

This application provides the review committee and selecting official a summary of your education, work experience, and capabilities in specific areas pertinent to the vacant position. List your education or training and work experience in the spaces provided. Number your entries consecutively in the Reference No. columns, e.g., education or training 1-6, postal positions 7-10, etc.

The vacancy announcement to which you are responding lists a number of job requirements. In this application you are to provide your qualifications in reference to those requirements. Your statement of qualification should include a demonstration of the required knowledge, skill, or ability (KSA). All of the requirements should be addressed. Failure to address each requirement results in an incomplete application which may lead to your being found unqualified.

Read each of the requirements listed on the vacancy announcement. Consider carefully achievements which demonstrate the KSA specified for that requirement. Achievements may be either a specific instance or sustained high performance over a period of time. These achievements may have occurred in all kinds of settings, e.g., paid work in the Postal Service or any other organization, volunteer work, or education or training activities. For each requirement try to give several examples of achievements that demonstrate that you possess the KSA. Achievements may be best described by telling of a situation or task which needed to be done; stating what action you took; and finally, describing the result of that action. Be sure it is clear to the reader that:

1. What you are describing actually demonstrates the KSA.
2. The situation, action, and result are fully described.

3. You yourself were in some way responsible for the result.
4. If you displayed initiative or innovation, it is explained.

If your achievement was the acquisition of education or training, then your achievement description should indicate the following:

1. What you learned and how that learning relates to the KSA specified in the requirement.
2. Details or nature of the course - topics covered, level of complexity.
3. Evidence of the quality of your performance in the course, if available. Simply mentioning that you took a course may not indicate you gained much knowledge from it.
4. Any application of what you learned.

The content of the description you write is much more important than writing style. You must communicate to the reader how you have demonstrated the KSA. Be specific about what you personally did. Merely saying that you possess a KSA is not adequate.

Write your achievement descriptions as though none of the review committee members or the selecting official knows anything about you (it's very likely the truth). After each achievement description, indicate the reference person(s) who could verify your achievements. Your supervisor may also be contacted to verify any work-related statements you write. Also indicate for each achievement the reference number of your education or training, or work experience connected to your achievements.

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***If you are applying for a managerial or supervisory position, read the following:***

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When the ability to manage or supervise is listed as a requirement, applicants should present achievements (examples) that demonstrate their current ability to undertake the full range of responsibility for the position being sought. If the position involves the supervision of lower-level supervisors and managers, applicants are generally expected to indicate sustained high performance in a supervisory or managerial position previously held.

Following are the three components of managerial ability that should guide the applicant's demonstration of achievement. Not all considerations listed here need be addressed. The objective is for the applicant to demonstrate managerial ability as it applies to the position being sought.

**1. Structuring/Organizing.** Identifying problems and their causes and securing relevant information; developing solutions to problems and making logical decisions that make effective use of resources and accomplish organizational goals; making innovations, investing effort, and keeping high standards to

ensure a product of high quality; and following up on activities to see that they were on target, on time, and within budget.

**2. Establishing Effective Work Relationships.** Encouraging employees to participate in decisions that affect their work and the quality of their life at work; supporting management's mission and representing the unit at the next higher management level; engaging in teamwork with other managers; maintaining effective relationships with clients and customers; acting on EEO, Affirmative Action, EI/QWL, Management by Participation policies and programs; maintaining cooperative labor-management relations; providing honest and constructive feedback and positive recognition; training and developing subordinates; and handling interpersonal conflicts.

**3. Communicating.** Communicating information and instructions in writing and orally to achieve desired results; presenting technical information at a level appropriate to the audience; and facilitating information flow within the organizational unit.

**NOTES TO APPLICANT AND PRIVACY ACT STATEMENT ARE ON REVERSE**

# Notes to Applicant

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1. This application form is to be used when applying for any EAS position, including Postmaster and Initial-Level Supervisor.
2. Copy page 3, Statement of Qualifications, and use a separate page 3 for each requirement/factor.
3. The factors for use in applying for Postmaster positions and the KSAs used in applying for Initial-Level Supervisor positions can be found on page 5.
4. Do not attach transcripts or recommendations to this application.
5. Page 4 is to be used for supervisory evaluations in conjunction with Initial-Level Supervisor positions only.
6. After completing Form 991, fill in the "Requirements Page \_\_\_ of \_\_\_" item at the bottom right corner of each copy of page 3.

THE LAW (39 U.S. CODE 1002) PROHIBITS POLITICAL AND CERTAIN OTHER RECOMMENDATIONS FOR APPOINTMENTS, PROMOTIONS, ASSIGNMENTS, TRANSFERS, OR DESIGNATIONS OF PERSONS IN THE POSTAL SERVICE. Statements relating solely to character and residence are permitted, but every other kind of statement or recommendation is prohibited unless it either is requested by the Postal Service and consists solely of an evaluation of the work performance, ability, aptitude, and general qualifications of an individual or is requested by a Government representative investigating the individual's loyalty, suitability, and character. Anyone who requests or solicits a prohibited statement or recommendation is subject to disqualification from the Postal Service and anyone in the Postal Service who accepts such a statement may be suspended or removed from office.

## PRIVACY ACT STATEMENT

The collection of this information is authorized by Public Law 92-261, 39 USC 401 and 1001. This information may be used to provide Postal Service (USPS) selecting officials and appointing official with decision-making information to consider USPS employees for assignment and promotion; to make and track USPS employee job assignments; and to assist in career planning and training in general. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act (this routine use does not apply to Postmaster Selection Program Records). Completion of this form is voluntary; however, if this information is not provided, you may not be given full consideration for a position.

**COMPUTER MATCHING:** Limited information may be disclosed to a Federal, state, or local government administering benefits or other programs pursuant to statute for the purpose of conducting computer matching programs under the Act. These programs include, but are not limited to, matches performed to verify an individual's initial or continuing eligibility for, indebtedness to, or compliance with requirements of a benefit program.

**WARNING:** ANY PERSON WHO KNOWINGLY SUBMITS A FALSE STATEMENT TO THE POSTAL SERVICE MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PENALTIES.

## Applicant Information

Name (Last, First, MI)		Title of Present Position		
Mailing Address		Name and Location of Employing Office		
Home Phone (Area Code)	Work Phone (Area Code/PEN)	Social Security Number	Grade	Years of Service

## Information About Vacant Position

Vacancy Announcement Number	Closing Date	Position Applied For	Grade
Name of Vacancy Office		Location of Vacancy Office	

## Education/Training

Ref. No.	Date (Mo./Yr.)		Name of Educational Institution (Address Not Required)	Major Fields of Study	No. of Credits (Hours)		Type of Degree	Date
	From	To			Semester	Quarter		
			High School					
Ref. No.	From	To	Name of Postal or Other Training Facility	Course Name				

## Postal Positions

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days. List in reverse chronological order. Use additional space on page 2.

Ref. No.	Date (Mo./Yr.)		Position Title	Name & Location of Organization	Grade
	From	To			
		Present			

**Nonpostal Positions**

List permanent positions first, then temporary/detail assignments of 30 or more consecutive days.  
List in reverse chronological order. Use additional space below.

Ref. No.	Date (Mo./Yr.)		Position Title	Grade or Salary	Name & Location of Organization
	From	To			

Additional space for use in completing preceding information and listing any special assignments, projects, civic and professional organizations, awards, honors, special skills, etc.

**Application must be received at vacancy office by closing date.**

I hereby certify that the foregoing information is true, complete, and accurate, to the best of my knowledge and belief.

Signature of Employee	Date
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If you are applying for a specific position, complete pages 1-4 of this form and submit the completed form to your supervisor, who will complete the evaluation for each requirement. If you want a copy of the evaluation, check the box at left. If you are completing this form for another reason, disregard pages 3 and 4, unless otherwise instructed.

<b>Statement of Qualifications</b>	Name
Announcement Number	Position Applied For

Applicant position requirements are enumerated on the vacancy announcement. Enter the requirement in the space provided and explain your qualifications in reference to the requirement. A situation/task-action-result format for describing qualifications is recommended.

