

ARMY 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:**

**EFFECTIVE DATE:**

**TYPE OF ANNOUNCEMENT:**

**REMARKS:**

**BARGAINING UNIT POSITION:**      Yes      No      If Bargaining Unit 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 of the impact on the mission if the duration requested is less than 15 days for Non-BU and anything under 30 days for BU.

**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:**

FIRST LINE SUPERVISOR:

SECOND LINE SUPERVISOR:

**T32 Job Only: MINIMUM MILITARY GRADE:**

**T32 Job only: MAXIMUM MILITARY GRADE:**

**TELEWORK AUTHORIZED:**

**SECURITY CLEARANCE/POSITION SENSITIVITY:**

**SUPERVISORY STATUS:**

**TRAVEL REQUIRED:**

**OTHER REMARKS OR RESTRICTIONS:**

**PCS AUTHORIZED:**

**SELECTING OFFICIAL:**

**(NAME, RANK, ADDRESS, PHONE)**

Selecting Official  
Signature

Name of additional  
POC to receive  
Certificate. Must  
have a USA staffing  
account: