargaining-unit positions, selection is based on a determination of who best meets the requirements of the position from among those qualified.

**511.6 Current Information.** Employees are responsible for providing current information about their experience, education, training, and other qualifications in order that their personnel records are up-to-date. Employee relations personnel must furnish employees any assistance needed to properly document this information.

**511.7 Physical Requirements.** Normally, employees must meet the physical requirements for the positions to which they are assigned. (See 320 for an explanation, including situations in which physical requirements are waived.)

#### 511.8 Positions Not Filled Permanently

**511.81 Situations.** A position may be filled only temporarily when (a) a career employee has been granted reemployment rights to it, or (b) the regular incumbent is temporarily absent. Examples of such situations are when an employee is:

- a. On active military duty;
- b. Serving as a national officer of a postal employee organization;
- c. Temporarily assigned or temporarily promoted to another position; or
- d. Appointed as an officer-in-charge or MAS master instructor.

**511.82 Understanding.** Temporary assignment, reassignment, promotion, or appointment to fill a position to which another employee has reemployment or incumbent rights must be made with the candidate's understanding that the candidate will be returned to the present position upon the return of the absent employee. See specific requirements in 513 (Temporary Assignment) and 514.4 (Temporary Promotion).

## 512 Reassignment

**512.1 Definition.** A reassignment is the permanent assignment, with or without relocation, of an employee (a) to another established position with the same grade in the same salary schedule or (b) to a position with an equivalent grade in another salary schedule.

**512.2 Reassignment to Bargaining-Unit Positions.** The appropriate collective-bargaining agreement contains general policies and procedures governing reassignments to positions within the bargaining unit. Detailed policies and procedures are described in 520.

### 512.3 Reassignment to Nonbargaining Positions

**512.31 Management Option.** Authorized management officials may reassign nonbargaining-unit employees without following regular competitive procedures.

**512.32 Employee Self-Nomination.** Employees who desire reassignment may nominate themselves in the same way as employees who desire promotion consideration (see subsequent subchapters for appropriate procedure).

**512.33 Unassigned Employees.** Unassigned employees (i.e., employees whose positions have been abolished) are reassigned in accordance with ELM 354.

**512.4 Mutual Exchanges.** Career employees may exchange positions (subject, when necessary, to the provisions of the appropriate collective-bargaining agreement) if the exchange of positions is approved by the officials in charge of the installations involved. Part-time flexible employees are not permitted to exchange positions with full-time employees, nor bargaining-unit employees with nonbargaining-unit employees, nor nonsupervisory employees with supervisory employees. Mutual exchanges must be between positions at the same grade. An exchange of positions does not necessarily mean that the employees involved take over the duty assignments of the positions.

**Note:** A regular rural carrier may exchange only with another regular rural carrier at a different installation.

## 513 Temporary Assignment

**513.1 Definition.** A temporary assignment is the placement of an employee in another established position for a limited period of time to perform duties and responsibilities other than those specifically contained in the regular assignment position description and when a formal reassignment and/or promotion personnel action is not required.

**513.2 Bargaining-Unit Positions.** The appropriate collective-bargaining agreement contains policies and procedures governing higher-level assignments (i.e., details to higher-grade positions) within the bargaining unit.

### 513.3 Nonbargaining-Unit Positions

#### 513.31 General Policies.

**513.311** Temporary assignments to nonbargaining-unit positions are to be made only for the shortest practical time limits and may be authorized to meet emergencies caused by abnormal workload, change in mission or organization, or unanticipated absences. In the absence of a nonbargaining-unit employee (except a postmaster or sectional center manager), the appointing official will first attempt to have the duties of the absentee's position absorbed by other employees of the same or higher grade. If this is not feasible, a qualified employee may be temporarily assigned to the position under the policies and procedures described in the following sections. Such assignments must be carefully monitored by management to confirm their continued necessity.

**513.312** Any qualified employee who best meets service needs may be temporarily assigned by the appointing official or designee. (See 537.3 on temporary assignments to initial-level supervisor positions and 544.8 on temporary assignments to other nonbargaining-unit positions.) Normally, priority is given to unassigned employees (i.e., employees whose positions have been abolished). Policies and procedures governing the temporary assignment of unassigned employees are in ELM 354.

**513.313** Employees recuperating from serious injury or illness who are unable to perform their regularly assigned duties may be temporarily assigned (if administratively feasible) to such duties as they can perform for a short period of time

pending their recovery. Generally, the employee should be required to present acceptable medical evidence.

**513.314** A temporary assignment may be terminated at any time by management, either at its own discretion or at the request of the employee.

#### **513.32 Time Limits**

**513.321** Temporary assignment of an employee to a position at the same grade or at a lower grade may not exceed 90 calendar days, which may be extended by the next higher level of management above the appointing official. See 513.33 for time limits on temporary assignment to a higher-grade position.

**513.322** Use Form 1723 to document temporary assignments.

#### **513.33 Higher-Grade Temporary Assignment.**

**513.331** All managerial and supervisory personnel must ensure that no one is temporarily assigned into a higher-grade nonbargaining-unit position *unless* such an assignment is absolutely essential to the effective operations of the Postal Service and the person selected assumes the full *core responsibilities* of the higher-grade position.

**513.332** Division, MSC and BMC managers are required to approve in advance any higher-grade temporary assignment of 30 or more calendar days in an organization under their respective jurisdictions.

**513.333** Temporary assignment to a higher-grade position, *during the absence of the incumbent*, is limited to a maximum period of 90 calendar days, which may be extended with the prior approval of the Regional Postmaster General.

**513.334** Temporary assignment to a higher-grade vacant position, *pending selection of a person for permanent assignment*, is limited to a total of not more than 60 calendar days. If the employee on temporary assignment is a candidate for the vacant position, the higher-grade assignment must be terminated before the 61st day. If that employee is not a candidate, the next higher level of management above the appointing official may approve an extension of that employee's temporary assignment beyond 60 days, until a selection is made and approved, and the new incumbent assumes the position. *Exception:* This

policy does not apply to temporary higher-grade assignments to postmaster, sectional center manager, or initial-level supervisor positions.

**513.335** Any exceptions to the policies in 513.331-334 require prior approval by the SAPMG, Human Resources Group.

**513.336** Rules governing higher-level pay for temporary assignment to higher-grade nonbargaining-unit positions are in ELM 417.

#### **514 Promotion**

**514.1 Definition.** A promotion is the permanent assignment, with or without relocation, of an employee (a) to an established position having a higher grade than the position to which the employee was previously assigned in the same schedule or (b) to a position with a higher-than-equivalent grade in another schedule. (See ELM 413.)

**514.2 Bargaining-Unit Positions.** The appropriate collective-bargaining agreement contains general policies and procedures governing promotions to positions within the bargaining unit. Detailed policies and procedures are described in 520.

#### **514.3 Nonbargaining-Unit Positions**

**514.31 General Policies.** Sections 351 and 353 of the ELM describe the general policies governing promotions to nonbargaining-unit positions. The rest of this chapter describes specific policies.

**514.32 Immediate Relatives.** Section 312.3 of this document explains restrictions on the promotion (or recommendation for promotion) of immediate relatives.

**514.33 Absent Employees.** Employees with restoration rights by reason of military duty will be considered for promotion if otherwise eligible. Employees on extended leave, including leave without pay, will also be considered provided they are otherwise eligible and have applied for promotion. If the employee is selected for promotion, the personnel action is effected upon return to postal duty. The date placed on the personnel action is the date the promotion would have occurred had the employee not been absent. Upon selection and while the personnel action is

pending, notation of the selection is made in the employee's official personnel folder and on Form 7, *Service Record*, if that form is maintained.

**514.34 Selection.** Selection for promotion to nonbargaining-unit positions will be made from among the best qualified candidates who are eligible, interested, and available.

**514.35 Unassigned Employees.** Promotions of unassigned nonbargaining-unit employees (i.e., employees whose positions have been abolished) are made in competition with other eligible employees, unless otherwise specifically provided.

**514.36 Applicability to Other Personnel Actions.** Competitive promotion procedures apply to all promotions, including temporary promotions (see 514.4), except as otherwise indicated in this handbook. In addition, competitive promotion procedures also apply to the following actions:

a. Filling a higher-grade position by selection from among *postal employees* on an entrance register.

b. Selecting an employee for training where the training is required for promotion. When training is given primarily to prepare employees for advancement and is required for promotion (i.e., an employee is not eligible for promotion unless training has been completed), selection for the training is made under competitive promotion procedures.

**514.37 Exceptions to Competitive Promotion Procedures.** The following promotion actions are excepted from competitive promotion procedures:

a. Promotion of the incumbent to a position reevaluated at a higher grade without significant change in duties and responsibilities.

b. Promotion and assignment of certain present or former nonbargaining-unit employees to higher-grade nonbargaining-unit positions under the specific conditions described in 536 and 543. This includes employees with retreat (or return) rights, employees previously reduced in grade or serving with saved grade, MAS master instructors, management associates, and management trainees.

c. Promotion of an employee who satisfactorily completes an approved training program which specifically provides for promotion if the employee was selected for the program under competitive procedures, and the fact that selection could lead to promotion was made known to potential candidates for the program.

tion could lead to promotion was made known to potential candidates for the program.

#### 514.4 Temporary Promotion

**514.41 Use.** Temporary promotion should be limited to situations in which a higher-grade position cannot practically be filled through other temporary means (see 513). Such situations include, but are not limited to, the long-term absence of the incumbent, or when action to begin to fill the vacant position on a permanent basis must be deferred for a lengthy period of time.

**514.42 Selection.** Competitive promotion procedures are used in making a temporary promotion. Regular competitive procedures are used again if the position is subsequently to be filled on a permanent basis by promotion. An employee who has served on a competitive temporary promotion in the position is eligible to re compete, regardless of the duration of the temporary promotion.

**514.43 Duration.** A temporary promotion may be made for 1 year or less, depending upon the need. *Exception:* Temporary promotion to replace a person assigned as a MAS instructor is not time-limited, but expires upon return of the instructor to the regular assignment. Candidates for temporary promotion must be informed of the conditions relating to it, including the expected duration. Persons selected must be assured of return to their regular position when no longer needed in the temporary assignment whether or not the expected period has ended. To avoid any misunderstanding at a later date, the following statement is obtained from any employee selected for temporary promotion:

I understand that my selection for the position of (position title) is temporary and that I will be returned to my present permanent position on termination of the temporary promotion.

**514.44 Review and Extension.** If the employee's services are still needed in the temporary assignment after the initial period expires, a review must be made to determine whether it actually is a temporary situation. If it is no longer a temporary situation, the position should be filled permanently. A temporary promotion may not be extended beyond a total of 1 year without prior approval of the Field Director, Human Resources. No temporary promotion may last more than 2 years.

**514.45 Termination.** Unless extended, a temporary promotion automatically terminates on the specified date. However, it may be terminated at any prior time at the discretion of management. The adverse action procedures do not apply when employees are returned to their regular position.

**514.5 Vacancy File.** For promotions made under competitive procedures, a vacancy file is established. (See 520 to 540 for the contents of the file and instructions for its maintenance.)

## **520 Bargaining-Unit Positions**

### **521 Filling Positions**

**521.1 General Requirement.** The filling of bargaining-unit positions through assignment, reassignment, or promotion is subject to the applicable provisions of the appropriate collective-bargaining agreements.

**521.2 Restriction.** Except as provided for excess employees and ill or injured employees in any applicable collective-bargaining agreements, vacancies must be filled by promotion or reassignment within the appropriate craft and installation if qualified bidders or applicants, as applicable, are available (see 216).

### **522 Part-Time Flexibles**

Promotions to positions where full-time employees and part-time flexible employees are authorized are usually to part-time flexible positions. A full-time regular position is not normally filled by promotion, reinstatement, reassignment, transfer, or appointment if qualified part-time flexible employees of the same designation or occupational code are available for conversion to the position. Part-time flexible employees must be changed to full-time regular positions within the installation in the order specified by the applicable collective-bargaining agreement.

### **523 Area of Consideration**

The *area of consideration* is described in the appropriate collective-bargaining agreement. If necessary, the area may be expanded as follows:

- a. To other eligibles in other crafts at the same installation, then
- b. To eligibles at other postal installations.

### **524 Requirements**

Requirements for positions may be indicated in qualification standards, vacancy announcements, or job postings. (See definitions, 511.4. These requirements pertain to assignment, reassignment, or promotion. For employment suitability requirements, see chapter 3.) In some cases, a vacancy announcement or job posting may indicate requirements in addition to those on the applicable qualification standard (only typing and/or driving requirements or special requirements may be added -- see 527.121). Qualification standards are available for most bargaining-unit positions and are published in Handbook EL-303, *Qualification Standards -- Bargaining-Unit Positions*. When a qualification standard is not available for a specific bargaining-unit position, refer to 527.122.

### **525 Special Requirements**

**525.1 Identification, Justification, and Documentation.** Special requirements must be related to the job in question and must be justified to show that the particular requirement will enable applicants to perform critical job duties that they would otherwise not be able to do satisfactorily. Offices must ensure that sufficient documentation is available on these requirements to allow a clear determination of job relatedness. Special requirements must not establish an unreasonably high standard for the position. Personnel officials or persons handling personnel functions must keep all documents used in the development of special requirements for a period of 2 years from the date they were used for a selection. The documents may be kept in the vacancy file.

#### **525.2 Examples**

**525.21 Appropriate Special Requirements.** In general, write special requirements for bargaining-unit positions as knowledge, skill, or ability statements. If justifiable for a particular duty assignment, some examples of appropriate special requirements are:

- a. Knowledge of a language other than English.
- b. Knowledge of a particular computer programming language which cannot readily be acquired after selection.



c. Ability to make written or oral presentations.