**APPLICANT - COPY THIS PAGE. USE ONE PAGE PER REQUIREMENT/FACTOR.**

Requirement/Factor \_\_\_\_\_

\_\_\_\_\_

Reference Number	Reference Name & Phone Number <i>(For use of review committee &amp; selector)</i>
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<b>Supervisory Evaluation for Initial-Level Supervisor Position</b>	Name
Announcement Number	Initial-Level Supervisor Position

Requirement \_\_\_\_\_

\_\_\_\_\_

Ability Rating (*Check one*)       Superior       Above Average       Basic

Signature of Supervisor	Date	Office Address	Phone No.
Printed Name & Position			

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## Requirements for Initial-Level Supervisor Positions

When applying for Initial-Level Supervisor Positions, use the requirements listed below. *(Copy the bolded heading to page 3.)*

1. **Oral Communications.** Ability to communicate information, instructions, or ideas orally in a clear and concise manner in individual and group situations.
2. **Leadership.** Ability to direct or coordinate individual or group action in order to accomplish a task or goal.
3. **Human Relations.** Ability to interact tactfully and relate well with others.
4. **Problem Analysis.** Ability to analyze problems, work performance, suggestions, and complaints by listening, observing, gathering, organizing, and interpreting information.
5. **Decision Making.** Ability to develop plans, evaluate their anticipated effectiveness, make decisions, and take appropriate action.
6. **Written Communication.** Ability to write letters, simple reports, and employee evaluations clearly and effectively and to complete standardized reporting forms accurately.
7. **Mathematical Computations.** Ability to perform addition, subtraction, multiplication, and division with whole numbers, fractions, and decimals.
8. **Safety.** Knowledge of safety procedures needed to ensure that safe working conditions are maintained, including knowledge of the procedures and techniques established to avoid injuries, and of normal accident prevention measures and emergency procedures.
9. **Job Knowledge.** Knowledge of the operating procedures and the goal of the function to be supervised.

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## Factors for Postmaster Positions

When applying for Postmaster Positions, use the factors listed below.  
*(Copy the bolded heading to page 3.)*

1. **Decision Making/Problem Solving.** Ability to carry out operational plans and procedures within the framework of policy. Ability to obtain and interpret relevant facts; analyze problems, complaints, and suggestions; devise effective plans and procedures; and take appropriate action. Ability to analyze problems and to devise improvements.
2. **Budget Operations.** Ability to prepare a budget and maintain financial records. Ability to carry out operations economically and efficiently. Ability to maintain operating cost and expenditures in proper relationship to the authorized budget.
3. **Planning and Scheduling of Work.** Ability to plan operations over appropriate time periods, taking into account variations in workload and available resources. Ability to adjust work activities and schedules to meet emergency operations.
4. **Safety and Health.** Knowledge of safety procedures needed to ensure that safe working conditions are maintained. Knowledge of procedures and techniques established to avoid injuries to self, employees, and customers. Knowledge of normal accident prevention measures and emergency procedures. Knowledge of a postmaster's safety and health responsibilities. Knowledge of the relationships of safety and health considerations to efficient operations, including absenteeism and operating costs.
5. **Customer and Community Relations.** Ability to conduct operations in an attitude of responsive service to customers. Ability to present a favorable Postal Service image to the community. Ability to be active in community life. Ability to comprehend and communicate information, both orally and in writing. Knowledge of operating procedures and standards, postal rates and classes, and commonly encountered customer needs. Ability to sell ideas, positions, and recommendations to others. Ability to interact tactfully and relate well with others.

**NOTE: Factors 6-9 need to be addressed only when the postmaster position under consideration has subordinate career employees.**

6. **Labor Relations.** Knowledge of labor relations policies, including management's rights, the rights of employees and their representatives, national and local labor agreements, and applicable laws and regulations. Ability to negotiate effectively with employee groups.
7. **Equal Employment Opportunity.** Knowledge of policy pertaining to equal employment opportunity and affirmative action. Ability to deal sensitively with minority groups. Ability to deal fairly with all employees, customers, and business contacts.
8. **Employee Development.** Ability to train and develop employees. Ability to delegate work to subordinates according to their current ability and capacity for growth.
9. **Supervision.** Ability to define assignments or projects clearly. Ability to delegate authority, and to work with and through others effectively. Ability to direct or coordinate individual or group action in order to accomplish a task or goal. Ability to motivate and lead employees of varied backgrounds and skill levels. Ability to deal fairly and objectively with subordinates.