52 Central
Operating Manual
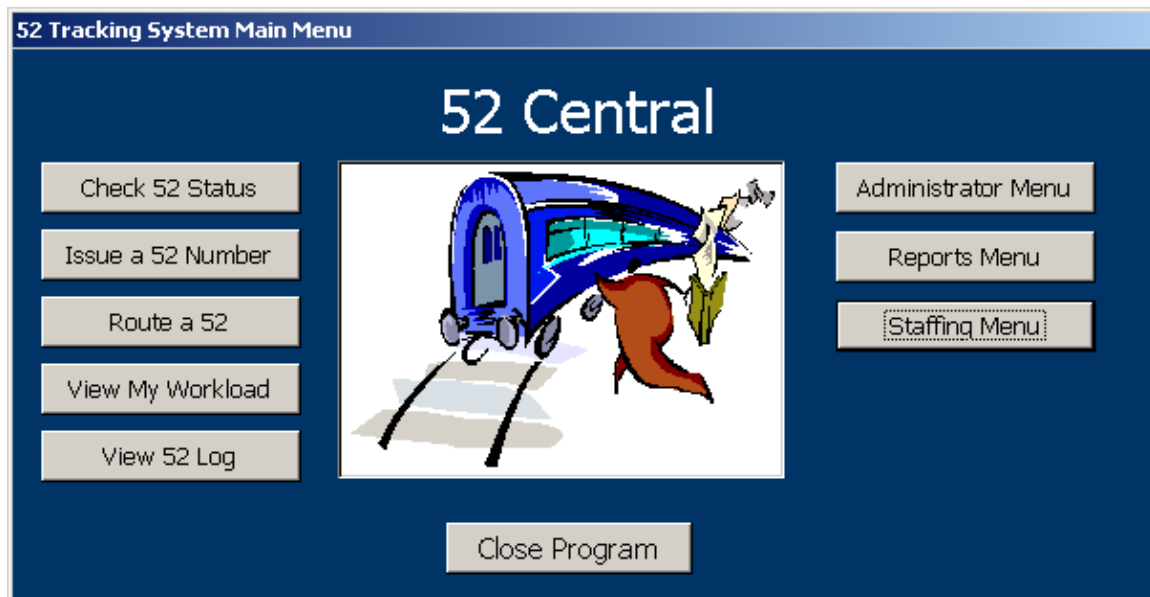
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REPORTS

APPENDIX

ADMINISTRATOR FUNCTIONS

ADMINISTRATOR RESPONSIBILITIES

Having an administrator at each location helps to minimize lost production time, frustration and damage to electronic data. The administrator can serve as a liaison between the developer and the end users and ensure that communication between the developer and the users is clearly shared.

The administrator of the database program is responsible for:

- Assisting users at their location with basic end user technical support
- Database maintenance
- Generating and creating queries and reports
- Ensuring data integrity
- Communicating system updates to the end users
- Working with the developer to correct any system problems
- Backing up the database file on a daily basis
- Setting up and maintaining site-specific data
- Adding and Deleting Users

The administrator of the database should be able to make queries in Microsoft Access, work well with co-workers, monitor the system or data integrity and understand the process-flow of the database system.

DATABASE SET UP PROCEDURES

In addition to the delivery of the database file, each office, site information and its users need to be established in the database shell prior to its use by the end user. The administrator of the system will need to make sure as organizational changes happen (such as the change in a department name), the database is updated to reflect the most current, accurate information.

ADDING/EDITING OFFICE INFORMATION

The office information is added or edited by clicking the administrator menu button on the main form
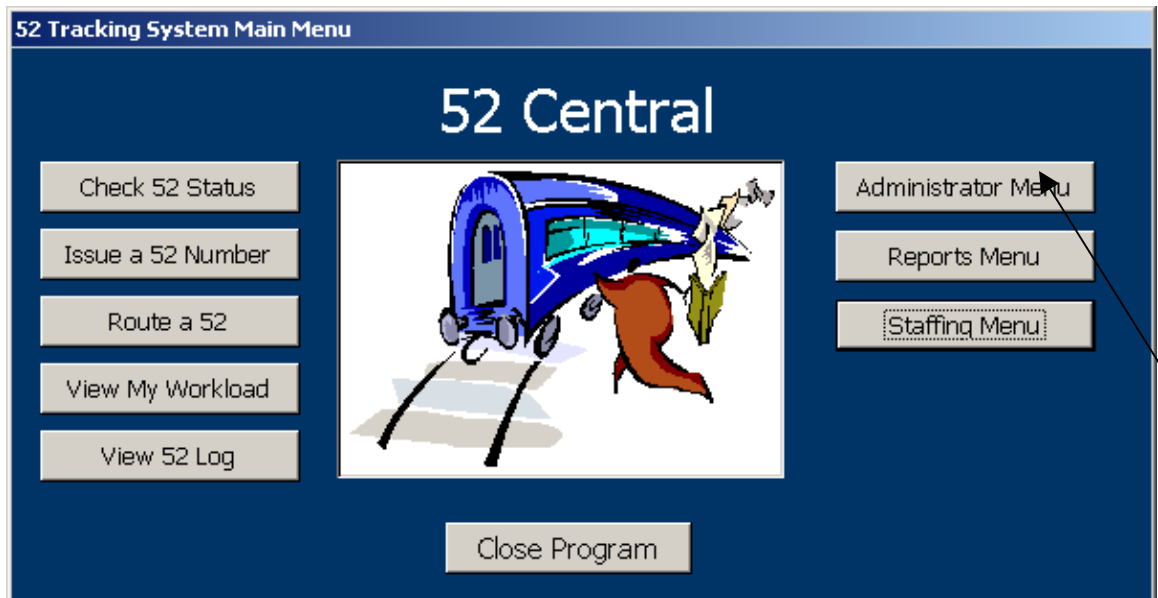
Followed by the Add/Edit HR Teams Button from the Administrator Menu
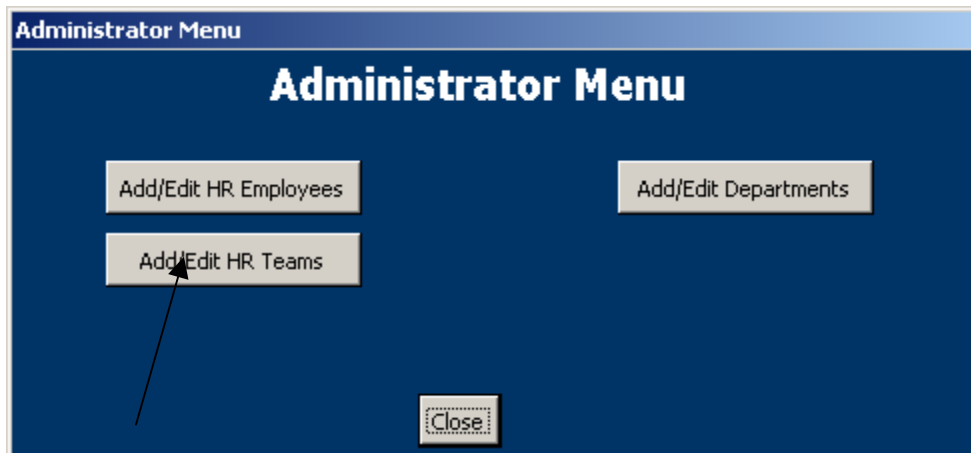
On the Add/Edit HR Teams Form complete the data fields as listed below. Both the Post Card Image and Letter Image are .bmp files created to show the return address. If this needs to be changed, the new images need to be created and inserted into the record.

Images

If an additional team (or HR office) needs to be added click on the * button and enter another team

If team data changes simply find the appropriate team and change the data fields. Example: The office Supervisor changes – simply choose a different employee from the team supervisor field.

ADDING/EDITING EMPLOYEE INFORMATION

The employee information is added or edited by clicking the administrator menu button on the main form

**Note this is not making the employee a user of the system but adding them as a person to have 52's routed to them. Adding them as a user of the program is a separate function.
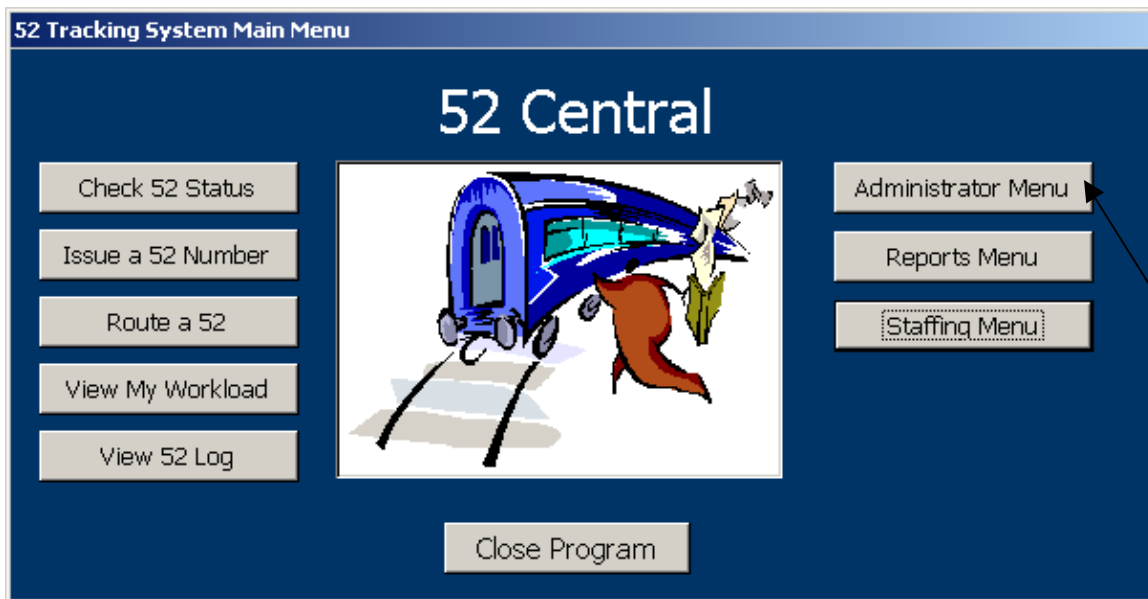
Followed by the **Add/Edit HR Employees Button from the Administrator Menu**

On the Add/Edit HR Employees Form complete the data fields as listed below

If an additional employee needs to be added click on the * button and enter another employee

Team ID is the Name of the HR team (or office) the employee belongs to. Team EOD date is the date the employee became a member of the HR office.

If Employee data changes simply find the appropriate employee and change the data fields. Example: The employee's phone number changes – simply type over the phone number for that employee and make the changes.

ADDING/EDITING DEPARTMENT INFORMATION

The department information is added or edited by clicking the administrator menu button on the main form
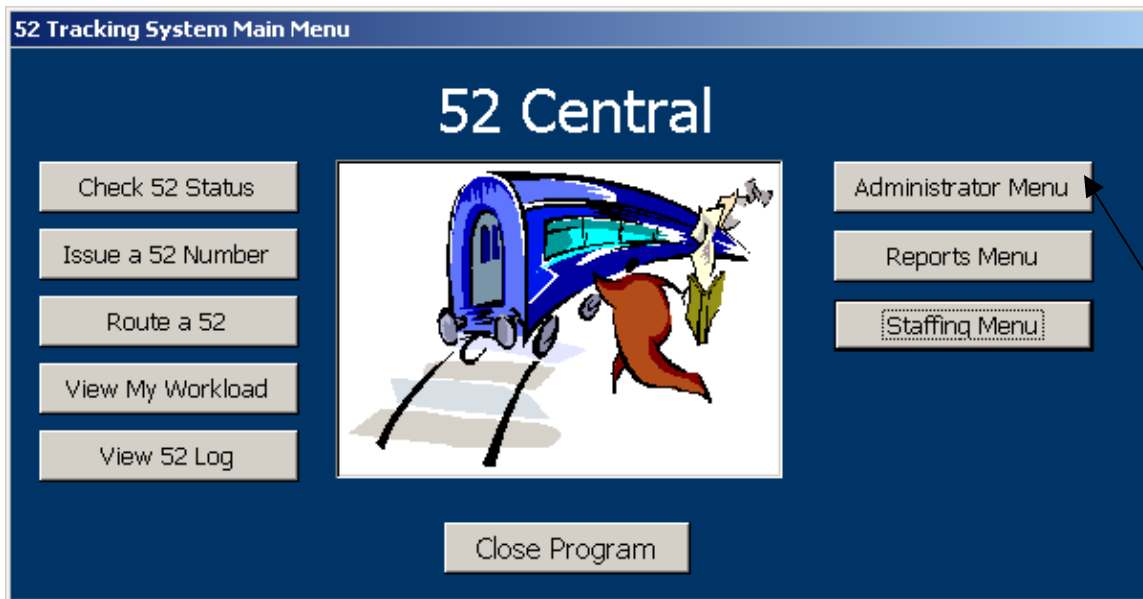
Followed by the Add/Edit Departments Button from the Administrator Menu
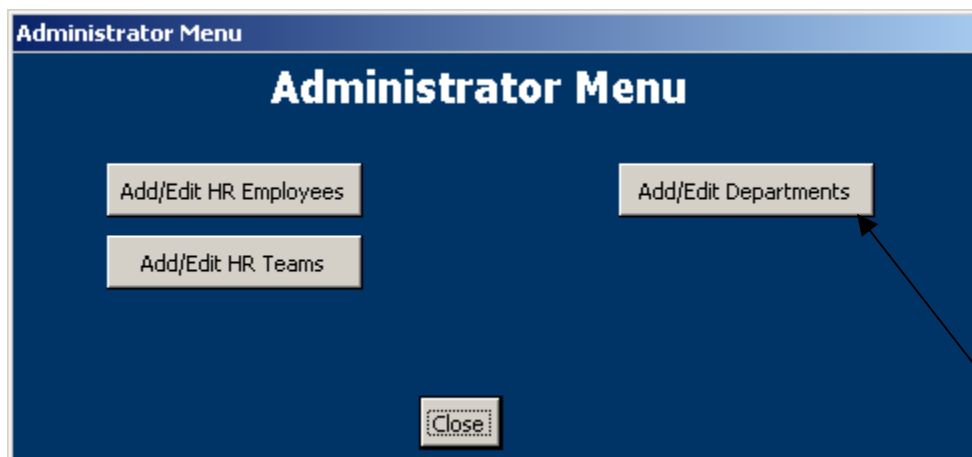
On the Departments Form complete the data fields as listed below

If an additional department needs to be added click on the * button and enter another department

Although the names for each field may differ by organization the order of the fields indicates the hierarchical structure. Service Unit is 1st, then Division 2nd, Department 3rd and SubDivision is last. The text entered into the Department field will be what appears in your drop down lists for the 52's and announcements.

If department data changes simply find the appropriate department and change the data fields. Example: The department's admin code changes – simply type over the admin code for that department and make the changes. If departments are abolished and new ones are established, click the deactivate check box on the abolished department and enter the new department. This retains historical data without allowing new 52s to be entered in the old department.

DELETING RECORDS

Deleting data from a relational database system is discouraged for a number of reasons. First, the purpose of the database system is to maintain a record of historical data. If data is deleted, so is the history. Second, relational database systems tie data together in separate tables to lessen data entry and provide efficient storage of data. Sometimes deleting data from one table causes data in another table to be either deleted or "lost".

There are instances where mistakes take place and it is appropriate to delete data. Just be sure that the data that is being deleted is supposed to be deleted and has no derogatory effects on other data within the database system.

Deleting records of data is a task that should only be done by the administrator. The forms are designed to allow data entry and editing, but not record deletion. To delete a record, the administrator should go directly to the table and delete the appropriate record.

MAINTENANCE PROCEDURES

Although database systems are efficient places to store large amounts of data and help to consolidate information, they too need some extra attention to ensure that the database continues to function properly. These maintenance procedures include:

- System Back up
- Compacting and Repairing
- Data Audits

DATABASE BACK UP

Backing up the database program is one of the most important administrator role. Any form of electronic data must be backed up. Regardless of the format, data can become corrupt for a number of reasons: electrical failure, server failure, network interruptions etc. Performing daily back ups helps to preserve the users' work and ensure data integrity. It is strongly suggested that the database file is backed up on a daily basis and at least 1 weeks worth of copies are retained at all times.

To back up the database, simply locate the database file on your server/computer, right-click on the file, choose copy and paste it to another location. Make sure the file is being copied to another location (server/computer). Do NOT just create a file in the same location and dump the back up copies in it. If the database file is in the same location as all the back up copies and that computer crashes, both your database and the back ups will be lost.

Copies the selected items to the Clipboard. To put them in the new location, use the Paste command.
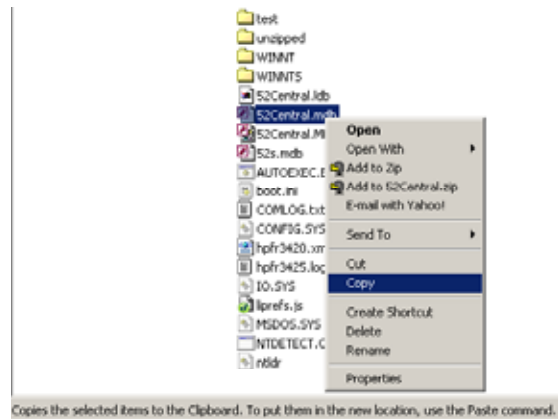
*The database file is the file with the .mdb extension. It is probably called 52Central.mdb

COMPACTING AND REPAIRING

Compacting and Repairing a database is a built-in feature that comes with Microsoft Access, and it needs to be done on regular basis (suggest at least 1 time per week). Compacting and repairing the database complies the data and keeps the file size down. To perform the Compact and Repair function, only one administrator can be in the database system and all other users need to be logged out.

To compact and repair the database, choose Tools > Database Utilities > Compact and Repair Database...
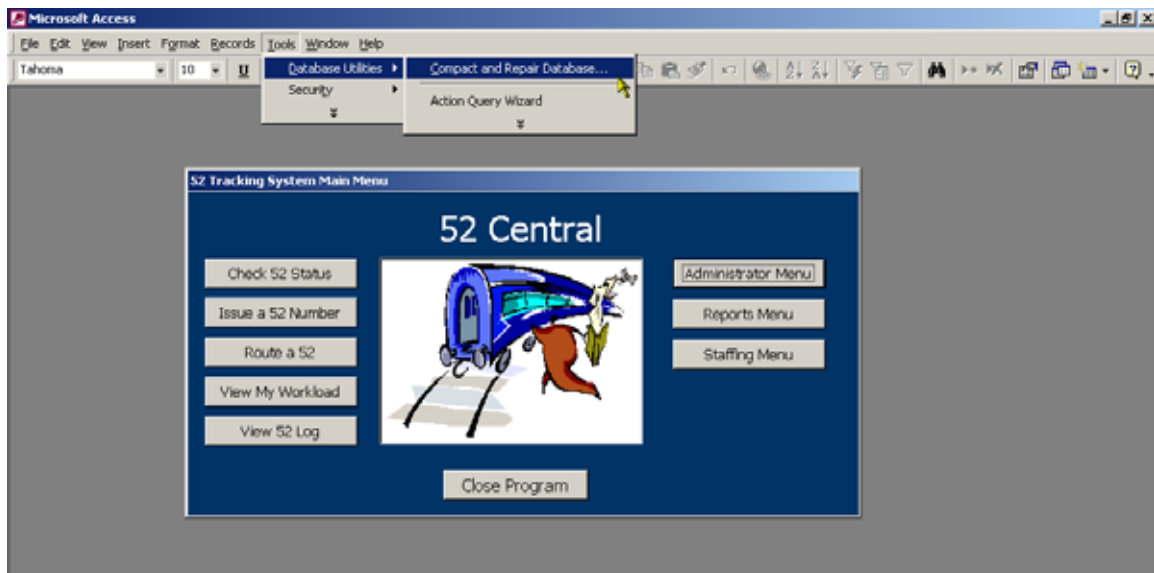
The main form will disappear, and reappear once the compact and repair has finished. This process should take less than 1 minute.

*Suggestion – make a back up copy prior to performing the compact and repair function – this allows you to retain a copy incase any problems arise from the compact and repair function.

DATA AUDITING

Data Auditing is also a very important function of being a database administrator. 52Central has been created with numerous flexibilities to allow each site the ability to enter the data into the system. The data that goes into the system is the data that comes out. If data entry mistakes are made, and are not corrected, the reports delivering data will also have mistakes on them.

The administrator should be periodically checking the data contained in the system for integrity. This can be done manually and by running queries or questioning report results.

END USER ACCOUNTS

Adding employees to the system under the Add/Edit HR employees form does not create end user accounts to work through the system. The HR employees are used to route 52's to and end users are allowing users to access the database system.

ADDING/DELETING USER ACCOUNTS

To add or delete a user from the database file:

Click Tools > Security > User and Group Accounts
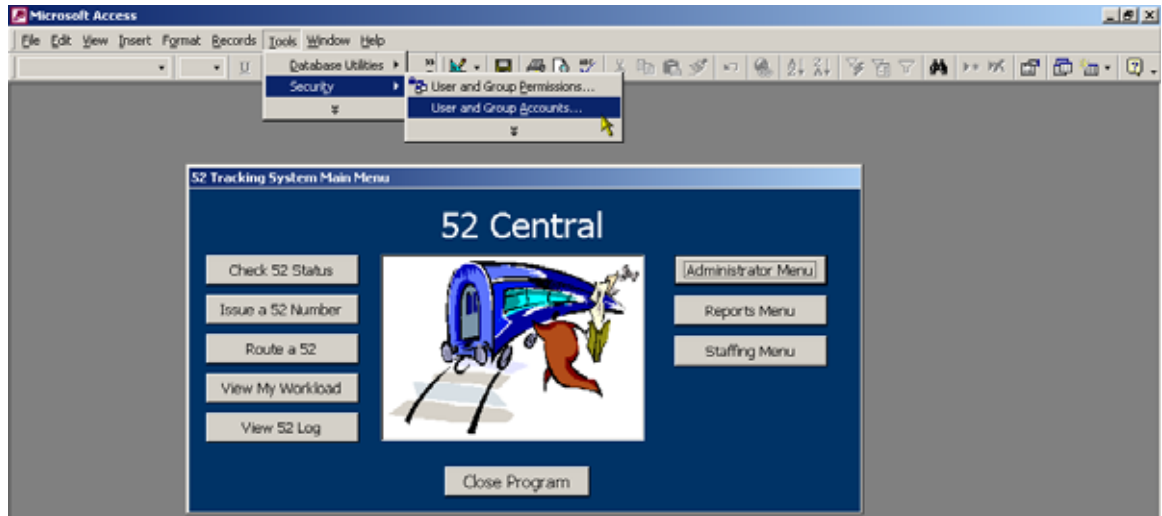
The following box appears...

To add a user, click New
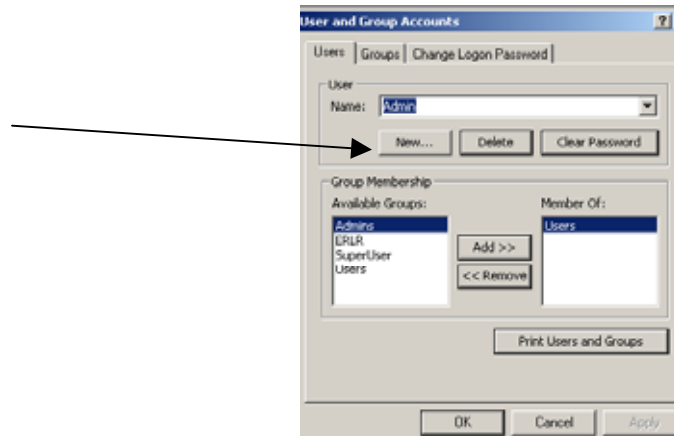
Enter the user name (as you want it to appear) in the Name box. The Personal ID is a unique ID given to each user that can have no spaces. The format used for users in 52Central has been First initial – last name – office

Example: JSmithPAO

Click OK
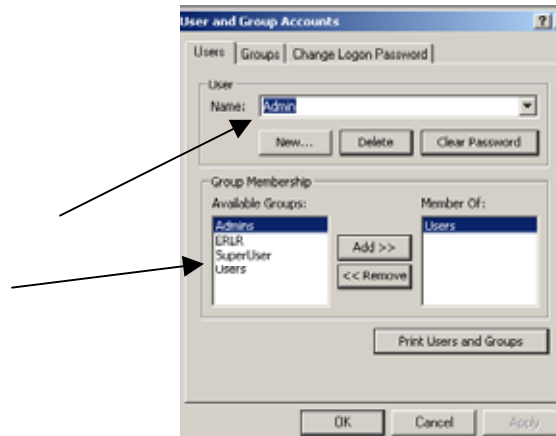
Next, select the name of that user from the user drop down box.
Then select their level of security. There are 4 levels to choose from.