**525.22 Inappropriate Special Requirements.** Educational attainments (e.g., bachelor's degree) or length of experience (e.g., 6 months' experience) are not appropriate as special requirements; do not add them locally. If education or experience requirements are listed on a qualification standard, do not modify them. Some other examples of inappropriate special requirements are:

a. A requirement which could readily be met by a brief initial period of orientation and familiarization in the assignment.

b. A requirement which unduly restricts the number of eligible candidates or favors a particular candidate.

c. A requirement not essential to performance in the immediate position (such as one based on a possible future assignment), except in the case of a trainee position when ability and potential to advance to higher grades in the occupation are required.

## 526 Posting

**526.1 General.** All vacant craft duty assignments that are not to be reverted must be first posted within the craft for filling in accordance with the applicable collective-bargaining agreement. Bidders must meet all requirements prior to being placed into the position. When posting does not result in successful bidders or applicants, as appropriate, the assignment may be filled by assignment, change of full time, reassignment, promotion, reinstatement, transfer from another federal agency, or appointment.

**526.2 Entry Positions in PS-5 and Below.** Entry level promotional opportunities to residual vacancies remaining after exhausting the bidding procedures outlined in 526.1 need not be posted; however, procedures must be developed locally to inform lower-level employees about promotional opportunities and to arrange for appropriate inservice administration of examinations for employees who have not already qualified. Management's efforts must be directed toward encouraging employees to apply and toward extending every opportunity for promotion to employees who are eligible, qualified, and available before recruiting from outside sources.

**526.3 Senior Qualified PS Positions.** Senior qualified positions must be posted for promotional opportunities in accordance with the provisions of the appropriate collective-bargaining agreement.

**526.4 Best Qualified PS Positions.** Best qualified positions must be posted for promotional opportunity in accordance with the provisions of the appropriate collective-bargaining agreement. This section does not cover those positions controlled by 526.3. The posting must:

a. Identify the position by title, number and grade level, and state the duties involved.

b. Include location and tour of duty and scheduled workweek.

c. Identify any existing requirements. (If a qualification standard is published in Handbook EL-303, it must be used.)

d. State where to send applications, the date by which applications must be submitted, and where additional information can be obtained.

e. Specify that all applications must be in writing.

f. Specify that selection will be made from among the best qualified applicants who are eligible and available.

g. Designate craft, in accordance with provisions of applicable collective-bargaining agreement.

h. Include a statement on equal opportunity.

i. Include a statement on prohibition of political recommendations.

## 527 Selection Procedures

### 527.1 General

**527.11 Goal.** The goal of bargaining-unit selection procedures, whether for entry or inservice positions, is to ensure that qualified people are selected to fill the positions. Eligibles selected, promoted, or reassigned at any level must meet all of the requirements of the position as stated on the qualification standard, vacancy announcement, or job posting.

### 527.12 Requirements

**527.121 Qualification Standards.** Qualification standards are available for the majority of bargaining-unit positions and are published in

Handbook EL-303. The qualification standards indicate the requirements which all applicants or bidders must meet to be considered eligible for placement in the position. (See 527.17 regarding placement.) The qualification standards in Handbook EL-303 are applicable when filling both entry and inservice positions. Additional requirements for positions may be established in only two ways: (1) through the local option to require typing and/or driving (see Handbook EL-303, 142), or (2) through applying special requirements under 525 in this subchapter. These additional requirements must be specified on the job posting or vacancy announcement. (See also Handbook EL-303, section 150, for further instructions on using the qualification standards.)

**527.122 No Qualification Standard.** Some bargaining-unit positions do not have qualification standards. For these positions, requirements must be developed locally. These are then included in the vacancy announcement or job posting to indicate the requirements which all applicants or bidders must meet. Personnel officials or persons handling personnel functions must keep appropriate documentation used to develop requirements for a period of 2 years from the date used for selection. The documentation may be kept in the vacancy file.

**527.13 When to Evaluate Qualifications.** Human Resources officials always have the obligation to ensure that successful bidders have demonstrated that they meet all of the requirements of the position. However, as indicated below, depending on the bidder's previous positions and the position currently bid, Human Resources officials may make certain assumptions regarding the qualifications of bidders. Whether the position is a *typical* or *nontypical* entry position (as used below) is the decision of the Human Resources officials.

**a. Typical Entry Positions.** When a bid is to a *typical* entry position (e.g., Distribution Clerk, Machine), the senior bidder is normally expected to possess the qualifications which meet the *General Proficiency Requirements* as given on the qualification standard for these positions. In these cases, offices must not subject senior bidders to unreasonable requests for demonstrating qualifications. However, this assumption of qualifications does not apply to other requirements which may be given on the job posting (i.e., typing requirements, driving requirements, special re-

quirements, scheme requirements) or on the qualification standard (such as *Special Proficiency Requirements*, *Examination Requirements*, *Experience Requirements*, or *Additional Provisions*). Responsible officials must ensure that all other requirements are met and that the assumption of qualifications on the *General Proficiency Requirements* is a reasonable assumption.

**b. Nontypical Entry Positions.** Many positions which are filled through bidding procedures (e.g., Air Records Processor, Accountable Paper Supply Clerk, Mailing Requirements Clerk) have qualification standards which differ in requirements from typical entry positions. In these cases, it may be necessary to request bidders to demonstrate their qualifications as indicated in 527.24. Responsible officials must ensure that successful bidders have demonstrated that they meet all of the requirements of the position.

**c. Bidding for a Change in Schedule.** If a person is bidding a position of the same title and level in order to obtain a change in the work schedule, an evaluation of qualifications is limited only to typing or driving requirements and special requirements (if any) which may be different from those in the current position.

**d. Bidding to Return to a Position Previously Held.** If a person bids to return to a position previously held, offices must review appropriate records to determine if the requirements for the position are the same as when the person originally obtained the position. If any requirements have changed, the bidder must meet all new requirements (regardless of how long it has been since the person left the position). An eligible bidder may be disqualified on a current bid if the bidder was previously removed from the same or other position because of unsatisfactory performance specifically related to performing the tasks of the bid position under consideration. Similarly, a record of impending removal in a previous position may also be grounds for disqualification. In both cases, the amount of time passed between *bidding out* and *bidding back* and the bidder's record in the interim must be considered.

**527.14 Timing and Sequences of Evaluation.** There are timeframes and sequences appropriate to the evaluation process indicated elsewhere in this chapter and in the National Agreement. In these procedures, where it states that applicants and/or bidders must *meet the requirements* of the

position, not all requirements must necessarily be demonstrated at the same time. There may be some cases where a particular requirement is normally demonstrated, or permitted to be demonstrated, at another time. For example, for positions with training requirements, after a senior bidder has been found to meet all other requirements of the position, the bidder is placed into training and must then demonstrate satisfactory completion of the training. Also, applicants and bidders may be awarded a position pending the obtaining of a government driver's license. Evaluators, review committees, and selecting officials must take these sequences into account when evaluating qualifications or requesting that applicants and bidders demonstrate their qualifications.

**527.15 Evaluating Qualifications.** When evaluating qualifications in accordance with 527.13 and 527.2, applicants and bidders have the obligation to demonstrate that their qualifications meet the requirements. (Note: A bidder has no such obligation until after the close of the job posting; see 527.23.) If an applicant or bidder does not meet all of the requirements of the position, including an examination, the person is not qualified and, therefore, not eligible for further consideration. (See 511.42 for an explanation of *meeting the requirements* and 527.14 regarding when requirements must be met.) For promotions to positions filled through best qualified procedures, the highest examination score must not be the sole consideration in the selection.

**527.16 Pertinent Information.** In evaluating qualifications, evaluators must consider available pertinent information which tends to show that the employee does or does not possess the qualifications. Pertinent information may include, but is not limited to, any of the following:

- a. Interviews.
- b. Supervisory appraisals.
- c. The written application specifying experience, education, and training (accuracy of these should be checked).
- d. Certificates of course completion or transcripts (accompanied by the school catalog specifying course content when requested).
- e. Examination results.

f. Personnel records.

Note: Interviews for best qualified positions must be used as indicated in 527.35. For senior qualified positions, interviews must be used as indicated in 527.253.

**527.17 Placement**

**527.171 Senior Qualified Procedures.** When an employee is placed into a position filled through senior qualified procedures, such placement must be based on the following:

- a. The employee's eligibility to bid.
- b. The employee's seniority.
- c. The senior bidder's qualifications in relationship to the requirements.
- d. The employee's successful completion of training, if any.

**527.172 Best Qualified Procedures.** When an employee is placed into a position filled through best qualified procedures, such placement must be based on:

- a. The employee's eligibility to apply.
- b. The best qualifications among those who have met the requirements.
- c. The employee's successful completion of training, if any.

**527.2 Senior Qualified Positions**

**527.21 General.** Qualifications determine whether the career employee who is senior and eligible to bid is designated the senior qualified bidder. Senior qualified bidders, having met the requirements of the position as given on the qualification standard or job posting (see 527.14), are either placed in the position or into training for the position in accordance with the applicable collective bargaining-unit agreement. Human Resources officials are responsible for ensuring that qualifications are evaluated for bids to all senior qualified positions.

**527.22 Documentation.** In many cases there will be no formal documentation for the evaluation of qualifications. Where documentation is required (see 527.252 and 527.261), the evaluator must complete Form 1796-A, *Qualifications Rating Sheet for Senior Qualified Positions*. (See Exhibit 527.22.)

**527.23 Bidding and OPF Review.** Prior to the close of the job posting, bidders for senior qualified positions are required to submit only Form 1717, *Bid for Preferred Assignment*, or other agreed-upon form consistent with collective bargaining-unit agreements. Upon close of the posting, offices must evaluate the senior bidder's qualifications through a review of the bidder's Official Personnel Folder (OPF) and other pertinent information (see 527.13). If there is information available in the OPF and/or other pertinent information to demonstrate that the senior bidder meets the requirements of the position (see 527.14), the senior bidder is qualified. Similarly, if there is information available to demonstrate that the senior bidder does not meet the requirements of the position, the senior bidder is not qualified. If there is insufficient information available to make this determination, bidders must be requested to address the requirements of the position in writing.

#### **527.24 Addressing Requirements**

**527.241 General.** If there is insufficient information in the senior bidder's OPF to determine qualifications or sufficient doubt about the senior bidder's qualifications, offices must use these procedures.

**527.242 Procedures.** When responsible officials have determined the need to use these procedures, the office must identify the five most senior bidders for the position. Personnel officials must ask each of these bidders to address the requirements for the position by indicating their qualifications in writing. (See Handbook EL-303, 134 and 152 for further instructions on addressing requirements.) (Note: If any of the five senior bidders are *currently qualified* in accordance with provisions of the National Agreement, such bidders must not be requested to address the requirements in writing. See also 527.13d.) Form 991, *Application for Promotion or Assignment*, may be used for the purpose of addressing requirements. A supervisory evaluation must not be requested. A copy of the qualification standard (and the B-element questions, if applicable) must be provided to these bidders for this purpose. If the position does not have a qualification standard, a copy of the posting indicating the requirements must be provided to the five senior bidders. Offices must allow bidders not less than 3 days to respond. If a test is required, and if the test is normally given after close of the posting, a

minimum of five most senior bidders are scheduled to take the test, unless currently qualified on that test. If there are fewer than five bidders for a position, these procedures apply to all those who bid.

**527.243 Obligations of Bidders.** Bidders must demonstrate that they meet the requirements of the position through their written statements (see 527.14). Bidders must address all of the requirements of the position as given on the qualification standard or on the posting (see 527.14). Bidders must return these written statements to the designated office by the deadline.

#### **527.25 Evaluating Qualifications**

**527.251 Evaluator.** An appropriate supervisor or manager from Human Resources (e.g., Supervisor, Employment and Placement) is responsible for the evaluation, although preliminary work may be done by an appropriate staff person. Exception: In associate offices, the postmaster or a designated manager is responsible for the evaluation. A functional area supervisor or manager may participate in the evaluation process.

**527.252 Procedures.** The evaluation must take place after all applicable test scores have been obtained. The evaluator considers first the senior bidder's qualifications in comparison to the requirements for the position. The evaluator may review the employee's OPF and other official USPS records containing pertinent information. If written statements have been obtained, the evaluator must consider these statements at this stage. Evaluators who wish to clarify specific information contained in written statements, or other documentation, may contact the bidder for an interview or an appropriate supervisor and/or manager to obtain clarification of, or additional information about, the specific items. If written statements have been obtained, evaluators must complete Form 1796-A on the senior bidder to document the evaluation.

**Note:** See *Selection*, 527.27. Form 1796-A is completed on the senior bidder first, and only the senior bidder. Only if the senior bidder is found to be not qualified will the next senior bidder be evaluated and Form 1796-A completed on that next senior bidder. If the senior bidder is qualified on the basis of the written statements, do not evaluate the qualifications of the other bidders.

**527.253 Interviews.** For senior qualified positions, interviews must be used only to supplement the written record with regard to establishing whether or not a bidder meets specific requirements. If an office chooses to interview for a senior qualified position, the use of the interviews must be consistent with procedures for filling senior qualified positions. Interviews for senior qualified positions must not be used to rank or selectively choose among bidders.

#### 527.26 Use of Form 1796-A

**527.261 Purpose.** The purpose of Form 1796-A is to document the determination of whether or not the senior bidder's qualifications meet all of the requirements of the position (see 527.14). Evaluators are not required to complete this form if the senior bidder is determined to be qualified from the OPF review (527.23). However, if the five most senior bidders have been requested to address their qualifications in writing, the evaluator must complete Form 1796-A to document the evaluation of the senior bidder (see *Note*, 527.252). Specific instructions are contained on the form.

**527.262 Column A, Identification of Requirements.** In this column of the form, the evaluator lists all of the requirements for the position including examination requirements, the knowledge, skills, and abilities (which may be written in B-element format -- see 134 of Handbook EL-303) and any other requirements.

**527.263 Column B, Demonstration.** For senior qualified positions, the evaluator must decide only whether or not the senior bidder has demonstrated each requirement based on the information available.

**Note:** If the bidder failed a required examination, the bidder is not qualified. There is no need to complete this section for other requirements. Also, a bidder who does not have a required license (i.e., OF-346, *U.S. Government Motor Vehicle Operator's Identification Card*) at the time of the evaluation may still be considered further and awarded the position pending obtaining the government license for the appropriate type of vehicle.

**527.264 Column C, Measurements Used.** The evaluator must indicate briefly for each requirement how the determination was made. The purpose of this column is to provide enough

information to enable the evaluator to recall the facts which led to the decision. These statements need not include all facts considered. (This column need not be completed for examination requirements.)

**527.265 Section 3, Finding.** If the bidder demonstrated every requirement, the bidder is qualified. If the bidder did not demonstrate every requirement (i.e., the evaluator checked No in column B for one or more requirements), the bidder is not qualified. (See 527.14 regarding different sequences for meeting some requirements.)

**527.27 Selection.** After the evaluation has been completed, the senior bidder is selected if qualified. Only if the senior bidder is found *not qualified* will the evaluator consider the next senior bidder's qualifications. No comparison of qualifications among bidders for a position is permitted. Appropriate documentation, including Forms 1796-A (if completed), Forms 1717, the posting, and written statements (if obtained) must be maintained with employee bidding records (see Item #20 of the ELM appendix).

#### 527.3 Best Qualified Positions

**527.31 General.** Qualifications determine the relative standing for selection of career employees who are eligible to apply for such positions based on the collective bargaining-unit agreements. Of those applicants who meet all of the requirements, the applicant who is found to be the best qualified on the basis of total qualifications will be selected. This determination is made on the basis of a comparison of total qualifications among applicants for the position.

**527.32 Documentation.** Form 1796-B, *Qualifications Rating Sheet for Best Qualified Positions*, is used as documentation for the initial determination of qualifications. (See Exhibit 527.32.) (It does not document the entire selection process.) The review committee or, in the absence of a review committee, the selecting official must complete one form for each applicant. More information on this form is covered in 527.36. Any notes made by individual review committee members to assist in evaluating applicants are considered the members' own property and not records of the USPS. Such notes may be discussed only among other committee members; they must not be circulated, nor are they to be included in the vacancy file.

**527.33 Selecting Official.** For filling best qualified positions, the selecting official is normally the supervisor or manager with the vacancy. Bargaining-unit employees serving as acting supervisors must not serve as selecting officials. The selecting official has a number of options with regard to the review committee and interviews. These options are explained in the following sections. If recommendations are made to the selecting official from a review committee, the selecting official may have access to all information used by the review committee, including completed Forms 1796-B. This does not include personal notes made by individual review committee members to assist in evaluating candidates.

#### **527.34 Evaluating Qualifications**

**527.341 Procedures.** Applicants are required to describe their qualifications in writing (see Handbook EL-303, 152.2). Form 991 may be used for this purpose. The installation head may set a policy on whether to obtain supervisory evaluations on Form 991. The policy should pertain equally to all best qualified positions in the installation. The qualifications of all applicants are compared to the requirements of the position as stated on the vacancy announcement. At a minimum, review committees and selecting officials must review the employees' written statements of qualifications. The employees' OPFs and other official USPS records may be reviewed. It is recommended that the selecting official review the OPF of the person to be selected before finalizing the selection. All information used in making decisions regarding applicants must be pertinent to the vacant position.

**527.342 Obligations of Applicants.** Applicants for best qualified positions must demonstrate that they meet or exceed the requirements of the position through their written statements. Applicants must address each of the requirements listed on the qualification standard or posting. If the posting indicates that there are desirable qualifications for the position, applicants should also address these in their written statements. Applicants must turn their written statements into the designated office by the posted deadline.

**527.343 Use of Review Committee.** The selecting official can choose whether or not to use a review committee. Normally, this decision ought to be based on the number of applicants and the time available to the selecting official to review the

applications. The selecting official may also choose to have the review committee make the determination of the best qualified applicant. In this case, the review committee does not make recommendations to the selecting official.

**527.344 Review Committee Functions.** The function of the review committee is to evaluate the applicants' qualifications. Review committees may also interview applicants (see 527.35). Normally, the review committee will make recommendations to the selecting official on the best qualified applicants. If the review committee wishes to clarify specific information contained in written statements, the committee may contact the applicant, or an appropriate manager or supervisor, to obtain clarification of the specific items.

**527.345 Review Committee Structure.** The installation head is responsible for designating review committee members. This responsibility may be delegated to the Human Resources function. All committee members must be nonbargaining employees. In large field offices, the review committee will normally consist of two nonbargaining employees from the functional area of the vacancy and one from outside the functional area. (Note: This may not be possible in small field offices or headquarters' facilities.) At least one of the committee members must be a minority or female. The Division Field Director, Human Resources (or corresponding person for the headquarters' facilities), may authorize exceptions to this rule in individual cases if the installation head is unable to locate a minority or female employee to serve on the committee. If the review committee is to make recommendations to the selecting official, this official must not be a member of the review committee. However, if the selecting official has chosen to have the review committee determine the best qualified applicant, the selecting official may also choose to be a member of the committee. In this case, the installation head, or Human Resources designee, is still responsible for designating the other two members of the committee. The review committee must elect a chairperson who is responsible for completing Forms 1796-B and performing any other necessary administrative duties.

