

USAJOBS



OPEN CONTINUOUS ANNOUNCEMENTS

BOP-Careers

User Guide - May 2007

Prepared for Bureau of Prisons Employees

by the

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Open Continuous Announcement System

As we continue to move toward a more simplified approach to Federal employment, the Bureau of Prisons implemented a revised Open Continuous Announcement System, effective May 22, 2007 - April 25, 2008.

We are confident that this new online open continuous process will provide employees with a faster and easier way to apply for the following vacancies:

Captain, GS-0007-13
Captain, GS-0007-12
Captain, GS-0007-11
Lieutenant, GS-0007-09/11 (FCC/USP only)
Lieutenant, GS-0007-11
Lieutenant, GS-0007-09

Applicants who wish to apply for any of these positions will complete an online open continuous application for each type of position and grade level for which they wish to be considered.

How does the new open continuous system work?

The new system will be an automated BOP-Careers System application process. Applicants will answer vacancy specific questions necessary to evaluate individual qualifications for

the specific job to which they are applying. Applicants are given a set of examples which closely describes experience related to each job-specific KSA. Applicants will be prompted to select the example that best resembles their level of experience and/or expertise. If none of the examples appear similar, the applicant may provide a narrative response that best describes their specialized experience and/or education. When completed, the information provided in USAJOBS and the answers to the questions will become their application. At each cut-off date, the Human Resource Specialist uses the BOP-Careers System to identify well-qualified candidates and refer them for consideration for the vacancy.

Under the new open continuous BOP-Careers System, applications are submitted electronically, saving the applicant duplicating and mailing costs.



Must I apply online?

Yes. You must first register on USAJOBS (www.usajobs.gov) and complete your Federal résumé in order to apply for an open continuous announcement.

How often can I apply?

You can apply anytime during the open period of the announcement. Online applications must be submitted by 11:59 p.m. (E.S.T.) on April 16th of each year. Be mindful of the cut-off dates on the following page.

Can a displaced employee apply under the open continuous announcement?

Yes. Any employee may apply to an open continuous announcement under merit promotion. However, being displaced will not make you eligible for any priority consideration under the merit promotion procedures.

What are the eligibility requirements for a position announced under the open continuous system?

Applicants will be considered eligible for the position if they meet the minimum qualification requirements and the time-in-grade restrictions, at the time of application. For time-in-grade, you must complete a minimum of 52 weeks at the next lower grade level. Applicants who fail to meet the minimum requirements and time-in-grade restrictions will not be considered eligible and will be notified via email of their ineligibility.

Can I submit a paper application?

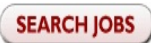
No. BOP employees must complete an online application. Exceptions will be made in the instance of extreme hardship cases (e.g., BOP employee on active duty in a remote area without internet access, a non BOP-applicant lives in a remote area where it would pose a major hardship for the applicant to get to a computer in any location). The Consolidated Staffing Unit will assist applicants in any way possible to submit their applications

online by the closing date of the vacancy announcement. Applicants who meet hardship criteria will be requested to respond to the same questions as applicants applying online and submit a signed copy to the Consolidated Staffing Unit prior to the closing date. The Human Resources Specialist will input the data into the system on the applicant's behalf for the specific job for which the applicant is applying only. To obtain a paper application, you **MUST** contact the Consolidated Staffing Unit before the closing date of the vacancy announcement.

How do I search for open continuous announcements?

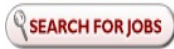


Go to www.usajobs.gov.

1. Click 
2. You will be given the following options:
 - Basic Search
 - Agency Search
 - Series Search
 - Advanced Search
 - Senior Executive Search

NOTE: To view jobs announced under Open Continuous, answer yes to "Applicant Eligibility" question before you click "search for jobs."

3. Select appropriate search and click



4. Select a vacancy and click



What is the open period for an open continuous announcement?

Applicants may apply to an open continuous announcement anytime between May 22, 2007 through 11:59 p.m., EST, April 25, 2008.

What is a cut-off date?



All applications submitted prior to the cut-off date will receive consideration for certification. Cut-off dates will be listed in the vacancy announcement and will be used to meet the immediate needs of institutions desiring to fill vacant positions. The following are the cut-off dates:

June 21, 2007
July 23, 2007
August 21, 2007
September 21, 2007
October 23, 2007
November 26, 2007
December 26, 2007
January 28, 2008
February 26, 2008
March 28, 2008
April 26, 2008

If I miss a cut-off date, how long will I have to wait before I can receive consideration?

Cut-off dates will be established every 30 days. If you miss a cut-off date, you will not be considered for a vacant position until the following cut-off date (30 days later).

Can I update my institution preferences after a cut-off date?

Yes. You can update your institution preferences at any time. However, if the changes are made after the cut-off date, the preference changes will apply to the following consideration period for certification. If you need to withdraw an institution preference, you must send an email to GRA-HRM/ConsolidationStaffingUnit@bop.gov. Your message must include the vacancy announcement number, position title, and statement indicating your request to withdraw your institution preference(s). **You must also reapply and update your location preferences for the next cut-off period.**

If I am presently a Senior Officer Specialist, GS-8, and am interested in applying for a promotion to a GS-9 Lieutenant at any facility, what vacancy announcement(s) should I apply to?

Current GS-8 employees interested in a promotion to any facility should submit an online application to the vacancy for GS-9/11 (FCC/USP only) and GS-9 Lieutenant.

Can I apply to multiple open continuous vacancy announcements?

Yes. You can apply to multiple open continuous vacancy announcements for which you are eligible.

When am I required to complete the KSA section in the vacancy announcement?



You must select an answer to each KSA question if you are applying for a position that has higher promotion potential than what you currently hold or have previously held (i.e., if you are a GS-8 Correctional Officer applying for a GS-9 Lieutenant and you have never held a GS-9 position, you will need to complete KSAs).

How will I be able to update my application?

You may access your completed application/resume anytime by using the USAJOBS Website. Once accessed, you can update or make changes to your application.

If I am not selected for a position, will I have to re-apply to receive further consideration?

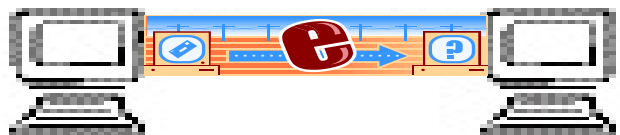
No. You will continue to receive consideration for any position for which you have applied until you are selected or until you withdraw your application.

Once I complete my online application, should I retain a copy?

Yes, you should retain all copies of the application process for your records including the vacancy announcement, resume, and application confirmation page. Prior to completing your application, you will be given the option to have a copy of your application sent to you via email.

How will I know that my application was received?

Once you have completed your application, you will be returned to the USAJOBS site and will receive confirmation that your application has been sent for consideration on the vacancy announcement. You can review your applications online when you login to USAJOBS and select "Track your online job applications." This will allow you to view your USAJOBS online application history.



How can I see which positions I have applied for or find out the status of a vacancy?

There are three methods for tracking your application. First, you can print the application confirmation screen from USAJOBS when you complete the application process. Second, you can request to receive a copy of your responses to the application questions and a copy of your résumé when you finish applying for jobs in BOP-Careers. Third, you can review your applications online when you login to USAJOBS and select "Track your online job Applications." This will allow you to view your USAJOBS online application history. When requesting assistance from a Human Resource Specialist, please have the vacancy announcement number and title of the position available.

How do I remove my name from consideration after I have applied to an open continuous announcement?

To remove your name from consideration you must send an email to GRA-HRM/ConsolidatedStaffingUnit@bop.gov. Your message must include the vacancy announcement number, position title, and a statement indicating your request to withdraw your application from consideration.

Who do I contact if I have questions about the application process?

If you have any questions about the application process, please contact the Consolidated Staffing Unit by calling 972-352-4200 (M-F 6:30 a.m. - 5:00 p.m., CST) or via e-mail at the following address:

GRA-HRM/ConsolidatedStaffingUnit@bop.gov