- **Users** – No permission to access the database (everyone has this role automatically)

- **ERLR** – Permission to enter 52 data, run reports, and create queries. No permission on entering staffing or applicant data

- **SuperUser** – Permission to enter all data, run all reports and create queries

- **Admins** – Full permission to the database file, including the ability to modify system objects, compact & repair, and design new objects (IT IS STRONGLY SUGGESTED TO ONLY HAVE ONE USER AT EACH LOCATION WITH THIS ROLE & FOR THAT USER TO HAVE A PASSWORD)

Highlight the appropriate security group (or role) and click **Add**, then click **Apply**.

SETTING OR CHANGING PASSWORDS

Initially, user accounts that are established are created without passwords. To set a user password, the administrator should log in as the user immediately after creating the user account and establish the password.

To set a user password or change one, double-click the icon provided for logging into the database file

52Central.bat
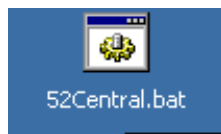
MS Access will prompt you for a user name and password
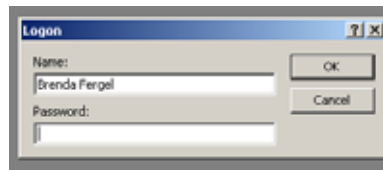
Type in the user name and password required for that account (if it is a new account there will be no password). Then Click OK.

Navigate to the User and Group Passwords option by clicking **Tools** > **Security** > **User and Group Accounts**
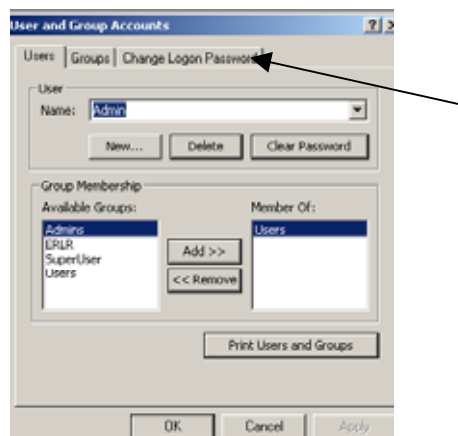
Click the Change Logon Password Tab
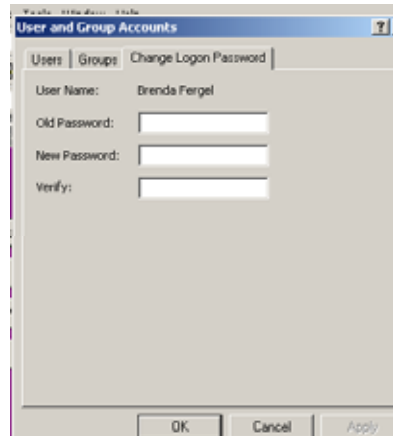
In the "Old Password" box, type the password used to log in under the user name listed (if it is a new account this will be blank). Then type in the new password in the "new password" box, and retype the new password in the "verify" box. Then click OK.

If you are simply clearing someone's password, then find the user name from the users drop down box and click clear password.
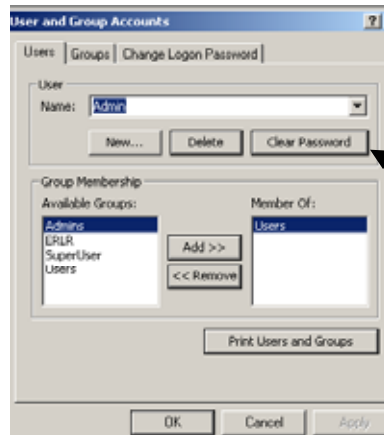
END USER FUNCTIONS

THE DATA PROCESS FLOW

52Central has been developed to match how the internal SF-52 process progresses from beginning to end. While following that process flow, the database program captures data that is essential to reporting for all levels of HR employees and Management.

The program is intended to minimize duplication, maximize efficiency and provide consistency to all users. It is important that the process is followed from beginning to end in order to provide concise, accurate reports. Although there have been some check-points created in the system to ensure that data is valid and accurate, there are also parts of the system that have been left with flexibility to meet the needs of each office. Thus, the data that is entered by the HR staff is the data that will be reported. It is important that data is reviewed on a regular basis to ensure that things are being captured accurately as they occur.

The following flow chart represents how the process/data should flow through the program.
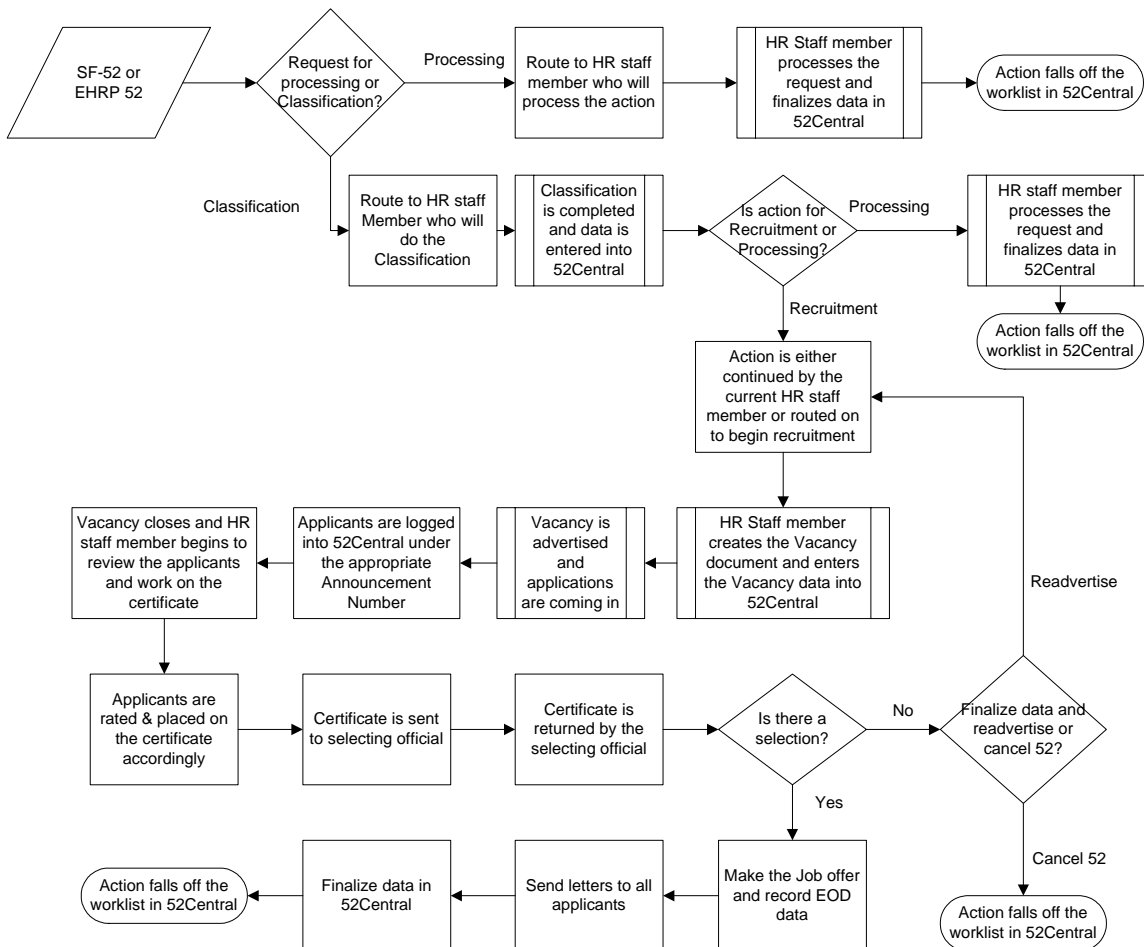
ENTERING SF-52 INFORMATION

To enter SF-52 information for the requests received in HR, Click on "Issue a 52 Number" from the Main Menu
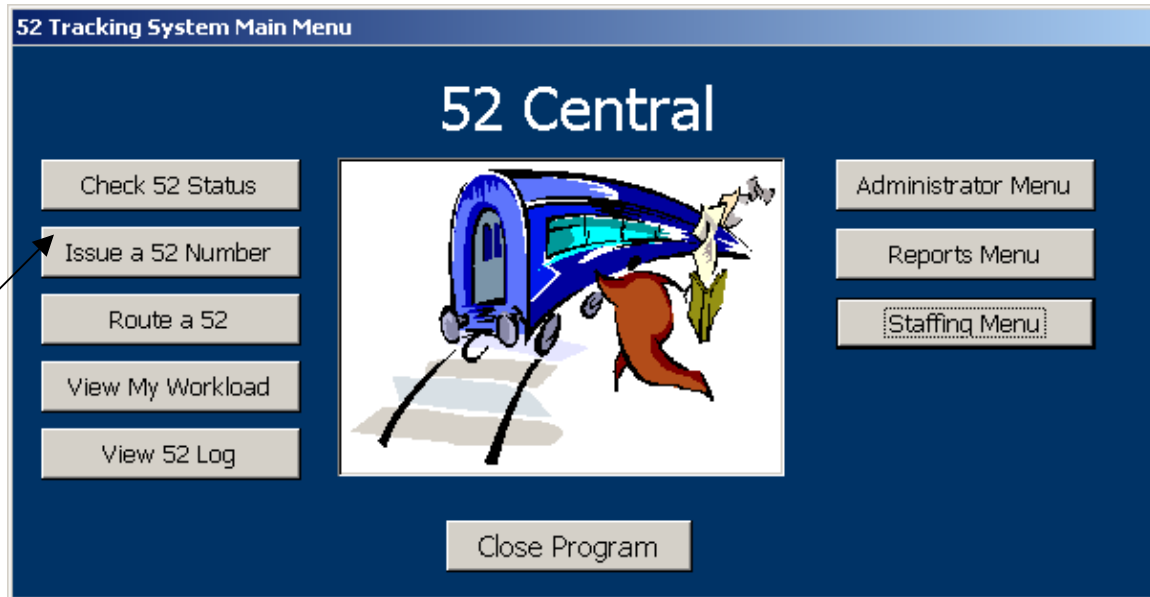
The following data entry form will appear

Complete all data elements, click the save button, and click "Route 52".

ROUTING A 52 TO AN HR EMPLOYEE

Routing 52's can be done either from the main menu or from an HR employee's workload. To route a 52 from the main menu, click on "Route a 52"
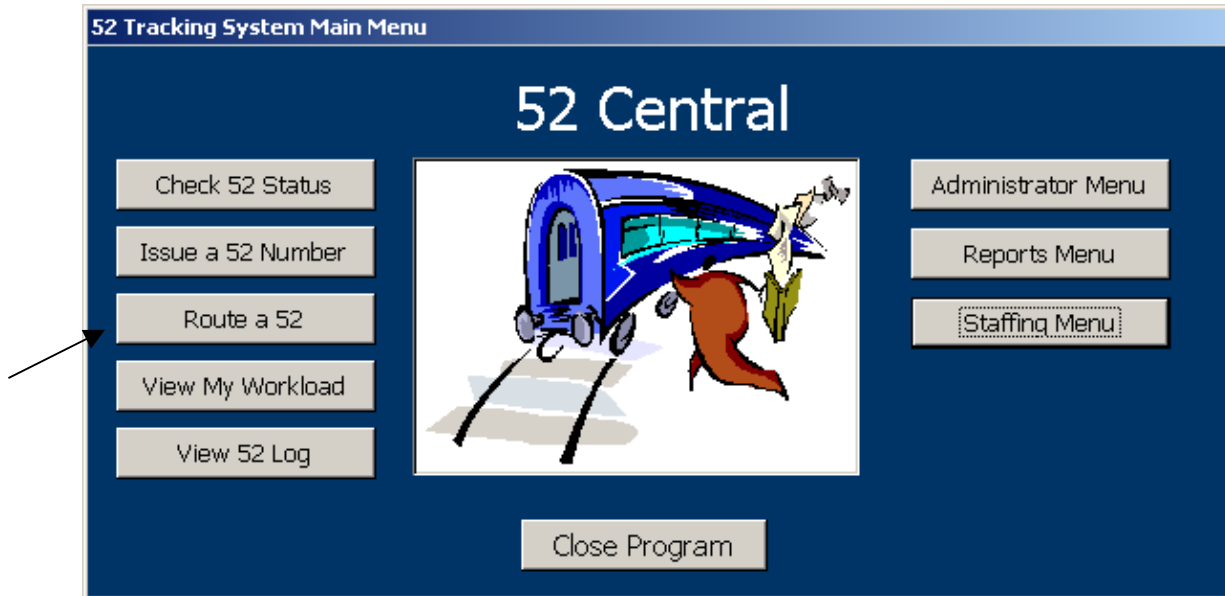
The following form will appear
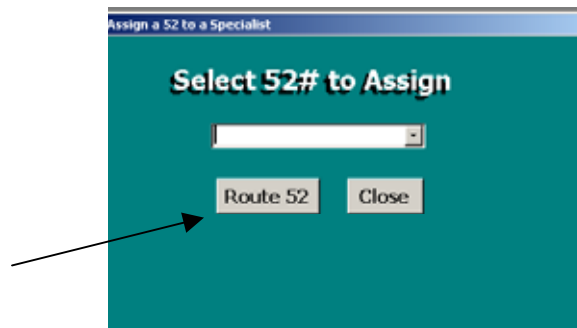
Choose the appropriate 52 number from the drop down list and click on "Route 52"

Next, you choose a HR employee to route the SF-52 to.

It is very important to route the 52 to an HR Employee. If there is no employee assigned to a 52, other features of the program will not function properly. Not assigning an employee to a 52 is like envisioning a paper 52 coming into the Human Resources office and sitting on a desk with no one logging it in or taking responsibility for working that action.

After routing the 52 to an HR employee, the action will be in their workload and they can either work on that action or re-route it to someone else.

VIEW/WORK A HR EMPLOYEE'S WORKLOAD

Viewing or working a HR employee's workload is done by clicking "View My Workload" on the Main Menu.
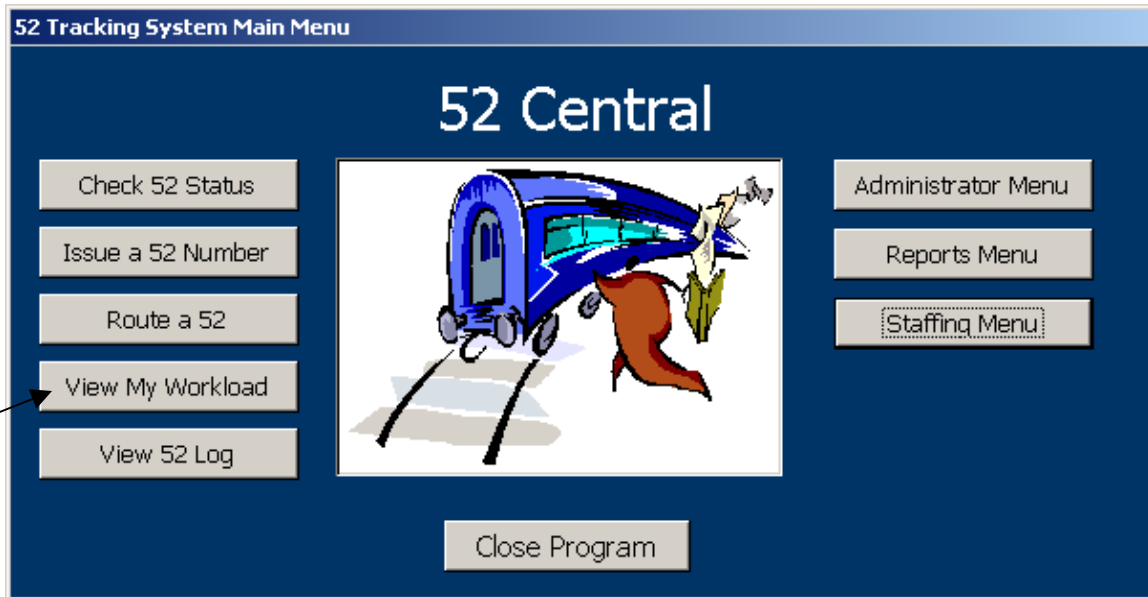
Next, select the office and name of the employee for the workload you would like to access.
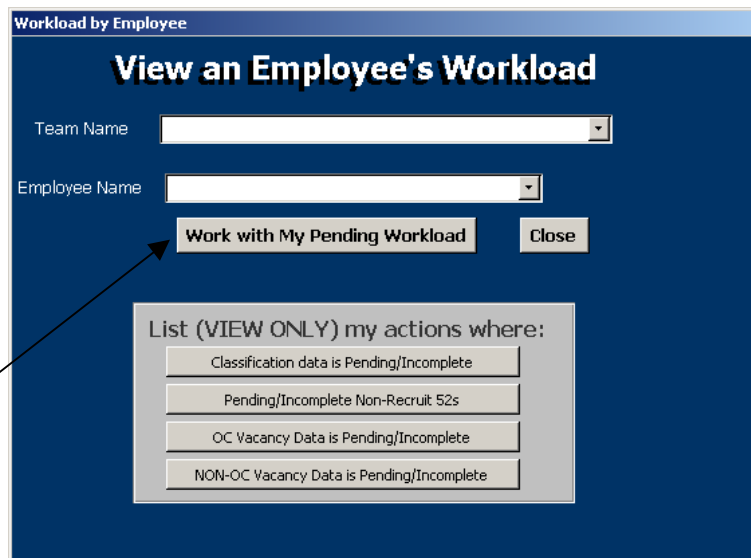
Then, click "Work with My Pending Workload"

The workload form shows the number of actions currently assigned to the employee in order by 52 Number.

The HR employee assigned to this action is responsible for completing all applicable fields of data on this form and either processing the action or forwarding it on to another HR employee who will complete the rest of the process. If the action listed above is an action that just needs to be processed and recruited for, the completion of the gray areas of this form and the field "Non-Recruitment Personnel Action Processed Date" will finalize the action and remove it from the employee's workload.

Actions that are routed incorrectly or require re-routing can be moved from an employee's workload by clicking "Re-Route 52" and a one-page summary of 52 related information can be printed from this form by clicking "52-Status Report"

SEARCHING FOR A SPECIFIC 52 WITHIN MY WORKLOAD

To locate a specific 52 within an HR employee's workload, quickly, a search feature has been added to the workload form.

Simply click in the "Search for a 52 Number field and click the "Search" button at the top of the form. Then, enter the 52 number you are searching for in the pop-up box that appears.

If the 52 number you entered is in the workload you are currently looking at, it will take you directly to that action. If not, you will receive the following message.

COMPLETING CLASSIFICATION DATA

Classifcation data is entered on the blue portion of the workload form.

The classification Action Required box is where the type of classification is entered. Is it a standard PD? New Classification? Etc. Date Management was Contacted for documents and the date Management responded with documents gives the HR employee the ability to notate that they are waiting on Management to supply additional information or documentation. The Classification Completed box is for the date the classification is fully completed. Use the Notes box to indicate any type of status information pertaining to the classification of this 52.

Once the classification is completed, the action should be either Re-Routed, put into Open Continuous or Announced.

ANNOUNCEMENTS & APPLICANTS (NON-OPEN CONTINUOUS)

ANNOUNCING A 52 FROM THE WORKLOAD

Announcing a 52 could be either moving that 52 into the open-continuous announcements log or creating a new vacancy announcement that will be advertised.

To create a vacancy announcement or edit an existing one click on "View Related Announcements". If this 52 has already been announced, a box will appear showing the vacancy information.

The only option you are given is to edit the existing announcement. Clicking the "Edit Announcement" button brings you to the Vacancy Announcement data entry screen. Here you can enter the vacancy data and tie the 52(s) to the announcement.

If the 52 you are viewing from your workload has not been announced (or tied to a vacancy in the database) the Related Announcements form will appear with the message "52 has not been announced" and a button appears allowing the user to enter a new vacancy announcement.

*Note if there is more than one record appearing (ex. Record: 1 of 2 instead of 1 of 1) that means the same 52 is being used on more than one announcement that is not canceled.

ENTER THE VACANCY ANNOUNCEMENT

The vacancy announcement data can be entered by either clicking the "Enter Announcement" or "Edit Announcement" buttons shown above, or by navigating to the Announcements form from the main menu as shown below.

From the main menu, click "Staffing Menu"

From the Staffing Menu, click Choose the Vacancy Type. (In this case, choose Standard Vacancies)

Then Click on "Enter A Vacancy"

The Vacancy Announcement Data Entry form appears

Enter in the data elements requested. If the announcement was advertised using QuickHire, enter the QuickHire Vacancy Number in the Announcement Number field. This will allow us to tie information from QuickHire to the data captured in 52Central.

Also, it is very important that the "52's to be advertised field be completed. You will not be able to work the announcement without 52 data.

The Hyperlink to Vacancy Document field allows the HR user to link the actual vacancy document (from a separate file) to the database using a hyperlink, if the vacancy document is stored in a file location that all users can access it. This can be very useful in organizing the vacancy documents. A report can be created to create a "library" of all past vacancy documents with this information. To create the hyperlink, right-click in the hyperlink field and move your mouse to Hyperlink > Edit Hyperlink and click on Edit Hyperlink
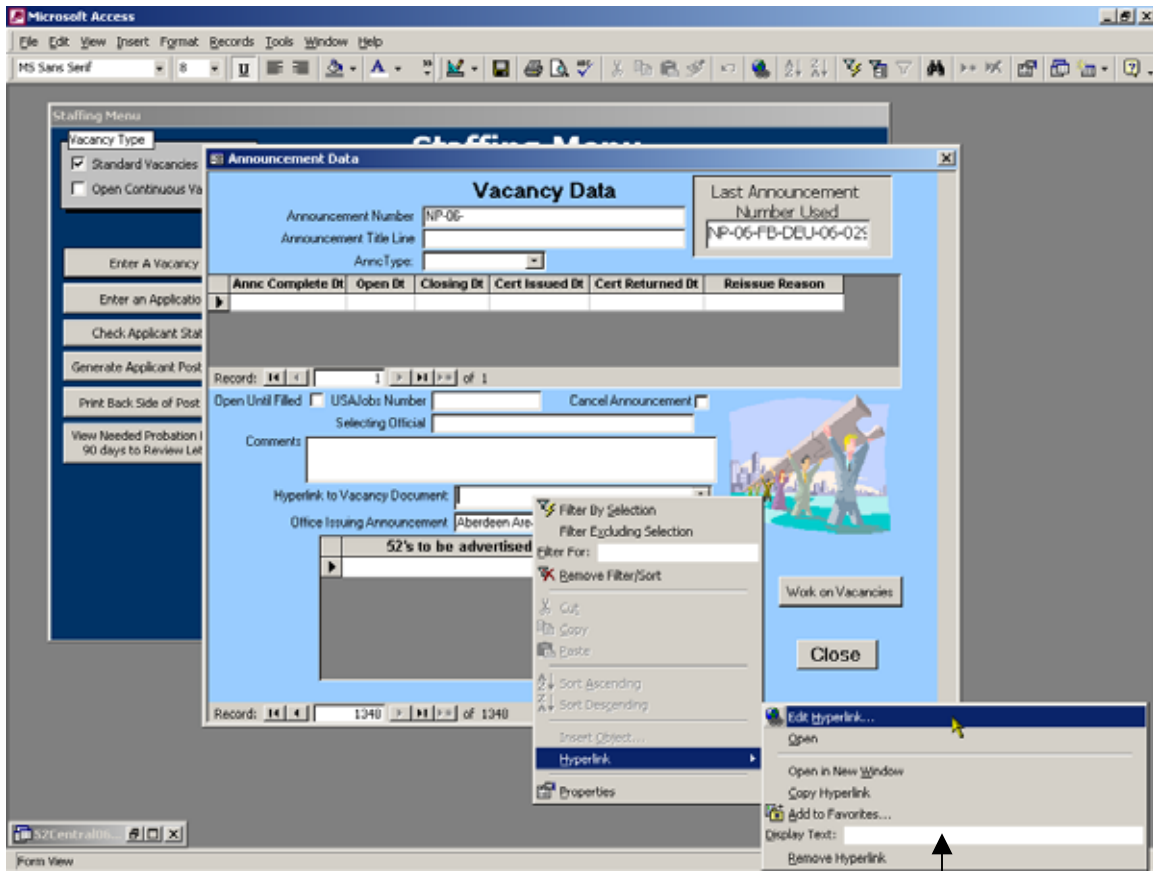
Then fill in the text you want to appear as a hyperlink here
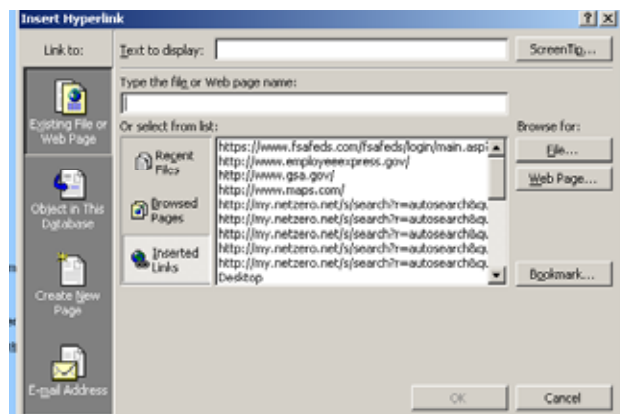
For example if you want the link to appear as : Secretary GS-318-4/5 that is what you would type in the Text to display box.

Next, enter the file path of the vacancy document to be linked in the "Type the file or web page name" box, or you can click on Browse for: "File"
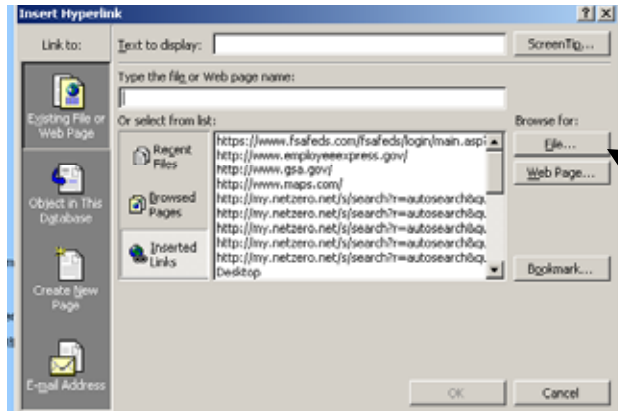
Clicking "Browse for: File" allows the user to navigate through windows to locate the file without typing the file path. Locate the file to be linked and click OK.
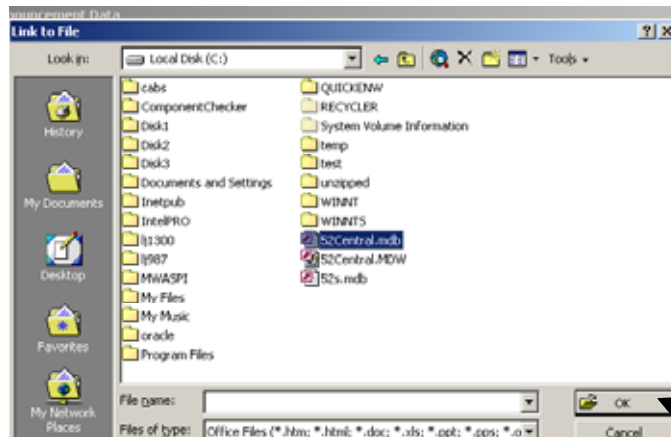
Then click OK on the Insert Hyperlink box.
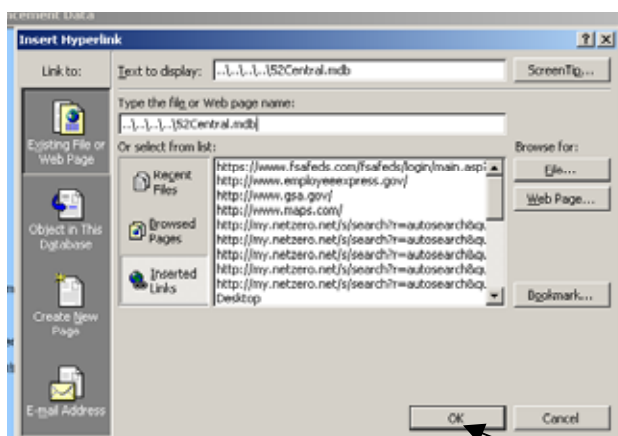
Once you have completed entering the vacancy announcement data close the form and wait for the applicants to come in.

ENTER APPLICANTS

From the main menu, click "Staffing Menu"
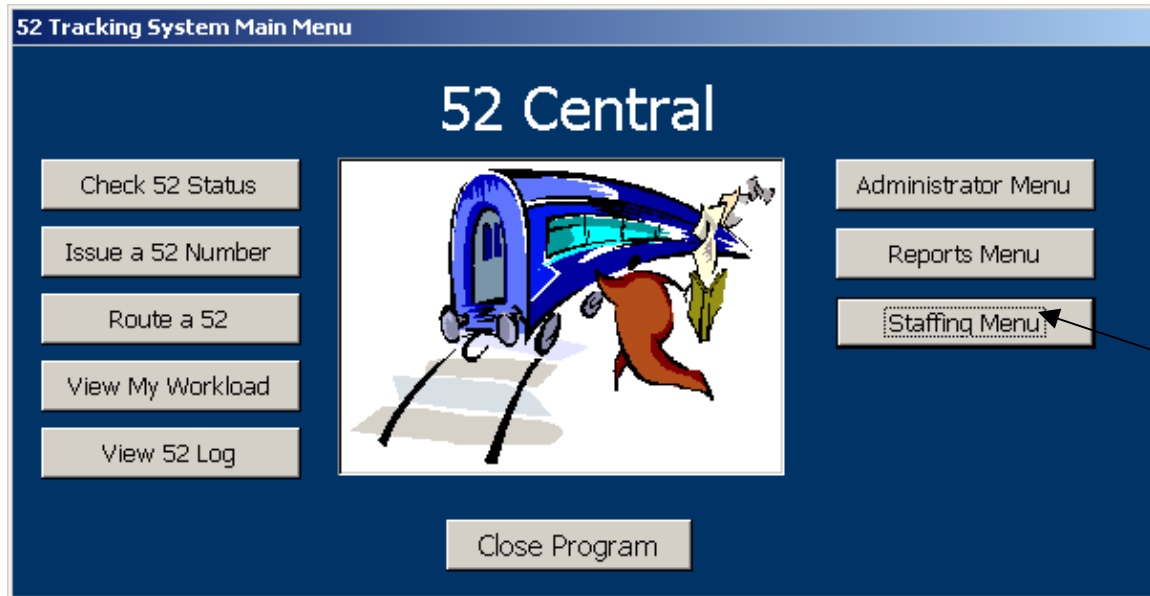
From the Staffing Menu, click on "Enter an Application"
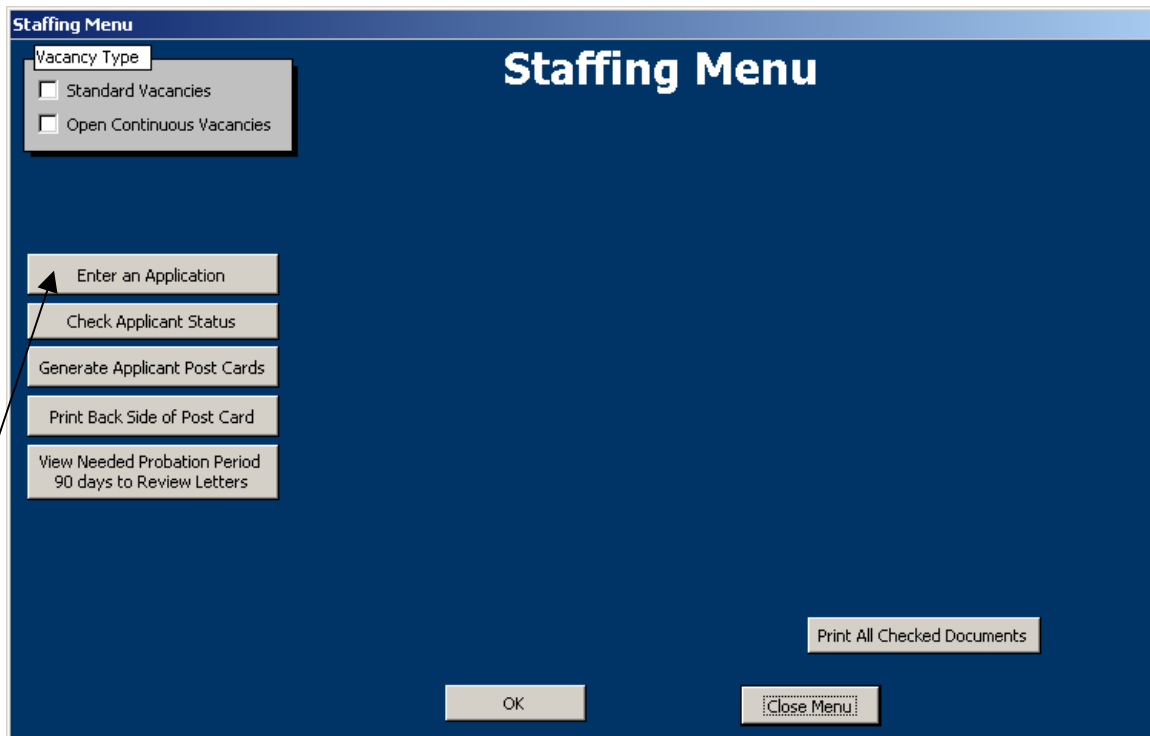
Enter the Applicant information in the following form. The date received is defaulted to today's date, and the Announcement numbers are populated for you. The basic applicant information is the same for open continuous applicants and non-open continuous applicants.

WORK THE VACANCY ANNOUNCEMENT (NON-OPEN CONTINUOUS)

After the vacancy announcement closes and all the applicants have been entered, it's time to begin reviewing the applications and preparing the certificate. To work a vacancy announcement begin with clicking "Staffing Menu" from the main menu.

From the Staffing Menu, click Choose the Vacancy Type. (In this case, choose Standard Vacancies)

Then Select the Service Unit and Vacancy you want to work with.

After the light-blue options appear, select "Work on Vacancy" Then click OK

Applicant name and address here

As you begin to work the announcement, and the applicants that have applied for the vacancy – notice at the bottom where it shows record number 2 of 2 you can use the left and right pointing arrows to navigate through the applicants. Pay attention to the Applicant name and address at the top of the screen to ensure that you are entering information on the correct applicant.

Using the tabs on this form, you will be able to rate the applicant, refer the applicant on the certificate, choose the selectee, and generate applicant letters for each applicant. You can work one applicant at a time, or you can rate each one, enter referral data on each one and so on. It is the preference of the user. For the purposes of this manual, we will work one applicant from beginning to end.

RATE APPLICANTS

When you begin to rate the applicants make sure you mark yes or no for each applicant that applied in the "Rate?" box. Reasons someone would not be rated would be, Non-Indians when there are qualified Indian Preference

Applicants, Late applications etc. Give the reason for not rating or qualifying them in check boxes to the right and /or the "Qualifications Determination" box. This will make the system generate a rating sheet for them even if they were not "rated".

Always mark "Yes" or "No" first

On the applicants you are rating, begin to enter the education and experience from their application into the blue Education and Experience boxes. 52Central will calculate the total education and convert months of experience into years and months.   *52Central does not take into account hours per week in calculations. The HR specialist will need to determine the total number of months that are being credited (taking into account hours per week) for both general and specialized experience. The only calculation this program makes is adding all the months entered in each column and break them into months and years.

Once the education and experience have been entered, and the HR specialist has made their qualification determination, mark the applicant eligible (or not) in the "Eligible?" box, and the additional data to document why or why not the application was eligible. If other or Incomplete are chosen, be sure to document why in the memo box for qualifications determination or reason for rating applicant ineligible.

REFER APPLICANTS AND VIEW VACANCY DOCS

Once you have entered the rating information, click on the "Refer Applicants" tab to enter what part of the certificate each applicant is being referred on. For each applicant that is to be referred, you will need to click the "Refresh Referral Information" button to display the form to enter their referral information.

Select Part 1,2,3,4 or Not Referred from the "Refer In Part" box. And complete the row with the other data requested, accordingly. If the applicant is referred in multiple parts or at multiple grades, simply add another row of data for each time the applicant is to be referred. There is no limitation. Their name will appear on the certificate, in the appropriate parts, 1 time for each row listed.

When you are finished entering the referral information for each applicant, it is time to issue the certificate and generate the rating sheets.

**Do not forget to enter the "Date Certificate Issued" date. This will be needed get the certificate to print properly.

To view and print the vacancy documents click "View or Print Documents" and choose the documents you would like to view or print. (this will take you back to the Staffing Menu)

From here, you can choose from a variety of vacancy documents: Certificates, Rating Sheets, Record of Verbal Contact, Applicant Report (or listing), etc. Choosing from the left column will open the document and allow you to print... using the check boxes on the right, prints multiple documents, without opening them for viewing.

Examples of the documents are listed below.

Rating Sheet

Qualification Rating Sheet

Vacancy # WRSU-05-100-Information Technology Specialist GS-2210-7/8/11

Jason Begay   SSN: 098-76-5432
Indian Preference Applicant

Refer In Part	Grade	Refer As	Score	DEU	Vets Pref
2	07	Change to Lower Grade	0	☐	NV
2	09	Reassignment	0	☐	NV
2	11	Promotion	0	☐	NV

Education

EDUCATION

From	To	Description		Semester Hours	Quarter Hours	Tech Weeks
		Bachelors Degree 1998		120	0	0

	Total Education	Years	Months
		4	0

Experience

EXPERIENCE

From	To	Title Series and Grade	Grade Salary	Hours/Week	Gen Exp Months	Spec Exp Months
		IT Specialist	GS-9	40	0	26

	Gen Exp Yrs/Months		Spec Exp Yrs/Months	
	0	0	2	2

Eligible
Yes

ReEmployment Priority?
N/A

Reason(s) For Rating Application Ineligible

Selective Factor Met   N/A

☐ Lack Specialized Experience   ☐ Application Was Incomplete
☐ Lack General Experience   ☐ Received After Closing Date
☐ No BIA 4432 With Application   ☐ Lack Recent Performance Appraisal
☐ Eligible, But Did Not Rank High Enough   ☐ Lack Time In Grade
☐ Does Not Meet Education Requirements ☐ Outside Area of Consideration
☐ Lack A Copy Of Current License   ☐ Other

Qualifications Determination and/or reason for rating applicant ineligible

Qualified at GS 7/9/11

Name and Title of Rater Argie Murphy   HR Specialist (Staffing)

Signature of Rater: _____   Date: _____

Certificate Page 1

CANDIDATE REFERRAL ROSTER

Date Certification Issued April 21, 2005	Announcement Number WRSU-05-100	Certification Due to Human Resources May 21, 2005

Position: Information Technology Specialist GS-2210-7/9/11

Number of Vacancies

1 Information Technology
Permanent Full Time

INSTRUCTION TO THE SELECTING OFFICIAL

The candidates below are referred for consideration in filling the position listed above. You may make your selection from Part I, Part II, Part III, or Part IV. Indian Preference eligibles are identified. IF AN INDIAN PREFERENCE ELIGIBLE IS REFERRED IN ANY PART OF THE FORM, YOU CANNOT SELECT A NON-INDIAN.

> SELECTING OFFICIALS ARE RESPONSIBLE FOR CONDUCTING REFERENCE CHECKS - REFERENCE CHECKS MUST BE CONDUCTED ON THE TENTATIVE SELECTEE.

PART I

The candidates' names listed in alphabetical order below have been ranked "best qualified" under the Merit Promotion Plan procedures. Their applications and appraisals are attached. Please consider the candidates' qualifications, interview if you wish and complete and return this form within the time limit indicated above. NOTE: If a retained grade candidate is listed below and is not selected, you must state your reasons for non-selection and the reasons must be approved by the Servicing Personnel Officer before another promotion candidate is selected from Part I.

Grade	Name	Indian Preference

PART II

The following qualified applicants not rated and ranked under the Merit Promotion Plan are referred for consideration. (Indicate Source: Lateral; etc.

Grade	Name	Indian Preference	Source
11	Beeav, Jason	☑	Promotion
11	Keller, Sarah	☑	Reassignment
09	Beeav, Jason	☑	Reassignment
07	Beeav, Jason	☑	Change to Lower Grade

PART III

PHS Commissioned Corps candidates who applied through this vacancy announcement and are referred for consideration under the Commissioned Corps Personnel System.

Name	Indian Preference	Rank

PART IV

Excepted Service Merit Examining Eligible and/or Competitive Service Civil Service Register Eligible applications are attached. (Rule of 3 and Veteran's Preference applies in making a selection)

Grade	Name	Score	DEU	Vet's Preference	Indian Preference

Signature of Certifying Official: _____ Date: _____
Personnel Officer or Designee

Certificate Page 2

SELECTION

NOTE TO SELECTING OFFICIAL:
Do not commit this position or notify non-selected candidates until selection has been reviewed by the issuing office. Please return this certificate and all supporting documents to Human Resources as soon as the selection is made. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE FOLLOWING STAFFING SPECIALIST:

Angie Murphy

PIMC - Information Technology HQ6543 00098734
05-0857   Vice: New
Selectee Name: _____ *Grade:* _____ *Proposed EOD:* _____

Reference Check Verification: This is to certify that I have conducted reference checks on the selectee.

Signature: _____ Date: _____

Remarks (If certificate is returned unused, please write justification): _____
_____
_____
_____
_____

Selecting Official: _____ Date: _____

SELECTING OFFICIAL

THE SELECTING OFFICIAL MAY MAKE ADDITIONAL OR ALTERNATE SELECTIONS FROM THE ROSTER WITHIN 90 CALENDAR DAYS FROM THE DATE OF THIS CERTIFICATE, PROVIDED:

1. THE ORIGINAL SELECTEE DECLINED THE POSITION, OR

2. ADDITIONAL POSITIONS ARE ESTABLISHED OR BECOME VACANT WITH THE SAME TITLE, SERIES, AND GRADE AND ARE IN THE SAME GEOGRAPHICAL LOCATION AS THE POSITION ANNOUNCED, AND HAVE THE SAME QUALIFICATION REQUIREMENTS; AND

3. AN INDIAN PREFERENCE CANDIDATE IS ON THE CERTIFICATE.

Certificate Page 3 (memo to the Selecting Official)

CANDIDATE REFERRAL ROSTER

Date: Thursday, April 21, 2005

To: Jim Jones

From: Angie Murphy

Subject: Candidate Referral Roster

Attached is a Candidate Referral Roster for the position of Information Technology Specialist GS-2210-7/9/11. This roster is effective the date of this memorandum and will expire on 5/21/2005.

If you need additional time beyond this date to complete your selection, please contact me at . Failure to do so will result in a cancellation of this roster, by this office, and any selection(s) made beyond this expiration date will be void.

The candidate(s) selected will receive official notification of selection and/or offer of appointment from the Human Resources Office. The contents of this roster must be safeguarded under the Merit Promotion Procedures contained in Item V, Responsibilities B.13.

Attachments

Certificate Page 4 (Information for the Selecting Official)

INFORMATION FOR THE SELECTING OFFICIAL

INTERVIEWS

Interviews are not required but selecting officials are encouraged to interview, whenever feasible, all candidates on the certificate.

EXPIRATION DATE OF CERTIFICATE

The expiration date of merit promotion certificates is 30 days following the date issued. A certificate may be extended an additional 15 calendar days with the approval of the Human Resources Officer or designee.

SELECTION OF CANDIDATES.

Selection of candidates is a prerogative of the selecting official only. This is different than an official offer of employment which is done by the Human Resources Office in the role as an agent for the selecting official.

NON-SELECTION OF CANDIDATES BY THE SELECTING OFFICIAL

Selecting officials may decide not to make a selection from the roster of candidates presented for consideration. A decision, for example, may be made (1) not to fill the position at that time, (2) to cancel or abolish the position, or (3) to readvertise the position in an effort to identify additional candidates. Such decisions must, of course, be for sound management purposes and not to circumvent the spirit or letter of the Indian Preference requirement. When a position is readvertised, all applicants are automatically considered under the new announcement. A position may not be readvertised for 120 days if there were three or more qualified and available Indian candidates identified through the previous announcement. However, a readvertisement within 120 days is allowable if it is justified in writing and approved by the Director, IHS or his designee.

(Reference Indian Health Manual Ch 7-3, TN 01-04, dated March 14, 2001)

REFERENCE CHECKS

Since the supervisor is the selecting official and has a vested interest in the employee selected, it is the responsibility of the selecting official to obtain references on the candidate of his or her choice. At least two references are desirable including at least the immediate supervisor and one other.

| I◄ | ◄ | 4 | ► | ►I | ◄ |

With the documents generated, it's time to put the certificate and applicant package together and send it to the selecting official.

Verbal Contact Sheets – used for the supervisor to document that the candidates were contacted.

INDIAN HEALTH SERVICE – HUMAN RESOURCES
RECORD OF VERBAL CONTACT UNDER AO-MPP-06-107-AO

NAME: Joe James
POSITION: Safety Engineer (AB0812)
CERTIFICATION DATE:

SELECTING OFFICIAL- PLEASE COMPLETE THE FOLLOWING

TYPE OF CONVERSATION: ☐ TELEPHONE ☐ INTERVIEW ☐ UNAVAILABLE

DATE OF CONVERSATION: _____

IS THE CANDIDATE ☐ INTERESTED AVAILABLE DATE: _____

☐ NOT INTERESTED REASON: _____
_____
_____
_____
_____

DOES THE CANDIDATE WANT TO BE REMOVED FROM THE CERTIFICATE? ☐ YES ☐ NO

IF YES COMPLETE THE FOLLOWING:

WILL APPLICANT ACCEPT:

A. PART TIME EMPLOYMENT ☐ YES ☐ NO
B. TEMPORARY EMPLOYMENT ☐ YES ☐ NO
C. WILL ONLY ACCEPT EMPLOYMENT AT _____
D. WILL ONLY ACCEPT SALARY AT _____
E. WILL ONLY ACCEPT GRADE LEVEL _____

WERE REFERENCE CHECKS CONDUCTED ON THIS APPLICANT? ☐ YES ☐ NO

ADDITIONAL COMMENTS:
_____
_____
_____
_____
_____

SIGNATURE OF SELECTING OFFICIAL: _____ DATE: _____

|◄ ◄ | 1 | ► ►| | ◄

WHEN THE CERTIFICATE COMES BACK FROM THE SELECTING OFFICIAL

When the certificate comes back from the selecting official, the Specialist needs to enter the selection information, issue the letters to the applicants and close out the vacancy file.

ENTER THE SELECTION DATA

To enter the selection data, go back into the work a vacancy announcement option from the staffing menu. From the Main Menu click Staffing Menu

From the Staffing Menu, click Choose the Vacancy Type. (In this case, choose Standard Vacancies)

Then Select the Service Unit and Vacancy you want to work with.

After the light-blue options appear, select "Work on Vacancy" Then click OK

Make sure to enter the "Date Certificate Returned to HR on the next screen.

Navigate to the selected applicant by using the navigation arrows at the bottom, left-hand corner. Then Click the "Refer/Select" tab, and check the "Selected?" check box on the referral row in which the applicant was selected.

Next, click the Selection Data Tab. **Note - The only applicant that needs information entered on the "Selection Data" tab is the applicant who has been selected.

Choose the 52 they were selected into from the drop down menu "SelectedInto52". When this occurs the gray box to the right will show 3 data fields from the 52 data (Effective Date, 52Comments, and Personnel Action Processed) these are the same data fields that appear in the workload form for each 52. The effective date is the EOD of the selectee and it NEEDS to be filled in.

Also complete the Date Job offered & Date Job offer accepted. The OPF request information and ITAS information are optional. If your office uses those features, complete the data as applicable.

CREATE & PRINT APPLICANT LETTERS

Once the selection has been made, it's time to send letters to the selectee and the rest of the applicants.

Click on the "Letter Data" tab from the Work Applicants form.

Use the navigation buttons to move to each applicant

Select the type of letter from the drop down menu. If it is a letter to the selectee, fill out the "Select letter Information as applicable. If it is a letter to an applicant who was not selected, choose "Non-Select Letter" From the drop down menu and check the box that states the reason for non-selection from the Non-Select Letter Data on the right hand side.

Once you have completed the letter information, click on the "View or Print Documents" button to view the letters.

Choose, "Select letters to View/Print" then click OK.

Next you will see a list of the letters to be generated. Click on "View Letters"

Only the letters with a check in the "Send?" box will appear. The letters will generate into 1 document and here is 1 example of a select letter and 1 Non-Select letter

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Northern Plains Regional Human Resources Office
Aberdeen Area Office
Federal Building
115 4th Avenue ST, Room 309
Aberdeen, SD 57401

June 1, 2006

Joe James
PO Box 111
Rosebud, SD 57570

Re: AO-MPP-06-107-AO - Safety Engineer GS-803-12 - Aberdeen Area Office

Dear Joe James:

Congratulations, this letter confirms your selection for the following position with the Indian Health Service:

Safety Engineer (AB0812)-Aberdeen Area Office Division of Facilities Management

Permanent Full Time	NTE Date: **N/A**
Career Conditional Appointment	Your Effective Date is: **06/25/06**

Salary $68,519.00
Report To: **Marty LaRoche on**

☐ Please complete the enclosed appointment documents and return them to this office, prior to your effective date. Failure to do so could cause a delay in processing your appointment.

☑ You are entitled to Travel and/or transportation of household goods. Contact Troy Bad Moccasin at (605) 226-7217 for details.

The following documents are required on or before your report to duty:

☐ Copy of Current License ☐ I-9 with employment eligibility documentation (See I-9 for details)
☐ Immunization Record ☐ SF-85 Questionnaire for Non-Sensitive Positions and SF-87 Fingerprint Card

Your employment is subject to the following clearances:

☐ Completion of satisfactory medical examination ☐ Completion of satisfactory drug screening
☐ Employment Suitability Clearance
☐ Clearance of CNACI background investigation for Child Care workers. Until your investigation has been cleared, you must work within the sight and under the supervision of a staff person who has cleared their CNACI investigation.

Once again, congratulations on your new appointment. We look forward to you working with the Indian Health Service. If you have any questions, feel free to contact me or our office at (605) 226-7553.

Sincerely,

Troy Bad Moccasin
Human Resources Specialist (Placement)
(605) 226-7217

Enclosures
Cc:

|◄ ◄ | 1 | ► ►| | ◄

DEPARTMENT OF HEALTH & HUMAN SERVICES Public Health Service

Indian Health Service
Northern Plains Regional Human Resources Office
Aberdeen Area Office
Federal Building
115 4th Avenue SE, Room 309
Aberdeen, SD 57401

July 18, 2006

Sally Jones
123 Main St
Rosebud, SD 57570

Re: AO-MPP-06-107-AO - Safety Engineer GS-803-12 - Aberdeen Area Office

Dear Sally Jones:

Thank you for your interest in employment with the Indian Health Service. Unfortunately, you were not selected for this position for the following reason(s):

☐ Your application was not considered because there were qualified Indian Preference applicants who submitted a form BIA-4432, documenting their eligibility for Indian Preference

☐ Your application was referred to the Selecting Official; however, you were not selected

☑ Based upon your application, you do not meet the qualifications required by the vacancy announcement.

☐ Your application was received after the closing date of the vacancy announcement.

☐ Due to Management's decision, this vacancy announcement has been cancelled.

☐ Your application was incomplete because you failed to submit the following documents that were required by this vacancy announcement.

    ☐ Un-restricted Professional license or Certificate   ☐ Selective Service Form
    ☐ OF-612 or Resume   ☐ SF-50, Personnel Action
    ☐ OF-306, Declaration for Federal Employment   ☐ KSA Narrative Responses
    ☐ College transcripts   ☐ PL-630 Form, Indian Child Protection (IHS
    ☐ Driver's License   Addendum)
    ☐ Hours Per Week or Months and Years for   ☐ Statement of Typing Proficiency
       each job

☐ Other _____

☐ This office is not actively recruiting for the position you listed on your application.

☐ A 10-Point Veteran was selected for this announcement

We encourage you to apply for future vacancies. If you have any questions, please contact me at (605) 226-7553.

Sincerely,

Troy Bad Moccasin
Human Resources Specialist (Placement)

| |◀| | 2 |▶|▶| | ◀ |

CLOSE OUT 52 AND VACANCY DATA

The final step to closing out a vacancy is to review the hard copy Vacancy file, and process the appointment. Once those things occur enter the date appointment processed on the select Applicant tab and enter the "Date file audited and closed out" at the top of the Work Applicants form. This will make the 52 fall off your workload. *(If you do not use the OPF request data)

REISSUE IT?

If an announcement needs to be reissued to solicit additional candidates, the easiest way is to go to the vacancy announcement, edit the announcement number if you choose, and add an additional row of dates to the vacancy dates. This way all the applicants that applied for the position remain in the announcement and only the additional applicants need to be entered and rated.

From the Main Menu, click on "Staffing Menu"

From the Staffing Menu, click Choose the Vacancy Type. (In this case, choose Standard Vacancies)

Then Select the Service Unit and Vacancy you want to work with.

After the light-blue options appear, select "Work on Vacancy" Then click OK

Simply add another row of dates to this announcement and make any necessary notations in the comments box on the upper-right side.

ANNOUNCEMENTS AND APPLICANTS (OPEN CONTINUOUS)

Open Continuous announcements are handled a bit differently than advertised vacancy announcements, both in the office's internal process and in this database program. First, the open continuous announcements need to be established in the database program, then the applicants apply and then multiple certificates are issued from each open continuous announcement.

The first step is to create the vacancy announcements.

ENTER THE VACANCY ANNOUCEMENT

From the Main Menu, click on "Staffing Menu"

From the Staffing Menu, click on the Vacancy Type "Open Continuous Vacancies"

Next, Click "Enter A Vacancy"

The opening date for the OC Announcement will be the beginning of the Fiscal Year (or Calendar year if you start your announcement numbers over

then). And the Closing date will be the end of the Fiscal year. This is not the date the certificate is issued. It is the date you start accepting applications for the announcement.

There will only be one announcement number entered for an open continuous announcement. There may be several rows of opening and closing dates. There will be multiple certificates issued for each OC Announcement. Generally if you have 10 Open continuous announcements each year, you will only have 10 records listed here.

Once the Announcements are entered your applicants can begin to apply. The applicants are keyed just like all other applicants (except you should use the OCA location choices on the applicants). See Enter the Applicants PG 39

*Notice that the 52's are not entered in the Vacancy data. The 52's will be entered for the certificates being issued.

PRE-RATING THE APPLICANTS

As open-continuous applications are received, we should be providing an initial rating and notice of results to each applicant – regardless if there is a vacancy to be filled or not. When the applicants are pre-rated, creating a certificate is simple – you just add them to the cert in the part of the cert where their application is to be referred under.

To view the applicants that need to be pre-rated click on the Staffing Menu

From the Staffing Menu, click on the Vacancy Type "Open Continuous Vacancies"

Next, Choose the vacancy you would like to work with from the "Select the Vacancy" drop down menu.

Then, click the "**View Applicants that Need to be Rated**" button.

Applicants will appear in the pre-rating screen until their initial rating has been completed. Enter the date of Rating (default to today) and the name

of the person who did the Pre-Rating, then begin entering their work preferences and the expiration of their License (if applicable).

Next, move on to the Location Preferences Tab. Choose the locations in which the applicants would like to apply to. There is an unlimited number of locations that can be added. This list of locations is populated based upon the Service Units listed in the Service Units Table.

Next Move to the Applicant Rating Tab

This is where the qualifications for the applicant are entered, The main thing that needs to be entered is the "Eligible?" box – this is what allows

them to be added to a cert. If they are Not Eligible, they will not be able to be added to a cert.

Enter the education and or experience that is used to determine applicant qualifications. Then determine if they are eligible or not. If they are not eligible, use the check boxes on the right to mark the reason, or hand-write your reason in the Qualifications Determination box at the bottom right-hand corner. If they are eligible, use the Grades qualified for and score boxes on the bottom left-hand corner to list all grades they are qualified for and willing to accept plus their score, if they were ranked. If no ranking was done, leave score at 0.

You can generate their pre-rating sheets by clicking the "View This Applicants PreRating Sheet" button.

Qualification Rating Sheet

Vacancy # BE-MPP-04-09-BE-Dental Offier/Supv Dental Officer

Applicant Jones   SSN: 123-45-6768
Non-Indian Preference   Application Expires: 07/24/06

Rated Bigible for the following Grades:

07
09
10
11
12

Education

EDUCATION

From	To	Description	Semester Hours	Quarter Hours	Tech Weeks
		BS Dental	0	0	0

Total Education	Years	Months
	0	0

Experience

EXPERIENCE

From	To	Title Series and Grade	Grade Salary	Hours/ Week	Gen Exp Months	Spec Exp Months
		Dental Officer	GS-12	40	0	16

Gen Exp Yrs/Months		Spec Exp Yrs/Months	
0	0	1	4

Eligible   ReEmployment Priority?   N/A
  Yes   Reason For Rating Application Ineligible   437 Scholar?   No
                        Selective Factor Met   N/A

☐ Lacks Specialized Experience   ☐ Application Was Incomplete
☐ Lacks General Experience   ☐ Lack Recent Performance Appraisal
☐ Does Not Meet Education Requirements ☐ Lacks Time in Grade
☐ Lacks A Copy Of Current License   ☐ Outside Area of Consideration
                                        ☐ Other

Qualifications Determination and/or reason for rating applicant ineligible

---

CHANGING PRE-RATING DATA

If you need to change/update the Pre-Rating data (an applicant updates their application or additional information is received) With the Announcement Number listed on the Staffing Menu, Click on "View All Applicants with Rating Details"

Staffing Menu

Vacancy Type
- ☐ Standard Vacancies
- ☑ Open Continuous Vacancies

Staffing Menu

Select the Vacancy
`BE-MPP-05-03-BE` ▾

Cert#
▾

Enter A Vacancy

Enter an Application

Check Applicant Status

Generate Applicant Post Cards

Print Back Side of Post Card

View Needed Probation Period
90 days to Review Letters

OC Vacancy Options
- ○ View Applicants that Need to be Rated
- ○ View All Applicants With Rating Details
- ○ View Apps that are Qualified
- ○ Preview all Pre-Rating Sheets
- ○ View Notice of Results
- ○ Create New Certificate
- ● Print Documents or Work On Existing Certificate
- ○ Create Probationary Period Letter
- ○ View Certificate for CertID
- ○ View Rating Sheets for CertID
- ○ View Verbal Contact Sheets for CertID
- ○ View Applicant List for CertID
- ○ View Applicant List for Vacancy
- ○ View ITAS Sheet for CertID
- ○ View E-Induction Memo
- ○ HHS Transfer Memo
- ○ HHS Transfer Checklist
- ○ View Benefits Summary Sheet

Print Multiple Reports
- ▨ 52 Routing Sheet
- ▨ Applicant Report by Annc.
- ▨ Certificate
- ▨ Rating Sheets
- ▨ Verbal Contact Sheets
- ▨ Appointment Docs Checklist - Portland
- ▨ Letters
- ▨ ITAS Sheet
- ▨ Benefits Summary Sheet
- ▨ E-Induction Memo
- ▨ HHS Transfer Memo
- ▨ HHS Transfer Checklist
- ▨ Applicant Report By CertID

Print All Checked Documents

OK   Close Menu

Enter Applicant Information

View this Applicants Notice of Results   View This Applicant's PreRating Sheet   Refresh   Close

Edit App
Incomplete ☐

Date of Rating 07/18/06
Rated By:

Received 09/04/03   Document Received Other
Vermelle   Brown-Ghoston
529 Yokley Rd
Nashville   TN   37207

☐ IP ☐ DD214 ☐ license ☐ 101630

Day Phone (615) 262-4534
Eve Phone (615) 429-2267
Comments

BE-MPP-04-09-BE ▾

Work Preferences | Location Preferences | Applicant Rating

- ☐ 0602 Anesthesiology
- ☐ 0602 Chemical Dependency
- ☐ 0602 Ear Nose Throat
- ☐ 0602 Emergency Medicine
- ☐ 0602 Family Practice
- ☐ 0602 General Practice
- ☐ 0602 Internal Medicine
- ☐ 0602 Neurology
- ☐ 0602 OB-GYN
- ☐ 0602 Opthalmology
- ☐ 0602 Orthopedics
- ☐ 0602 Pediatrics
- ☐ 0602 Preventative Care
- ☐ 0602 Psychiatry
- ☐ 0602 Radiology
- ☐ 0602 Surgery
- ☐ 0602 Urology

- ☐ 0610 Ambulatory Care
- ☐ 0610 Community/Public Health
- ☐ 0610 Diabetes
- ☐ 0610 Discharge Planner
- ☐ 0610 Emergency
- ☐ 0610 Intensive Care
- ☐ 0610 Maternal Child Health
- ☐ 0610 Medical/Surgical
- ☐ 0610 Neonatal
- ☐ 0610 Nurse Anesthetist
- ☐ 0610 Nurse Consultant
- ☐ 0610 Nurse Practitioner
- ☐ 0610 Nurse Specialist
- ☐ 0610 OB-GYN
- ☐ 0610 Operating Room/Recovery
- ☐ 0610 Pediatrics
- ☐ 0610 Progressive Care
- ☐ 0610 Psychiatry
- ☐ 0610 Quality Assurance
- ☐ 0610 Research
- ☐ 0610 Supervisory Nurse
- ☐ 0610 Utilization Review

- ☐ 0680 Endodontist
- ☐ 0680 General Practice
- ☐ 0680 Oral Surgeon
- ☐ 0680 Orthodontist
- ☐ 0680 Pedodontics
- ☐ 0680 Periodontics
- ☐ 0680 Prosthodontist

- ☐ Call Back OK
- ☐ Rotating Shifts OK
- ☐ Days OK
- ☐ Nights OK
- ☐ Weekends OK

Application Expiration 03/04/04
License Expiration

- ☐ Permanent
- ☐ Temporary
- ☐ Term
- ☐ Full Time
- ☐ Intermittent
- ☐ Part Time

- ☐ DEU
- ☐ ESEP
- ☐ MPP
- ☐ PHS

Record: I◀ ◀ [1] ▶ ▶I ▶* of 1 (Filtered)

The same forms you see for Pre-Rating will appear, but now you see every applicant for this vacancy whether or not they have been Pre-Rated. You can locate the applicant you need to update using the navigation buttons at the bottom of the screen, and may updates as needed. You may want to

change the Date of Rating, and Rater, even the application received date (if updates to the application are received). This will change the Pre-Rating and Notice of Results. Then you can send the applicant an updated Notice of Results Letter.

NOTICE OF RESULTS

The Notice of Results for each Vacancy Can be sent from the same screen, by clicking the "View this Applicants Notice of Results" button.

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Northern Plains Regional Human Resources Office
Aberdeen Area Office
Federal Building
115 4th Avenue SE, Room 309
Aberdeen, SD 57401

July 18, 2006

Vennelle Brown-Ghoston
529 Yokley Rd
Nashville, TN 37207

Re: BE-MPP-04-09-BE - Dental Offier/Supv Dental Officer

Dear Vennelle Brown-Ghoston:

Thank you for your interest in employment with the Indian Health Service. This is your notice of application results.

☑ Your application for this vacancy has been rated eligible. Your application was received on 6/4/2006 and will expire on 12/4/2006. Your application will be referred to the selecting official(s) for consideration as vacancies arise, for positions where your application meets the qualifications. Upon the expiration of your application, if you wish to be considered for further vacancies, you will need to re-submit your application package.

Your application for this vacancy has been rated eligible for the following: Vets Preference:

Grade(s)	Ranking Score	Location(s)
07	N/A	Belcourt
09	N/A	Winnebago
11	N/A	New Town

☐ Your application for this position has been rated ineligible. If you wish to be considered for future vacancies, you will need to reapply. The reason your application was rated ineligible is shown below:

Selective Factor Met?   N/A

☐ Lacks Specialized Experience   ☐ Application Was Incomplete
☐ Lacks General Experience   ☐ Lacks Time in Grade
☐ Does Not Meet Education Requirements ☐ Outside Area of Consideration
☐ Lacks A Copy Of Current License   ☐ Other _____

If you have any questions regarding your application, please feel free to contact our office.

Sincerely,

Troy Bad Moccasin
Human Resources Specialist (Placement)
(605) 226-7217

There is a 2ⁿᵈ letter that generates allowing an applicant to specify different locations and specialties they would like to be considered for. The listed locations are generated from the Service Units table listed in the database.

Last Updated 1/24/06   75

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Northern Plains Regional Human Resources Office
Aberdeen Area Office
Federal Building
115 4th Avenue SE Room 309
Aberdeen, SD 57401

July 18, 2006

Vennelle Brown-Ghoston
529 Yokley Rd
Nashville, TN 37207

Re: BE-MPP-04-09-BE - Dental Officer/Supv Dental Officer

The Specialities and Preferences can be chosen for your work prefences. If you would like to request additional Specialties and or Preferences, please make your changes on this document and return it to our office.

***Not all listed Specialties are recruited for through this Open Continuous Announcement. Please refer to the vacancy announcement listed in the Re: line of this notice to verify the specialties covered under this vacancy announcement.

All Service Units
If you select the preferences, they are on your return under locations

- [ ] Aberdeen
- [ ] Belcourt
- [ ] Ft Totten
- [ ] New Town
- [ ] Winnebago
- [ ] Ft Thompson
- [ ] Lower Brule
- [ ] Sisseton
- [ ] Wakpala
- [ ] White Earth
- [ ] Pine Ridge
- [ ] Kyle
- [ ] Wanblee
- [ ] Rosebud
- [ ] McLaughlin
- [ ] Bemidji Tribal Sites
- [ ] Rapid City
- [ ] Red Lake
- [ ] Eagle Butte
- [ ] Ft Yates
- [ ] Cass Lake
- [ ] Wagner
- [ ] All Locations
- [ ] South Dakota Only
- [ ] Minnesota Only
- [ ] North Dakota Only

Nurses
- [ ] 0610 Nurse Specialist
- [ ] 0610 Nurse Practitioner
- [ ] 0610 Emergency
- [ ] 0610 Medical/Surgical
- [ ] 0610 OB-GYN
- [ ] 0610 Quality Assurance
- [ ] 0610 Discharge Planner
- [ ] 0610 Utilization Review
- [ ] 0610 Maternal Child Health
- [ ] 0610 Diabetes
- [ ] 0610 Community/Public Health
- [ ] 0610 Nurse Consultant
- [ ] 0610 Nurse Anesthetist
- [ ] 0610 Operating Room/Recovery
- [ ] 0610 Supervisory Nurse
- [ ] 0610 Intensive Care
- [ ] 0610 Ambulatory Care
- [ ] 0610 Neonatal
- [ ] 0610 Pediatrics
- [ ] 0610 Research
- [ ] 0610 Progressive Care
- [ ] 0610 Psychiatry

Dentists
- [ ] 0680 General Practice
- [ ] 0680 Pedodontics
- [ ] 0680 Periodontics
- [ ] 0680 Prosthodontist
- [ ] 0680 Oral Surgeon
- [ ] 0680 Endodontist
- [ ] 0680 Orthodontist

Medical Officers
- [ ] 0602 General Practice
- [ ] 0602 Family Practice
- [ ] 0602 Internal Medicine
- [ ] 0602 Surgery
- [ ] 0602 Anesthesiolog
- [ ] 0602 Psychiatry
- [ ] 0602 Pediatrics
- [ ] 0602 Preventative Care
- [ ] 0602 Orthopedics
- [ ] 0602 Radiology
- [ ] 0602 Opthalmology
- [ ] 0602 Urology
- [ ] 0602 Ear Nose Throat
- [ ] 0602 OB-GYN
- [ ] 0602 Emergency Medicine

Appointment Types
- [ ] Permanent Employment
- [ ] Term Employment
- [ ] Temporary Employment

Work Schedule Types
- [ ] Full Time
- [ ] Part Time
- [ ] Intermittent

Shift Types
- [ ] Call Back OK
- [ ] Rotating Shifts OK
- [ ] Days OK
- [ ] Nights OK
- [ ] Weekends OK

Hiring Plans
- [ ] ESEP - Excepted Service
- [ ] MPP - Merit Promotion
- [ ] DEU - Delegated Examining
- [ ] PHS - Commissioned Corps

|◄ ◄ [2] ► ►| ◄

WORK THE CERTIFICATE

When a manager calls for a certificate from Open Continuous, the first thing that needs to occur is to begin working the certificate by reviewing all of the available applicants. There are 2 ways to review the applicants

1) Go through all the ratings as show in the how to change an applicants pre rating data in the section above
2) Click the button "View Apps that are Qualified" from the OC Menu and a query will display the names of the qualified applicants for that vacancy.

Last Name	First Name	Grade	Qualified?	Anncid	LocationID	AppExpDate
Jones	Applicant	07	Yes	BE-MPP-04-09-BE	Ft Totten	07/24/06
Jones	Applicant	07	Yes	BE-MPP-04-09-BE	New Town	07/24/06
Jones	Applicant	07	Yes	BE-MPP-04-09-BE	Winnebago	07/24/06
Jones	Applicant	09	Yes	BE-MPP-04-09-BE	Ft Totten	07/24/06
Jones	Applicant	09	Yes	BE-MPP-04-09-BE	New Town	07/24/06
Jones	Applicant	09	Yes	BE-MPP-04-09-BE	Winnebago	07/24/06
Jones	Applicant	10	Yes	BE-MPP-04-09-BE	Ft Totten	07/24/06
Jones	Applicant	10	Yes	BE-MPP-04-09-BE	New Town	07/24/06
Jones	Applicant	10	Yes	BE-MPP-04-09-BE	Winnebago	07/24/06
Jones	Applicant	11	Yes	BE-MPP-04-09-BE	Ft Totten	07/24/06
Jones	Applicant	11	Yes	BE-MPP-04-09-BE	New Town	07/24/06
Jones	Applicant	11	Yes	BE-MPP-04-09-BE	Winnebago	07/24/06
Jones	Applicant	12	Yes	BE-MPP-04-09-BE	Ft Totten	07/24/06
Jones	Applicant	12	Yes	BE-MPP-04-09-BE	New Town	07/24/06
Jones	Applicant	12	Yes	BE-MPP-04-09-BE	Winnebago	07/24/06

Record: 7 of 15

Notice how it repeats for each grade level and location… this allows you to sort by grade or by location simply click on the column you want to sort by and click the or the button on the top menu bar (depending on which way you want to sort).

After you have the names of the people you want to put on the certificate… it's time to issue the cert.

