

USA JOBS



OPEN CONTINUOUS ANNOUNCEMENTS

BOP - CAREERS

User Guide - September 2010

Prepared for Bureau of Prisons Employees

by the

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Open Continuous Announcement System

The Open Continuous Announcements through USAJOBS for the Bureau of Prisons and the following Vacancy Announcements are effective October 1, 2010 - September 30, 2011.

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-0007-09/1:  only)
- Lieutenant, GS-0007-11
- Lieutenant, GL-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 and Deputy Captains are not included in Open Continuous announcements. These positions will be advertised on an as needed basis. Occasionally, open continuous may not be utilized by the region and/or institutions to fill open continuous positions. If this does occur, the position will be posted as a stand alone announcement. You will have to apply to this specific announcement to be considered for a position posted outside the open continuous inventory.

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 (applicant assessment questions). Applicants will be prompted to select the example that best resembles their level of experience and/or expertise.

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.

Must I apply online?



Yes. You must first register on USAJOBS (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 by the end of the cut off date. 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.

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 with original signature to the Consolidated Staffing Unit prior to the closing date. The application must be mailed. CSU can not accept applications that are faxed, scanned or e-mailed. 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.

CSU will provide a paper application to applicants meeting this criteria.

Can I submit a paper application?

How do I search for open continuous announcements?

Go to www.usajobs.gov.



1. Type in the specific vacancy announcement number in the box labeled "What: (keywords)" (example: HR-N-2010-0014.) This is not a current vacancy announcement number. This is an example only.



2. Click 
3. On the page that appears, in the upper right hand corner in the box labeled "Current Search", select "All Jobs"

Current Search

- Only **Public** Jobs Open To **ALL** U.S. Citizens
- ALL** Jobs (Public And Status) ?

4. The open continuous vacancy announcement will appear.
5. Click the position title to view the vacancy announcement. Vacancy announcement options will appear on the right side. To apply, click



What is the open period for an open continuous announcement?

Applicants may apply to an open continuous announcement anytime between October 1, 2010 through 11:59 p.m., EST, September 30, 2011.

What is a cut-off date?



Cut-off dates will be established every 30 days. Applications submitted prior to a cut-off date will receive consideration for certification on the actual date and all cut-off dates there after. Cut-off dates are 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:

November 1, 2010
December 1, 2010
January 3, 2011
February 2, 2011
March 4, 2011
April 4, 2011
May 4, 2011
June 3, 2011
July 5, 2011
August 4, 2011
September 2, 2011
September 30, 2011

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

If you submit your application after a particular cut-off date, you will not be considered for a vacant position until the following cut-off date (30 days later). *For example*, you submit your application and apply for the Open Continuous vacancy announcement on May 6, 2011, **AFTER** the cut-off date of May 4, 2011. Your application will not be considered until the next cut-off date of June 3, 2011. You missed the initial cut-off date of May 4, 2011, therefore, your application can not be considered for certification until the next cut-off date.

Can I update my application and/or 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 (see example listed above).

You will be considered for all duty locations/institution preferences that you selected on your original online application. Therefore, if you decide you do not want to be considered for a particular duty location, then you **MUST** update your institution preference(s) by re-applying online and entering the desired locations.

If you fail to amend your online application, you will be considered for all duty locations you previously selected throughout the rest of the open continuous announcement period.

How often can I update my Open Continuous paperwork?

You may access your complete application/resume anytime by using the USAJOBS Website. Once accessed, you can update or make changes to your application at anytime. This includes updating awards and performance evaluation information, changing your applicant assessment question responses and/or updating your resume. Changes to your application will be reflected according to the established cut-off dates. As stated in the previous example, if you make changes to ANY part of your application, i.e. duty locations, awards, etc., on June 30, 2011, your changes will not be reflected until the cut-off date of July 5, 2011. You can update your application at anytime, but you must be cognizant of the cut-off dates to ensure the changes you make are in affect when you application is reviewed.



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

To remove your name from consideration, you must access your application through your user account on the USAJOBS website. You must reapply to the appropriate Open Continuous announcement application and when redirected to the BOP-Careers website, check the box labeled "Update my information that is on file". You will now be able to review all of your previous responses. Go to the **"withdrawing from further consideration"** question and select the answer, "I wish to withdraw from further consideration for this vacancy announcement". Then submit your application. This will remove your application through September 30, 2011.

NOTE: If you applied to more than one open continuous announcement and you are selected from another open continuous announcement AND you do not wish to receive consideration, you will need to follow the steps listed above to remove your application from each individual open continuous announcement you previously applied.

If you fail to amend your online application, you will be considered for all duty locations and/or the open continuous announcements you previously selected/applied throughout the rest of the open continuous announcement period.

Can I apply to multiple open continuous vacancy announcements?

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

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

Current GL-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 GL-9 Lieutenant.

When am I required to complete the applicant assessment questions section in the vacancy announcement?

You must select an answer to each applicant assessment 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 GL-8 Correctional Officer applying for a GL-9 Lieutenant and you have never held a GL-9 position, you will need to complete the applicant assessment questions.)

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.

1. You can print the application confirmation screen from USAJOBS when you complete the application process.

2. 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 by selecting this option at the end of the application process through USAJOBS.
3. 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.

When requesting assistance from a Human Resource Specialist, please have the vacancy announcement number and title of the position readily available.

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