

AIR MERIT ANNOUNCEMENT REQUEST
(Attach to SF 52, Request for Personnel Action)

POSITION TITLE:

POSITION DESCRIPTION NUMBER:

UNIT AND OFFICIAL ADDRESS OF POSITION:

PAY PLAN-OCC SERIES-GRADE:

Is this position developmental?

VACANCY DUE TO:

Name & Job Announcement #:

EFFECTIVE DATE:

TYPE OF ANNOUNCEMENT:

REMARKS:

BARGAINING UNIT POSITION: Yes No If Bargaining Unit (BU) Status is unknown then leave both boxes unchecked. HRO will make the final determination on the position's status.

DURATION OF ANNOUNCEMENT: 30 Days (BU Standard) 15 Days (Non-BU Standard) Other Days

Provide a brief explanation below and ensure you attach proper documentation. Bargaining Unit vacancies less than 30 days must have Union approval attached to this request or it will be returned without action. Non Bargaining Unit vacancies less than 15 days, please provide request for HRO to approve.

AREA OF CONSIDERATION:

The area of consideration for each JA will be requested by the Selecting Official. The type of position, availability of applicants, position qualifications, budgetary limitations, and military compatibility requirements are all considered in determining the area of consideration. Provide a brief explanation of the AOC requested. Explanations must be based on factors such as those set out in TPR 200. The HRO may adjust the area of consideration as appropriate to ensure the receipt of sufficient numbers of qualified applicants. AOC criteria must be identified at the time of request for job announcement.

Justification:

CURRENT POSITION OR VACANCY REQUEST

PAS: PEC:

FAC:

AFSC:

CIVILIAN LINE:

MILITARY LINE:

FIRST LINE SUPERVISOR:

SECOND LINE SUPERVISOR:

TEMPORARY PROMOTION OR REASSIGNMENT POSITION

PAS: PEC:

FAC:

AFSC:

CIVILIAN LINE:

MILITARY LINE:

FIRST LINE SUPERVISOR:

SECOND LINE SUPERVISOR:

MINIMUM MILITARY GRADE: WORK PROMOTABLE MAXIMUM MILITARY GRADE:

WORK SCHEDULE: **BI-WEEKLY HOURS:** **NOTE:** Work hours cannot be less than 16 a week or 32 bi-weekly.

SUPERVISORY STATUS: **SECURITY CLEARANCE/POSITION SENSITIVITY:**

INCENTIVES: **TRAVEL REQUIRED:**

AGR ONLY: ADDITIONAL DOCUMENTS REQUIRED: RESUME MILITARY BIOGRAPHY AFSC REQUIRED CERTIFICATES
LETTERS OF RECOMMENDATION EPR'S/OPR'S OTHER

SELECTING OFFICIAL:

(NAME, RANK, ADDRESS, PHONE)

Selecting Official

Comptroller