



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

March 13, 2008

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: LINDA M. SPRINGER  
Director

A handwritten signature in black ink, appearing to be "LMS", written over the printed name of Linda M. Springer.

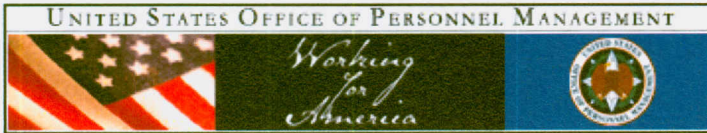
Subject: Standard Governmentwide Vacancy Announcement

The U.S. Office of Personnel Management (OPM) is committed to improving the hiring process for applicants interested in working for the Federal Government. One area in which applicants express frustration, is having to complete numerous versions of applications due to differing vacancy announcements for identical positions. With this in mind, I directed my staff to develop standardized vacancy announcements for various entry level positions. I am pleased to announce the availability of these new announcement templates for the following positions: Secretary, GS-318-05; Accountant, GS-510-05; and Accounting Technician, GS-525-05 occupations.

These templates may be accessed through USA Staffing and USAJOBS. Copies of the announcements are also attached. Use of the templates is optional; however, we believe such standardization should reduce applicant frustration and improve the hiring process. If you have any questions or need additional information, please contact Mr. Daniel Fusco, Manager, Recruiting, Examining and Assessment Group at 202-606-2226 or [Daniel.Fusco@opm.gov](mailto:Daniel.Fusco@opm.gov).

Attachments

cc: Human Resources Director



Agency: **[Insert name]**

Job Announcement Number:  
**[Insert number]**

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Overview

## ACCOUNTANT

**Salary Range:** **[Insert salary]** USD per year

**Series & Grade:** GS-0510-05

**Promotion Potential:** **[Insert full performance level]**

### Who May Be Considered:

U.S. Citizens and Nationals who must be at least 16 years of age.

### Job Summary:

**Announcement Number:** **[Insert number]**

**Vacancy Identification Number:** **[Insert number]**

**[Insert your agency's branding information]**

### Key Requirements:

- You must be a U.S. Citizen or National to apply for this position
- You must meet the Selective Service requirements (See "Other Information" section)
- You must submit your complete application and all supporting documents by the closing date of the announcement (See "How to Apply" section)
- You must complete the occupational questionnaire and/or knowledge, skills and abilities/competency statement **[Insert appropriate agency requirement]**
- You will be subject to a background/suitability investigation/determination

### Major Duties:

As an accountant, you will:

- Analyze and reconcile accounts and prepare balance sheets.

- Analyze cost accounting reports, status of fund reports, and other financial reports in order to prepare summary statements.
- Validate a variety of accounting data that is entered into schedules and accounts.
- Maintain accounts by reviewing documents to verify accounting data, enter data into the system, and take a trial balance.
- Reconcile accounts by comparing account balances with related data to assure agreements.
- Analyze operating procedures affecting the flow of costs through accounting systems and recommend changes.

### **Qualifications Required:**

To meet the basic qualification requirements for this position, you must have:

#### **A. Degree**

A degree from an accredited college or university in accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law.

#### **B. Combination of Experience and Education**

At least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. Your background must also include at least one of the following:

1. Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
2. A certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; **or**
3. Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24 semester hour requirement of paragraph A, provided that (a) you successfully worked at the full performance level in accounting, auditing or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that you demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described in paragraph A; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, your education, training, and experience fully meet the specified requirements.

### **How You Will Be Evaluated:**

Once you complete and submit your application package, your application will be reviewed to ensure you meet the basic qualification requirements. Next, your responses to the questionnaire and/or competency statements will be evaluated to determine the degree to which your skills match

this position.

Your application will be evaluated based on your ability to demonstrate the following knowledge, skills and abilities/competencies:

- **Ability to research and compile statistical data.**
- **Ability to apply generally accepted statistical sampling and auditing techniques and requirements to identify and resolve financial and/or auditing issues.**
- **Ability to prepare and use computer generated spreadsheets to clearly present, analyze and evaluate financial data.**

Your résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

### **VETERANS PREFERENCE:**

When applying for Federal Jobs, eligible veterans should claim preference on their application or résumé. Applicants claiming 10-point preference must complete an SF 15, *Application for 10-Point Veteran Preference*. Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 prior to appointment to document entitlement to preference.

For more information on Veterans' Preference, please visit <http://www.opm.gov/veterans/html/vetsinfo.asp>.

### **Other Information:**

**Selective Service:** This link provides information on the Selective Service System Registration. <http://www.opm.gov/fedregis/1999/64r28713.pdf>

If you are an **Interagency Career Transition Assistance Program (ICTAP)** eligible, you may receive selection priority. You must apply and be found to be well-qualified [**Insert agency definition of well qualified**]. ICTAP eligibles must submit one of the following as proof of eligibility: a separation notice; a SF-50 'Notice of Personnel Action' documenting separation; an agency certification stating you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminate; or a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

### **Benefits:**

Working for [**Insert agency name**] offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here <http://www.usajobs.opm.gov/ei61.asp>

## How To Apply:

### [Insert information on your agency's automated system]

You may submit an online application for this position by selecting the **Apply Online** button. You will first be brought to the Application Manager website to create your basic application and submit any additional information. The application manager address is <https://ApplicationManager.org>

To submit your occupational questionnaire, résumé and supporting documents via fax: Send the documents to 1-[**Insert area code and phone number**]

- If you are faxing Form 1203-FX, do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
- If you are faxing the documents without Form 1203-FX, always use the official cover sheet. Click here to obtain the cover sheet-- <http://staffing.opm.gov/pdf/usascover.pdf>

If you wish to submit your occupational questionnaire, résumé and supporting documents in hard copy by mail, or hand deliver click this link to print a copy of the [OPM Form 1203-FX](#) or insert or type this URL into your browser [http://www.opm.gov./Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov./Forms/pdf_fill/OPM1203fx.pdf)

Please mail or hand deliver your application materials to the address below:

[Insert complete address including zip code]

Attention: [**Insert name of contact**]  
[**Insert telephone number**]

**To start a new occupational questionnaire click this link: [**Insert Online Questionnaire link**]**

All electronic submissions or faxes must be completed by [**Insert time**] Eastern Time [**Insert closing date**]. All mailed résumés and/or supporting documents must be postmarked by [**Insert closing date**] and must be received in this office within 5 working days after [**Insert closing date**].

**NOTE:** Submission of a résumé alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described previously. Please carefully review the complete job announcement and the "How to Apply" instructions. Failure to provide the required information and/or materials will result in you not being considered for employment.

### Required Documents:

The following documents are required:

- **Résumé or application [**Insert agency application form, if applicable**]**
- **List of college courses, with credit hours, major(s), and grade point average or class**

ranking. (Prior to appointment, an official college transcript will be required.)

- Responses to the assessment questionnaire
- Veterans Preference documentation (DD-214 or equivalent, SF-15 and VA Letter, as appropriate)
- SF-50 (or equivalent Notification of Personnel Action if you are a current or former Federal employee)

**Contact Information:**

**[Insert name of contact]**

Phone: **[Insert contact's phone number including area code]**

TDD: **[Insert TDD phone number including area code]**

Email: **[Insert contact's email address]**

Or write:

**[Insert complete address]**

USA

**What To Expect Next:**

Once your complete application package (including all required documents) is received, we will conduct an evaluation of your qualifications and determine your ranking. Based on your ranking or numerical score, you may be referred to the hiring manager for further consideration and possible interview.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

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**[Insert complete address]**USA

 **Questions?**

**For questions about this job:**

**[Insert name of contact]**

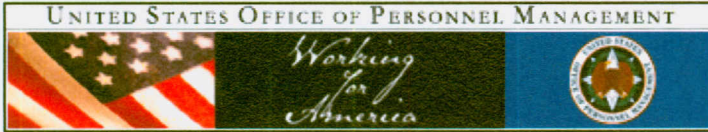
Phone: **[Insert contact's phone number including area code]**

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Email: **[Insert contact's email address]**

**USAJOBS Control Number: [Insert number]**





Agency: **[Insert name]**

Job Announcement Number:  
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Overview

## SECRETARY

**Salary Range:** **[Insert salary range]** USD per year

**Series & Grade:** GS-0318-05

**Promotion Potential:** **[Insert full performance level]**

### Who May Be Considered:

U.S. Citizens and Nationals who must be at least 16 years of age.