ISSUING AN OPEN CONTINUOUS CERTIFICATE

 From the Staffing Menu, click on the Vacancy Type "Open Continuous Vacancies"
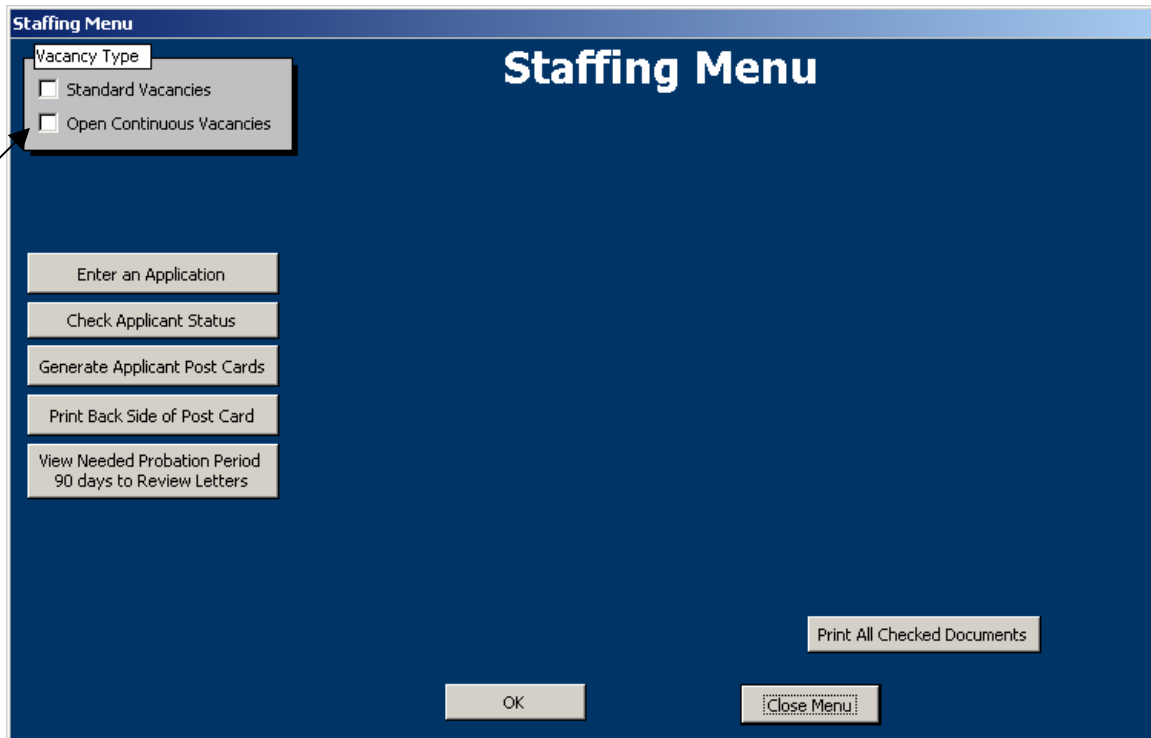
Next, Choose the vacancy you would like to work with from the "Select the Vacancy" drop down menu.
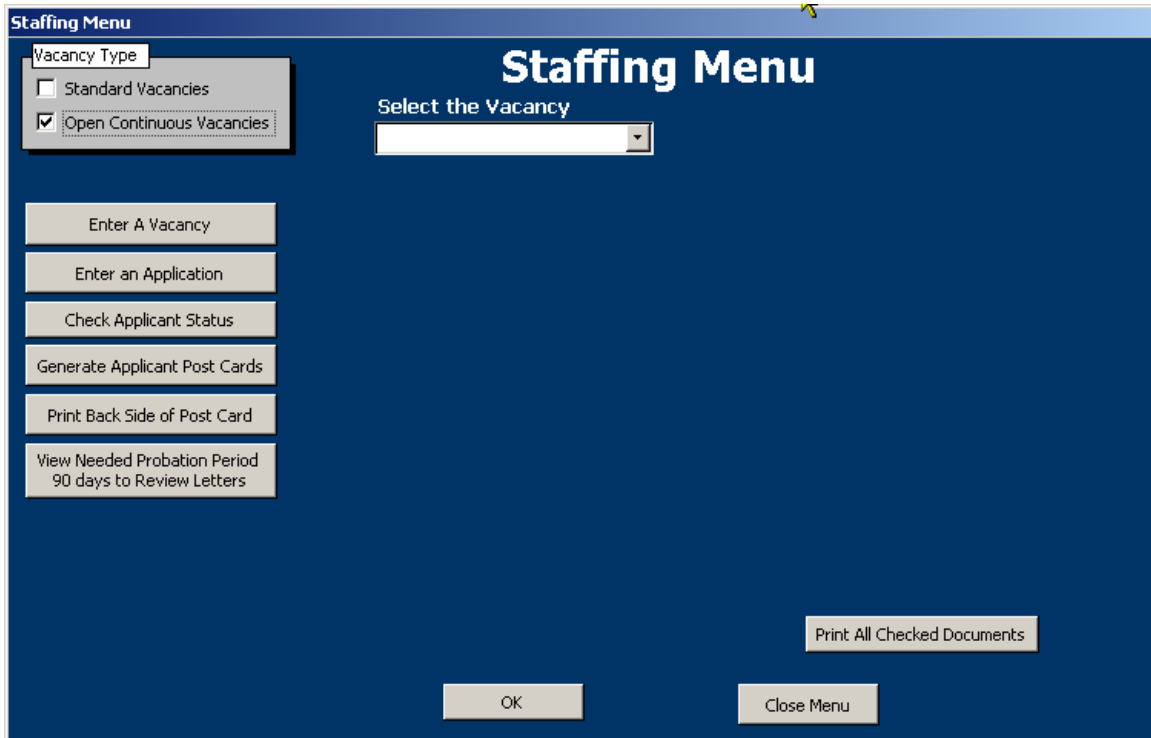
Then Click on "Create New Certificate"
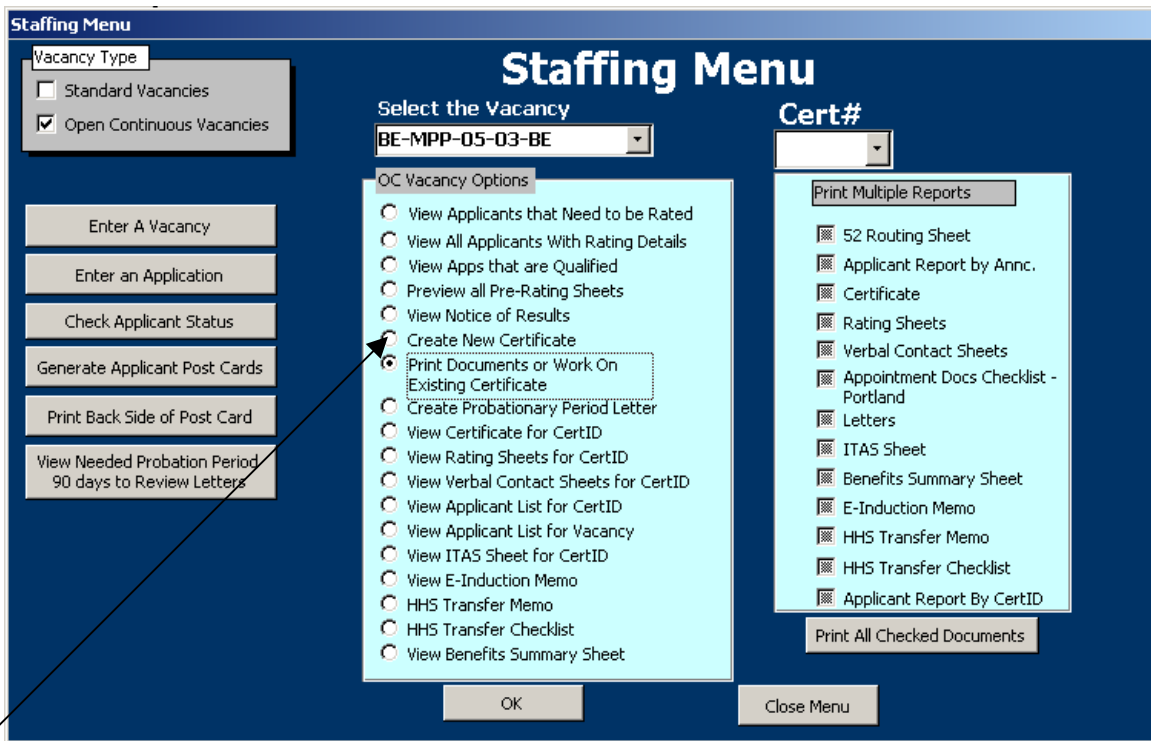
Next enter the Certificate Issued date (today hopefully) then choose the 52number you are using for this certificate. Enter the name of the selecting

official (this appears on a memo to them so type it how it is to appear on their memo).

Next, Click "Refer Applicants on this Cert"

From the "Applicants to Refer" drop down menu, choose the applicant(s) you want to refer. Enter the applicant once for each grade level and/or part of the cert they will be referred on. Enter the Grade Referred at, part referred in and Source (if applicable) etc.

Now you can view the Cert, rating sheets, verbal contact sheets etc. Click on "View/Print Additional Docs" from the bottom right-hand corner. This will take you back to the staffing Menu

Select your Certificate number from the "Cert#" box in the upper right-hand corner. In the Left Green Box, you may individually view any of the necessary documents, certificate, rating sheet etc. then you can print them after viewing. Or, you can choose, "Print Documents or Work on Existing Certificate" from the left-hand green box, and then check multiple documents you would like to print from the right-hand green box. This will print them all without opening them for viewing.

The Cert pg1

CANDIDATE REFERRAL ROSTER

Date Certification Issued January 20, 2006	Announcement Number BE-MPP-04-09-BE-457	Certification Due to Human Resources February 19, 2006

Position: Dental Offier/Supv Dental Officer

Number of Vacancies

1   Nursing
    Permanent Full Time

INSTRUCTION TO THE SELECTING OFFICIAL

The candidates below are referred for consideration in filling the position listed above. You may make your selection from Part I, Part II, Part III, or Part IV. Indian Preference eligibles are identified. IF AN INDIAN PREFERENCE ELIGIBLE IS REFERRED IN ANY PART OF THE FORM, YOU CANNOT SELECT A NON-INDIAN.

SELECTING OFFICIALS ARE RESPONSIBLE FOR CONDUCTING REFERENCE CHECKS - REFERENCE CHECKS MUST BE CONDUCTED ON THE TENTATIVE SELECTEE.

PART I

The candidates' names listed in alphabetical order below have been ranked "best qualified" under the Merit Promotion Plan procedures. Their applications and appraisals are attached. Please consider the candidates' qualifications, interview if you wish and complete and return this form within the time limit indicated above. NOTE: If a retained grade candidate is listed below and is not selected, you must state your reasons for non-selection and the reasons must be approved by the Servicing Personnel Officer before another promotion candidate is selected from Part I.

Grade	Name	Indian Preference

PART II

The following qualified applicants not rated and ranked under the Merit Promotion Plan are referred for consideration. (Indicate Source: Lateral; etc.

Grade	Name	Indian Preference	Source
09	Jones. Applicant	☐	Reassignment
07	Jones. Applicant	☐	Change to Lower Grade

PART III

PHS Commission Corps candidates who applied through this vacancy announcement and are referred for consideration under the Commissioned Corps Personnel System.

Name	Indian Preference	Rank

PART IV

Excepted Service Merit Examining Eligible and/or Competitive Service Civil Service Register Eligible applications are attached. (Rule of 3 and Veteran's Preference applies in making a selection)

Grade	Name	Score	DEU	Vet's Preference	Indian Preference
09	Jones. Applicant	Eligible	☐	NV	☐
07	Jones. Applicant	Eligible	☐	NV	☐

Signature of Certifying Official: _____   Date: _____

Personnel Officer or Designee

Cert Pg 2

SELECTION

NOTE TO SELECTING OFFICIAL:
Do not commit this position or notify non-selected candidates until selection has been reviewed by the issuing office. Please return this certificate and all supporting documents to Human Resources as soon as the selection is made. IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE FOLLOWING STAFFING SPECIALIST:

Angie Murphy

PIMC - Information Technology HQ6543 00098734
05-0857   Vice: New
Selectee Name: _____ *Grade:* _____ *Proposed EOD:* _____

Reference Check Verification: This is to certify that I have conducted reference checks on the selectee.

Signature: _____ Date: _____

Remarks (If certificate is returned unused, please write justification): _____
_____
_____
_____
_____

Selecting Official: _____ Date: _____

SELECTING OFFICIAL

THE SELECTING OFFICIAL MAY MAKE ADDITIONAL OR ALTERNATE SELECTIONS FROM THE ROSTER WITHIN 90 CALENDAR DAYS FROM THE DATE OF THIS CERTIFICATE, PROVIDED:

1. THE ORIGINAL SELECTEE DECLINED THE POSITION, OR

2. ADDITIONAL POSITIONS ARE ESTABLISHED OR BECOME VACANT WITH THE SAME TITLE, SERIES, AND GRADE AND ARE IN THE SAME GEOGRAPHICAL LOCATION AS THE POSITION ANNOUNCED, AND HAVE THE SAME QUALIFICATION REQUIREMENTS; AND

3. AN INDIAN PREFERENCE CANDIDATE IS ON THE CERTIFICATE.

CANDIDATE REFERRAL ROSTER

Date: Friday, January 20, 2006

To: Selecting Official Jones

From: Troy Bad Moccasin

Subject: Open Continuous Candidate Referral Roster

Attached is a Candidate Referral Roster for the position of Dental Offier/Supv Dental Officer. This roster is effective the date of this memorandum and will expire on 2/19/2006.

If you need additional time beyond this date to complete your selection, please contact me at (605) 226-7217. Failure to do so will result in a cancellation of this roster, by this office, and any selection(s) made beyond this expiration date will be void.

The candidate(s) selected will receive official notification of selection and/or offer of appointment from the Human Resources Office. The contents of this roster must be safeguarded under the Merit Promotion Procedures contained in Item V, Responsibilities B.13.

Attachments

Cert Pg4

INFORMATION FOR THE SELECTING OFFICIAL

INTERVIEWS

Interviews are not required but selecting officials are encouraged to interview, whenever feasible, all candidates on the certificate.

EXPIRATION DATE OF CERTIFICATE

The expiration date of merit promotion certificates is 30 days following the date issued. A certificate maybe extended an additional 15 calendar days with the approval of the Human Resources Officer or designee.

SELECTION OF CANDIDATES.

Selection of candidates is a prerogative of the selecting official only. This is different than an official offer of employment which is done by the Human Resources Office in the role as an agent for the selecting official.

NON-SELECTION OF CANDIDATES BY THE SELECTING OFFICIAL

Selecting officials may decide not to make a selection from the roster of candidates presented for consideration. A decision, for example, maybe made (1) not to fill the position at that time, (2) to cancel or abolish the position, or (3) to readvertise the position in an effort to identify additional candidates. Such decisions must, of course, be for sound management purposes and not to circumvent the spirit or letter of the Indian Preference requirement. When a position is readvertised, all applicants are automatically considered under the new announcement. A position may not be readvertised for 120 days if there were three or more qualified and available Indian candidates identified through the previous announcement. However, a readvertisement within 120 days is allowable if it is justified in writing and approved by the Director, IHS or his designee.

(Reference Indian Health Manual Ch 7-3, TN 01-04, dated March 14, 2001)

REFERENCE CHECKS

Since the supervisor is the selecting official and has a vested interest in the employee selected, it is the responsibility of the selecting official to obtain references on the candidate of his or her choice. At least two references are desirable including at least the immediate supervisor and one other.

H4 ◄ | 4 | ► ►H | ◄

Rating Sheet

Qualification Rating Sheet

Cert Number: 121

Vacancy # DE-HHCC-04-01-OC- CLINICAL NURSE

Deborah Cocco

SSN: 097-50-4777

Non-Indian Preference

Refer In Part	Grade	Refer All	Score	DEU	Vets Pref
4	10		0	☑	NV

Education

EDUCATION

From	To	Description		Semester Hours	Quarter Hours	Tech Weeks
		ASN, 5/1998		60	0	0

	Total Education	Years	Months
		2	0

Experience

EXPERIENCE

From	To	Title, Series and Grade		Grade/Salary	Hours/Week	Gen Exp Months	Spec Exp Months
06/00	07/04	Registered Nurse, Emergency Dept			40	0	46

Gen Exp Yr/Months		Spec Exp Yr/Months	
0	0	3	10

Eligible

Yes

Re Employment Priority?

Reason For Rating Application Ineligible

Selective Factor Met [ ]

☐ Lacks Specialized Experience   ☐ Application Was Incomplete
☐ Lacks General Experience   ☐ Received After Closing Date
☐ No BIA 4432 With Application   ☐ Lacks Recent Performance Appraisal
☐ Eligible, But Did Not Rank High Enough ☐ Lacks Time In Grade
☐ Does Not Meet Education Requirements ☐ Outside Area of Consideration
☐ Lacks A Copy Of Current License   ☐ Other

Qualifications Determination and/or reason for rating applicant ineligible:

Qualification Standards for GS-610, Clinical Nurse (Emergency Dept.)
GS-610-10/Qualified
kel, 8/24/2004

Name and Title of Rater: Karen S. Lee   Supervisory Human Resource Specialist

Signature of Rater: _____   Date: _____

Thursday, February 24, 2005

With the documents generated, it's time to put the certificate and applicant package together and send it to the selecting official.

WHEN THE CERTIFICATE COMES BACK FROM THE SELECTING OFFICIAL

When the certificate comes back from the selecting official, the staffing specialist needs to enter the selection information, issue the letters to the applicants and close out the vacancy file.

ENTER THE SELECTION DATA

To enter the selection data, go back into the work a vacancy announcement option from the staffing menu. From the Main Menu click Staffing Menu

From the Staffing Menu, click on the Vacancy Type "Open Continuous Vacancies"

Next, Choose the vacancy you would like to work with from the "Select the Vacancy" drop down menu.

From the Staffing Menu, left-hand green box, click on "Print Documents or Work with on Open Continuous". Then choose your Cert# in the upper right-hand corner, and Click OK

Enter the Date Cert Returned, and click on "Refer Applicants on this Cert"

Check the "Selected?" box on the row of referral information that the applicant was selected from. Then click Refresh
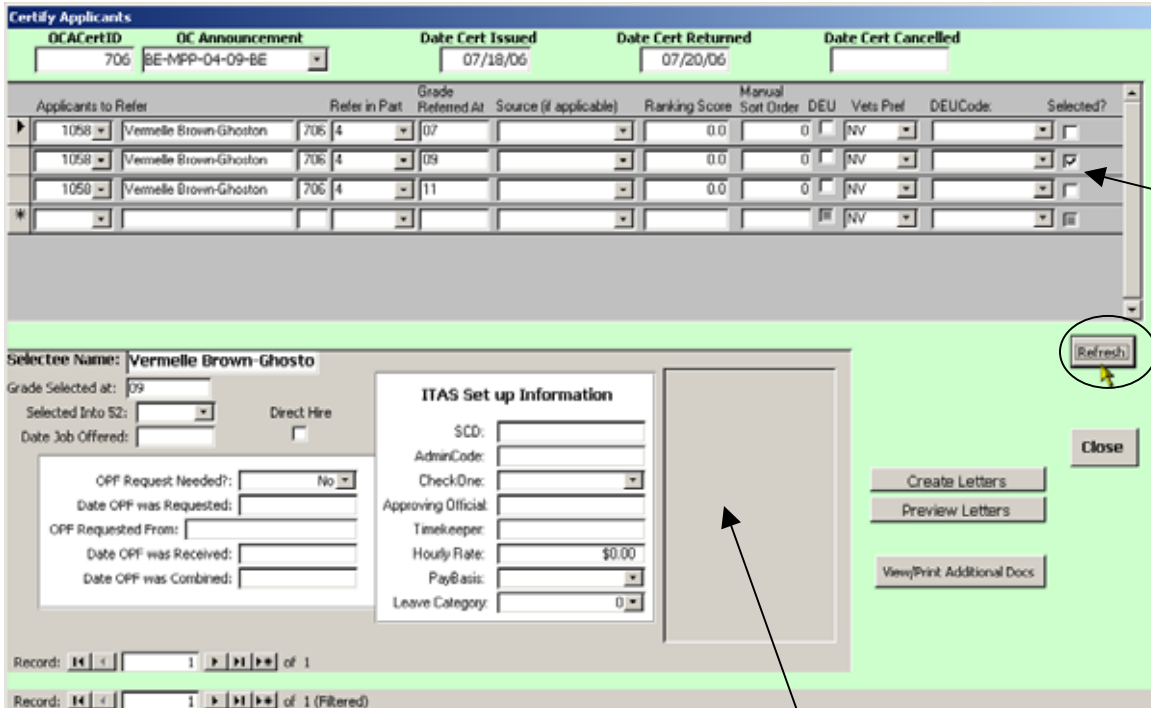
The Selection data will appear in the box at the bottom, left-hand side of the screen.

For the selectee, check the choose the 52 they were selected into from the drop down menu "Selected Into 52". When this occurs the gray box to the right will show 2 data fields from the 52 data (Effective Date, 52Comments, and Date Processing Completed) these are the same data fields that appear in the workload form for each 52. The effective date is the EOD of the selectee and it NEEDS to be filled in.
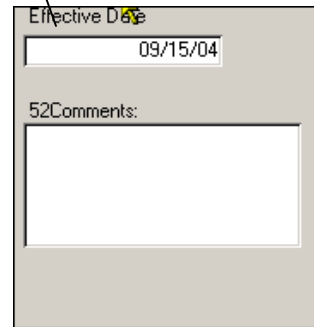
Also complete the Date Job offered & Date Job offer accepted. The ITAS information are optional. If your office uses this feature, complete the data as applicable.

CREATE & PRINT APPLICANT LETTERS

Once the selection has been made, it's time to send letters to the selectee and the rest of the applicants.

Click on the "Create Letters" button on the right side of the screen

Certify Applicants

CertID [706] Announcement [BE-MPP-04-09-BE ▼] Date Cert Issued [07/18/06] Date Cert Returned [07/20/06] Date Cert Cancelled [ ]

Vermelle [Brown-Ghoston] [ ] Comments [ ] IP ☐ DD214 ☐ license ☐ 101630 ☐ Incomplete ☐
529 Yokley Rd
Nashville [TN] [37207] Edit App [4372] [706]

Letter [▼] Letter Date [07/18/06]

Non-Select Letter Data
☐ Your App Was Not Considered due to IP
☐ You were referred but not selected
☐ Your App did not meet the qualifications of the job
☐ Your App was received after the closing date
☐ This announcement has been canceled
☐ Your App was incomplete
  ☐ No License was attached
  ☐ No Resume or OF-612 was not received
  ☐ No OF-306 was received
  ☐ Transcripts were not submitted
  ☐ Driver's license was not attached
  ☐ Selective Service form was not attached
  ☐ SF-50 was not attached
  ☐ KSA responses were not attached
  ☐ Indian Child Protection Form was not attached
  ☐ Lacks Hours Per Week or Months/Years
  ☐ No Typing Proficiency Statement
☐ Your Application is being kept on File
☐ A 10-Point Veteran was selected
☐ Other [ ]

Select Letter Information: (complete only if this applicant was selected)
(if temp) NTE Date [ ]
Appt Type [▼]
Salary Line **Indicate per hour or per annum [ ]
Reporting Date [ ]
Report To [ ]
Travel Contact Name [ ] ☐ Travel
Travel Contact Phone [ ]
ccline [ ]

☐ Withdraw
☐ Decline
☐ Rescind

☐ Appointment Docs are enclosed

Due on or before Report to Duty
☐ Current License
☐ Immunization
☐ I9
☐ SF85

Required Clearances
☐ CNACI ☐ Medical Exam
☐ Suitability ☐ Drug Screen

Record: ⏮ ◀ [1] ▶ ⏭ ▶* of 1
Save

Close

Use the navigation buttons to move to each applicant

Select the type of letter from the drop down menu. If it is a letter to the selectee, fill out the "Select letter Information as applicable. If it is a letter to an applicant who was not selected, choose "Non-Select Letter" From the drop down menu and check the box that states the reason for non-selection from the Non-Select Letter Data on the right hand side.

Once you have completed the letter information, click on the "Close" button and Choose "Preview Letters" from the Certificate Screen.

