

# NOTATION GUIDE

## NOTATION GUIDE

# = These positions may require typing skill. Be sure to include typing speed (words per minute) in the appropriate block of your application.

\* = These positions may or may not represent an opportunity for employment. Applications will not be evaluated until position descriptions/manpower authorizations are approved and a request for applications is received from the servicing Civilian Personnel Office (CPO).

\*\* = Applications can be accepted for nationwide consideration; however, some positions are currently authorized at specific locations only. The locations listed represent the best opportunity for employment.

+ = Applications will be accepted from non-preference eligibles, but will not be considered if veteran preference candidates are available.

The Special Examining Unit does not maintain registers for all position titles/grade levels. However, vacancies occurring with a different position title or at a lower/higher grade level may be filled from appropriate existing registers. Due to daily changes, a list of specific vacancies is not maintained.

The complete Application Package must be submitted by 11:59 PM Eastern Standard Time (EST) on the 25th of each month. INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED AND WILL RECEIVE AN INELIGIBLE RATING. TO BE RECONSIDERED, YOU MUST SUBMIT A NEW APPLICATION PACKAGE.

No written tests are required. All ratings will be based upon evaluation of experience, education, and training as shown in your application and other required forms. DO NOT ATTACH the following documents: official position descriptions, performance evaluations, letters of recommendation, etc. These have no bearing whatsoever upon the evaluation process.