

Delegated Examining Training Capstone Exercise

Participant Guide

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Capstone Exercise #1 Instructions

Exercise #1

For this exercise, you receive a hiring request from a manager. Typically, upon receipt of a hiring request, you review documents provided, determine if any are missing, and once reviewed, check for discrepancies and appropriateness of all elements of the request. You then typically hold a strategic recruitment discussion with the hiring manager based on what you received.

Capstone Exercise #1 Documents

1. Agency XYZ Recruitment Checklist 1
2. Student Worksheet #1

After reviewing Recruitment Checklist 1 on the next page, complete Student Worksheet #1 on page 3.

Attachment 1: Agency XYZ Recruitment Request Checklist 1

Agency and Contact Info	
Hiring official name and contact info:	Lisa Wolf, lisa.wolf@xyz.gov , 312-555-6879
Subject matter expert name and contact info:	Doug Bodeen, doug.bodeen@xyz.gov , 312-555-8933
Organization Information:	MSAC/ACE
Position Information	
Title, Series, Grade:	Human Resources Specialist (Evaluator), GS-0201-13
PD Number:	AS49523
Backfill? (If so, provide employee name):	Johnny Griffin
# of positions:	1
Duty location:	San Diego, CA
Perm, term, or temp:	Permanent
Selective Placement Factor(s):	None
Condition(s) of Employment:	25% travel
Incentives:	None
Recruitment Incentive	
Relocation Incentive	
PCS	
Name Request:	n/a

Recruitment Sources: (check all that apply)

Merit Promotion

- Agency-wide
- Government-wide

DEU

- All US Citizens

Pathways

- Student Intern
- Recent Graduate
- President Management Fellows

Special Appointing Authorities

- VEOA
- VRA
- Persons with disabilities (Schedule A)
- Reinstatement
- 30% Disabled Veterans
- Military Spouses
- Interchange Agreement
- CTAP/ICTAP
- Other: _____

Comments: (ideal candidate, special instructions, etc.)

Ideal candidate is someone who has intimate knowledge of the merit system principles, all areas of the Human Capital Framework, and conducting evaluations. (Note: This type of experience can be found in all Federal agencies.)

Attachment 2: Student Worksheet #1

Instructions:

The hiring manager sends you the recruitment checklist with no other documents attached. He is a new supervisor, and this is his first hiring action. Answer the following questions.

What other documents will you request from him?

After reviewing the documents submitted, you are ready to have the strategic recruitment conversation with the hiring manager.

1. Looking at the recruitment sources and explanation of an ideal candidate on the checklist, do you recommend any changes to his recruitment strategy? If yes, what do you advise? If no, why?

Capstone Exercise #2 and 2A Instructions

Exercise #2

For this exercise, you will work on elements of a complete hiring action. This portion of the capstone begins much like the first portion; however, it includes three parts: A, B, and C. You will work independently to review all documents and complete the related questions for each part. We will debrief after each part is completed.

If you have any questions, try to work through them to the best of your ability. If there is something that prevents you from moving on, please see the instructor.

Part A Recruit Action Documents

You have received a recruitment package from a hiring manager which includes the Recruitment Checklist 2 along with several other documents.

Review the documents and then complete Student Worksheet #2A.

Part A: Recruit Action Documents

1. Student Worksheet #2A
2. Agency XYZ Recruitment Checklist 2
3. Excerpt of Job Analysis Worksheet for Tasks
4. Excerpt of Job Analysis Worksheet for Competencies
5. Rating Schedule (Paralegal Specialist, GS-0950-9)
6. Justification for Spanish SPF
7. Position Description Paralegal Specialist, GS-0950-9
8. Agency XYZ Delegated Examining Policy

Attachment 1: Student Worksheet #2A Instructions

Part A: Recruit Action

Instructions:

The hiring manager sends you the recruitment checklist and several other documents in the recruitment package. Answer the following questions.

1. Are there other documents you will request from the hiring manager?

Please review the documents submitted. After reviewing them, you are ready to have the strategic recruitment conversation with the hiring manager.

1. Looking at the recruitment sources and explanation of an ideal candidate on the checklist, do you recommend any changes to his recruitment strategy? Explain your decision and what you advise.

2. Comparing the position description with the position information on the checklist, does everything appear to be appropriate/correct?

Attachment 1: Student Worksheet #2A Recruit Action (Continued)

Because this position has been filled before, a job analysis and crediting plan already exist. The hiring manager called to say he made some minor changes but did not specify what they were.

- 1. Review both documents to determine if the changes are appropriate for a DEU posting. Circle/highlight/mark-up anything that is missing or that you identify as being inappropriate and notate it here.**

When you have completed Student Worksheet #2A, proceed to Part B instructions found on Student Worksheet #2B on Page 20.

Attachment 2: Agency XYZ Recruitment Request Checklist 2

Agency and Contact Info	
Hiring official name and contact info:	Lisa Wolf, lisa.wolf@xyz.gov , 312-555-6879
Subject matter expert name and contact info:	Doug Bodeen, doug.bodeen@xyz.gov , 312-555-8933
Organization Information:	Legal Division

Position Information	
Title, Series, Grade:	Paralegal Specialist, GS-0950-09
PD Number:	AS8326
Backfill? (If so, provide employee name):	Damon Gilbert
# of positions:	1
Duty location:	Chicago, IL
Perm, term, or temp:	Permanent
Selective Placement Factor(s):	Bilingual in Spanish, experience using TrialWorks
Condition(s) of Employment:	25% travel
Incentives:	None
Recruitment Incentive	
Relocation Incentive	
PCS	
Name Request:	n/a

Recruitment Sources: (check all that apply)

Merit Promotion

- Agency-wide
- Government-wide

DEU

- All US Citizens

Pathways

- Student Intern
- Recent Graduate
- President Management Fellows

Special Appointing Authorities

- VEOA
- VRA
- Persons with disabilities (Sched A)
- Reinstatement
- 30% Disabled Veterans
- Military Spouses
- Interchange Agreement
- CTAP/ICTAP
- Other: _____

Comments: (ideal candidate, special instructions, etc.)

Ideal candidate does not have to have experience within the federal government. Willing to consider all candidates with paralegal experience who are bilingual in Spanish. Please announce internal and external.

Attachment 3: Excerpt of Job Analysis Worksheet for Tasks

Task	Source	Importance	Competency/ KSA
Prepare litigation reports for XYZ Agency in connection with legal issues.	PD	5	Writing
Prepare position statements for the guidance of the agencies serviced.	PD	4	Writing
Prepare subpoenas as needed to obtain additional case information	PD	5	Writing
Produce legal documents in support of attorneys' investigations, trials, and/or appeals.	PD	5	Writing
Perform extensive legal research into precedent cases that may be applicable to particular legal matters.	PD	5	Legal, government and jurisprudence
Become thoroughly familiar with subject matter details involved in a case or legal matter. Some research involves legal documents from Latin American governments and legal systems, most of which are typically published in Spanish.	SME	5	Legal, government and jurisprudence and Spanish fluency
Assist attorneys in their assigned investigations (3 years of experience).	SME	5	Legal, government and jurisprudence
Prepare trial exhibits such as statistical charts, graphs, and maps to be presented in court.	PD	4	Legal, government and jurisprudence
Evaluate case files to correct deficiencies before forward to counsel.	SME	5	Reasoning
Analyzes statutes/regulations to determine their impact on issues.	PD	5	Reasoning
Recommend action on submissions with various claims.	PD	5	Reasoning
Prepare questions to be presented at time of trial.	PD	4	Reasoning

Importance Scale
How important is this task to the job?
0 = Not Performed
1 = Not Important
2 = Somewhat Important
3 = Important
4 = Very Important
5 = Extremely Important

Signature: _____

Title: _____

Date: _____

Attachment 4: Excerpt of Job Analysis Worksheet for Competencies

Competency	Source	Importance	Need at Entry	Distinguishing Value
Writing: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended Audience.	OPM MOSAIC Study	5	1	5
Reasoning: Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.	OPM MOSAIC Study	5	1	5
Legal, Government and Jurisprudence: Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, Government regulations, executive orders, agency rules, Government organization and functions, and the democratic political process.	OPM MOSAIC Study	5	1	5

Importance Scale	Need At Entry Scale	Distinguishing Value Scale
How important is this competency for effective job performance?	When is this competency needed for effective job performance?	How valuable is this competency for distinguishing superior from barely acceptable employees?
0 = Not Applicable	0 = Not Applicable	0 = Not Applicable
1 = Not Important	1 = Needed the first day	1 = Not Valuable
2 = Somewhat Important	2 = Must be acquired within the first 3 months	2 = Somewhat Valuable
3 = Important	3 = Must be acquired within the first 4-6 months	3 = Valuable
4 = Very Important	4 = Must be acquired after the first 6 months	4 = Very Valuable
5 = Extremely Important		5 = Extremely Valuable

Signature: _____

Title: _____

Date: _____

Attachment 5: Rating Schedule Paralegal Specialist, GS-0950-9

Competency 1: Legal, Government, and Jurisprudence

1. Perform legal research into precedent cases that may be applicable to particular legal matters.
2. Prepare trial exhibits (such as charts, graphs, and/or maps) to be presented in court.
3. Conduct research to become familiar with all subject matter details involved in a case or legal matter.
4. Assist Attorneys in their assigned investigations (3 years experience).
5. Maintain office files in accordance with government regulations.

Competency 2: Writing

6. Prepare litigation reports for XYZ agency in connection with legal issues.
7. Produce legal documents in support of attorneys’ investigations, trials, and/or appeals.
8. Prepare position statements for the guidance of the agencies serviced.

Competency 3: Reasoning

9. Evaluate case files to correct deficiencies before forward to counsel.
10. Analyze statutes and regulations to determine their impact on issues.
11. Recommend action on legal case submissions with various claims.
12. Prepare questions to be presented at time of trial.

Rating Scales: Applicants will be assessed on the following scale for each competency.

GS-09		
Response Option	Associated Points	Scale
A	0	I have not had education, training or experience in performing this task. You will see no evidence of performing this task in my resume or other supplemental documents I submitted.
B	2	I have had education and/or training in performing this task, but have not yet performed it on the job. However, you will see no evidence of performing this task in my resume or supplemental documents I submitted.
C	4	I have performed this task on the job, as evidence in my resume and/or other supplemental documents I submitted. This experience was gained under close supervision from a supervisor or senior employee to ensure compliance with proper procedures.
D	6	I have performed this task as a regular part of the job, independently and usually requiring little or no revision. You will see evidence of performing this task in my resume and/or other supplemental documents I submitted.
E	8	This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and/or others have consulted me for assistance in performing this task. You will see evidence of performing this task in my resume and/or other supplemental documents I submitted.

Rating Schedule (Continued) Paralegal Specialist, GS-0950-9

OVERALL DETERMINATION: For each Specialty and Grade combination for which the applicant is eligible, responses for all questions within each ranking competency/factor are averaged. The averaged responses for each ranking competency/factor are then added. The following transmutation table is used to determine the transmuted rating.

Transmutation Table

GS-09					
Rating Total	Raw Score	Rating Total	Raw Score	Rating Total	Raw Score
70	0	81	9	93	18
71	1	83	10	94	19
73	2	84	11	95	20
74	3	85	12	96	21
75	4	86	13	98	22
76	5	88	14	99	23
78	6	89	15	100	24
79	7	90	16		
80	8	91	17		

I certify that this Rating Schedule is an accurate representation of the knowledge, skills, and responsibilities necessary to perform the duties and responsibilities associated with the position of Paralegal Specialist, GS-0950-9.

Hiring Manager/Supervisor: *Lisa Wolfe* 7/10/xx
Date

HR Specialist: *Adison Forbes* 7/10/xx
Date

Selective Factor Justification

Paralegal Specialist, GS-0950-09

To be found qualified for the position, applicants must certify in their application that they are fluent in the Spanish language. Applicants not responding positively to this Selective Placement Factor will be determined not qualified and will not be considered.

This position requires applicants to demonstrate fluency in the Spanish language. For the purpose of this recruitment, demonstration of fluency would convey an ability to understand and comprehend abstract thought and effectively speak and write in both English and Spanish equally.

The position is located in a Legal Division, responsible for evaluating law and regulation pertaining to criminal cases. Because many cases from this division involve legal systems of Latin America, the Paralegal Specialist will encounter areas in which Spanish is the dominant language. It is vital that this person have the ability to read and understand written evidence and communicate with persons in Spanish. The incumbent of this position will be required to:

- Translate records from Spanish into English
- Translate interviews between Spanish speakers and English-speaking employees
- Review evidence and court documents written in Spanish

This required level of fluency cannot be learned in a reasonable period of time. An individual who cannot read, write, interpret, and communicate in Spanish will not meet our organizational mission.

Candidates for this position who are otherwise qualified and who certify they meet the Spanish language requirement will be invited to listen to four scenarios, recorded in Spanish, and be asked to provide the English translation verbally to the panel of interviewers.

Lisa Wolf
Subject Matter Expert

1/20/11
Date

Addison Forbes
HR Specialist

1/20/11
Date

Attachment 6: Position Description Paralegal Specialist, GS-0950-9

Introduction

The incumbent, as a Paralegal Specialist, is assigned responsibility for the analysis and evaluation of cases pertaining to the Department and other matters arising from various legislative acts. Provides legal research on complex factual and legal issues and prepares legal memoranda, pleadings, motions, and appellate briefs based on the analysis of legal issues presented.

Major duties

Case Analysis and Preparation, 35%

Assists Attorneys in their assigned investigations, trials, appeals, and/or special projects. Participates in the substantive development of cases in an office providing legal support on a widevariety of complex administrative and general law subjects and other similar types of case work regularly encountered by the office. Provides administrative and logistical support to attorney as necessary in litigation and administrative proceedings. Checks the accuracy of case citation and retrieves case law, legislation, and regulations. Assists attorneys in the conduct of discovery, reviews litigation files to ensure that they are complete as to all pleadings filed. Analyzes and evaluates case files, determines completeness and obtains additional documentation from requesting organization as deemed necessary and corrects deficiencies before forwarding to counsel. Analyzes statutes, regulations, cases, and opinions to determine their impact on particular facts, problems, or issues. Collects and organizes pertinent factual and research material and summarizes the results of research either orally or in writing as requested by counsel.

Prepares and organizes trial exhibits such as statistical charts, graphs, and maps to be presented incourt. Questions witnesses for less influential cases.

Legal research, 25%

Receives, analyzes, investigates, and recommends action on submissions with various claims. Performs extensive and thorough legal research into the legislative history, precedent cases, decisions, and opinions that may be applicable to particular legal matters; investigates and becomes thoroughly familiar with subject matter details involved in a case or legal matter. Someresearch involves legal documents from Latin American governments and legal systems, most ofwhich are typically published in Spanish.

Preparation of legal documents and litigation reports, 30%

Produces a variety of legal documents and position statements in support of attorneys' investigations, trials, and appeals.

Prepares Department position statements for the guidance of the agencies serviced. Reviews evidence, prepares subpoenas as needed for additional information. Based on the analysis, establishes a line of questioning and prepares questions to be presented at time of trial. Many legal documents are those of Latin American governments and legal systems, most of which are typically published in Spanish.

Prepares litigation reports in connection with legal issues. Summarizes the factual situation, the basis of the complaint, legal issues presented and relevant case law. Recommends and justifies agency position in regard to the reports and research.

Position Description (Continued)

Office Maintenance, 10%

Screens incoming correspondence and requests for opinions, independently determining proper disposition of those matters of a routine or repetitive nature or matters not subject to review based on regulations or office policy. Maintains calendar, schedules meetings, maintains suspense files; follows up to ensure timely reply. Maintains office files in accordance with government regulations. Responsible for logging in all actions and maintaining computer system for all administrative actions handled by the office. Tracks significant due dates in administrative proceedings, advising attorneys of dates that all significant actions are due or delivered.

Performs other duties as assigned.

Must be fluent in Spanish.

Evaluation factors

Factor 1, Knowledge Required By The Position - Level 1-6 - 950 Points

In-depth knowledge of the application of various laws, court and/or administrative decisions and interpretations, rules, regulations, policies, and procedures which pertain to the administration of particular legal programs in substantive areas of law, or to particular types of legal cases and actions and highly developed, specialized legal skills and proficiency.

Knowledge of legal reference sources in agency manuals, reference systems, directives, issuances, precedent decisions, computerized reference sources, court decisions, and commercial legal publications sufficient to perform extensive and thorough legal research, including automated research references, into the legislative history, precedent cases, decisions and opinions that may be applicable; to interpret, evaluate, and present, orally or in writing, relevant findings and conclusions using appropriate language, legal reasoning, and organization of facts and ideas; to assist in case preparation.

Knowledge of the Spanish language sufficient for written and conversational proficiency.

Factor 2, Supervisory Controls - Level 2-3 - 275 Points

The incumbent reports to the Assistant Deputy Chief in Litigation. The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations which do not have clear precedents.

The incumbent independently conducts legal research, selects evidence from subpoenaed documents, and prepares drafts of briefs, other litigation papers, or advisory opinions. The employee carries out assignments and resolves problems and deviations in line with previous training and agency policies, precedents, directives, and practices.

The supervisor reviews work for technical soundness and conformity to requirements by auditing completed work.

Factor 3, Guidelines - Level 3-3 - 275 points

Guidelines consist of particular titles of law and related rules and regulations; agency manuals providing policy and procedures; and standard legal references. The incumbent applies judgment and discretion in locating and selecting guidelines for application to individual assignments.

Position Description (Continued)

The specialist must use trained judgment in interpreting and adapting from the underlying principles, purpose, and intent of the guidelines in order to arrive at a satisfactory conclusion.

Factor 4, Complexity - Level 4-3 - 150 points

The incumbent performs varied duties encompassing diverse and complex technical issues or problems. The assignments involve different and generally unrelated processes and methods; and involve a large body of interrelated facts to be analyzed, conflicting information from different sources, limited evidence available on some issues, and the interpretation of some evidence is disputed. The incumbent must devise or evaluate and adapt previous fact-finding and problem-solving methods to cope with voluminous documentation, effectively organize data into exhibits, and develop corroborative evidence to fill gaps or resolve conflicting statements. The incumbent's decisions are based on knowledge of the procedures and policies of the agency.

Factor 5, Scope and Effect - Level 5-3 - 150 points

The purpose of the work is to gather, arrange, analyze, evaluate, and control information and evidence needed for case processing by carrying out the necessary procedural steps and making recommendations to further the proper litigation. Accomplishments directly affect the Section's ability to meet production goals and ensure the credibility of the attorney and any witnesses or evidence presented during the case.

Factor 6, Personal Contacts - Level 6-3 - 60 Points

Contacts are with attorneys, representatives of other federal agencies, witnesses, and industry/contractor representatives.

Factor 7, Purpose of Contacts - Level 7-2 - 50 points

Contacts are to provide information pertaining cases and inquiries that arise; with attorneys to provide information and assistance relating to pending and closed cases, for the purpose of resolving issues.

Factor 8, Physical Demands - Level 8-1 - 5 points

No unusual physical demands are necessary. The work is principally sedentary; however, the employee may be required to walk between offices or buildings, stand, bend, and carry light items for brief periods of time.

Factor 9, Work Environment - Level 9-1 - 5 points

Work is generally performed in an office setting where no unusual hazards or discomforts are present.

TOTAL POINTS: 1920

Point Range: 1855-2100 Points = GS-09

Attachment 7: Agency XYZ Delegated Examining Policy

CTAP/ICTAP

All DE job opportunity announcements must include a clear definition of “well-qualified.” A rating of “well-qualified” will be given to those candidates who, in addition to meeting all qualification requirements, possess the competencies needed for the position at a level which clearly exceeds the minimum qualification requirements for the position. For this agency, the definition is those applicants who fall within the Highly Qualified category.

Reemployment Priority Listing (RPL)

HR will clear the RPL prior to announcing the position and prior to making a selection. A hard copy of each clearance will be maintained in the recruitment folder.

Incomplete Applications

No applicant may be referred without submitting all supporting documentation required. This supporting documentation (e.g., transcripts, documents supporting veterans' preference claims, etc.) must be received and verified by the HR Specialist prior to an applicant being referred.

Qualifications Reviews

All applicants who are within reach for referral will be subject to review of their applications to confirm their responses to the questions in the assessment questionnaire, checked against the information provided in their resumes. Annotations for the basis for qualification shall be entered into the comments section of the applicant record. Findings must cite the period of qualifying experience, the employer, and title of the position so that the record can be reconstructed. No additional points are to be assigned in the quality review. Experience claimed in the assessment questionnaire that cannot be confirmed by the applicant's resume shall result in an ineligible rating. Ineligible ratings must be clearly documented in applicants' records.

For positions with positive education requirements or for those where education substitution and/or combination of education and experience is acceptable, unofficial transcripts (including course listings, credits, date degree conferred) must be submitted with the application package in order for the applicant to receive credit. Upon selection from a certificate of eligibles, education accreditation must be verified prior to appointment by visiting the Department of Education's website at <https://ope.ed.gov/accreditation/>. Additionally, an official transcript must be requested and kept in the selectee's case file.

Selective Placement Factors

Support and documentation for the use of selective factors as part of minimum qualifications must be documented in the job analysis and approved by the subject matter expert (SME) or other appropriate hiring official. Requiring a skill or knowledge learned only at the Department or bureau is inappropriate

Agency XYZ Delegated Examining Policy (Continued)

for a DE posting. Selective placement factors used to screen applicants must be published in the job opportunity announcement.

Category Rating

Category rating will be conducted in accordance with the parameters outlined in 5 U.S.C. 3319, 5 CFR 337, subpart C and OPM's *Delegated Examining Operations Handbook*.

Hiring managers and HR offices must:

- Be adequately trained in administration and selection under the category rating process;
- Clearly differentiate the relative quality of eligible candidates and place qualified applicants into one of the three quality categories: Best Qualified, Highly Qualified, and Qualified.
- Define each quality category, prior to the vacancy being advertised, through a job analysis that uses level of job competencies or the level of demonstrated knowledge, skills, and abilities (KSA) required for the job as a basis for each definition. Job analysis must conform with the "Uniform Guidelines on Employee Selection Procedures," located at 28 CFR §50.14.

Ranges for each category rating level shall be determined during the job analysis/crediting plan development phase. In all instances, the minimum score for the level of *Qualified* shall be 70, which matches the commonly accepted minimum passing score of 70, historically assigned in OPM's rating processes. The recommended score ranges are 70 to 79 for *Qualified*; 80 to 89 for *Highly Qualified*, and 90+ for *Best Qualified*; however, the score ranges may be adjusted during the development phase, with the noted exception, by approval of both the HR Specialist and the Selecting Official/SME. Score ranges may not be adjusted once the vacancy announcement has been posted.

There are several certification options available:

- Option 1 – Refer all candidates in the highest quality category listing veterans' preference eligibles ahead of non-veterans' preference eligibles. Eligible candidates within preference groups (i.e., preference eligibles and non-preference eligibles) must be listed in alphabetical order within their respective preference groups.
- Option 2 - Refer only the veterans' preference eligibles in the highest quality category when there is a sufficient number. Agency policy defines sufficient as 3 or more preference eligibles. List them in alphabetical order.

Where there are fewer than three candidates in the highest quality group, that group may be merged with the next lower quality category and referred for selection consideration. Merging quality categories is optional. When merging quality categories, veterans' preference eligibles from the next lower category are placed above the non-preference eligibles in the newly merged quality category.

Veterans' Preference

Apply veterans' preference as prescribed in 5 U.S.C. § 3319(c) and (c)(7) and as referenced here:

- Place all veterans' preference eligibles at the top of their category ahead of nonveterans;

Agency XYZ Delegated Examining Policy (Continued)

- Place in the Best Qualified category those veterans' preference eligibles who have a compensable service-connected disability of 10 percent or more and who meet basic qualifications for the position. This applies to all positions with the exception of scientific and professional positions at the GS-09 (or equivalent) or higher;
- Process pass overs to a preference eligible using the procedures in Chapter 6 of OPM's *Delegated Examining Operations Handbook*, 5 C.F.R. 332.406, and Department guidance.

Veterans will be adjudicated in the following manner in conjunction with use of the *VetGuide*:

If an applicant claims **0-point** preference (SSP):

Applicants must submit a copy of their DD 214 showing discharge or release from active duty after August 29, 2008, based on sole survivorship AND qualifying service based on a campaign badge or expeditionary medal or service during a period which qualifies for preference.

If an applicant claims **5-point** preference (TP):

Applicants must submit the Member 4 Copy of their DD-214(s) showing the character of discharge. Applications from current active duty military personnel (those not yet discharged) will be accepted for 5-point preference without the discharge document, providing the applicant includes official VA or DoD documentation that shows the date of entry into active duty military service, expected type and date of discharge from active duty service, along with any other information needed to establish eligibility for the preference claimed. The certification applies only if the applicant will be discharged or on terminal leave and available for employment within 120 days of the date the applicant applies for the position.

- Grant 5-point tentative preference if you receive documentation that the applicant served in a war, campaign, or expedition, or during a period of qualifying service (see *VetGuide*).
- Grant tentative 5-point preference if document is a certification of service indicating the veteran will be released or discharged from active duty under honorable conditions not later than 120 days after the date of submission of the certification.
- Do not grant 5-point preference if proof of military service is not received.

If an applicant claims **10-point** preference (CPS, CP, XP)

Applicants must provide documentation necessary to support the type of preference they are claiming. If claiming a disability, the VA letter is required. If this documentation is not provided, the HR personnel will not contact the applicant for the document and will only grant the type of preference which can be supported. For instance, if a DD-214 is submitted, but no VA documentation of disability is provided, 5 point preference may be awarded, if warranted.

- Grant 10-point veterans' preference if you receive documentation in the form of a letter from the military branch of service or a letter from the Department of Veterans Affairs (DVA), dated 1991 or later.

Agency XYZ Delegated Examining Policy (Continued)

- Grant 5-point tentative preference, if warranted, if the documentation you receive is insufficient to support 10-point preference.
- Do not grant preference if you do not receive documentation.

If applicant claim **10-point** derived veterans' preference (XP):

Applicants (widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran) must submit appropriate documentation to support claim for preference (see VetGuide).

Applicants claiming 10-point veterans' preference may submit the SF 15, *Application for 10-point Veteran Preference*; however, is not required to adjudicate preference.

Objections And Pass Overs

OPM retains authority to review and approve the following:

1. Ineligible determinations of preference eligibles based on medical considerations; and
2. Objections based on medical, qualifications, and/or suitability which would result in the pass over of a compensable preference eligible with a disability of 30% or more.
3. The HR Director retains exclusive authority to:
4. Make final decisions on component objection and pass over actions regarding medical qualification determinations for non-preference eligibles.
5. Grant or deny a component's pass over request of a preference eligible with:
6. a compensable service-connected disability of 10% or more but less than 30 percent (CP);
7. a 10-point disability preference; granted to recipients of the Purple Heart and persons with a non-compensable service-connected disability (less than 10%) (XP); and,
8. a 10-point derived preference; granted to widow/widower or parent of a deceased veteran, or spouse or parent of a disabled veteran.

Component Heads have approving authority for:

1. Objection requests of non-preference eligibles; and
2. Pass over requests of a non-medical nature of 5-point preference (TP) veterans.

Capstone Exercise #2B Instructions

Part B – JOA and Qualifications

Part B – JOA and Qualifications Documents

1. Student Worksheet #2B
2. Assessment Questionnaire Paralegal Specialist, GS-0950-9
3. Reemployment Priority List (RPL) List
4. Job Opportunity Announcement 16ASLEGAL19706
5. Blank Rating Sheet
6. Blank Certificate of Eligibles
7. Applicant Documents

Attachment 1: Student Worksheet #2B

Instructions:

You are now getting ready to create the job opportunity announcement. Your agency policy requires you to clear RPL prior to opening an announcement. Refer to the RPL List.

- 1. Determine whether or not either of the candidates have selection priority and document your decisions below.**

You've created the DEU job opportunity announcement and are ready to release to USAJOBS. Review the document for quality control to ensure everything looks accurate for an external posting.

- 1. There are two items either missing or incorrect. Please identify them.**

Student Worksheet #2B
Part B: JOA and Qualifications (Continued)

You've received 90 applications for the job. 80 are automatically screened out, leaving you with 10 applicants.

2. Complete the rating sheet provided by reviewing applicant documents to:

- Adjudicate ICTAP;
- Adjudicate veterans' preference;
- Indicate appropriate category placement based on assessment score using the recommended score ranges in the agency DE policy and adjudicated veterans' preference; and
- Verify qualifications for only those you determine to be in the top quality category.

NOTE: In the strategic discussion, you discussed with the hiring manager which types of degrees would be relatable to qualify based on education based on the duties required.

Qualifying degrees are: law, human resources, and business law. Also assume that for any applicants for which you received a transcript for a higher degree that the lower degree was conferred (i.e., do not disqualify someone with a master's degree transcript if you do not see a bachelor's degree transcript).

Use the blank certificate provided to show who would appear in the BQ category.

When you have completed Student Worksheet #2B, proceed to Part C instructions found on Student Worksheet #2C on page 66.

Attachment 2: Assessment Questionnaire Paralegal Specialist, GS-0950-9

Thank you for your interest in a Paralegal Specialist position with XYZ Agency.

We will evaluate your resume and your responses to this Assessment Questionnaire to determine if you are among the best qualified for this position. Your responses are subject to verification. Please review your responses for accuracy before you submit this questionnaire.

Section I. Minimum Qualifications

Select the one statement that best describes the education and/or experience that you possess that demonstrates your ability to perform Paralegal Specialist work at the GS-9 level or equivalent pay band in the Federal service.

I have one year of specialized experience (equivalent to at least the GS-9 level or comparable pay band in the Federal service) performing all of the following: legal research; evidence review; assisting in the preparation of legal reports, to include summarizing factual information, legal issues, and case law relevant to a given case; and assisting with the preparation of exhibits, such as statistical charts, graphs and maps.

I have a master's equivalent graduate degree or two full years of progressively higher level graduate education leading to such a degree in law, human resources, or business law, or LL.B or J.D.

I have some specialized experience as described in A but less than one year, and I have more than one year but less than two years of graduate education as described in B. I have computed the percentage of these requirements that I meet, and the total is at least 100%.

I do not have the specialized experience and/or education described above.

Section II. Spanish Language Proficiency

To be found fully qualified for this position, you must self-certify your proficiency level in Spanish, both oral and written. You will be expected to demonstrate your proficiency during the interview stage before selection. Please select the option below that best describes your proficiency.

I can read, write, and speak Spanish fluently.

I cannot read, write, and speak Spanish fluently.

Section III. Specialized Experience

INSTRUCTIONS: For each of the items below, select the one statement that most accurately describes your training and experience using the scale provided.

RESPONSE DESCRIPTIONS:

A- I have not had education, training or experience in performing this task. You will see no evidence of performing this task in my resume or other supplemental documents I submitted.

B- I have had education and/or training in performing this task, but have not yet performed it on the job. However, you will see no evidence of performing this task in my resume or supplemental documents I submitted.

Assessment Questionnaire (Continued)

C- I have performed this task on the job, as evidence in my resume and/or other supplemental documents I submitted. This experience was gained under close supervision from a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of the job, independently and usually requiring little or no revision. You will see evidence of performing this task in my resume and/or other supplemental documents I submitted.

E- This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task and/or others have consulted me for assistance in performing this task. You will see evidence of performing this task in my resume and/or other supplemental documents I submitted.

Competency: Legal, Government, and Jurisprudence

Perform legal research into precedent cases that may be applicable to particular legal matters.

Prepare trial exhibits (such as charts, graphs, and/or maps) to be presented in court.

Conduct research to become familiar with all subject matter details involved in a case or legal matter.

Assist attorneys in their assigned investigations by helping develop cases.

Competency: Writing

Prepare litigation reports in connection with legal issues.

Produce legal documents in support of attorneys' investigations, trials, and/or appeals.

Prepare subpoenas as needed to obtain additional case information.

Competency: Reasoning

Evaluate case files to correct deficiencies before forward to counsel.

Analyze statutes and regulations to determine their impact on issues.

Recommend action on legal case submissions with various claims.

Prepare questions to be presented at time of trial

SECTION IV: Certification of Information Accuracy**Instructions: Section III. Certification Of Information Accuracy**

If you fail to answer this question, you will be disqualified from consideration for this position.

I certify that, to the best of my knowledge and belief, all of the information included in this questionnaire is true, correct, and provided in good faith. I understand that if I make an intentional false statement, or commit deception or fraud in this application and its supporting materials, or in any document or interview associated with the examination process, I may be fined or imprisoned (18 U.S.C. 1001); my eligibilities may be cancelled, I may be denied an appointment, or I may be removed and debarred from Federal service (5 C.F.R. part 731). I understand that any information I give may be investigated. I understand that responding "No" to this item will result in my not being considered for this position.

Yes, I certify that the information provided in this questionnaire is true, correct and provided in good faith, and I understand the information provided above.

No, I do not certify/understand the information provided above.

Attachment 3: Reemployment Priority List (RPL) List

Established pursuant to Section 330.201 of Title 5, Code of Federal Regulations (CFR), the following list contains availability information on competitive status Agency XYZ employees who have been separated by reduction-in-force (RIF) or compensable injury, or have received a specific notice of separation or a Certification of Expected Separation (see 5 CFR 330.203).

Agency XYZ components are prohibited from filling competitive service vacancies while qualified and available RPL candidates remain to be placed. However, this does not apply to actions involving employees on XYZ's rolls, such as filling a specific position through detail or position change (promotion, demotion, reassignment [see 5 CFR 330.211]). An eligible employee is entitled to consideration for positions:

- in the commuting area in which separated, or expected to be separated,
- for which qualified and available that are no higher grade (or equivalent), and
- have no greater promotion potential than the position from which the employee was separated.

If a vacancy arises in one of the series, grades, and locations identified below, the XYZ component with the vacancy must contact its component's headquarters HR office for further review and referral of qualified candidates.

An individual who is fully recovered from a compensable injury after one year will receive priority consideration in the former commuting area to the position the person left or an equivalent position. If the individual cannot be placed in the former commuting area, the individual is entitled to priority consideration for an equivalent position elsewhere in the agency. (5 CFR 353.301)

Note: To place an employee on the Reemployment Priority List, the servicing personnel office completes the Reemployment Priority List Registration Form.

Name	Series	Grade(s)	Tenure Group	Separation Date	Registration Expiration Date	Availability by Location
Samuel Reid	0340, 0301	09	1	29 NOV 20xx	28 NOV 20xx	Chicago, IL
Jack Green	0950	09	1	02 FEB 20xx	01 FEB 20xx	Washington, DC

Attachment 4: Job Opportunity Announcement 16ASLEGAL19706 Paralegal Specialist, GS-0340-09 Office of Personnel Management

Position Overview

Announcement number
16ASLEGAL19706

Control number
3253951600

1 vacancy in the following location:
Chicago, IL

Open and closing dates
07/26/2016 to 7/29/2016

Salary
\$53,717 to \$69,827 per year

Series & Grade
GS-0340-09/09

Promotion Potential
11

Work schedule
Full-Time Permanent

Appointment type
Competitive

Supervisory Status
No

Who May Apply
United States Citizens

Job Overview

Summary

Grab your briefcase and get ready to work for one of the Government's most unique agencies. Rated as one of the Best Places to Work in the Federal Government, Agency XYZ offers innovative, exciting, and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms.

This position is located in the Legal Division, Office A, Chicago, IL.

Duties

As a Paralegal Specialist you will:

- Identify and evaluate applicable cases, law, and regulations pertaining to criminal policies, cases, and issues.
- Analyze documents and prepare written summaries of investigative reports, pleadings, transcripts, and records of proceedings and facts in criminal cases.
- Draft pleadings, memoranda, and correspondence.
- Handle other duties such as site checking, documentation preparation, management, and transmission;

trial support utilizing courtroom technology; legal and other research utilizing electronic databases; and assisting attorneys with case management, including follow-up, scheduling, and use of electronic tools for data and time management.

- Assist Attorneys in their assigned investigations, trials, appeals, and/or special projects.

Travel Required

Occasional travel for training, seminars, and conferences.

Relocation Authorized

No

Job Requirements

Key Requirements

- Must be a U.S. citizen.
- Must be bilingual in Spanish.
- Selective Service Registration is required, as applicable.
- A background investigation may be required.

Qualifications

To qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe your relevant experience; if qualifying based on education, our transcripts will be required as part of your application. Additional information about transcripts is in this document.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

To qualify based on experience:

To qualify based on experience at the GS-09 level, applicants must possess one year of specialized experience equivalent to the next lowest grade level (GS-07) which prepared you to do the work in this job.

Specialized Experience is defined as performing all of the following:

- Legal research,
- Evidence review,
- Assisting in the preparation of legal reports, to include summarizing factual information, legal issues, and case law relevant to a given case, AND
- Assisting in the preparation of exhibits, such as statistical charts, graphs, and maps

To qualify based on education:

Education substitution: Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you may qualify based on education only if your education meets the definition below:

Master's or equivalent degree or 2 full years of progressively higher level graduate education leading to such a degree or L.B. or J.D., if related

If you are qualifying based on education, you must submit a copy of your official or unofficial transcripts.

Combination of education and experience: If you do not qualify based on education or experience alone, you can combine your education and experience by converting each to a percentage and then adding the percentages. (If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by 2/3). To calculate your percentage of graduate education, divide the number of your graduate semester hours by 18. Refer to the qualifications requirement above for a description of the type of experience that is considered qualifying. To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience in excess of one year by 12. Now add your percentages of education and experience. The two percentages must total at least 100% for you to qualify under the combination of education and experience.

Selective Placement Factor: In addition to the qualifications above, applicants must demonstrate Spanish language proficiency, both oral and written. Applicants will self-certify their proficiency in the questionnaire but will be expected to demonstrate their proficiency during the interview stage before selection.

You must meet all qualification requirements by the closing date of this announcement.

Time in Grade Requirement: Applicants who have held a General Schedule (GS) position within the last 52 weeks must have 52 weeks of Federal service at the second lower grade (GS-07 or equivalent).

There is no educational requirement for this position.

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. You must include this information within your application package.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>. Click here for more information.

- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- One year trial/probationary period may be required.
- Direct Deposit of Pay is required.
- This position requires a personnel security investigation.
- Permanent Changes of Station (PCS) costs are not authorized.

Security Clearance

Public Trust – Background Investigation

How You Will Be Evaluated

Your application will be evaluated and rated under Category Rating and Selection Procedures. Your resume and supporting documentation will be used to determine whether you meet the job qualifications listed on this announcement. If you are basically qualified for this job, your resume and supporting documentation will be compared to your responses on the online assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this you're your application will then be placed in one of three categories: Best Qualified, Highly Qualified, or Qualified. Names of all candidates in the best qualified category will be sent to the hiring official for employment consideration. Candidates within the best qualified category who are eligible for veterans' preference will receive selection priority over non-veteran preference eligibles. In addition, qualified veterans with a compensable service-connected disability of 10% or more are placed at the top of the highest quality category (i.e., Best Qualified).

You will be rated on the following competencies:

- Writing

- Legal, Government, and Jurisprudence
- Reasoning

Required Documents

The following documents are required and must be provided with your application for this Public Notice:

- **Required:** Your responses to the Occupational Questionnaire.
- **Required:** Your resume showing relevant experience and dates (for full consideration you must include day/month/year) of employment and work schedule for each (e.g., part-time xx hours per week or full-time) (cover letter optional).
- **Required if you meet qualifications based on education:** An unofficial college transcript (Note: If you are selected for this position, official transcripts will be required prior to your first day.) and foreign education evaluation documentation, if applicable, as described under the "Education" section of this vacancy announcement.
- **Required, if applicable:** CTAP/ICTAP documentation (a copy of a separation notice or other proof of eligibility for priority selection; a copy of an SF-50, Notification of Personnel Action, showing current position, grade, promotion potential, and duty location; AND a copy of your most recent performance appraisal.)
- **Required, if applicable:** Veterans' Preference documentation. See Required Veterans' Preference Documentation below. Please note, if you are entitled to Veterans' Preference, you must indicate the type of preference you are claiming in your application, check the appropriate box in the assessment questionnaire to indicate your preference, and submit the required documentation as specified below.
- **Required Veterans' Preference Documentation:** In order to verify your Veterans' Preference entitlement, you must submit a Member 4 copy of your DD-214 (Certificate of Release or Discharge from Active Duty); or if you are a current Active Duty member, you must submit a certification on appropriate military branch letterhead that indicates: 1) your service dates, 2) expected discharge or release date from active duty with a release/discharge date no later than 120 days from the date of application, and 3) the character of service (e.g., Honorable)
- In addition, if you are a disabled veteran, a Purple Heart recipient, or widow/widower if a veteran, the spouse of a disabled veteran or the parent of a disabled or deceased veteran, please refer to the Standard Form (SF) 15, "Application for 10-Point Veteran Preference." You must submit all the required documentation identified on the reverse side of the SF-15 to support your preference claim.

How to Apply

To apply for this position, you must provide a complete Application Package which includes the Assessment Questionnaire and the Required Documents indicated below. The Application Package must be received by 11:59PM, Eastern Time, on Friday, July 29, 2016.

To begin the process, click the Apply Online button to create an account or login to your existing USAJOBS account. Follow the prompts to complete the application questionnaire. Please ensure you click the Submit My Application button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf>. Fax your documents to 1-743-593-0202.

If you cannot apply online:

1. Click the following link to view and print the Assessment Questionnaire: View Occupational Questionnaire, and
2. Print this 1203FX form to provide your response to the assessment questionnaire: http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf
3. Fax the completed 1203FX form along with any supporting documents to 1-743-593-0202. Your 1203FX will serve as a cover page for your fax submission.

To verify your application is complete, log into your USAJOBS account,

<https://my.usajobs.gov/Account/Login>, select the Application Status link and then select the more information link for this position. The Details page will display the status of your application, the documentation received and processed, and any correspondence the agency has sent related to this application. Your uploaded documents may take several hours to clear the virus scan process.

To return to an incomplete application, log into your USAJOBS account and click Update Application in the vacancy announcement. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.

Additional Information

What to Expect Next

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made, you will be notified of your rating and/or referral to the hiring official. If further evaluation or interviews are required, you will be contacted. After making a tentative job offer, we will conduct a suitability/security background investigation.

Benefits

Agency XYZ offers an excellent benefits program. In addition to your take-home pay, your comprehensive compensation/benefits package will include most of the benefits described in the USAJOBS Resource Center.

Other Information

Interagency Career Transition Assistance Plan (ICTAP). The ICTAP provides eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. If your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority if: 1) this vacancy is within your ICTAP eligibility; 2) you apply under the instructions in the announcement; and 3) you are found well-qualified for this vacancy. To be well-qualified, you must satisfy all qualification requirements for the vacant position and receive a score in the highly qualified category or better on established ranking criteria. You must provide proof of eligibility to receive selection priority. Such proof may include a copy of your written notification of ICTAP eligibility or a copy of your separation personnel action form. Additional information about ICTAP eligibility is at: <https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

Career Transition Assistance Plan (CTAP). The CTAP provides eligible surplus and displaced competitive service employees in Agency XYZ with selection priority over other candidates for competitive service vacancies. If your Department of Justice component has notified you in writing that you are a surplus or displaced employee eligible for CTAP consideration, you may receive selection priority if: 1) this vacancy is within your CTAP eligibility; 2) you apply under the instructions in this announcement, and 3) you are found well-qualified for this vacancy. To be well qualified, you must satisfy all qualification requirements for the vacant position and receive a score in the highly qualified category or better on established ranking criteria. You must provide a copy of your written notification of CTAP eligibility with your application. Additional information about CTAP eligibility is at <https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.

Veterans' Preference: If you are entitled to Veterans' Preference, you must indicate the type of preference you are claiming by checking the appropriate box in the assessment questionnaire to indicate your preference and submit the required veterans' preference documentation as specified in the, "Required Documents" section of this vacancy announcement.

Selective Service: If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. See www.sss.gov.

Reasonable Accommodation Statement: Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any

part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

EEO Statement: The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, status as a parent, genetic information, disability, age, membership or non-membership in an employee organization, or on the basis of personal favoritism.

This job originated on www.usajobs.gov. For the full announcement and to apply, visit www.usajobs.gov/GetJob/ViewDetails/3253951600. Only resumes submitted according to the instructions on the job announcement listed at www.usajobs.gov will be considered.

Agency Contact Information

Name: Office of Personnel Management

POC: Janet R. Smith

Phone: 312-888-5613

Email: Janet.Smith@XYZ.gov

Address:

AGENCY XYZ

1 State Street

Chicago

IL

Attachment 5: Rating Sheet

Last Name	First Name	SPF (Y/N)	ICTAP Claimed	ICTAP Adjudicated	Assessment Score	VP Claimed	VP Adjudicated	Quality Category	Q/NQ
Rios	Edgar	Y	N		100	NV			
Burke	Anastasia	Y	N		96	NV			
Williams	Adrienne	Y	N		94	NV			
Frieden	Jaran	Y	N		93	NV			
Jones	Karena	Y	Y		87	NV			
West	Michael	Y	N		84	CPS			
Evans	Barbara	Y	N		82	TP			
Heller	Cole	Y	N		81	CPS			
Allen	Kendall	Y	N		76	NV			
Riley	Jonathan	Y	N		76	NV			

Last Name	Rating Notes
Rios	
Burke	
Williams	
Frieden	
Jones	
West	
Evans	
Heller	
Allen	
Riley	

Attachment 6: Certificate of Eligibles

Certificate No.: XYZ-ST-0950-9
Issued for: Agency XYZ
Vacancy ID: 9282917
Agency Request No.: 84699
Issue Date: 12/10/xx
Paralegal Specialist, GS-0950-9
Category Name: Best Qualified

Appointment Type: Permanent
Option: 001- Legal
Grade: 09
Location: 171670031 - Chicago, IL
Promotion Potential: 09

This certificate must be returned by 01/10/xx.

The following certificate was prepared using category rating procedures. Applicants have been grouped into quality categories based on their qualifications and your agency’s category rating policy. The list below shows the available applicants for selection.

Please be advised that this list contains the names of both veteran and non-veteran candidates. In accordance with category rating, veteran candidates must receive consideration and be selected prior tonon-veteran candidates. If there are no veterans available for selection, you may select from any applicants regardless of their rank on the list.

This certificate is only valid for the position, grade, and duty location shown above.

Agency	Veterans’	
Action	Preference	Name/Address

Attachment 7: Applicant Documents

Kendell Allen

Personal Profile

- ♦ Capable of data analysis, research, and assessment of solutions. Background in Political Science and legal studies, experience conducting research papers and policy briefs in various subjects including public policy, legislative process, law and criminal proceedings, and others. Possess strong research skills, excellent oral and communications skills, as well as writing and editing skills. Great organizational and management abilities. Self-starter, team-oriented player, can multitask and perform under time constraints. Fluent in Spanish both oral and written. Proficient in the use of office technology products including Microsoft Office, SPSS, Relativity, research databases (Westlaw and LexisNexis), document management databases, and the internet.

Education

B.A., Government and International Politics; Minor in Legal Studies & Minor in International and Comparative Studies (Cumulative GPA 3.88), May 2010, Syracuse University, Syracuse, NY

Experience

Department of Army, Washington, D.C., February 2013--Present

- ♦ Paralegal Specialist, currently working full--time assisting attorneys in managing and organizing multiple criminal cases. Analyzing, reviewing, and tracking evidence. Conducting research. Summarizing investigative reports, pleadings, transcripts and records of proceedings and facts. Drafting pleadings, memoranda, legal reports and correspondence. Record keeping, filing, scheduling meetings, tracking deadlines, and communicating with multiple agencies and contacting various offices. Assisting with preparation of trials, managing incoming and outgoing discovery in both English and Spanish, as well as maintaining records of discovery. Other duties include assisting with trial support by utilizing courtroom technology, producing courtroom exhibits, handling multiple electronic databases, and assisting with court filings and procedures. Supporting attorneys in their investigations and projects.

The College Board, Boston MA, August 2011--- May 2012

- ♦ Associate Customer Care Specialist, worked full--time serving as a point of contact on various escalated customer service matters. Working closely with Team Leads and Associate Directors to facilitate the resolution of various customer escalated cases or procedural exceptions internally or with external vendors. Responsible for ensuring cases and exceptions are resolved in a timely manner and within specific guidelines and policies.
- ♦ Resident expert, managing and responding high volume mail and cases. Filing and distributing materials as well as handling heavy volume phone calls and answering customer requests for information. Maintaining and updating multiple programs.

Advocates International, Fairfax VA, July 6--- 31, 2009 (intern)

- ♦ Research assistant/clerk, gathered information for organization's website and lobbying purposes. Assisted with lobbying in the House of Representatives and Senate to influence policy makers. Drafted and edited briefs and summaries from news in public media.
- ♦ Translator, translating legal documents and other documents from Spanish to English and vice versa, as well as communicating with embassies in and governments in Latin America to deal with advocacy for ongoing conflicts.

Anastasia Burke

EXPERIENCE

6/13-10/14

White & Case, LLP, Legal Assistant; Washington, D.C.

- Managed over 10 arbitration, trade, litigation and pro-bono cases, which consisted of reviewing evidence pertinent to each case, summarizing issues and facts to be included in legal reports, and assisting in preparing charts
- Conformed legal documents to Bluebook standards and organized clients' files in preparation for document productions, submissions and expert review
- Translated affidavits, legal analysis reports, contracts and procedural materials from Spanish to English and vice versa
- Conducted legal and economic research and prepared reports in support of international dispute resolution and transnational disputes involving sovereign states and Latin America
- Maintained client-vendor relationships domestically and internationally

7/12-1/13

Institute for Democracy and Human Rights, Pontifical Catholic University of Peru, Research Assistant; Lima, Peru

- Supported Professor with research and analysis of human rights violations, i.e. human trafficking, in Peru with extensive focus on the protection of the rights of indigenous peoples and the Bagua conflict in the Amazon region
- Translated and edited legal reports and academic articles from Spanish to English
- Organized international and national conferences on human rights and international law

9/11-6/12

Superior Court of California, County of San Mateo, AmeriCorps, Justice Corps Intern; Redwood City, CA

- Dedicated 300 hours of direct service to the Family Law Facilitator's Office
- Assisted self-represented litigants with forms, legal procedure, and in-courtroom help in child custody, child visitation, divorce, domestic violence, immigration, and parentage proceedings
- Provided interpretation during meetings and court hearings between attorneys and Spanish-speaking litigants

EDUCATION

2012 Purdue University

- Bachelor of Arts, Political Science
- Minor, Spanish

SKILLS

- Fluent in Spanish
- Proficient in Microsoft Office applications including Word, Excel, Outlook and PowerPoint
- Proficient in Lexis-Nexis, Westlaw and Pace

Barbara Evans

Bar Status- **Maryland Bar** - Good Standing

Education

University of the District of Columbia David A. Clarke School of Law - *Washington, D.C.*

Juris Doctor - May 9, 2014

University of Maryland - College Park, MD

Bachelor of Arts, Criminology & Criminal Justice - May 2007

Legal/ Work Experience

Hansen Legal and Mediation Services, Rockville, MD - September 2014 - November 2014

Legal Assistant

- Prepared Family Law and Criminal Law filings to be filed in Montgomery County Circuit and District Court
- Filed Family Law case documents in Montgomery County Circuit Court
- Sat in on depositions and client meetings Prepared and went over filings and opposing party documents such as: interrogatories, deficiency letters, production of documents, trial exhibits, court lines, discovery material
- Answered phones and returned phone calls to clients and to Montgomery County Circuit Court clerks and custody evaluators
- Filed client documents and uploaded client documentation into Clio
- Maintained calendar in Clio with accurate client meetings and court hearings

UDC David A. Clarke School of Law - Fall 2013 & Spring 2014

Tax Clinic student attorney under the supervision of Professor Amanda Dunlap

- Interviewed English and Spanish speaking clients about sensitive information regarding finances/taxes
- Translated documents from English to Spanish and vice versa as needed
- Facilitated client meetings with colleagues by translating for Spanish speaking clients
- Organized hardcopy and electronic files which contained client sensitive information and reviewed client files to determine next steps in client cases
- Translated documents from English to Spanish and vice versa as needed
- Contacted the IRS, Comptroller of MD, and the DC Office of Tax and Revenue on behalf of clients through written and verbal correspondence
- Completed and mailed out client correspondence Completed memos regarding client cases and research Research areas of relief for tax related issues and presented research findings to supervisors and colleagues

Immigration Clinic student attorney under the supervision of Professor Kristina Campbell - Spring 2013

- Represented client in Arlington, VA Immigration Court
- Interviewed client on sensitive issues regarding their Asylum application
- Facilitated client meetings with colleagues by translating for Spanish speaking clients
- Translated documents from English to Spanish and vice versa as needed
- Organized hardcopy and electronic files which contained client sensitive information and reviewed client files to determine next steps in cases
- Completed and mailed out client correspondence Completed memos regarding client case and research
- Researched areas of relief for removal and presented research findings to supervisors and colleagues
- **Skills/Qualifications** Spanish Fluency - proficient speaker and reading/writing skills
- Proficient in major computer programs (Microsoft Office, Adobe, Clio (law practice and legal case

management software), DTE, Interwoven) Skilled in the use of LexisNexis and Westlaw. Have attended training sessions for both

- Excellent communication and organization skills



Academic Transcript

Transcript Data

STUDENT INFORMATION

Name: Barbara Evans

Birth Date: Sept 27, 1980

Curriculum information

Current Program

Juris Doctor

Program: JD – Law – Full time

College: David A Clarke, School of Law

Major and Law Full-time, Law

Department:

Transcript type: Unofficial/Advising Transcript is NOT Official

DEGREE AWARDED

Awarded: Juris Doctor

Degree Date: May 09,2014

Curriculum Information

Primary Degree

Program: JD – Law – Full-time

College: David A Clarke, School of Law

Major: Law Full-time

	Attempt Hours	Passed Hours	Earned Hours	GPA	Quality GPA
Institution:	96.000	96.000	96.000	92.000	248.200 2.697

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (LAST, FIRST, MI) **EVANS, BARBARA** 2. DEPARTMENT, COMPONENT AND BRANCH **USMC-11** 3. SOCIAL SECURITY NUMBER

4a. GRADE, RATE OR RANK **Sgt** b. PAY GRADE **E-5** 5. DATE OF BIRTH 6. RESERVE OBLIGATION TERMINATION DATE

11. PRIMARY SPECIALTY 5524, Musician, 2 years 7 months	12. RECORD OF SERVICE	YEARS(S)	MONTH(S)	DAYS(S)
	a. DATE ENTERED THIS PERIOD	2003	09	22
	b. SEPARATION THIS PERIOD	2007	04	06
	c. NET ACTIVE SERVICE THIS PERIOD	03	06	15
	d. TOTAL PRIOR ACTIVE SERVICE	00	0	00
	e. TOTAL PRIOR INACTIVE SERVICE	00	11	15
	f. FOREIGN SERVICE	00	00	00
	g. SEA SERVICE	00	00	00
	h. EFFECTIVE DATE OF PAY GRADE	2006	10	01

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED
Marine Good Conduct Medal, Global War on terrorism Service Medal, National Defense Service medal, Letter of Appreciation (5th awd), Certificate of Appreciation (2d awd), Rifle Qualifications Badge (Expert) (3d awd)

14. MILITARY EDUCATION
 Recruit Training, Marine Combat Training
02/04, Music Base CL A 08/04, Corporals Leadership 01/06, Sergeants Course 02/07

18. REMARKS
 *****NOTHING FOLLOWS*****

23. TYPE OF SEPARATION
Discharged

24. CHARACTER OF SERVICE (includes upgrades)
HONORABLE

25. SEPARATION AUTHORITY
MARCORSEPMAN par 6207

26. SEPARATION CODE 27. REENTRY CODE
RE-4

28. NATTARIVE REASON FOR SEPARATION

29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)
 None
 DD FORM 214, FEB 2000

MEMBER REQUESTS COPY
 4(Initial)
 MEMBER – 4

Jaran Frieden

Veterans' Preference: No

Availability: Work Schedule: Full-time, Part-Time, Shift Work, Intermittent, Job Sharing

Work Experience:

El Paso Public Defender

05/2014 – 09/2014

El Paso, TX

Hours per week: 40

Paralegal Intern

*Investigated victims and parents of victims to prep cases

*Managed lawyers schedules and adjusted as necessary

*Reviewed files and kept cases up to date

*Input new case details and fact checked contact info

*Contacted parole officers about clients

*Prepped court documents for lawyers to use in court

H-E-B, Austin, TX

03/2011 – 05/2014

\$12.00/hour Hours per week: 40

Customer service champion

I started out as a cashier and through willingness and a desire to learn. I did dairy, produce, grocery, loss prevention, bakery. I worked all departments of the store and make sure that all customers and products are taken care of. I cover absences and help out the departments who have an influx of customers.

Reimer Pump Sales and service

03/2008 – 03/2011

I was head of the sales of water pumps and water filtration systems. I handled all the business calls and served the warranties of the pumps we sold. I also was a technician and serviced the pumps and did repairs in the field. I did plumbing and electrical work.

Education:

California State University

Bachelor's Degree 12/2014

GPA: 3.0 of a maximum 4.0

Credits Earned: 124 Semester Hours

Major: Criminal Justice **Minor:** Business

Relevant Coursework, Licenses and Certifications:

I have TABC license. I have attended several career development classes.

Cole Heller, J.D.
10-Point Veterans' Preference

EDUCATION

Thomas Jefferson School of Law, Current L.L.M. student San Diego, CA

Miles Law School, Juris Doctor, May 2007 Fairfield, AL

Bowling Green State University, Bachelor of Arts in History, May 1998 Bowling Green

LEGAL EXPERIENCE

Department of Veteran Affairs, Law Clerk, Currently Detroit, MI

- ♦ Monitored case development
- ♦ Assist veterans in Veteran's Court
- ♦ Advise veterans of case remedies
- ♦ Mediate cases for veterans

Social Security Administration, Legal Assistant Case Technician~ 2009 Detroit, MI

- ♦ Assisted lawyers in preparation for hearings
- ♦ Organized and maintained records
- ♦ Provided legal and technical support in processing claims
- ♦ Knowledgeable in Social Security Titles II, VIII and XVI
- ♦ Monitored case development

May's Law Firm, Legal Assistant/Paralegal, Jan 2005-Nov 2006 Birmingham, AL

- ♦ Assisted lawyers in preparation for hearings and trials (evidence review, subpoenas, interviews)
- ♦ Drafted legal documents, reports, contracts and instruments of trust
- ♦ Performed computer-based research
- ♦ Filed motions and handled errands
- ♦ Performed general office duties including file organization, typing correspondence to clients, and answering phones

Butzel & Long Law Firm

Litigation Analyst May 2007-Sept 2008

Provides routine assistance to Litigation Support Manager in meeting project deadlines (e.g., facilitating communications, transferring data files, packaging project materials, creating charts.

Loads database and image information into litigation support packages; create and process specialized indices as needed.

Organizes and print documents from litigation support databases and other electronic media and assist in creating electronic document productions.

MILITARY - United States Marine Corps

1988 - 1990

- ♦ Honorable Discharge

BILINGUAL – Proficient in oral and written Spanish

Academic Transcript

STUDENT FULL LEGAL NAME (Last name, First)

HELLER, COLE MILES

LAW SCHOOL Tel: 923-7739

BIRTH DATE

SOC. SEC. NUMBER

SEX M

XX-XX-XXXX XXX-XX-1234

BIRMINGHAM, AL 35208

TOTAL HOURS ATTEMPTED: **93.00** TOTAL HOURS EARNED: **93.00**

TOTAL QUALITY POINTS: **220.98**

CUMULATIVE GPA: **2.33**

ENTRANCE DATE: **FALL 2004**

DEGREE EARNED: **JURIS DOCTOR**

DATE CONFERRED: **MAY 12, 2007**

Transcript type: Unofficial/Advising Transcript is NOT Official

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (LAST, FIRST, MI) **HELLER, COLE** 2. DEPARTMENT, COMPONENT AND BRANCH **USMC-11** 3. SOCIAL SECURITY NUMBER **XXX-XX-1234**

4a. GRADE, RATE OR RANK **LCPL** b. PAY GRADE **E-3** 5. DATE OF BIRTH 6. RESERVE OBLIGATION TERMINATION DATE

11. PRIMARY SPECIALTY 3531 – MOTOR VEHICLE OPERATOR (01 YR, 00 MOS)	12. RECORD OF SERVICE	YEARS(S)	MONTH(S)	DAYS(S)
	a. DATE ENTERED THIS PERIOD	88	08	10
	b. SEPARATION THIS PERIOD	90	01	18
	c. NET ACTIVE SERVICE THIS PERIOD	01	05	08
	d. TOTAL PRIOR ACTIVE SERVICE	00	00	00
	e. TOTAL PRIOR INACTIVE SERVICE	00	00	00
	f. FOREIGN SERVICE	00	00	00
	g. SEA SERVICE	00	00	00
	h. EFFECTIVE DATE OF PAY GRADE	89	11	01

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED **RIFLE MARKSMAN BADGE** 14. MILITARY EDUCATION **MOTOR VEHICLE OPERATORS COURSE
5 WKS JAN 1989**

18. REMARKS
GOOD CONDUCT MEDAL PERIOD COMMENCES-910810***NOTHING FOLLOWS*******

23. TYPE OF SEPARATION **N
DISCHARGED** 24. CHARACTER OF SERVICE (includes upgrades) **HONORABLE**

25. SEPARATION AUTHORITY **MARCORSEPMAN par 8404** 26. SEPARATION CODE **JFM1** 27. REENTRY CODE **RE-3P**

28. NARRATIVE REASON FOR SEPARATION **PHYSICAL DISABILITY WITHOUT SEVERANCE PAY**

29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) **None** MEMBER REQUESTS COPY 4(Initials) MEMBER – 4

DD FORM 214



March 10, 2014

Department Of Veterans Affairs
A.J. Celebrezze Federal Building
1240 East 9th Street
Cleveland, OH 44199

**VA Civil Service
Preference Letter**

COLE R HELLER
5893 SHERIDAN DRIVE
SAN DIEGO CA 92025

In Reply Refer To: DMW/675/NCC
CSS
BIRCH A B

Dear Cole R Heller:

The following certificate is furnished for use in establishing civil service preference.