**527.346 Review Committee Procedures.** Review committee procedures follow the principles of independent work followed by consensus decision-making. Specific steps are as follows:

a. Each committee member should independently determine if the applicants have demonstrated each requirement.

b. Members should discuss their decisions and arrive at a consensus for each requirement for each applicant.

c. The committee chairperson must complete Form 1796-B through column B based on this consensus for each applicant. Applicants found not qualified at this stage are removed from further consideration for this vacancy. For those applicants who are not qualified, the chairperson completes column D and section 5, and obtains signatures for section 6 of Form 1796-B.

d. For those applicants who are qualified, review committee members should then independently determine the level of demonstration of each requirement by each applicant.

e. Members should discuss their decisions and, again, arrive at a consensus on the level of demonstration of each requirement by each applicant.

f. The chairperson completes, and all members sign, Form 1796-B on each applicant.

g. If the review committee conducts interviews, it will select applicants based on the highest point totals on Form 1796-B. (There is no set minimum or maximum number to interview.) Applicants who are tied in point totals must be treated the same; either they are all interviewed or none of them are. Note: Applicants found not qualified must not be interviewed.

h. If the review committee makes recommendations to the selecting official, but does not interview, approximately three to five applicants (there is no set minimum or maximum number) will be recommended based on the highest point totals on Form 1796-B. Applicants who are tied in point totals must be treated the same; either they are all recommended or none of them are. The review committee must prepare a signed memorandum to the selecting official indicating, in alphabetical order, the names of the recommended applicants.

i. If the review committee interviews and makes recommendations to the selecting official, approximately three to five applicants (there is no set minimum or maximum number) will be recommended. There is no formal method for incorporating the results of the interview (see 527.35). The review committee must recommend only

those applicants who best meet the requirements of the position based on the point totals from Form 1796-B, the interview, and any other pertinent information reviewed during the evaluation. The review committee must prepare a signed memorandum to the selecting official indicating, in alphabetical order, the names of the recommended applicants.

j. If the selecting official wishes the review committee to determine who is the best qualified applicant, then there are no recommendations to the selecting official. In this case, the review committee must interview. The review committee determines who is the best qualified applicant based on the point totals from Form 1796-B, the interview, any other pertinent information reviewed during the evaluation, and consideration of desirable qualifications, if any. The review committee must prepare a signed memorandum to the Director of Human Resources (or corresponding person in headquarters' facilities) indicating the names of the best qualified applicant and two alternates (in rank order).

**527.35 Interviews.** The purpose of the interview is to provide a further basis for comparing the qualifications of applicants. Either the selecting official or the review committee must conduct interviews; but both *may* conduct interviews. Whoever conducts interviews must do so after Form 1796-B has been completed. No documentation is required. The review committee must reach consensus on how the outcome of the interview will be combined with the point totals from Form 1796-B and with other pertinent information reviewed to reach final recommendations or final determination of the best qualified applicant.

Note: Postal Data Center officials are reminded that the collective bargaining-unit agreement for the data centers contains language concerning the use of interviews.

#### 527.36 Use of Form 1796-B

**527.361 General.** Form 1796-B serves two purposes: first, to document if the applicants demonstrated that they meet all of the requirements of the position; and second, for those who did, to document the level of their qualifications. Form 1796-B does not serve as documentation for the interview. See Exhibit 527.361, *Flow Chart of Best Qualified Selection Process*.

**527.362 Column A, Identification of Requirements.** In this column, the review committee or selecting official lists all of the requirements for the position. On the form, the requirements are divided into three areas:

- a. Examination requirements.
- b. Physical and driving requirements.
- c. Knowledge, skills, and abilities (some of which may be in B-element format), experience, and other requirements. **Note:** If desirable qualifications are listed on the qualification standard, do not list these as requirements. (See 527.37 for instructions related to desirable qualifications.)

**527.363 Column B, Demonstration.** In order to complete this column, the review committee determines whether or not the applicant has demonstrated each requirement. The materials used as a basis for evaluating all requirements are those found in the applicant's OPF or other official USPS records, including the description of the applicant's qualifications. If an applicant does not meet all of the requirements (i.e., if the evaluator checked No under Demonstrated for any requirement), the applicant is not qualified. In this case, it is not necessary to complete column C.

**Note:** If applicants fail a required examination, they are not qualified; therefore, it is not necessary to evaluate other requirements for them. Applicants who do not have a required license (i.e., OF-346) at the time of the evaluation may still be considered further and awarded the position pending obtaining the government license for the appropriate type of vehicle.

**527.364 Column C, Points.** Complete this column for those applicants only who meet all of the position requirements (as established by column B). In this column, the review committee or selecting official assigns points to indicate the level at which the applicant has demonstrated possession of the necessary qualifications. No points are assigned for driving or physical requirements.

**527.365 Column D, Measurements Used.** For each requirement, the review committee or selecting official must indicate briefly how the decision was

made. These statements need not include all facts considered.

**527.366 Section 4, Score Calculation.** Instructions on the form indicate how to determine the total points. The points in column C are totalled, then averaged, and multiplied by 20. The maximum points that can be earned from the evaluation is 100. The examination score (if any) is then added to this to obtain the grand total of points.

**527.367 Section 5, Finding.** This section summarizes the results of the evaluation of the applicant's qualifications.

**527.37 Desirable Qualifications.** If desirable qualifications are identified on the qualification standard, the selecting official, or review committee (if it makes the selection), will consider them in the final phase of the selection process following completion of Form 1796-B. Desirable qualifications may be addressed in the interview. If the review committee is making recommendations, it must not consider desirable qualifications when determining whom to recommend to the selecting official.

**527.38 Selection.** Selection for the position will be based on total qualifications considering the point totals on Forms 1796-B, the results of the interview, desirable qualifications (if any), and any other pertinent information reviewed during the evaluation. The personnel office must maintain in the vacancy file full documentation supporting the decision. This includes a copy of the posting, the qualification standard, applications, Forms 1796-B, a list of review committee members, and the name of the selecting official.

**527.4 Selection Oversight** The installation head is responsible for ensuring that committee members and selecting officials for best qualified positions, and evaluators for senior qualified positions, know their responsibilities and the principles of selection. It is recommended that large field offices place a Human Resources nonbargaining person on the review committee for best qualified positions to ensure that proper procedures and principles of selection are followed.





# **Qualifications Rating Sheet for Senior Qualified Positions**

(Instructions on page 4)

Employee's Name			Present Position and Level		Bid Position and Level
(A) Identification of Requirements <i>As found on Qualification Standard and/or Job Posting / Vacancy Announcement</i>			(B) Demon- stration Yes No		(C) Measurements Used <i>To determine Demonstration (B)</i>
(1) Examination Requirements					
Test Number	Eligible	Ineligible	Yes	No	
(2) Knowledge, Skills, Abilities, and Other Requirements					

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**Exhibit 527.22, Form 1796-A, Qualifications Rating Sheet for Senior Qualified Positions (p.1)**



**Exhibit 527.22, Form 1796-A, Qualifications Rating Sheet for Senior Qualified Positions (p.3)**

## INSTRUCTIONS

### COLUMN A — Identification of Requirements

Requirements for positions are found on a qualification standard (see EL-303, *Qualification Standards—Bargaining Unit Positions*), and/or on a job posting or vacancy announcement.

1. If the position has examination requirements, enter the test number in Section 1. Note whether the bidder's examination score is rated as eligible or ineligible and check the appropriate part headed "Eligible" or "Ineligible."

a. If the bidder's score is rated as eligible, also place a checkmark in the "Yes" part of Column B ("Demonstration").

b. If the bidder's score is rated as ineligible, also place a checkmark in the "No" part of Column B ("Demonstration"). Proceed to Section 3 ("Finding") on page 3 and check the box "Bidder is not qualified." Then complete the form by filling out Section 4 ("Evaluator").

2. Enter in Section 2 the requirements from the qualification standard (knowledge, skills, abilities, and other requirements, including experience and physical requirements if applicable). If the position does not have a qualification standard, enter the requirements as given on the job posting or vacancy announcement.

Note: See Handbook EL-303, 143, regarding physical examinations for inservice employees.

3. Review the job posting or vacancy announcement to see whether any typing, driving, or special requirements were added as local options. If so, those requirements must be entered in the appropriate section. (Typing requirement goes in Section 1; driving and special requirements, Section 2.)

### COLUMN B — Demonstration ("Yes" or "No")

1. Review all pertinent information available regarding the bidder. (See both Handbook EL-303, 152, and Handbook EL-311, *Personnel Operations*, 527.16 and 527.25.)

2. For the requirements listed in Section 2 of Column A, determine whether the bidder has demonstrated that he or she meets each requirement. Meeting a requirement may be demonstrated by any combination of training, education, and experience. The following definitions apply:

#### Demonstration ("Yes")

There is pertinent information available to indicate that the bidder meets the requirement.

#### Demonstration ("No")

There is no pertinent information available to indicate that the bidder meets the requirement, OR there is pertinent information to indicate that the bidder does not meet the requirement.

3. Place a checkmark in the appropriate part of Column B for each requirement.

### COLUMN C — Measurements Used

1. Cite the specific evidence used to determine the bidder's demonstration of each requirement in Column B. Generally, the evaluator would use one or more of the following to support a rating (the numbers and letters may be used in Column C rather than writing out the words):

1. Work experience (including volunteer work)

- (a) Direct line of work
- (b) Related line of work

2. Education and training

- (a) Academic courses
- (b) Vocational or technical courses
- (c) USPS training
- (d) PEDC courses

3. Other evidence

Specify, e.g., awards, letters of commendation, medical examinations, disciplinary actions, etc.

### SECTION 3 — Finding

1. If the bidder has demonstrated every requirement, check the box "Bidder is qualified."

2. If the bidder has not demonstrated any one or more of the requirements (including an examination), check the box "Bidder is not qualified."

### SECTION 4 — Evaluator

After the rating has been completed, the evaluator must print or type his or her name and title before signing and dating the form.



## Qualifications Rating Sheet for Best Qualified Positions

**(Instructions on page 4)**

Applicant's Name				Present Position and Level		Position Applied for and Level	
(A) Identification of Requirements As found on Qualification Standard and/or Job Posting / Vacancy Announcement				(B) Demon- stration Yes No		(C) Points 1, 2, 3, 4, or 5	(D) Measurements Used To determine Demonstration (B) and Points (C)
(1) Examination Requirements							
Test Number	Eligible	Ineligible	Yes	No			
(2) Physical and Driving Requirements							
(3) Knowledge, Skills, Abilities, Experience, & Other Requirements							

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**Exhibit 527.32, Form 1796-B, Qualifications Rating Sheet for Best Qualified Positions (p.1)**

**Exhibit 527.32, Form 1796-B, Qualifications Rating Sheet for Best Qualified Positions (p.2)**

Applicant's Name		Present Position and Level		Position Applied for and Level	
(A) Identification of Requirements As found on Qualification Standard and/or Job Posting / Vacancy Announcement		(B) Demon- stration Yes No	(C) Points 1, 2, 3, 4, or 5	(D) Measurements Used To determine Demonstration (B) and Points (C)	
(B) Knowledge, Skills, Abilities, Experience, & Other Requirements					
(4) Score Calculation					
Total the number of points in Column C				+	
Count the number of requirements assigned points in Section 3				÷	
Divide the total of points by the number of requirements assigned points to find the applicant's point average				=	
Multiply that average by 20				x 20	
Add the applicant's examination score, if any				(+)	
To arrive at the applicant's GRAND TOTAL OF POINTS :				=	
(5) Finding:		(6) Review Committee Members			
<input type="checkbox"/> APPLICANT IS QUALIFIED  <input type="checkbox"/> APPLICANT IS NOT QUALIFIED		Name and Title (Printed or Typed)		Signature	Date
		Name and Title (Printed or Typed)		Signature	Date
		Name and Title (Printed or Typed)		Signature	Date
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Exhibit 527.32, Form 1796-B, Qualifications Rating Sheet for Best Qualified Positions (p.3)

**INSTRUCTIONS**

**COLUMN A — Identification of Requirements**  
Requirements for the positions are found on a qualification standard (see Handbook EL-303, *Classification Standards—Bargaining Unit Positions*), and on a job posting or vacancy announcement.

1. If the position has examination requirements, enter the test number in Section 1. Note whether the applicant's examination score is rated as eligible or ineligible.
  - a. If the applicant's score is rated as eligible, place a checkmark in the "Yes" part of Column B ("Demonstration").
  - b. If the applicant's score is rated as ineligible, place a checkmark in the "No" part of Column B ("Demonstration"). Proceed to Section 6 ("Finding") on page 3 and check the box "Applicant is not qualified." Then complete the form by filling out Section 6 ("Review Committee Members").
2. If the position has physical and driving requirements, enter those requirements in Section 2. (See Handbook EL-303, 143, regarding physical examinations for inservice applicants.)
3. Enter in Section 3 the knowledge, skills, abilities, experience, and other requirements as given on the qualification standard. If the position does not have a qualification standard, enter the requirements as given on the job posting or vacancy announcement.
4. Review the job posting or vacancy announcement to see whether any typing, driving, or special requirements were added as local options. If so, those requirements must be entered in the appropriate section. (Typing requirement goes in Section 1; driving requirement, Section 2; and special requirements, Section 3.)

**COLUMN B — Demonstration ("Yes" or "No")**

1. Review all pertinent information available regarding the applicant. (See Handbook EL-311, *Personnel Operations*, 527.16.)
2. For the requirements listed in Sections 2 and 3 of Column A, determine whether the applicant has demonstrated that he or she meets each requirement. Meeting a requirement may be demonstrated through any combination of training, education, and experience. The following definitions apply:
 

**Demonstration ("Yes")**  
There is pertinent information available to indicate that the applicant meets the requirement.

**Demonstration ("No")**  
There is no pertinent information available to indicate that the applicant meets the requirement; OR there is pertinent information to indicate that the applicant does not meet the requirement.
3. Place a checkmark in the appropriate part of Column B for each requirement.
4. If the applicant has demonstrated every requirement, proceed to Column C. If the applicant has not demonstrated any one or more of the requirements, the applicant is not qualified for this position. Complete Column D, then proceed to Sections 5 and 6 on page 3. (It is not necessary to complete Column C and Section 4 if the applicant is not qualified.)  
*Note:* At the time of the evaluation, applicants who do not have the required government driver's license (OF-348, U.S. Government Motor Vehicle Operator's Identification Card) may still be considered further and awarded the position pending obtaining the government driver's license for the appropriate type of vehicle.

