

Appendix H – Basis of Rating

100	Applicants will be rated on an evaluation of the quality and extent of experience, education, and training as described in their resume to the knowledge, skills, and abilities (KSAs) listed in this announcement.
101	Applicants applying under VEOA will only be referred if determined to be the best qualified under the base's internal merit promotion criteria.
102	Applicants will be rated in accordance with the OPM Qualification Standard Handbook X-118C. Although a specific length of time and experience is not required for most trade and labor occupations, you must meet any screen-out element listed, and show through experience and training that you possess the quality level of knowledge and skill necessary to perform the duties of the position at the level for which you are applying. Qualification requirements emphasis is on the quality of experience, not necessarily the length of time.
103	A "Notice of Rating" previously issued for the OPM clerical examination will not be honored for this announcement. Qualifications will be assessed using a rating schedule or crediting plans to evaluate a candidate's experience, education, and work accomplishments against a set of pre-determined, job-related standards. Selecting Officials may also elect to conduct structured interviews.
104	Air Force Internal candidates will be considered for positions by self-nomination without the requirement to submit a resume. Personnel records are used to screen experience, education, training and performance appraisals as coded into the data system.
105	Candidates who self-nominate for this position are certifying that they meet the typing and/or stenograph proficiency requirements of the position. Failure to successfully perform these proficiency levels upon appointment to the position may be considered deliberate misrepresentation of information on the application, and may be grounds for removal from the position and/or Air Force Employment.