

# USA JOBS



## **OPEN CONTINUOUS ANNOUNCEMENTS** **BOP - CAREERS**

**User Guide - May 2009**  
**Prepared for Bureau of Prisons Employees**  
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## **Open Continuous Announcement System**

The Open Continuous Announcements through USA JOBS for the Bureau of Prisons and the following Vacancy Announcements are effective April 28, 2009 - April 27, 2010.

This online open continuous process provides employees with a faster and easier way to apply for the following vacancies:

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

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

\*Complex Captains are not included in Open Continuous announcements. These positions will be advertised on an as needed basis.

### **How does the open continuous system work?**

The system is an automated BOP-Careers System application process. Applicants will

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

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

### **Must I apply online?**



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

### **How often can I apply?**

You can apply anytime during the open period of the announcement. All applications submitted after a cut-off date

will be effective after the next cut-off date. Be mindful of the cut-off dates listed.

### **Can a displaced employee apply under the open continuous announcement?**

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

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

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

### **Can I submit a paper application?**


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

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

### **How do I search for open continuous announcements?**



Go to [www.usajobs.gov](http://www.usajobs.gov).

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

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

3. Select appropriate search and click



4. Select a vacancy and click



### **What is the open period for an open continuous announcement?**

Applicants may apply to an open continuous announcement anytime between April 28, 2009 through 11:59 p.m., EST, April 27, 2010.

### **What is a cut-off date?**



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

May 28, 2009  
June 29, 2009  
July 29, 2009  
August 28, 2009  
September 28, 2009  
October 28, 2009  
November 27, 2009  
December 28, 2009  
January 27, 2010  
February 26, 2010  
March 29, 2010  
April 28, 2010

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

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

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

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

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

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

### **Can I apply to multiple open continuous vacancy announcements?**

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

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



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

### **How will I be able to update my application?**

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

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

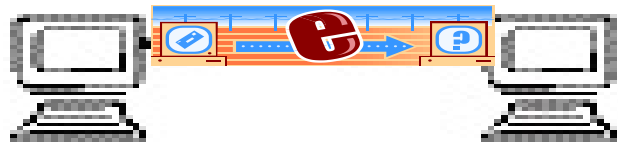
No. You will continue to receive consideration for any position for which you have applied until you are selected or until you withdraw your application.

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

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

### **How will I know that my application was received?**

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



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

There are three methods for tracking your application. First, you can print the application confirmation screen from USAJOBS when you complete the application process. Second, you can request to receive a copy of your responses to the application questions and a copy of your résumé when you finish applying for jobs in BOP-Careers. Third, you can review you applications online when you login to

USAJOBS and select “Track your online job Applications.” This will allow you to view your USAJOBS online application history. When requesting assistance from a Human Resource Specialist, please have the vacancy announcement number and title of the position available.

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

To remove your name from consideration you can simply reapply and update your initial application. You will select the response “**I wish to be removed from further consideration**” or you must send an e-mail to [GRA-HRM/ConsolidatedStaffingUnit@bop.gov](mailto:GRA-HRM/ConsolidatedStaffingUnit@bop.gov). Your message must include the vacancy announcement number, position title, and a statement indicating your request to withdraw your application from consideration.

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

If you have any questions about the application process, please contact the Consolidated Staffing Unit by calling 972-352-4200 (M-F 6:30 a.m. - 4:30 p.m., CST) or via e-mail at the following address: [GRA-HRM/ConsolidatedStaffingUnit@bop.gov](mailto:GRA-HRM/ConsolidatedStaffingUnit@bop.gov)

