



**Department of Energy**  
Washington, DC 20585

DEC 19 2012

MEMORANDUM FOR: HUMAN RESOURCE DIRECTORS  
FROM: *Kenneth Venuto*  
KENNETH VENUTO, DIRECTOR  
OFFICE OF HUMAN CAPITAL MANAGEMENT  
SUBJECT: GUIDANCE MEMORANDUM #30:  
JOB OPPORTUNITY ANNOUNCEMENT TEMPLATE IMPLEMENTATION

In May 2010, the President announced a number of Hiring Reform Initiatives which included the requirement that agencies improve Job Opportunity Announcements (JOAs) and when possible, streamline the JOA to 5 pages or less for General Schedule (GS) and equivalent positions. Since the start of FY 2011, job applicants on USAJOBS have consistently rated the Department of Energy's JOAs as needing the most improvement among CHCO agencies. For instance, the latest applicant satisfaction data on the website [hr.performance.gov](http://hr.performance.gov) shows DOE scored the lowest (7.1 out of 10) for Q2 FY 2012. The largest contributing factor to our continued low scores remains the questions related to JOA satisfaction.

Through a collaborative effort among Headquarters and Field offices, we have established Department-Wide JOA templates for merit promotion and delegated examining vacancy announcements. The new templates comply with the President's Hiring Reform Initiatives and the Plain Language Act of 2010, as well as the audit requirements of the DOE Human Capital Management and Accountability Program (HCMAP).

**The use of these JOA templates is not discretionary.** All Servicing Human Resource Offices (SHROs) are expected to complete their transition to the new JOA templates within 90 calendar days of the issuance of this memorandum. This transition period, ending March 15, 2013, allows time for implementation logistics including system setup, training, and overall change management. The Office of the Chief Human Capital Officer will track and share applicants' survey responses to these new templates on a regular basis in order to identify trends and areas for continued improvement.

For the greatest possible ease of use, these templates have been created within each organization in Hiring Management (HM). By doing this, we are enabling HR users to create a new vacancy announcement within Hiring Management directly from the template without the need for copy and paste operations. The attached templates are provided as a reference only. HR users should use the new template functionality within HM. Training sessions, along with an HM job aid, will assist SHROs in using this new Hiring Management functionality and provides guidance on writing in plain language format. The job aid also defines the areas of the template that accommodate customization. The latest editions of all templates and job aids are available at <https://powerpedia.energy.gov/wiki/JOA>.

If you have any questions regarding the implementation or use of these templates within Hiring Management, please contact Matthew Swanson of the Human Capital Information Management Division at [Matthew.Swanson@hq.doe.gov](mailto:Matthew.Swanson@hq.doe.gov), or 202-586-7788.

If you have questions concerning staffing and JOA policy matters, please contact Tiffany Wheeler of the Human Capital Policy Division at [Tiffany.Wheeler@hq.doe.gov](mailto:Tiffany.Wheeler@hq.doe.gov), or 202-586-8481.

Attachments