This certificate is considered a permanent record of the Veteran's service-connected disability(ies).

This is to certify that the records of the Department of Veterans Affairs disclose that Cole R Heller is entitled to compensation for service-connected disability(ies) rated at 30 percent or more. This payment is made in accordance with public laws administered by the Department of Veterans Affairs. Our records indicate he served on active duty in the Armed Forces, and was separated under honorable conditions.

With sincere regard for the Veteran's service,

/s/ Ashley Y. Boykins

Ashley Y. Boykins
National Call Center Manager

KARENNA JONES
West Chester, OH 45069

Dear Hiring Official:

I am writing to express my strong interest in the Paralegal Specialist position. I am a former Department of Justice employee with career tenure and significant experience working in international law.

My previous professional and academic experience is of direct relevance to your divisions' mission. After graduating from Georgetown University, I worked for three years in International Affairs, United States Department of Justice (DOJ), where I served on the team handling sensitive extradition cases pursued by special task forces in Mexico and Central America. As a paralegal, I reviewed legal documents in extradition cases to ensure compliance with DOJ guidelines and coordinated their submission to foreign authorities, facilitated communications between legal authorities in the United States and foreign counterparts, obtained and provided information on the status of cases and legal assistance matters, and identified and resolved problems as they arose in extradition matters. Furthermore, I collected and compiled information in response to requests for assistance from the Department of State, Congress, the United Nations, and senior management.

While at DOJ, I served as the lead paralegal on a multi-agency investigation into the murder of a U.S. employee in Mexico City. I also provided logistical and administrative support for an annual working group meeting and negotiations held between U.S. and Mexican legal and diplomatic authorities in Washington. Fluent in English and Spanish, I am comfortable working in a fast paced environment in teams and independently, and confident in establishing effective working relationships with a variety of internal and external actors.

My work at DOJ motivated me to attend graduate school to continue studying organized crime, foreign policy, development, and conflict resolution. I recently graduated from the Fletcher School of Law and Diplomacy, Tufts University, with a Master of Arts in Law and Diplomacy. As a graduate student, I received recognition for my Master's thesis. In addition, I wrote a research paper on U.S. foreign assistance programs focused on establishing the rule of law and criminal justice institutions in Afghanistan, Guatemala, and Mexico.

With my professional experience, knowledge of criminal justice matters in Latin America, and dedication to protecting our country from threats to its national security, I am confident that I will make a positive contribution to your division's work. Please note that I am able and willing to return to the Washington, DC area for this position at my own expense. I look forward to hearing from you.

Sincerely,
/s/
Karenn Jones

Karena Jones

Reinstatement Eligibility: Yes, Non-Competitive Status, Completed Requirements for Career Tenure

EDUCATION

The Fletcher School of Law and Diplomacy, Tufts University Medford, MA

Master of Arts in Law and Diplomacy Sept 2012- May 2014

- Fields of study: transnational organized crime (focus on Latin America), U.S. foreign policy, violence prevention/reduction, rule of law, negotiation, urban policy, program evaluation

Walsh School of Foreign Service, Georgetown University Washington, DC

Bachelor of Science in Foreign Service, magna cum laude Sept 2005- May 2009

- Major: International Politics; Certificate in Latin American Studies
- Focus on trans-state actors in international affairs

Universidad de Grenada, Spain; Direct matriculation study abroad program Jan-Jul 2008

- Coursework in political science, demography, gender, geography, economics, and history
- All coursework taught and assignments completed in the Spanish language

PROFESSIONAL EXPERIENCE

United States Department of Justice (DOJ), International Affairs Washington, DC

Paralegal Specialist, Mexico/Central America Team Jul 2009- Jul 2012

\$62,467 annually (40+ hour/week); Highest Grade: GS-11, Step 1

- Assigned to extradition and mutual legal assistance matters involving Mexico and Guatemala to research details of violent/organized crime cases
- Supported attorneys by analyzing evidence and trial exhibits, identifying relevant case law and regulations, briefing attorneys and senior level officials on case developments, advising on procedural and technical matters
- Reviewed, edited, and drafted legal documents and transmittal letters to accompany extradition documentation
- Maintained an internal records filing system and case management database and extracted data from legal databases
- Communicated daily with legal and law enforcement officials at the international/federal/state/local levels via oral and written correspondence and provided guidance on logistical and case-related matters
- Translated legal documents in English and Spanish, often at short notice and in high pressure situations
- Drafted diplomatic notes and followed up on extradition matters during five tours of duty at the U.S. Embassy, Mexico City
- Assisted U.S. law enforcement in obtaining parole for fugitives escorted back to the U.S. in extradition operations
- Attended and drafted memoranda summarizing meetings between domestic legal authorities and foreign officials
- Represented the Department of Justice at an interagency working group meeting held between U.S. and Mexican diplomatic and legal authorities and participated by preparing the agenda and list of attendees, serving as the note taker, and compiling a final report detailing the discussion topics and agreements reached during negotiations (Aug 2010, Jun 2011, Apr 2012)

United States Senate, Office of Senator Green Washington, DC

Intern Jan-Apr 2009; 15-20 hours/week, unpaid

- Prepared briefs on U.S. foreign policy and national security matters prior to the Senator's 2009 trip to Iraq
- Managed multiple phone lines and handled calls from the public, Congressional offices, and government

agencies

- Responded to constituents' requests for information via oral and written correspondence

KARENNA JONES page 2.

United States Senate, Office of Senator Taylor Washington, DC

Intern Sept-Dec 2007 and Sept-Dec 2008

15-20 hours/week, Unpaid

- Conducted research on gender-based violence
- Transcribed interviews and tracked other forms of media in which the Senator appeared, compiling a record of the Senator's appearances in the press and discussions about his policy proposals
- Attended Congressional hearings on complex domestic and foreign policy matters

RELEVANT COURSEWORK

Rule of Law in Post-Conflict Societies · Processes of International Negotiation · International Planning and Urban Policy · Latin American Government and Politics · International Organizations · International Law

ADDITIONAL INFORMATION

- Fluent in the Spanish language (Level 5)
- Advanced fluency in Portuguese (read/write); Intermediate reading proficiency in French
- Proficient in Microsoft Office suite, social media (Twitter, Facebook), STATA, LexisNexis, Westlaw

NOTE: ASSUME THE DATES OF NOTICE AND SEPARATION ARE WITHIN THE ICTAP ELIGIBILITY PERIOD

DEPARTMENTAL HEADQUARTERS
XYZ AGENCY
WASHINGTON, DC

29 May 2012

MEMORANDUM FOR KARENNA JONES

SUBJECT: Specific Reduction-In-Force Notice of Separation

You are receiving this specific reduction-in-force (RIF) notice as your position of record is being abolished. The following is provided for your information and action.

Retention rights of all employees concerned have been verified. Retention registers are used to determine an employee’s competitive standing in a RIF. Retention is based on veterans’ preference, tenure group, length of Federal service, performance ratings, and competitive level. Your competitive level is determined by the duties and grade level of your position:

- Present Position: PARALEGAL SPECIALIST, GS-0950-11
- Location: Washington, DC
- PD: 4GT10C
- Competitive Level: Q21C Competitive Area: AGENCY XYZ AB
- Type of Service: 1 – Competitive Service
- Tenure Group: 1
- Sub-Group: B
- Last Three Performance Ratings of Record:
 - Rating Satisfactory or Above on 30-SEP-11
 - Rating Satisfactory or Above on 30-SEP-10
 - Rating Satisfactory or Above on 30-SEP-09

Based on RIF procedures prescribed by 5 CFR 351, you have been reached for RIA action and will be separated effective 31-JUL-12. You will continue in your current position until that date. Unfortunately, an offer of continued employment cannot be made to you at this time.

Title 5 CFR Part 351.803, Notice of eligibility for reemployment and other placement assistance, requires this agency provide you the following notice: (a) An employee who receives a specific notice of separation under this part must be given information concerning the right to reemployment consideration and career transition assistance. The employee must also be given a release to authorize the release of his or her resume or other relevant information for employment referral to State dislocated worker unit(s) and potential public and private sector employers. The employee must also be given information concerning how to apply both for unemployment insurance through the appropriate State program and benefits available under the State’s Workforce Investment Act of 1998 programs.

APPEAL RIGHTS

Bargaining unit employees have the right to grieve this action under the provisions of the current negotiated agreement between the local union and Agency XYZ. A union representative can provide you with information on the grievance procedures and your representation rights. Bargaining unit employees may only appeal to the Merit Systems Protection Board (MSPB) if it is believed that this action involves discrimination under Title 5, U.S.C. 2302(b)(1).

If you wish, you have a right to appeal, in writing, to the MSPB, Atlanta, GA. For your convenience, a copy of the MSPB appeal procedures and form are included in Attachment 3.

(K. JONES) RIF SEPARATION NOTICE P. 2.

HR representatives are available to assist you by explaining this proposed action and will provide you with access to regulations, RIF registers, and records pertinent to your case. You may call Samantha Sharp at 203-555-9172.

Please complete the Acknowledgement Statement at Attachment 1 and return it to the HR office immediately upon receipt of this notice.