### Job Summary:

**Announcement Number:** **[Insert number]**

**Vacancy Identification Number:** **[Insert number]**

**[Insert your agency's branding information]**

### Key Requirements:

- You must be a U.S. Citizen or National to apply for this position
- You must meet the Selective Service requirements (See "Other Information" section)
- You must submit your complete application and all supporting documents by the closing date of the announcement (See "How to Apply" section)
- You must complete the occupational questionnaire and/or knowledge, skills and abilities/competency statement **[Insert appropriate agency requirement]**
- You will be subject to a background/suitability investigation/determination

### Major Duties:



As a secretary, you will:

- Receive telephone calls and greet visitors, give routine and non-routine information, answer questions and direct calls and visitors to the appropriate person or office.
- Receive and respond to routine and non-technical requests for information such as status of reports, and maintain suspense records on all correspondence and action documents.
- Prepare and type a variety of correspondence, reports, forms, requisitions, etc., using word processor or personal computer in final form.
- Organize and maintain files, records, manuals, and handbooks.
- Maintain supervisor's calendar; schedule appointments and prepare notes regarding discussion topics; and make travel arrangements and prepare travel vouchers.

### **Qualifications Required:**

To meet the basic qualification requirements for this position, you must have:

### **Specialized Experience:**

One year of specialized experience (equivalent to the grade 4 level in the Federal service) which may include: preparing in final format memoranda, letters, meeting notes, and other documents; screening calls and visitors and referring to appropriate staff and/or division levels; reading incoming correspondence in order to determine proper action and preparing responses; arranging for large meetings or conferences including selecting mutually satisfactory time, reserving meeting rooms, notifying participants, attending the meetings, and preparing reports of the proceedings; and arranging travel for staff, including scheduling transportation, making hotel reservations, and preparing travel vouchers.

**[Insert language below if your position has a typing skill as a parenthetical]**

### **Required Proficiency Skill(s):**

You must be able to type at least 40 words per minute (Word per minute are based on a 5 minute sample with three or fewer errors). You can self-certify by submitting a statement that you can type at this speed.

### **Substitution of Education for Experience:**

Four years of undergraduate-level education from an accredited college or university in any field can qualify you at the grade 5 level. Applicants must submit a list of courses with credit hours, major(s), and grade point average or class ranking.

### **Combination of Experience and Education:**

Equivalent combinations of successfully completed post-high school education and experience may be used to meet the total experience requirements at grade 5 level. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

### **How You Will Be Evaluated:**

Once you complete and submit your application package, your application will be reviewed to ensure you meet the basic qualification requirements. Next, your responses to the questionnaire and/or competency statements will be evaluated to determine the degree to which your skills match this position.

Your application will be evaluated based on your ability to demonstrate the following knowledge, skills and abilities/competencies:

- **Knowledge of administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing time and attendance, ordering office supplies and equipment, establishing/maintaining files).**
- **Skill in the use of a variety of hardware/software to produce documents.**
- **Ability to deal effectively with others in order to provide information, assistance, or instructions to the general public.**
- **Ability to plan, organize, and prioritize work.**

Your résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

### **VETERANS PREFERENCE:**

When applying for Federal Jobs, eligible veterans should claim preference on their application or résumé. Applicants claiming 10-point preference must complete an SF 15, *Application for 10-Point Veteran Preference*. Veterans who are still in the service may be granted 5 points tentative preference on the basis of information contained in their applications, but they must produce a DD Form 214 prior to appointment to document entitlement to preference.

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### **Other Information:**

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If you are an **Interagency Career Transition Assistance Program (ICTAP)** eligible, you may receive selection priority. You must apply and be found to be well-qualified **[Insert agency definition of well-qualified]**. ICTAP eligibles must submit one of the following as proof of eligibility: a separation notice; a SF-50 'Notice of Personnel Action' documenting separation; an agency certification stating you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminate; or a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

### **Benefits:**

Working for **[Insert agency name]** offers a comprehensive benefits package that includes, in part,

paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees. To find out more click here <http://www.usajobs.opm.gov/ei61.asp>

### **How To Apply:**

**[Insert information on your agency's automated system]**

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USA

Attention: **[Insert name of contact]**

**[Insert telephone number]**

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### **Required Documents:**

The following documents are required:

- **Résumé or application [Insert agency application form, if applicable]**
- **Self-certification statement that you can type 40 words per minute (if applicable).**
- **List of college courses, with credit hours, major(s), and grade point average or class ranking. (Prior to appointment, an official college transcript will be required.)**
- **Responses to the assessment questionnaire**
- **Veterans Preference documentation (DD-214 or equivalent, SF-15 and VA Letter, as appropriate)**
- **SF-50 (or equivalent Notification of Personnel Action if you are a current or former Federal employee)**

**Contact Information:**

**[Insert name of contact]**

Phone: **[Insert contact's phone number including area code]**

TDD: **[Insert TDD phone number including area code]**

Email: **[Insert contact's email address]**

Or write:

**[Insert complete address]**

USA

**What To Expect Next:**

Once your complete application package (including all required documents) is received, we will conduct an evaluation of your qualifications and determine your ranking. Based on your ranking or numerical score, you may be referred to the hiring manager for further consideration and possible interview.

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For questions about this job:

**[Insert name of contact]**

Phone: **[Insert contact's phone number including area code]**

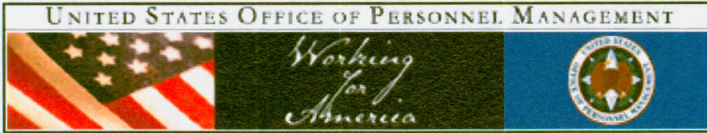
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USAJOBS Control Number: **[Insert number]**



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Agency: **[Insert name]**

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Overview

## ACCOUNTING TECHNICIAN

**Salary Range:** **[Insert salary range]** USD per year

**Series & Grade:** GS-0525-05

**Promotion Potential:** **[Insert full performance level]**

### Who May Be Considered:

U.S. Citizens and Nationals who must be at least 16 years of age.

### Job Summary:

**Announcement Number:** **[Insert number]**

**Vacancy Identification Number:** **[Insert number]**

**[Insert agency's branding information]**

### Key Requirements:

- You must be a U.S. Citizen or National to apply for this position
- You must meet the Selective Service requirements (See "Other Information" section)
- You must submit your complete application and all supporting documents by the closing date of the announcement (See "How to Apply" section)
- You must complete the occupational questionnaire and/or knowledge, skills and abilities/competency statement **[Insert appropriate agency requirement]**
- You will be subject to a background/suitability investigation/determination

### Major Duties:

As an accounting technician, you will:

- Examine, verify and maintain accounts and financial data in the core financial accounting system.
- Transfer funds to current income accounts.
- Prepare month end accruals and adjust entries to recognize income and expenses, and adjust deferred or progress billings.
- Prepare trial balances and reconcile accounts as necessary.
- Enter payments into the Treasury Secure Payments System.

### **Qualifications Required:**

To meet the basic qualification requirements for this position, you must have:

### **Specialized Experience:**

One year of private or Federal sector experience (equivalent to the grade 4 level in the Federal service). Qualifying specialized experience must have involved reviewing financial documents to ensure authenticity and correctness, or working with a more senior accounting technician to review and establish new accounts, process bills or insure proper posting of monies to accounts.

### **Substitution of Education for Experience:**

Four years of undergraduate-level education from an accredited college or university in any field can qualify you at the grade 5 level. Applicants must submit a list of courses with credit hours, major(s), and grade point average or class ranking.

### **Combination of Experience and Education:**

Equivalent combinations of successfully completed post-high school education and experience may be used to meet the total experience requirements at the grade 5 level. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience.

### **How You Will Be Evaluated:**

Once you complete and submit your application package, your application will be reviewed to ensure you meet the basic qualification requirements. Next, your responses to the questionnaire and/or competency statements will be evaluated to determine the degree to which your skills match this position.

Your application will be evaluated based on your ability to demonstrate the following knowledge, skills and abilities/competencies:

- **Knowledge of various accounting, budget, or other financial processing procedures to support transactions that involve the use of forms and the application of different procedures.**
- **Ability to specify goals and obstacles to achieving these goals, generate alternatives, consider risks, and evaluate and choose the best alternative in order to make a determination, draw conclusions or solve a problem.**
- **Ability to discover or select rules, principles, or relationships between facts and other**

## information.

Your résumé and/or supporting documentation will be verified. Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

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