



U.S. Department of Justice
Justice Management Division
Personnel Staff
Web Site: <http://www.usdoj.gov/jmd/ps>
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MEMORANDUM FOR COMPONENT HUMAN RESOURCES OFFICERS

FROM:

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Director, Personnel Staff

SUBJECT:

U.S. Office of Personnel Management's (OPM) Standardized Vacancy
Announcement Templates

This memo is in response to the recent release of the OPM standardized vacancy announcement templates for entry level secretarial, accounting and accounting technician positions. These streamlined, easy-to-understand templates provide standardized language to help attract a broader pool of qualified applicants.

In harmony with our recent endeavors to ensure clear and consistent information within our vacancy announcements, these templates are written in plain language. They provide consistent information regarding the basic qualification requirements as well as standardized knowledge, skills, and abilities/competencies. OPM believes such standardization should reduce applicant frustration and improve the Federal hiring process.

While these templates are optional, in support of this OPM effort, the Department encourages use of the standardized language, specifically as it relates to the following sections:

- Summary of Duties
- Specialized Experience (You must include specific examples of specialized experience for each grade level advertised.)
- Knowledge, Skills and Abilities

Component human resources staff can access these templates through the USAJOBS Employer Services Tab.

As always, we appreciate your support as we partner to attract and retain a highly skilled, diverse, and dynamic workforce. If you or your staff have any questions, please contact Cindy Westray, Human Resources Specialist, at (202) 305-1757, or by electronic mail at Cindy.L.Westray@usdoj.gov.