

§ 330.707

they were found well-qualified. If they are not found well-qualified, such notice must include information on the results of an independent, second review conducted by the agency. If an applicant is found well-qualified, and another well-qualified surplus or displaced candidate is selected, the applicant must be so advised.

§ 330.707 Reporting vacancies to OPM.

(a) Agencies are required to report all competitive service vacancies to OPM when accepting applications from outside the agency (including applications for temporary positions lasting 121 or more days), except when they elect to fill a position by the transfer or reassignment of an ICTAP eligible from another agency.

(b) *Content.* Notice to OPM of job announcements must include the position title, location, pay plan and grade (or pay rate) of the vacant position; application deadline; and other information specified by OPM. In addition, for all positions reported, agencies are required to provide OPM with an electronic file of the complete vacancy announcement or recruiting bulletin, which must contain:

- (1) Title, series, pay plan, and grade (or pay rate);
- (2) Duty location;
- (3) Open and closing dates, plus any other information dealing with how application receipt will be controlled, such as the use of early cut-off dates;
- (4) Name of issuing agency and announcement number;
- (5) Qualification requirements, including knowledges, skills, and abilities;
- (6) Entrance pay;
- (7) Brief description of duties;
- (8) Basis of rating;
- (9) What to file;
- (10) Instructions on how to apply;
- (11) Information on how to claim veterans' preference, if applicable;
- (12) The agency's definition of well-qualified and information on how CTAP and/or ICTAP candidates may apply, including proof of eligibility required; and
- (13) Equal employment opportunity statement.
- (14) Reasonable accommodation statement.

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(i) An agency may use wording of its choice that conveys the availability of reasonable accommodation. An agency must not list types of medical conditions or impairments as appropriate for accommodation, and must keep the wording simple.

(ii) We recommend using the following statement:

"This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis."

[62 FR 31323, June 9, 1997, as amended at 66 FR 63906, Dec. 11, 2001]

§ 330.708 Application and selection.

(a) *Application.* (1) To receive this special selection priority, eligible employees must apply directly to agencies for specific vacancies in the local commuting area within the prescribed time frames, attach the appropriate proof of eligibility as described in paragraph (a)(2) of this section, and be determined well-qualified by the agency for the specific position.

(2) Employees may submit the following as proof of eligibility for the special selection priority:

- (i) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (ii) Documentation, e.g., SF-50, Notification of Personnel Action, showing that they were separated as a result of reduction in force, or for declining a transfer of function or directed reassignment to another commuting area;
- (iii) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (iv) Official notification from OPM that an individual's disability annuity has been or is being terminated; or
- (v) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

(b) *Selection.* In making selections, an agency will adhere to the overall order of selection set forth in § 330.705. In addition, the following apply: