



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, December 22, 2008

DEO 2009-03

MEMORANDUM FOR: Chief Human Capital Officers

FROM: Michael W. Hager, Acting Director

Subject: Template Job Announcement

The U.S. Office of Personnel Management (OPM), in partnership with agencies' subject matter experts, developed three new job announcement templates to use for entry-level hiring. OPM developed these plain-language, streamlined templates to improve the hiring process for the following series:

- Management/Program Analyst, GS-343-05/07;
- General Investigator, GS-1810-05/07; and
- Criminal Investigator, GS-1811-05/07.

Also, we updated the original two Governmentwide templates issued on March 13, 2008 , to reflect a new format:

- Secretary, GS-318-05; and
- Accounting Technician, GS-525-05.

Agencies may access these templates through USA Staffing and USAJOBS under the Employer Services tab. If you have any questions or need additional information, please contact Ms. Angela Bailey, Deputy Associate Director for the Center for Talent and Capacity Policy by telephone (202) 606-0388 or by email Angela.Bailey@opm.gov.

cc: Human Resources Director