Next you will see a list of the letters to be generated. Only the letters where the "Send?" box is checked will appear. Click on "View Letters"

The letters will generate into 1 document and here is 1 example of a select letter and 1 Non-Select letter

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Northern Plains Regional Human Resources Office
Aberdeen Area Office
Federal Building
115 4th Avenue SE, Room 309
Aberdeen, SD 57401

June 1, 2006

Joe James
PO Box 111
Rosebud, SD 57570

Re: AO-MPP-06-107-AO - Safety Engineer GS-803-12 - Aberdeen Area Office

Dear Joe James:

Congratulations, this letter confirms your selection for the following position with the Indian Health Service:
Safety Engineer (AB0812)-Aberdeen Area Office Division of Facilities Management

Permanent Full Time	NTE Date: **N/A**
Career Conditional Appointment	Your Effective Date is: **06/25/06**

Salary $68,519.00

Report To: **Marty LaRoche on**

☐ Please complete the enclosed appointment documents and return them to this office, prior to your effective date. Failure to do so could cause a delay in processing your appointment.

☑ You are entitled to Travel and/or transportation of household goods. Contact Troy Bad Moccasin at (605) 226-7217 for details.

The following documents are required on or before your report to duty:

☐ Copy of Current License   ☐ I-9 with employment eligibility documentation (See I-9 for details)
☐ Immunization Record   ☐ SF-85 Questionnaire for Non-Sensitive Positions and SF-87 Fingerprint Card

Your employment is subject to the following clearances:

☐ Completion of satisfactory medical examination   ☐ Completion of satisfactory drug screening
☐ Employment Suitability Clearance
☐ Clearance of CNACI background investigation for Child Care workers. Until your investigation has been cleared, you must work within the sight and under the supervision of a staff person who has cleared their CNACI investigation.

Once again, congratulations on your new appointment. We look forward to you working with the Indian Health Service. If you have any questions, feel free to contact me or our office at (605) 226-7553.

Sincerely,

Troy Bad Moccasin
Human Resources Specialist (Placement)
(605) 226-7217

Enclosures
Cc:

|◄ ◄   1   ► ►| ◄

DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

Indian Health Service
Northern Plains Regional Human Resources Office
Aberdeen Area Office
Federal Building
115 4th Avenue SE, Room 309
Aberdeen, SD 57401

July 18, 2006

Sally Jones
123 Main St
Rosebud, SD 57570

Re: AO-MPP-06-107-AO - Safety Engineer GS-803-12 - Aberdeen Area Office

Dear Sally Jones:

Thank you for your interest in employment with the Indian Health Service. Unfortunately, you were not selected for this position for the following reason(s):

☐ Your application was not considered because there were qualified Indian Preference applicants who submitted a form BIA-4432, documenting their eligibility for Indian Preference

☐ Your application was referred to the Selecting Official; however, you were not selected

☑ Based upon your application, you do not meet the qualifications required by the vacancy announcement.

☐ Your application was received after the closing date of the vacancy announcement.

☐ Due to Management's decision, this vacancy announcement has been cancelled.

☐ Your application was incomplete because you failed to submit the following documents that were required by this vacancy announcement.

      ☐ Un-restricted Professional license or Certificate   ☐ Selective Service Form
      ☐ OF-612 or Resume   ☐ SF-50, Personnel Action
      ☐ OF-306, Declaration for Federal Employment   ☐ KSA Narrative Responses
      ☐ College transcripts   ☐ PL-630 Form, Indian Child Protection (IHS Addendum)
      ☐ Driver's License
      ☐ Hours Per Week or Months and Years for each job   ☐ Statement of Typing Proficiency

☐ Other _____

☐ This office is not actively recruiting for the position you listed on your application.

☐ A 10-Point Veteran was selected for this announcement

We encourage you to apply for future vacancies. If you have any questions, please contact me at (605) 226-7553.

Sincerely,

Troy Bad Moccasin
Human Resources Specialist (Placement)

2

CLOSE OUT 52 AND VACANCY DATA

The final step to closing out a vacancy is to review the hard copy Vacancy file, and process the appointment. Once those things occur enter the date appointment processed by the selectee information. This will make the 52 fall off your workload. *(If you do not use the OPF request data)

CANCEL THE CERTIFICATE (NO SELECTION)

If a Certificate needs to be canceled due to no selection or for any other reason, simply find the correct OCA CertID Number and enter the date the certificate was canceled in the Date Cert Canceled box

From the Staffing Menu, click on the Vacancy Type "Open Continuous Vacancies"
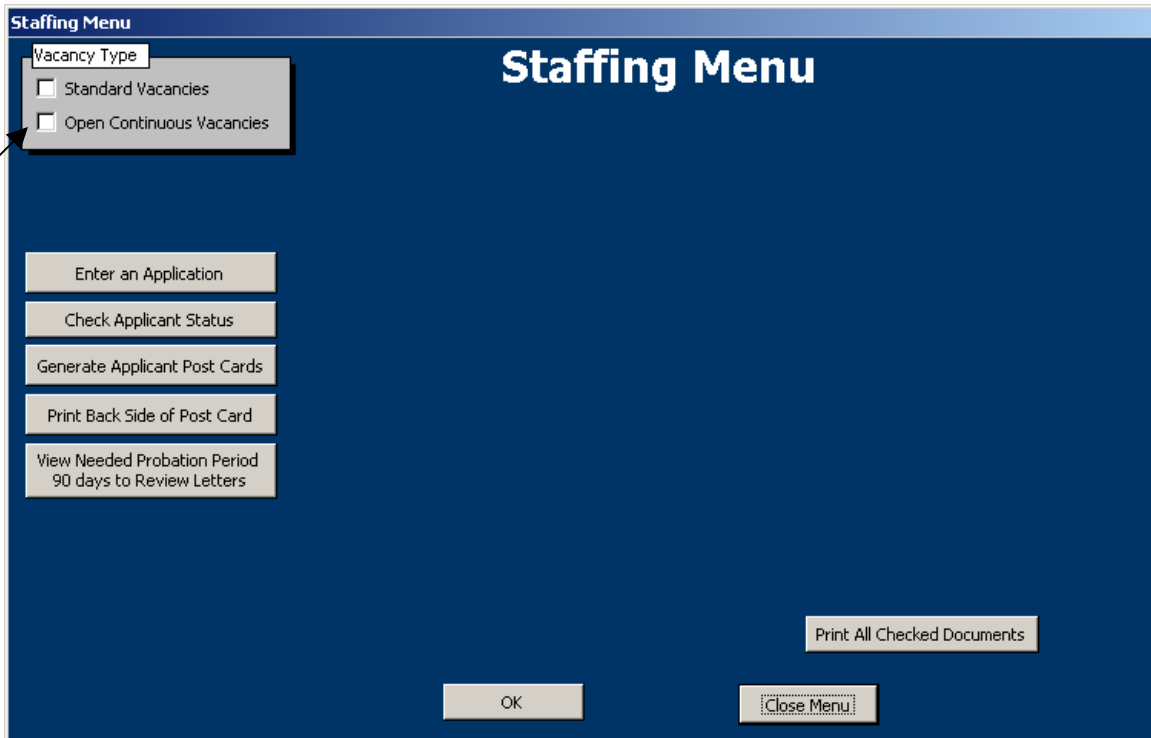
Next, Choose the vacancy you would like to work with from the "Select the Vacancy" drop down menu.
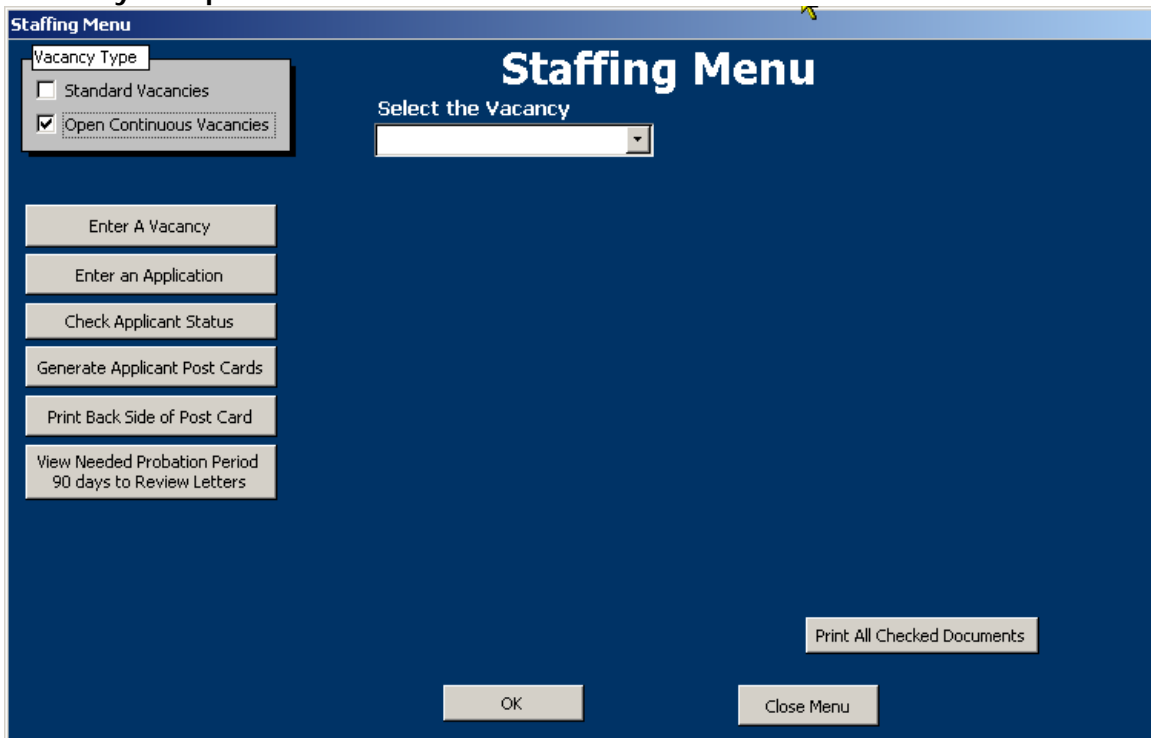
From the Staffing Menu, left-hand green box, click on "Print Documents or Work with on Open Continuous". Then choose your Cert# in the upper right-hand corner, and Click OK

Here OR:

Here

Certify Applicants

OCACertID	OC Announcement	Date Cert Issued	Date Cert Returned	Date Cert Cancelled
706	BE-MPP-04-09-BE	07/18/06	07/20/06	

Applicants to Refer	Refer in Part	Grade Referred At	Source (if applicable)	Ranking Score	Manual Sort Order	DEU	Vets Pref	DEUCode:	Selected?
1058 Vermelle Brown-Ghoston	706 4	07		0.0	0		NV		
1058 Vermelle Brown-Ghoston	706 4	09		0.0	0		NV		☑
1058 Vermelle Brown-Ghoston	706 4	11		0.0	0		NV		
							NV		

Selectee Name: Vermelle Brown-Ghosto

Grade Selected at: 09
Selected Into 52:   Direct Hire ☐
Date Job Offered:

OPF Request Needed?: No
Date OPF was Requested:
OPF Requested From:
Date OPF was Received:
Date OPF was Combined:

ITAS Set up Information
SCD:
AdminCode:
CheckOne:
Approving Official:
Timekeeper:
Hourly Rate: $0.00
PayBasis:
Leave Category: 0

Refresh
Close
Create Letters
Preview Letters
View/Print Additional Docs

Record: 1 of 1
Record: 1 of 1 (Filtered)

Enter a Cert Canceled date in the "Date Cert Canceled" box. This cancels the certificate, but does not cancel the 52. The 52 should only be canceled if the manager wishes to no longer fill that position. The cert should be canceled if there is no selection. If both the cert and the 52 need to be canceled, you will need to follow this procedure with going into your workload, locating the 52, and putting in a canceled date.

REPORTS
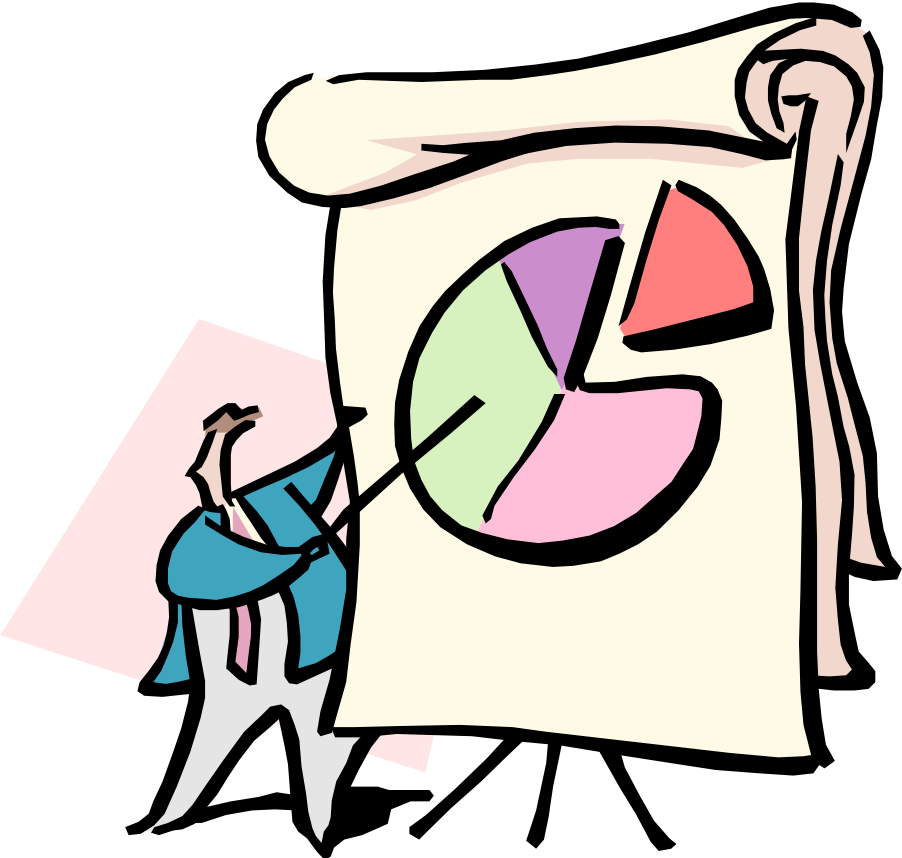
BUILT-IN REPORTS

There are several reports built-in to 52Central for the convenience of all users. These reports are consistent for each user and set up in a pre-defined format. In addition to the documents that are printed with the Certificate and sent to the selecting official, 52Central can help to evaluate workload, timeframes, action status and much more. All reports that are created (other than the certificate documents) will be accessible from the Reports menu of 52 Central.
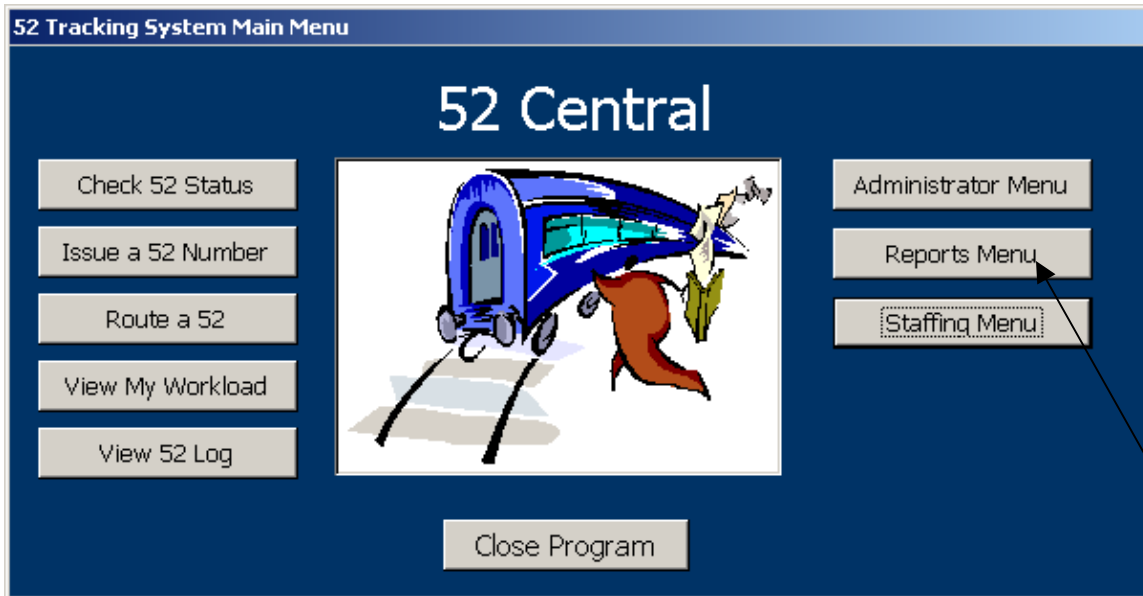
Just click on Reports Menu to access the system-wide reports.
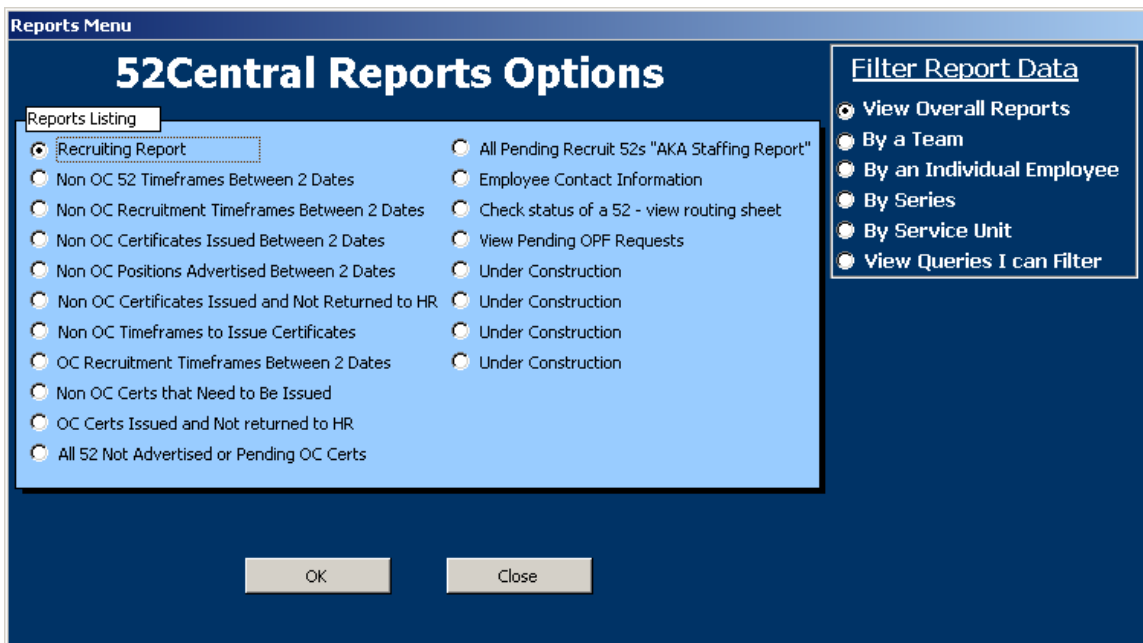
The reports available from this menu have the ability to be filtered by Overall data, HR Team, Individual Employee, Series, and Service Unit. You will be prompted for filter criteria, if you choose any option other than "Overall Reports".

In addition, there are queries (in a spreadsheet format) which the user is able to sort, filter and place in excel.
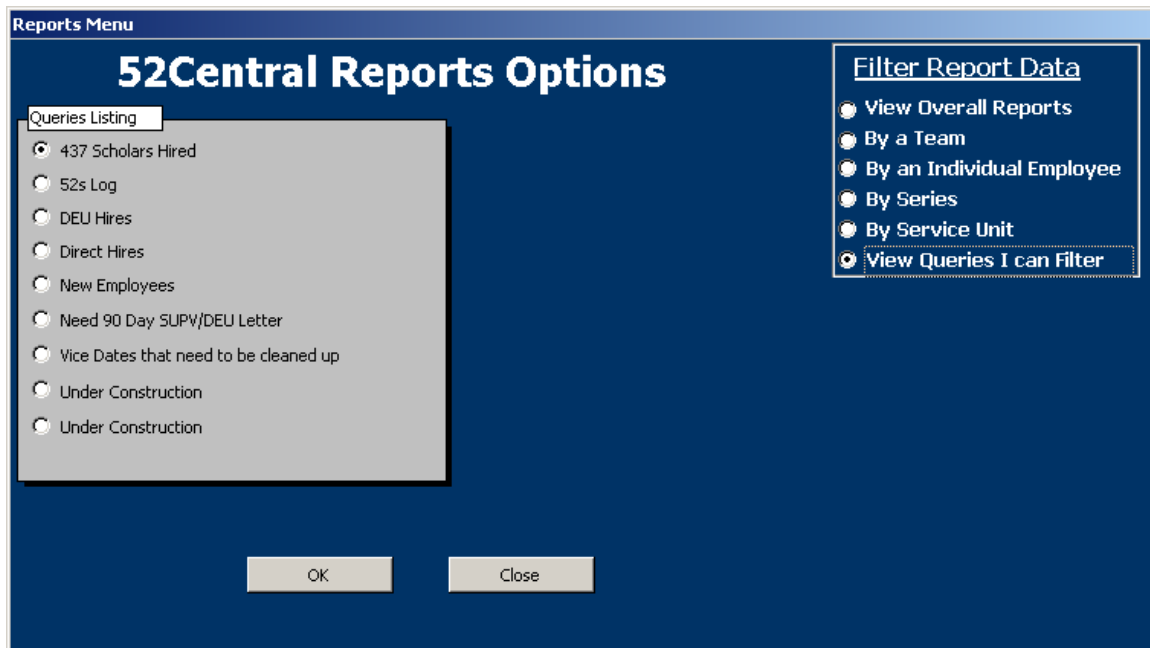
The next few pages of this section will display examples of how reports will look.

Timeframes Reports

Average Timeframes - All SF52 Activity (non OCA) Between 1/1/00 and 1/1/06

Average Timeframes for Overall SF-52 Activity (Non OCA) (in days)	Approval days	Class days	Recruit days	Cert days	Total Days for Recruitment	Selection days	Days to offer Job	Days from Selection to EOD
	80.41	-17.63	73.61	16.03	81.49	14.49	1.30	13.83

Timeframes - All SF52 Activity (non OCA) Between 1/1/00 and 1/1/06

HR Team or Office: Phoenix Indian Medical Center

Date Received	SF52 #	Job Req#	Job Code or PD Number	Announcement Number	Type of Action or Action Code	PP-Series-Grade	Classification Action	Approval days	Class days	Recruit days	Coverage	Total Days for Recruitment	Retention days	Days to offer Job	Days from Selection as EOD	Effective Date (EOD)
11/10/03	03-172	009059	PK3126	PM-05-054	Recruit- New Position	GS-0610-13	New Classification	326	0							
11/14/03	03-173	009060	PK3129	PM-05-053	Recruit- New Position	GS-0610-11	New Classification	330	0							
02/04/04	04-069	010775	PK3125	PM-04-166-2	Recruit- Position Vacated	GS-0610-11/12	New Classification	7	76				268	32		
01/07/04	04-074	008804	PK3185	PM-05-039	Recruit- Position Vacated	UG-4749-07	New Classification	71	317	18	22	357	12	0	27	02/06/05
03/31/04	04-343	012433	PKT003	PM-05-079	Recruit- Position Vacated	GS-0671-12	New Classification	7	0	33						
04/06/04	04-349	012659	PK1495	PM-04-087-6	Recruit- Position Vacated	GS-0610-9/11/12	Standard PD exists	6	1	146	2	149	53		37	12/01/04
04/29/04	04-395	013160	PK3162		Recruit- Position Vacated	GS-644-12	New Classification	13	0							
05/28/04	04-476	014501	PK3004		Recruit- Position Vacated	GS-0610-09/10	Standard PD exists	0	66							01/10/05
06/10/04	04-490	014836	PK2009		Recruit- Position Vacated	GS-610-9/10	Standard PD exists	2	18							10/17/04
07/06/04	04-519	015364	PK3094	PM-04-162-2	Recruit- Position Vacated	GS-0671-9/11	Standard PD exists	11	0	139	7	146				
06/29/04	04-522	015399	PK1239		Recruit- Position Vacated	GS-2210-12	Standard PD exists	0	0							
07/13/04	04-533	015701	PK3173	PM-04-153	Recruit- Position Vacated	GS-630-4/5/6/7	Redescription	4	0	15	21	66	6		10	10/03/04
07/20/04	04-541	015867	PK1436	PM-05-040	Recruit- Position Vacated	GS-610-11	Standard PD exists	7		22	11	154	17	0	1	01/08/05
07/13/04	04-545	015879	PK1451	PM-04-149-2	Recruit- Position Vacated	GS-0561-3/4	Standard PD exists	0	13	67	28	108	7	5	23	11/28/04
07/28/04	04-572	016270	PK3040	PM-04-147	Recruit- Position Vacated	GS-0610-11/12	Standard PD exists	5	2	28	11	41	87		23	12/26/04
07/30/04	04-581	016385	PK1511		Recruit- Position Vacated	GS-0610-7/9	Standard PD exists	2	3							10/31/04
08/18/04	04-584	016897	P-8073	PM-05-043	Recruit- Position Vacated	GS-675-6	Redescription	0	93	27	14	134				
08/04/04	04-585	016449	PK1465	PM-04-155-2	Recruit- Position Vacated	GS-620-06	Standard PD exists	5	14	58	14	86	14	3	16	11/28/04
08/04/04	04-586	016452			Recruit- Position Vacated	GS-0610-	New Classification	5								
08/12/04	04-596	016686	PK1534	PM-04-158	Recruit- Position Vacated	UG-3566-03	Standard PD exists	2	6	69	0	75	17	3	16	11/28/04
09/01/04	04-610	017319	PK1356	PM-04-160-2	Recruit- Position Vacated	GS-0679-5/6/7	Standard PD exists	20	0	103	9	112	16	3	16	01/23/05
08/17/04	04-611	016769	PK1381	PM-04-175-2	Recruit- Position Vacated	UG-3566-03	Standard PD exists	5	1	68	11	80	11	3	12	11/28/04
08/26/04	04-625	017183	PK3206	PM-05-078	Recruit- Position Vacated	GS-669-11	New Classification	1	0	35						
08/20/04	04-626	017063	PK1467	PM-04-169	Recruit- Position Vacated	GS-0679-05	Standard PD exists	0	5	30	14	49	33	0	32	12/12/04

Thursday, May 12, 2005 Page 1 of 11

Recruiting Report

Phoenix Indian Medical Center Recruiting Report
Thursday, February 24, 2005

LOCATION	RECRUITING REPORT STATUS	POSITION	Job Code	SERIES/GRADE	APPOINTMENT/ SCHEDULE	VACANCY #	CLOSING DATE	STAFFER/ PROCESSOR	SELECTED	EOD
PIMC	ROSTER SENT	CONTACT REPRESENTATIVE	PX1375	GS-962-5/6	PERMANENT FULL TIME	PM-05-037	12/03/04	S. PANELS PENDING (PIMC)		
PIMC	ROSTER SENT	MEDICAL RECORD TECHNICIAN	P-8073	GS-675-6	PERMANENT FULL TIME	PM-05-043	12/16/04	S. PANELS PENDING (PIMC)		
PIMC	ROSTER SENT	CUSTODIAL WORKER	PX1381	WG-3566-03	PERMANENT FULL TIME	PM-05-049	01/07/05	S. PANELS PENDING (PIMC)		
PIMC	ROSTER SENT	LEAD SUPPLY TECHNICIAN	PX3192	GS-2005-07/08	PERMANENT FULL TIME	PM-05-050	01/19/05	S. PANELS PENDING (PIMC)		
PIMC	ROSTER PENDING	IT SPECIALIST (APPSW)	PX1551	GS-2210-9/11	PERMANENT FULL TIME	PM-05-038-2	01/24/05	I. MANAGEMENT		
PIMC	ROSTER SENT	CONTACT REPRESENTATIVE	PX1375	GS-0962-04/05/06	PERMANENT FULL TIME	PM-05-057	01/24/05	S. PANELS PENDING (PIMC)		
PIMC	ROSTER SENT	CONTACT REPRESENTATIVE	PX1375	GS-0962-05/06	PERMANENT FULL TIME	PM-05-057	01/24/05	S. PANELS PENDING (PIMC)		
PIMC	ROSTER SENT	MANAGEMENT AND PROGRAM ANALYST	PX	GS-0343-9/11	PERMANENT FULL TIME	PM-04-180-3	01/28/05	L. BOTONE		
PIMC	ROSTER PENDING	SUPV. BIOMEDICAL ENGINEER	PX1111	GS-0858-13	PERMANENT FULL TIME	PM-04-179-2	01/31/05	S. PANELS PENDING (PIMC)		
PIMC	ROSTER PENDING	SUPERVISORY LIBRARIAN (MEDICAL)	PX3135	GS-1410-11	PERMANENT FULL TIME	PM-05-056	02/01/05	S. PANELS PENDING (PIMC)		
PIMC	ROSTER PENDING	SECURITY GUARD	PX1563	GS-0085-04	PERMANENT FULL TIME	PM-05-034-2	02/03/05	A. MURPHY		
PIMC	ROSTER SENT	RESPIRATORY THERAPIST	PX1071	GS-0651-08	PERMANENT FULL TIME	PM-05-024-3	02/07/05	S. PANELS PENDING (PIMC)		

Certificates that were issued

Certificates Issued Between 1/1/00 and 1/1/06
Total: 166

HR Team or Office: Unassigned

AnncNumber:	HHCC-04-44		Annc Title:	Medical Support Assistant

Date Opened:	Date Closed:	Cert Issued:	Cert Returned:	Reissued?:	OUF	Canceled
12/01/04	12/14/04	01/05/05	02/03/05	No	☐	☐

AnncNumber:	PXIHS-04-142		Annc Title:	Public Health Educator

Date Opened:	Date Closed:	Cert Issued:	Cert Returned:	Reissued?:	OUF	Canceled
09/09/04	09/22/04	09/30/04	09/30/04	No	☐	☐

Date Received	SF52 Number	Vice:	Position:	JobCode:	Position Number:	Selectee:	Effective Date:
08/12/04	05-0665	New	Public Health Educator GS-1725-11			Karen Kimber	10/31/04

AnncNumber:	PXIHS-05-39-1		Annc Title:	Cook

Re-announced-Previously open 12/7/04-12/20/04

Date Opened:	Date Closed:	Cert Issued:	Cert Returned:	Reissued?:	OUF	Canceled
02/01/05	02/07/05	02/11/05		Yes	☐	☐

Date Received	SF52 Number	Vice:	Position:	JobCode:	Position Number:	Selectee:	Effective Date:
11/16/04	05-0795		Cook WG–5		00032483		

Certificates that Were Issued and Not Returned to HR

Certificates Issued and Not Returned to HR
Total: 12

HR Team or Office: Phoenix Indian Medical Center

AnncNumber:	PM-05-026		Annc Title:	Information Technology Specialist (APPSW), GS-2210-13

Date Opened:	Date Closed:	Cert Issued:	Cert Returned:	Reissued?:	OUF	Canceled
10/27/04	11/17/04	11/24/04		No	☐	☐

Date Received	SF52 Number	Vice:	Position:	JobCode:	Position Number:	Selectee:	Effective Date:
09/15/04	04-661	Gray, James	Information Technology Specialist (APPSW) GS-2210-13	PX3079	00024058		

AnncNumber:	PM-04-162-2		Annc Title:	Chief Outpatient & Benefits Coordinator, GS-671-11

Date Opened:	Date Closed:	Cert Issued:	Cert Returned:	Reissued?:	OUF	Canceled	Refer to 04-519 in old database
11/02/04	11/22/04	11/29/04		Yes	☐	☐	

Date Received	SF52 Number	Vice:	Position:	JobCode:	Position Number:	Selectee:	Effective Date:
07/06/04	04-519	Thompson, Bre	Supervisory Health System Specialist GS-0671-9/11	PX3094	00026490		

AnncNumber:	PM-05-037		Annc Title:	Contact Representative GS-962-5/6

Date Opened:	Date Closed:	Cert Issued:	Cert Returned:	Reissued?:	OUF	Canceled
11/22/04	12/03/04	12/14/04		No	☐	☐

Date Received	SF52 Number	Vice:	Position:	JobCode:	Position Number:	Selectee:	Effective Date:
11/04/04	05-0118	Burgess, Melind	Contact Representative GS-962-5/6	PX1375	00026635		

AnncNumber:	PM-05-043		Annc Title:	Inpatient Coding/Data Entry Technician

Date Opened:	Date Closed:	Cert Issued:	Cert Returned:	Reissued?:	OUF	Canceled
12/02/04	12/16/04	12/30/04		No	☐	☐

Date Received	SF52 Number	Vice:	Position:	JobCode:	Position Number:	Selectee:	Effective Date:
08/18/04	04-584	Norris, Alex	Medical Record Technician GS-675-6	P-8073	00026226		

AnncNumber:	PM-05-049		Annc Title:	Custodial Worker WG-3566-3

Date Opened:	Date Closed:	Cert Issued:	Cert Returned:	Reissued?:	OUF	Canceled

CREATING QUERIES

APPENDIX
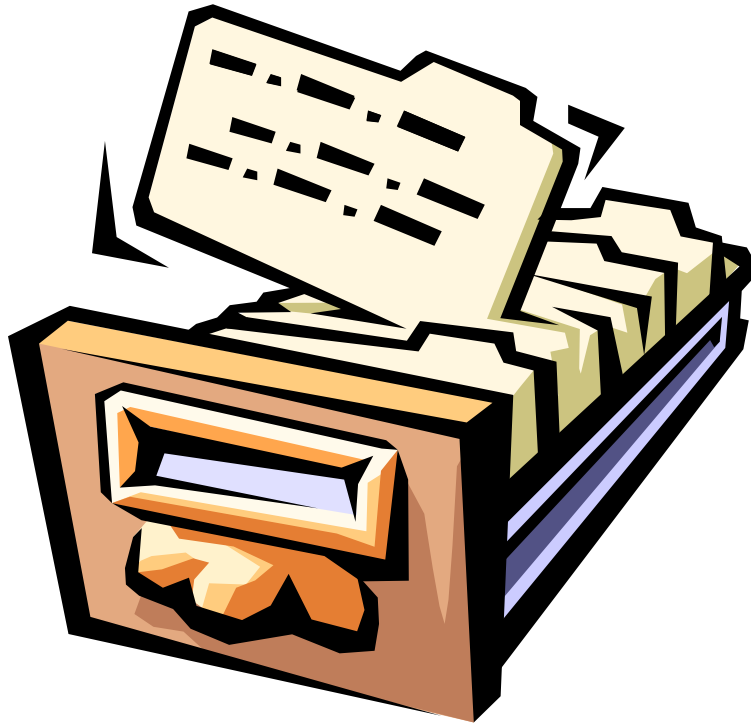
RELATIONSHIP DIAGRAM

The following image displays a picture of all table relationships within the
52 Central database program.
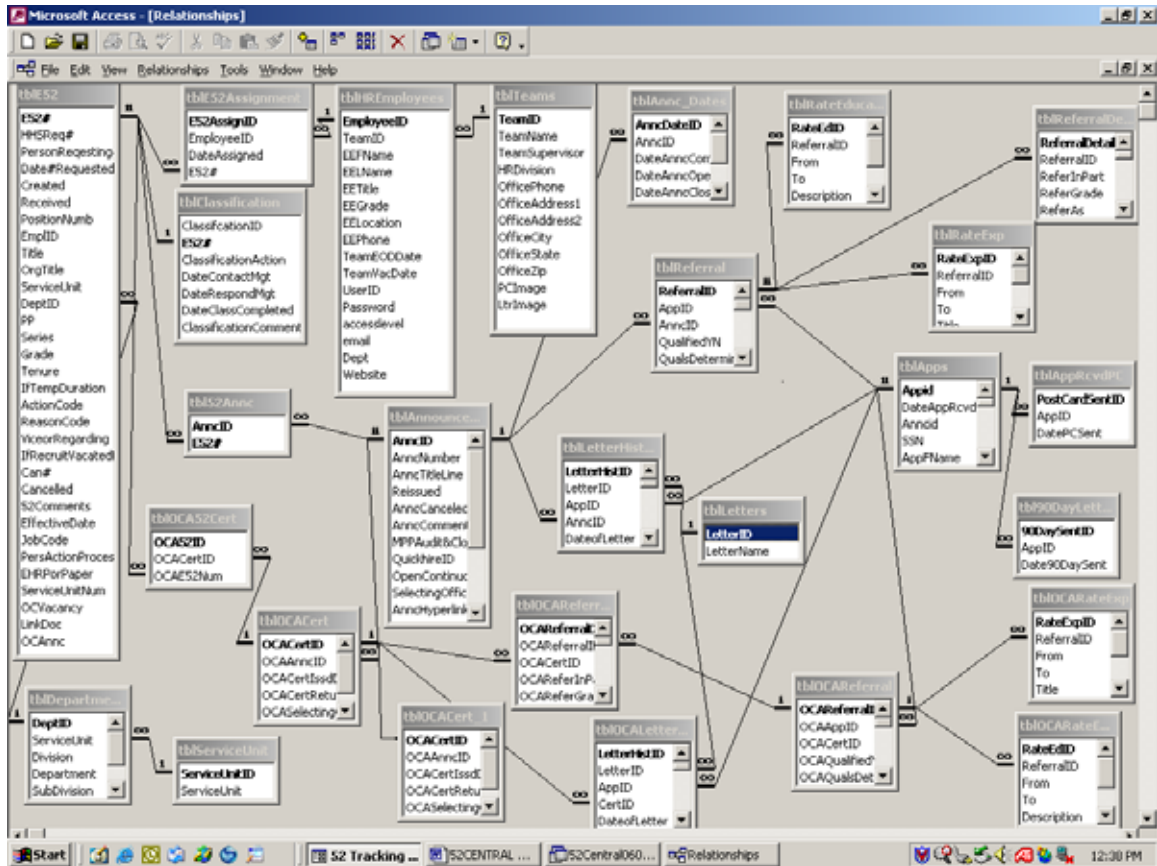
TABLE AND FIELD DEFINITIONS

tbl52Annc
- ties 52's to each vacancy announcement. A dual primary key is used to allow multiple 52's to be attached to 1 vacancy announcement.

Field Name	Definition
AnncID	Unique identifier for each vacancy announcement entered (autonumber)
E52#	The number assigned by HR to each SF 52 (text box)

tblAnncDates
- Data is tied to tblAnnouncements and shows the significant dates for each vacancy

Field Name	Definition
AnncDateID	Unique identifier for each vacancy announcement entered (autonumber)
AnncID	The identifier of the announcement these dates are tied to
DateAnncCompleted	Date the Vacancy Document was completed (date)
DateAnncOpen	Date the Vacancy Announcement Opened (date)
DateAnncClosed	Date the Vacancy Announcement Closed (date)
DateCertificateIssd	Date the certificate was issued (date)
DateCertificateRtdtoHR	Date the certificate returned to HR with or without selection being made (date)
ReissueReason	Combo box for documenting the reason for vacancy reissue – options are No selection, No qualified applicants, applicant declined, selection made – alternative vacancy, Management put position on hold, 120-day Freeze

tbl90DayLetters
- table containing tracking data for probationary review letters. Records in this table prompt that the HHS-315 needs to be completed 1 year after selection of certain applicants

Field Name	Definition
90DaySentID	Unique identifier for each selectee that needs an HHS-315 completed before their probationary period ends (prompt at 90 days)
AppID	The AppID of the selectee needing the HHS-315
Date90DaySent	Date the 90 day follow up letter was sent to the selecting official with the HHS-315 form

tblAnnouncement
- table containing data elements specifically related to each vacancy.

Field Name	Definition
AnncID	Unique identifier for each vacancy announcement entered (autonumber)
AnncNumber	Number Assigned by HR to each Vacancy (text box)
AnncTitleLine	The Title series grade and any other comments to be visible on a vacancy bulletin or listing (text box)
~~Reissued~~	~~Has the announcement been reissued (Yes/No)~~
AnncCanceled	Date the Vacancy Announcement was canceled (date)
AnncComments	Box for HR comments related to the vacancy announcement (Memo field)
MPPAudit&CloseOut	Date the MPP File was audited and closed out (date)
~~QuickhireID~~	~~Quickhire Announcement Number – if it was announced via Quickhire; otherwise leave blank (text box)~~
OpenContinuous	Check box to determine if the announcement is an open continuous announcement; this is defaulted to –1 (yes) when an announcement is entered on the open continuous announcement form (Yes/No)
SelectingOfficial	Name & title (if applicable) of person who is to receive the certificate and make the selection (text box)
AnncHyperlinkDOC	Field used to create the external hyperlink to the actual vacancy document (hypertext)
TeamID	Name of the office announcing the vacancy – auto populated from the teams table with drop down of the team name appearing
OTFilled	Check box to indicate if the announcement was open until filled (The closing date will be blank until the cert is requested by management)
USAJobsNum	Text box that shows the USAJobs Control Number for this vacancy
QHNumAppsIP	The total number of applications received for a QuickHire Vacancy Announcement that were Indian Preference
QHNumAppsNIP	The total number of applications received for a QuickHire Vacancy Announcement that were NOT Indian Preference
AnncType	Type of vacancy, MPP/ESEP, DEU, or MPP/ESEP/DEU

tblAppRcvdPC

- table showing which applicants received post cards and when

Field Name	Definition
PostCardSentID	Unique identifier for each Post Card sent (autonumber)
AppID	Unique identifier for each application logged into the system (number)
DatePCSent	Date the Post Card report was run and a Post Card was generated for the application (date)

tblApps

- table showing data elements relating to each application that has been received and logged into the system

Field Name	Definition
AppID	Unique identifier for each application entered (autonumber)
DateAppRcvd	Date the application was received in HR (date)
Anncid	The announcement number the application was submitted for (combo box generated from the announcements table)
SSN	Applicant SSN in ___-__-____ format (text box)
AppFName	Applicant First Name (text box)
AppLName	Applicant Last Name (text box)
AppAddress	Applicant Address (text box)
AppCity	Applicant City (text box)
AppState	Applicant State (text box)
AppZip	Applicant Zip Code (text box)
AppDPhone	Applicant day time phone in (___) ___-____ format (text box)
AppEPhone	Applicant evening phone in (___) ___-____ format (text box)
DocType	Main format of document that was received for application purposes i.e. Resume;OF-612;CIB;Other (text box)
IP	Indian Preference (BIA 4432) form received (Yes/No)
DD214	DD214 received (Yes/No)
SelectiveService	Selective Service form received (Yes/No)
License	License received (Yes/No)
101630	PL 101-630 form received (Yes/No)
AppComments	Comments related specifically to this application (memo field)
incomplete	Checkbox to notate if the application is received incomplete (Yes/No)
~~WithdrawApp~~	~~Checkbox to shoe that the applicant chose to withdraw their application (Yes/No)~~
~~90DayLtr~~	~~Yes/No if a probationary period certification letter is~~

	required
DateAppDeactivated	Date in which an application is removed from the active applicant pool – used mostly for Open Continuous, but also if an applicant states they no longer wish to be considered for a vacancy
DeactivateReason	Reason why an application was deactivated
ProbStart	Start Date of a DEU/DH or Supv/Mgr Probation Period
ProbLtr	Type of probationary letter sent to a new employee. Either DEU/DH or Supv/Mgr

tblApps_OCdata
- table containing the descriptors of what an applicant wants to apply for under the open continuous, including their license expiration, shifts and specialty preferences

Field Name	Definition
0602 General Practice	Yes/No field indicating the applicant's specialty
0602 Family Practice	Yes/No field indicating the applicant's specialty
0602 Internal Medicine	Yes/No field indicating the applicant's specialty
0602 Surgery	Yes/No field indicating the applicant's specialty
0602 Anestesilology	Yes/No field indicating the applicant's specialty
0602 Psychiatry	Yes/No field indicating the applicant's specialty
0602 Pediatrics	Yes/No field indicating the applicant's specialty
0602 Preventitive Care	Yes/No field indicating the applicant's specialty
0602 Orthopedics	Yes/No field indicating the applicant's specialty
0602 Radiology	Yes/No field indicating the applicant's specialty
0602 Opthamology	Yes/No field indicating the applicant's specialty
0602 Urology	Yes/No field indicating the applicant's specialty
0602 Ear Nose Throat	Yes/No field indicating the applicant's specialty
0602 OB-GYN	Yes/No field indicating the applicant's specialty
0602 Emergency Medicine	Yes/No field indicating the applicant's specialty
0602 Neurology	Yes/No field indicating the applicant's specialty
0602 Chemical Dependency	Yes/No field indicating the applicant's specialty
0610 Nurse Specialist	Yes/No field indicating the applicant's specialty
0610 Nurse Practitioner	Yes/No field indicating the applicant's specialty
0610 Emergency	Yes/No field indicating the applicant's specialty
0610 Medical/Surgical	Yes/No field indicating the applicant's specialty
0610 OB-GYN	Yes/No field indicating the applicant's specialty
0610 Quality Assurance	Yes/No field indicating the applicant's specialty
0610 Discharge Planner	Yes/No field indicating the applicant's specialty
0610 Utilization Review	Yes/No field indicating the applicant's specialty
0610 Maternal Child Health	Yes/No field indicating the applicant's specialty

0610 Diabetes	Yes/No field indicating the applicant's specialty
0610 Community/Public Health	Yes/No field indicating the applicant's specialty
0610 Nurse Consultant	Yes/No field indicating the applicant's specialty
0610 Nurse Anesthetist	Yes/No field indicating the applicant's specialty
0610 Operating Room/Recovery	Yes/No field indicating the applicant's specialty
0610 Supervisory Nurse	Yes/No field indicating the applicant's specialty
0610 Intensive Care	Yes/No field indicating the applicant's specialty
0610 Ambulatory Care	Yes/No field indicating the applicant's specialty
0610 Neonatal	Yes/No field indicating the applicant's specialty
0610 Pediatrics	Yes/No field indicating the applicant's specialty
0610 Research	Yes/No field indicating the applicant's specialty
0610 Progressive Care	Yes/No field indicating the applicant's specialty
0610 Psychiatry	Yes/No field indicating the applicant's specialty
0680 General Practice	Yes/No field indicating the applicant's specialty
0680 Pediatrics	Yes/No field indicating the applicant's specialty
0680 Pedodontics	Yes/No field indicating the applicant's specialty
0680 Periodontics	Yes/No field indicating the applicant's specialty
0680 Prosthodontist	Yes/No field indicating the applicant's specialty
0680 Oral Surgeon	Yes/No field indicating the applicant's specialty
0680 Endodontist	Yes/No field indicating the applicant's specialty
0680 Orthodontist	Yes/No field indicating the applicant's specialty
Licsense Expiration Date	Date the applicant's License will expire
CallBackOK	Yes/No field indicating the applicant's work preferences
RotatingShiftsOK	Yes/No field indicating the applicant's work preferences
DaysOK	Yes/No field indicating the applicant's work preferences
NightsOK	Yes/No field indicating the applicant's work preferences
WeekendsOK	Yes/No field indicating the applicant's work preferences
APTPerm	Yes/No field indicating the applicant's work preferences
APTTerm	Yes/No field indicating the applicant's work preferences
APTTemp	Yes/No field indicating the applicant's work preferences
WSFT	Yes/No field indicating the applicant's work preferences
WSPT	Yes/No field indicating the applicant's work preferences

WSINT	Yes/No field indicating the applicant's work preferences
ESEP	Yes/No field indicating the applicant's rating preferences
MPP	Yes/No field indicating the applicant's rating preferences
DEU	Yes/No field indicating the applicant's rating preferences
PHS	Yes/No field indicating the applicant's rating preferences

tblApps_OCgrades
- table containing the grades and ranking scores an applicant has been rated eligible for

Field Name	Definition
OCGradeID	Unique Identifier for each row of grade data
AppID	ID number of the applicant
OCARateID	ID number of the rating these grades tie to
Grade	Grade the applicant qualifies for
Score	Ranking Score if ranked – blank if not

tblClassification
- table containing the classification data elements related to each SF-52 request