**COLUMN C — Points**

1. The applicant's demonstrations of the knowledge, skills, abilities, experience, and other requirements (Section 3) are each evaluated and rated on a point system of 1, 2, 3, 4, or 5, with 5 as the highest level. When an applicant's experience is evaluated, the quality of that experience is more important than the length of that experience.

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*Quality includes:* relevancy of the experience to the position to be filled, breadth of the experience, and demonstration of knowledge gained or projects completed.

*Note:* For Postal Data Center promotions, the collective bargaining-unit agreement contains language concerning the evaluation of qualifications.

2. For positions that require examinations (Section 1), the applicant's score will be considered in Section 4. Physical and driving requirements (Section 2) are not evaluated and rated for points. The applicant either meets or does not meet those requirements. Therefore, no points are to be entered in Column C for Sections 1 and 2.
3. The following definitions apply to the points assigned to the knowledge, skills, abilities, experience, and other requirements:
  - 1 point - The applicant's record demonstrates a possession of this requirement at a minimal level. People at this level would generally perform marginally with regard to this requirement.
  - 2 points - The applicant's record demonstrates a possession of this requirement at an adequate level. People at this level would generally perform acceptably with regard to this requirement.
  - 3 points - The applicant's record demonstrates a possession of this requirement at a proficient level. People at this level would generally perform well with regard to this requirement.
  - 4 points - The applicant's record demonstrates a possession of this requirement at a high level. People at this level would generally perform very well with regard to this requirement.
  - 5 points - The applicant's record demonstrates a possession of this requirement at an expert or superior level. People at this level would generally perform outstandingly with regard to this requirement.

**COLUMN D — Measurements Used**

1. Cite the specific evidence used to determine the applicant's demonstration of each requirement in Column B and the points assigned in Column C. Generally, the reviewers would use one or more of the following to support a rating:
  - (a) Direct line of work
  - (b) Related line of work
2. Education and training
  - (a) Academic courses
  - (b) Vocational or technical courses
  - (c) USPS training
  - (d) PEDC courses
3. Other evidence  
*Specify, e.g., awards, letters of commendation, medical examinations, disciplinary actions, etc.*

**SECTION 4 — Score Calculation**

Total the points earned in Column C. Divide that total by the number of requirements in Section 3 to determine the average number of points earned by the applicant. Multiply the resulting figure by 20 in order to arrive at a "percentage" score based on 100. Add the examination score (if any) for a grand total.

**SECTION 5 — Finding**

1. If the applicant has demonstrated every requirement, check the box "Applicant is qualified."
2. If the applicant has not demonstrated any one or more of the requirements (including an examination), check the box "Applicant is not qualified."

**SECTION 6 — Review Committee Members**

After the evaluation has been completed, each review committee member must print his or her name and title, then sign and write in the date. If there is no review committee, the selecting official prints his or her name and title before signing and dating the form.



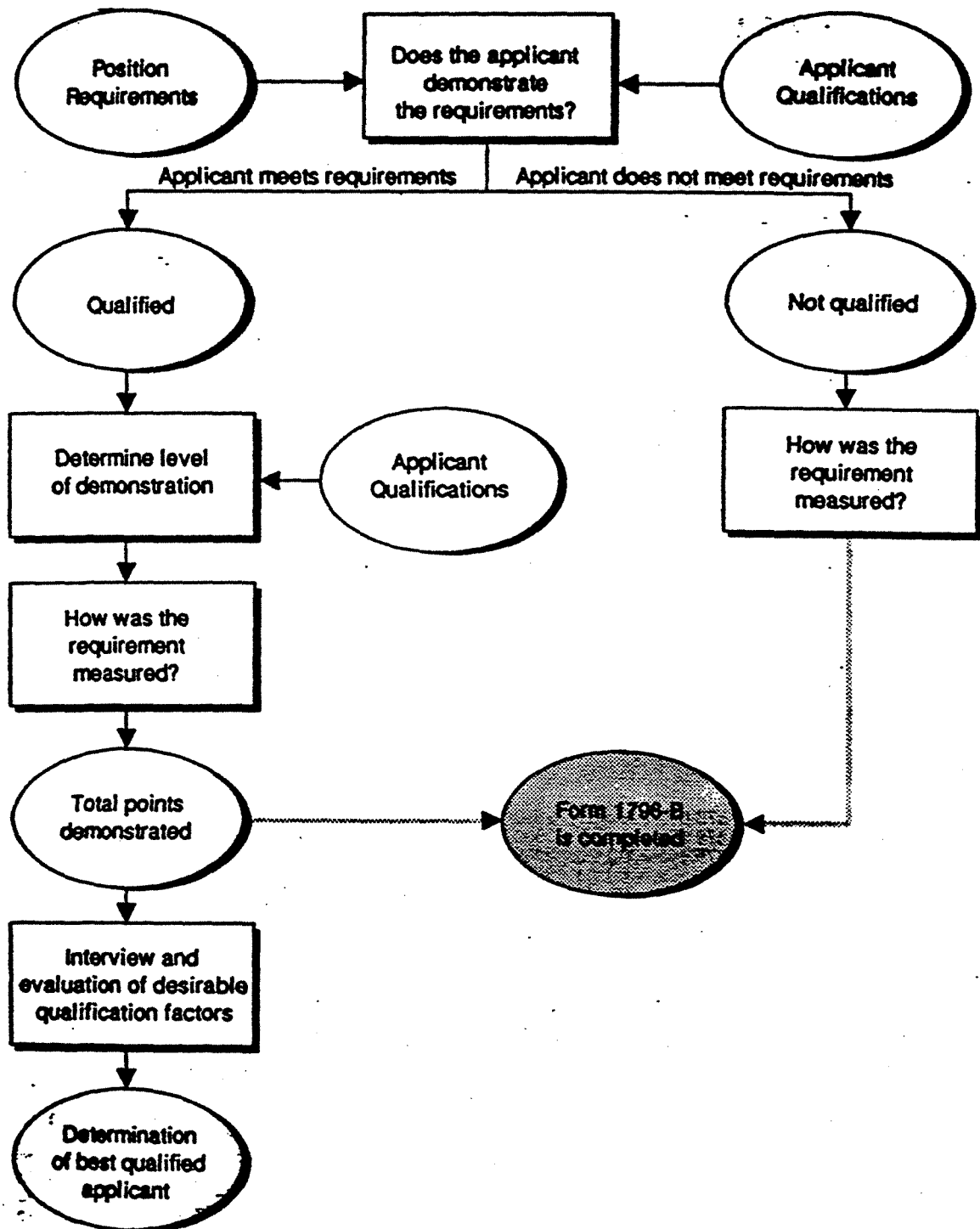


Exhibit 527.361, Flow Chart of Best Qualified Selection Process