Field Name	Definition
ClassificationID	Unique identifier for each record of classification data entered (autonumber)
E52#	The number assigned by HR to each SF 52 (text box)
ClassificationAction	The type of classification action that is required. Categories are as follows: PD On File – a PD that has already been classified and used by your office Standard PD Exists – an HIS wide standard PD is being used New Classification – Classification of a PD that does not currently exist Desk Audit – Conducted a desk audit PD Amendment – Amend an existing PD QuickClass PD Exists – Using a PD from QuickClass Redescription – Redescription of an existing PD
DateContactMgt	If Management needs to supply supporting documentation – when management was notified

DateRespondMgt	If Managmenet needs to supply supporting documentation – when that documentation was received (only to be completed if there is a value in DateContactMgt)
DateClassCompleted	Date Classification has completed the classification portion of the personnel action
ClassificationComments	Comments regarding the classification of a personnel action

tblDepartments
- table containing department information for each service unit and admin code

Field Name	Definition
DeptD	Unique identifier for each department entered (autonumber)
ServiceUnit	Text Box showing the Service Unit that has this department – drop down is populated from tblServiceUnit
Division	Highest Department Higherarchy after the Service unit
Department	2nd highest department hierarchy after the Service unit
SubDivision	3rd highest department hierarchy after the Service unit
AdminCode	Administrative code or EHRP Dept ID
Deactivate	Yes/No remove a department from the active list of departments

tblE52
- table containing data elements specifically related to each SF-52 request

Field Name	Definition
E52#	Unique identifier for each vacancy announcement entered (autonumber)
HHSReq#	Job Requisition number from EHRP
PersonResquesting#	Person requesting the action or "requester" in EHRP
Date#Requested	Date the personnel action was requested
Created	Date the personnel action was created (required)
Received	Date the personnel action was received in HR (required)
PositionNumb	8 digit position number from EHRP
EmplID	8 digit EMPLID from EHRP
Title	Official Position Title (required)
OrgTitle	Organizational Position Title
ServiceUnit	Service Unit where the position is located (required)
DeptID	Department within the service unit where the position is located – indicated by a drop menu populated from tblDepartments (required)
PP	Pay Plan (required)

Series	Occupational Series (required; 4 digits)
Grade	Grade(s) of the position (required)
Tenure	Position Tenure ex. PFT, TFT, PPT, TPT, INT etc. (required)
IfTempDuration	If the Tenure is Temporary; then show this is the duration of that temporary appointment. NTE __ Months/Days/Years
ActionCode	Type of Action; either Recruit – New Position, Recruit – Position Vacated, or the Action codes from EHRP (required)
ReasonCode	The Reason Code from EHRP
ViceorRegarding	Who was the previous or current incumbent of the position described in the personnel action
IfRecruitVacatedDate	If Recruit-Position Vacated is the reason code; indicate the date the position was vacated here
Can#	The Common Accounting Number used to fund the position
Canceled	Date the personnel action was canceled (if applicable)
52Comments	Comments pertaining to this personnel action
EffectiveDate	EOD of selectee or the Effective date of all other type of personnel actions
JobCode	PD Number or Job Code from EHRP
PersActionProcessed	Date the Personnel action was processed (only applicable if the action is not for recruitment)
EHRPorPaper	Was the 52 received through EHRP or by Paper
ServiceUnitNum	Tracking number submitted by the requesting service unit
OCVacancy	(Yes/No) check box to indicate whether or not this 52 will be used to fill an OC vacancy
LinkDoc	Hyperlink field used to join external documents to the 52 (i.e. scanned copy ; document justification etc.)
OCAnnc	If this 52 is going to be filled by Open Continuous, enter the most likely announcement number that will be used to fill this 52

tblE52Assignment

- table containing data that displays the routing history of each SF-52 in the program

Field Name	Definition
E52AssignID	Unique identifier for each person a SF-52 has been routed to (autonumber)
EmployeeID	Employee assigned the action (populated by

	tblHREmployees)
DateAssigned	Date this employee was assigned this action
E52#	52 number of the action

tblHREmployees

- table containing data elements specifically related to each employee in the Human Resources Office

Field Name	Definition
EmployeeID	Unique identifier for each employee entered (autonumber)
TeamID	Team the employee is assigned to (populated by tblTeams)
EEFName	Employee First Name
EELName	Employee Last Name
EETitle	Employee position title
EEGrade	Employee Grade
EELocation	Employee's physical location i.e. city
EEPhone	Employee's direct phone number
TeamEODDate	Date the employee was hired (on this team)
TeamVacDate	Date the employee left
UserID	N/A – built in for web based upgrade in the future
Password	N/A – built in for web based upgrade in the future
accesslevel	N/A – built in for web based upgrade in the future
Email	e-mail address of the employee
Dept	Department of HR the employee works in, ex. Client Services, Strategic Programs, or Workforce Relations
Website	Y/N for if this employee should be listed in the National HR website

tblLetterHistory

- table containing data elements specifically related to each letter that is sent to an applicant

Field Name	Definition
LetterHistID	Unique identifier for each letter that is sent to the applicants
LetterID	ID number or name of the letter to be sent (populated from tblLetters)
AppID	ID Number of the Applicant that is being sent the letter
AnncID	ID Number of the Announcement that this letter applies to
DateofLetter	Date of the letter
NTEDate	NTE Date of the Selectee (only if it is a temporary employee select letter)
Send?	Check box used to tell the program to batch print this

	letter for this announcement
PPGradeStep	Pay Plan – Grade – Step of the selectee (if this is a select letter)
Salary	Salary of the selectee written as $99,999.00 per annum or $99.99 per hour (if this is a select letter)
ReportingDate	Date the selectee should report to their duty station (if this is a select letter)
ReportTo	Open text box used to describe the exact location a selectee should report o on their first day of work
Returndocs	Date that the selectee should have the appointment documents turned in
ccline	The cc line of the letters that go to the applicant – memo field
AppNotConsidered	Yes/No check box of the non-select letter that indicates that the applicant's application was not considered due to Indian Preference
ReferredNotSelect	Yes/No check box of the non-select letter that indicates that the applicant was referred to the selecting official, but was not selected
Quals	Yes/No Check box of the non-select letter that indicates that the applicant did not meet the qualifications of the job
AfterClosingDate	Yes/No Check box of the non-select letter that indicates the application was received after the closing date of the vacancy announcement
AnncCanceled	Yes/No Check box of the non-select letter that indicates the announcement has been canceled
Incomplete	Yes/No Check box of the non-select letter that indicates the application was incomplete
License	Yes/No Check box of the non-select letter that indicates the application lacked a license
Resume	Yes/No Check box of the non-select letter that indicates the application lacked a Resume
OF306	Yes/No Check box of the non-select letter that indicates the application lacked the OF-306
Transcripts	Yes/No Check box of the non-select letter that indicates the application lacked a copy of their transcripts
Driverslicense	Yes/No Check box of the non-select letter that indicates the application lacked a copy of a drivers license
SelectiveService	Yes/No Check box of the non-select letter that indicates the application lacked the selective service form
SF50	Yes/No Check box of the non-select letter that indicates the application lacked the SF-50

Ksa	Yes/No Check box of the non-select letter that indicates the application lacked KSA responses
630	Yes/No Check box of the non-select letter that indicates the application lacked the Indian Child Protection form
Other	Yes/No Check box of the non-select letter that indicates the application lacked other documents with a blank to write in what was lacking
Othertext	75 character text box to explain other
KeptOnFile	Yes/No Check box of the non-select letter that indicates the application will be kept on file
HrsPerWeek	Yes/No Check box of the non-select letter that indicates the application lacked Hours per week or months and years of experience
TypingProf	Yes/No Check box of the non-select letter that indicates the application lacked a statement of typing proficiency
10PtVet	Check Box added to indicate if an applicant was not selected because a 10-Pt Veteran was selected
TravelContactNM	Name of the person to contact for questions regarding travel arrangements
TravelContactPH	Phone number of the person to contact for questions regarding travel arrangements
Appt Type	Drop down menu to select the type of appointment being used to hire the selectee: career conditional, career competitive, excepted, term
NeedLicense	Check box to indicate that the selectee needs to bring in a copy of their license prior to reporting to duty.
Immunization	Check box to indicate that the selectee needs to bring in their immunization record prior to reporting to duty
I9	Check box to indicate that the selectee needs to bring in an I9 form and eligibility to work documentation
SF85	Check box to indicate that the selectee needs to bring in a completed SF85 prior to reporting to duty
FEHB	Check box notifying the selectee that they are eligible for Health Benefits
FEGLI	Check box notifying the selectee that they are eligible for Group Life Insurance
Retirement	Check box notifying the selectee that they are eligible for Retirement Benefits
TSP	Check box notifying the selectee that they are eligible for TSP
SickLeave	Check box notifying the selectee that they are eligible for Sick Leave
AnnualLeave	Check box notifying the selectee that they are eligible for Annual Leave

COBenefits	Check box notifying the selectee that they are eligible for benefits in the commissioned corps
Travel	Check box notifying the selectee that they are eligible for travel and or moving allowances
CNACI	Check box notifying the selectee that their appointment is subject to CNACI Clearance
Suitability	Check box notifying the selectee that their appointment is subject to suitability clearance
MedExam	Check box notifying the selectee that their appointment is subject to a successful medical exam
DrugScreen	Check box notifying the selectee that their appointment is subject to clearing a Drug Screen
ApptDocs	Check box notifying the selectee that their appointment documents are enclosed and they need to complete the documents on or before their report to duty
Decline	Y/N box – checked if the applicant declined
Withdraw	Y/N box – checked if the applicant withdrew their application
Rescind	Y/N box – checked if the job offer to the applicant was rescinded

tblLetters
- Table containing the name of each letter available

Field Name	Definition
LetterID	Unique identifier for each letter (autonumber)
LetterName	Name of each letter

tblOCA52Cert
- Table containing data that ties the certificate to each 52

Field Name	Definition
OCA52ID	Unique identifier for certificate and the 52 that goes with it (autonumber)
OCACertID	ID number of each certificate
OCAE52Num	52 number that goes with the certificate

tblOCAAppLocation
- Table containing data regarding Open Continuous applicants' location preferences

Field Name	Definition
LocationChoiceID	Unique identifier for each location

AppID	The applicant that chose this location
LocationID	Location chosen
TeamID	Which HR office does the staffing for this location

tblOCACert
- Table containing data pertaining to the Open Continuous certificate

Field Name	Definition
OCACertID	Unique identifier for each certificate (autonumber)
OCAAnncID	The announcement that each certificate is for
OCACertIssdDate	Date the certificate was issued
OCACertReturnedDate	Date the certificate was returned to HR
OCASelectingOfficial	Name of the Selecting Official
OCACertCanceled	Date the Certificate was canceled

tblOCALetterHistory
- table containing data elements specifically related to each letter that is sent to an applicant in Open Continuous

Field Name	Definition
LetterHistID	Unique identifier for each letter that is sent to the applicants
LetterID	ID number or name of the letter to be sent (populated from tblLetters)
AppID	ID Number of the Applicant that is being sent the letter
CertID	ID Number of the OC Certificate that this letter applies to
DateofLetter	Date of the letter
NTEDate	NTE Date of the Selectee (only if it is a temporary employee select letter)
Send?	Check box used to tell the program to batch print this letter for this announcement
PPGradeStep	Pay Plan – Grade – Step of the selectee (if this is a select letter)
Salary	Salary of the selectee written as $99,999.00 per annum or $99.99 per hour (if this is a select letter)
ReportingDate	Date the selectee should report to their duty station (if this is a select letter)
ReportTo	Open text box used to describe the exact location a selectee should report o on their first day of work
Returndocs	Date that the selectee should have the appointment documents turned in
ccline	The cc line of the letters that go to the applicant – memo field
AppNotConsidered	Yes/No check box of the non-select letter that

	indicates that the applicant's application was not considered due to Indian Preference
ReferredNotSelect	Yes/No check box of the non-select letter that indicates that the applicant was referred to the selecting official, but was not selected
Quals	Yes/No Check box of the non-select letter that indicates that the applicant did not meet the qualifications of the job
AfterClosingDate	Yes/No Check box of the non-select letter that indicates the application was received after the closing date of the vacancy announcement
AnncCanceled	Yes/No Check box of the non-select letter that indicates the announcement has been canceled
Incomplete	Yes/No Check box of the non-select letter that indicates the application was incomplete
License	Yes/No Check box of the non-select letter that indicates the application lacked a license
Resume	Yes/No Check box of the non-select letter that indicates the application lacked a Resume
OF306	Yes/No Check box of the non-select letter that indicates the application lacked the OF-306
Transcripts	Yes/No Check box of the non-select letter that indicates the application lacked a copy of their transcripts
Driverslicense	Yes/No Check box of the non-select letter that indicates the application lacked a copy of a drivers license
SelectiveService	Yes/No Check box of the non-select letter that indicates the application lacked the selective service form
SF50	Yes/No Check box of the non-select letter that indicates the application lacked the SF-50
Ksa	Yes/No Check box of the non-select letter that indicates the application lacked KSA responses
630	Yes/No Check box of the non-select letter that indicates the application lacked the Indian Child Protection form
Other	Yes/No Check box of the non-select letter that indicates the application lacked other documents with a blank to write in what was lacking
Othertext	30 Character text box to explain 'other'
KeptOnFile	Yes/No Check box of the non-select letter that indicates the application will be kept on file
HrsPerWeek	Yes/No Check box of the non-select letter that indicates the application lacked Hours per week or months and years of experience

TypingProf	Yes/No Check box of the non-select letter that indicates the application lacked a statement of typing proficiency
TravelContactNM	Name of the person to contact for questions regarding travel arrangements
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SF85	Check box to indicate that the selectee needs to bring in a completed SF85 prior to reporting to duty
FEHB	Check box notifying the selectee that they are eligible for Health Benefits
FEGLI	Check box notifying the selectee that they are eligible for Group Life Insurance
Retirement	Check box notifying the selectee that they are eligible for Retirement Benefits
TSP	Check box notifying the selectee that they are eligible for TSP
SickLeave	Check box notifying the selectee that they are eligible for Sick Leave
AnnualLeave	Check box notifying the selectee that they are eligible for Annual Leave
COBenefits	Check box notifying the selectee that they are eligible for benefits in the commissioned corps
Travel	Check box notifying the selectee that they are eligible for travel and or moving allowances
CNACI	Check box notifying the selectee that their appointment is subject to CNACI Clearance
Suitability	Check box notifying the selectee that their appointment is subject to suitability clearance
MedExam	Check box notifying the selectee that their appointment is subject to a successful medical exam
DrugScreen	Check box notifying the selectee that their appointment is subject to clearing a Drug Screen
ApptDocs	Check box notifying the selectee that their appointment documents are enclosed and they need

	to complete the documents on or before their report to duty
Decline	Y/N box – checked if the applicant declined
Withdraw	Y/N box – checked if the applicant withdrew their application
Rescind	Y/N box – checked if the job offer to the applicant was rescinded

tblOCALocations
    - Table containing the list of OCA locations an applicant can apply for

Field Name	Definition
OCALocationID	Unique identifier for each open continuous location for the applicants to select from (autonumber)
OCALocChoice	Name of the Open Continuous Location choices
TeamID	The HR team that recruits for this location

tblOCARateEducation
    - table containing rating data pertaining to open continuous applicant education

Field Name	Definition
RateEdID	Unique identifier for each education element entered (autonumber)
ReferralID	ID number of the Applicant Referral data this education is tied to
From	Beginning date of education
To	Ending date of education
Description	Description of the education i.e. BS, PHD etc.
SemHours	Number of Semester Hours
QuarterHours	Number of Quarter Hours
TechWeeks	Number of weeks of Technical School

tblOCARateExp
    - table containing rating data pertaining to open continuous applicant experience

Field Name	Definition
RateEdID	Unique identifier for each experience element entered (autonumber)
ReferralID	ID number of the Applicant Referral data this experience is tied to
From	Beginning date of the experience
To	Ending Date of the experience
Title	Position title
GradeSalary	Grade or salary

HoursPerWeek	Number of hours per week
GenExpMonths	Number of general experience months
SpecExpMonths	Number of specialized experience months

tblOCAReferral

- table containing data pertaining to the open continuous applicant's ratings & whether or not they were determined qualified

Field Name	Definition
OCAReferralID	Unique identifier for each time and applicant was referred (autonumber)
OCAAppID	The ID number of the Applicant
OCACertID	The ID number of the Certificate
OCAQualifiedYN	Was the applicant qualified Yes/No
OCAQualsDetermination	The reason the applicant was or was not qualified
Rate	Was the applicant Rated Yes/No (not for reporting purposes – used to tie rating data together)
OCASelectiveFactor	Check box to show that the applicant was rated ineligible because they did not meetthe selective placement factor
OCANQLacksSpecExp	Check box to show that the applicant was rated ineligible because they lack specialized experience
OCANQLacksGenExp	Check box to show that the applicant was rated ineligible because they lack general experience
OCANQNo4432	Check box to show that the applicant was rated ineligible because they did not attach a BIA4432
OCANQQualifiedRankLow	Check box to show that the applicant was rated ineligible because they qualified but ranked too low
OCANQDoesNotMeetIOR	Check box to show that the applicant was rated ineligible because they did not meet the education requirements
OCANQLackLicense	Check box to show that the applicant was rated ineligible because they did not submit a copy of a current license
OCANQAppIncomplete	Check box to show that the applicant was rated ineligible because their application was incomplete
OCANQOther	Check box to show that the applicant was rated ineligible for reasons other than listed in the check boxes

OCANQRcvdLate	Check box to show that the applicant was rated ineligible because their application was received after the closing date
OCANQLackPerf	Check box to show that the applicant was rated ineligible because they did not submit a recent performance appraisal
OCANQArea	Check box to show that the applicant was rated ineligible because they were outside of the area of consideration
OCARPC	Text box to indicate whether or not the applicant is CTAP, ICTAP, Lost Consideration or N/A

tblOCAReferralDetail
- Table containing data that pertains to the open continuous applicant's referral and selection

Field Name	Definition
OCAReferralDetailID	Unique identifier for the details of each applicant referral (autonumber)
OCAReferralID	ID number of the Referral data for the applicant
OCAReferInPart	The part of the certificate the applicant was referred on
OCAReferGrade	The grade they were referred at
OCAReferAs	How were they referred (i.e. reassignment; transfer etc.)
OCARankingScore	If they were ranked – the ranking score
OCADEU	Were they referred under DEU – Yes/No
OCASelected?	Were they selected – Yes/No
OCASelectedInto52	What 52 were they selected into
OCAJobOffered	Date the Job was offered
OCAJobOfferAccepted	Date the Job offer was accepted
OCAProcessingCompleted	Date the appointment was processed (In EHRP)
OCAOPFRequestNeeded	Is there an OPF request Needed Yes/No
OCADateOPFRequested	Date the OPF was requested
OCAOPFRequestedFrom	Where was the OPF requested from
OCADateOPFReceived	Date the OPF was received
OCADateOPFCombined	Date the OPF was combined and filed away
OCASCD	SCD of the selectee (ITAS Sheet only)
OCAAdminCode	Admin code or EHRP Dept ID (ITAS Sheet only)
OCACheckOne	FLSA or Exempt (ITAS Sheet only)
OCAApprovingOfficial	ITAS Time card approving official (ITAS Sheet only)
OCATimekeeper	Timekeeper number (ITAS Sheet only)
OCAHourlyRate	Hourly Rate (ITAS Sheet only)

OCAPayBasis	Per Hour or Per annum (ITAS Sheet only)
OCAIfPartTime	Number of hours per week to work (ITAS Sheet only)
OCADirectHire	Check box to indicate if Direct Hire Authority was used to Make the selection

tblRateEducation
- Table containing rating data pertaining to applicant education

Field Name	Definition
RateEdID	Unique identifier for each education element entered (autonumber)
ReferralID	ID number of the Applicant Referral data this education is tied to
From	Beginning date of education
To	Ending date of education
Description	Description of the education i.e. BS, PHD etc.
SemHours	Number of Semester Hours
QuarterHours	Number of Quarter Hours
TechWeeks	Number of weeks of Technical School

tblRateExp
- Table containing rating data pertaining to applicant experience

Field Name	Definition
RateEdID	Unique identifier for each experience element entered (autonumber)
ReferralID	ID number of the Applicant Referral data this experience is tied to
From	Beginning date of the experience
To	Ending Date of the experience
Title	Position title
GradeSalary	Grade or salary
HoursPerWeek	Number of hours per week
GenExpMonths	Number of general experience months
TechWeeks	Number of specialized experience months

tblReferral
- Table containing data pertaining to applicant's rating & whether or not they were determined qualified

Field Name	Definition
ReferralID	Unique identifier for each time and applicant was referred (autonumber)

AppID	The ID number of the Applicant
AnncID	The ID number of the Announcement
QualifiedYN	Was the applicant qualified Yes/No
QualsDetermination	The reason the applicant was or was not qualified
Rate	Was the applicant Rated Yes/No (not for reporting purposes – used to tie rating data together)
SelectiveFactor	Check box to show that the applicant was rated ineligible because they did not meetthe selective placement factor
NQLacksSpecExp	Check box to show that the applicant was rated ineligible because they lack specialized experience
NQLacksGenExp	Check box to show that the applicant was rated ineligible because they lack general experience
NQNo4432	Check box to show that the applicant was rated ineligible because they did not attach a BIA4432
NQQualifiedRankTooLow	Check box to show that the applicant was rated ineligible because they qualified but ranked too low
NQDoesNotMeetIOR	Check box to show that the applicant was rated ineligible because they did not meet the education requirements
NQLackLicense	Check box to show that the applicant was rated ineligible because they did not submit a copy of a current license
NQAppIncomplete	Check box to show that the applicant was rated ineligible because their application was incomplete
NQOther	Check box to show that the applicant was rated ineligible for reasons other than listed in the check boxes
NQRcvdLate	Check box to show that the applicant was rated ineligible because their application was received after the closing date
NQLackPerf	Check box to show that the applicant was rated ineligible because they did not submit a recent performance appraisal
NQArea	Check box to show that the applicant was rated ineligible because they were outside of the area of consideration
RPC	Text box to indicate whether or not the applicant is CTAP, ICTAP, Lost

	Consideration or N/A

tblReferralDetail

- Table containing data that pertains to the applicant's referral and selection

Field Name	Definition
ReferralDetailID	Unique identifier for the details of each applicant referral (autonumber)
ReferralID	ID number of the Referral data for the applicant
ReferInPart	The part of the certificate the applicant was referred on
ReferGrade	The grade they were referred at
ReferAs	How were they referred (i.e. reassignment; transfer etc.)
RankingScore	If they were ranked – the ranking score
DEU	Were they referred under DEU – Yes/No
Selected?	Were they selected – Yes/No
SelectedInto52	What 52 were they selected into
JobOffered	Date the Job was offered
JobOfferAccepted	Date the Job offer was accepted
ProcessingCompleted	Date the appointment was processed (In EHRP)
OPFRequestNeeded	Is there an OPF request Needed Yes/No
DateOPFRequested	Date the OPF was requested
OPFRequestedFrom	Where was the OPF requested from
DateOPFReceived	Date the OPF was received
DateOPFCombined	Date the OPF was combined and filed away
SCD	SCD of the selectee (ITAS Sheet only)
AdminCode	Admin code or EHRP Dept ID (ITAS Sheet only)
CheckOne	FLSA or Exempt (ITAS Sheet only)
ApprovingOfficial	ITAS Time card approving official (ITAS Sheet only)
Timekeeper	Timekeeper number (ITAS Sheet only)
HourlyRate	Hourly Rate (ITAS Sheet only)
PayBasis	Per Hour or Per annum (ITAS Sheet only)
IfPartTime	Number of hours per week to work (ITAS Sheet only)

tblTeams

- table containing

Field Name	Definition
TeamID	Unique identifier for each HR office (autonumber)
TeamName	Name of the HR office
TeamSupervisor	Supervisor of the HR office (populated from tblHREmployees)

HRDivision	Area office or region name
OfficePhone	Main office Phone Number
OfficeAddress1	Address line 1
OfficeAddress2	Address line 2
OfficeCity	City of the office
OfficeState	State of the office
OfficeZip	Zip of the office
PCImage	Post Card return address image
LtrImage	Letterhead address image