VICTORIA STEVENS

HR Officer

**UNOFFICIAL ACADEMIC TRANSCRIPT
THE FLETCHER SCHOOL**

Name: Karenna Jones

Student ID: 1A92

Print Date: 05/22/2014

Send to:*** Issued to Student ***

Degrees Awarded

Degree: Master of Arts in Law & Diplomacy

Confer Date: 05/18/2014

Major: MALO Degree Program
International Relations

Non-Course Milestones

FOREIGN LANGUAGE REQUIREMENT

March 30, 2013 – Spanish Reading Examination

Functionally Native Proficiency

March 27, 2014 – Spanish Oral Examination

Advanced Professional Proficiency

CAPSTONE PROJECT

Capstone Project Title: Analysis of Urban Policy in Rio de Janeiro

Capstone Grade: A

Capstone Supervisor: Steven Harris

Date Completed: April 28, 2017

Jonathan Riley

EDUCATION

AMERICAN UNIVERSITY, Washington, DC

Bachelor of Arts in English, Minor in Political Science, May 2007

WORK EXPERIENCE

WOODLAND & STRAWN LLP, WASHINGTON, DC

Paralegal (focus on International Trade Litigation and Patent Infringement) December 2013 - Present

- File Pleadings/Motions and respective exhibits with U.S. International Trade Commission via EDIS
- Serve production to Counsel; Oversee incoming production from Counsel during Discovery; Maintain databases
- Facilitate exchange of case materials with Investigative Attorney at U.S. International Trade Commission
- Create and maintain external databases of case materials for client access
- Research existing patents with prior art/precedent materials referenced in pending patents
- Trial: Compile deposition transcripts and exhibits; Compile, update, and distribute trial materials for Judge, Counsel, and Witnesses; Coordinate schedule and respective exhibits to be used; Gather daily transcripts from Court Reporter
- Compile charts of client quarterly earnings for U.S. Securities and Exchange Commission
- Create marketing PowerPoint presentations of firm's pharmaceutical cases for potential clients

TIMOTHY PAULSON, PLLC, WASHINGTON, DC

Paralegal March 2012 - December 2013

- Accompanied attorneys to meetings with clients; Compiled list of records to be requested for each case
- Prepared records and evidence for medical expert review
- Reviewed medical records on behalf of attorneys
- Managed firm's records database – TrialWorks: Correspondence, Pleadings, Dockets, Discovery, Production Tracker
- Interviewed potential clients and create case reports for Partner review
- Oversaw reassignment of cases and records upon attorney departure

HAWKINS & HALEY LLP, WASHINGTON, DC

Document Lifecycle Services Specialist September 2011- March 2012

- Answered and directed questions from secretaries/attorneys regarding introduction of WorkSite and Doc Tagger
- Created and indexed Pleadings; Created Case Management information for database
- Researched Pleadings/dockets via PACER for information regarding court filings

WALTON & O'LEARY LLP, WASHINGTON, DC

Information Resources Specialist October 2010 - August 2011

- Assisted in research projects for paralegals via LegalKEY, Interwoven and LexisNexis; Compiled research for trial
- Reviewed confidential materials from files, hard drives and e-mails
- Assisted with client releases by removing firm-privileged materials from files prior to release
- Reviewed and distributed files for incoming partners with pre-existing clients
- Maintained case rooms for trial preparation, matter reviews and confidential research

SMITH & WILSON LLP, PRINCETON, NJ

Records Manager July 2007 - October 2010

- Created cases, managed files in LegalKEY
- Compiled attorney notes, depositions and transcripts
- Managed billing for storage and document shredding and records for partners in other office locations

AWARDS AND SKILLS

Proficiency in Word, Excel, Interwoven, DocTagger, LegalKEY, Attorney Desk Top, TrialWorks; EDIS; Bluebook; PACER

Edgar M. Rios

Senior Paralegal with experience serving the U.S. federal government, small- and mid-sized law firm and legal non-profits. Earned Masters of Law 12/13; possesses foreign law school degree. Bilingual Spanish-English.

PROFESSIONAL EXPERIENCE

U.S. DEPARTMENT OF JUSTICE, Washington, DC 8/13 – present
Senior Paralegal, Civil Rights Division (2/14 – present)

- Litigation: Work as contractor to assist trial lawyers and investigators in preparing civil rights lawsuits against city, county and territory police departments. Carry caseload of up to 11 cases. Promoted after 5 months.
- Trial Preparation: Compile, index and organize exhibits, including emails obtained via discovery requests, forms, search warrants, government verification documents, news articles and other materials. Build witness lists from interviews, media reports, press releases and investigations. Call jails to locate witnesses.
- Research: Use Westlaw, Lexis and CM/ECF to conduct complex case research for directors, attorneys and investigators. Review case related materials to identify potentially conflicting statements or areas requiring further investigation. Verify case citations. Monitor news reports; provide weekly team reports.
- Writing: Write long- and short-form case summaries, often under tight deadlines. Summarize transcripts from legal proceedings. Draft legal documents, including affidavits, motions, notices, declarations, interrogatories and correspondence. Translate complaints and other documents between English and Spanish.
- *Continue to handle paralegal duties below.*

Paralegal, Civil Rights Division (8/13 – 1/14)

- Casework: Wrote summaries, memos and briefs for attorneys' use in discovery. Summarized deposition transcripts and Court decisions. Prepared exhibit cross-references. Reviewed common interest agreements. Conducted research using legal resources, databases and online searches.
- Support Services: Followed government procurement processes to hire court reporters and videographers. Coordinate depositions with U.S. attorneys' offices throughout country to arrange for meeting space.

U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT, Washington, DC 3/13 – 5/13

Research: Served as intern providing advice and services in cases related to ICE's mission. Researched case law related to Freedom of Information Act (FOIA), specifically examining deliberative process privilege and Privacy Act.

- Writing & Review: Wrote case summaries. Redacted documents in complying with FOIA requests. Discovered numerous errors in attorney's fees, saving federal government \$40,000.

FEDERAL CENTER, Washington, DC 4/11 – 6/12 Program Assistant

- Program Management: Supervised administrative aspects of 40 annual Code of Conduct for employee training programs, which provide on-site rules and ethics education to more than 10,000 clerks serving federal courts of appeals, district and bankruptcy courts and magistrate judges.
- Communications: Answered inquiries from judges, lawyers and government personnel regarding division services, programs and travel logistics. Wrote correspondence, prepared forms and financial documents, maintained databases, and updated online course content.
- Reporting & Evaluation: Wrote and sent post-training surveys; collected results and compiled reports for senior management.

U.S. COURTS, Washington, DC 2/10 – 4/11
Program Assistant

- **Staff Support:** Provided staff support to teams of up to 20 staff and directors during rotations within various divisions as full-time temporary contractor. Communicated daily with judges, court staff, government employees and public citizens. Processed administrative paperwork related to appointment/reappointment of federal judges; sent, tracked and forwarded candidate questionnaires, financial disclosure forms and fingerprint cards for Federal Bureau of Investigation background check.

PRESLEY, WILLIAMS, & JACKSON, LLP, Washington, DC 9/07 – 12/09

Paralegal / Collections Specialist

- **Case Management:** Supported 20 attorneys and partners in managing cases for firm representing homeowner associations. Maintained files for 400+ active cases. Drafted variety of legal documents.

LEGAL SERVICES OF NORTHERN NEW JERSEY, Cape May, NJ 11/04-9/07

Paralegal (1/05 – 9/07)

Intake Specialist (11/04 – 1/05)

EDUCATION

Masters of Law, Law & Government (2013)

Gallaudet University College of Law, Washington, DC

- **Specialization:** Immigration Law & Policy

Bachelor's Degree / Law, Political Science

Universidad de Lima, Peru

CERTIFICATIONS & SKILLS

- **Certifications:** Westlaw/LexisNexis certified (2013); Foundations of Management leadership program (2012); Paralegal Certification (2005)
- **Language:** Spanish (native speaker); English
- **General Software:** Windows operating system; Microsoft Word, Excel and Outlook; Filemaker
- **Legal Software:** PACER, Omega, Westlaw and LexisNexis research programs

Edgar Rios Letter

Silver Spring, MD 20902

Dear Hiring Manager:

With great enthusiasm, I wish to apply for your Paralegal Specialist opening. My current paralegal role with the Department of Justice's Civil Rights Division, plus previous jobs with other government agencies and the private sector ideally match what you're seeking.

Among my experience:

Casework: I currently serve the DOJ Civil Rights Division's Special Litigation Section as a contractor. My role has me helping to research and prepare lawsuits related to civil rights infractions by police departments. Duties include writing memos and briefs for use during discovery, conducting legal research, summarizing deposition transcripts and prepping indices and exhibits for trial. I also review contracts and monitor media reports for news relevant to cases.

Document Production: My current role has me preparing a variety of legal documents, as have past jobs. While interning for Immigration and Customs Enforcement (ICE), for example, I wrote case summaries and briefings for the Government Information Law Division. As a paralegal for non-profit legal organizations and a private law firm, I wrote and edited a variety of reports, correspondence and legal documents, including letters, orders, interrogatories, motions, complaints, lawsuit affidavits, discoveries and government applications.

Interviewing & Investigating: In nearly all jobs I've held, I have interviewed clients in English and Spanish. These ranged from victims of domestic violence seeking restraining orders to homeowners facing eviction. While volunteering for a local Legal Aid Society, I conducted an investigation of a negligent landlord, including going into the field to find and interview potential witnesses.

Staff Support: I have supported 14 full-time staff members for the U.S. Courts. In previous roles, I supported 20 senior attorneys and partners at a private law firm and aided five attorneys and maintained all files and the library at Legal Services of Northern New Jersey.

Would you be so kind as to review my resume and contact me if you also feel my qualifications fit your needs? Thank you for your consideration, and I look forward to hearing from you.

Regards,

Edgar M. Rios

Michael West

Veterans' Preference: 5-point preference based on active duty in the U.S. Armed Forces (TP)

Work Experience:

Equal Employment Opportunity Commission 06/2014-Present
Baltimore, MD \$55,421/year GS-1860-07

Equal Opportunity Investigator (Bilingual)

- ♦ Receives inquiries and charges/complaints of employment discrimination under federal statutes.
- ♦ Interview potential charging parties, informs them of their legal rights under the law, and conducts preliminary review of information to determine jurisdiction.
- ♦ Obtains documentary and testimonial evidence that is relevant and material to the resolution of the issues under investigation through witness interviews and affidavits, written requests for information, on-site investigation.
- ♦ Organizes evidence obtained and preserves testimonial evidence through properly executed affidavits.
- ♦ Conducts additional investigation to obtain supplemental evidence.

U.S. Office Of Personnel Management 02/2011 – 06/2014 Washington, DC

Benefits Specialist

U.S. Army 09/2006 – 08/2010
Fort Meade, MD \$84,000/year

Army Enlisted Assignments Manager/Recruiter

- ♦ Manages recruitment, assignments, retention, and careers of 141 enlisted senior Noncommissioned Officers (NCO) worldwide
- ♦ screens and interviews potential candidates for selection in the DAS
- ♦ provides career counseling for all DAS Soldiers
- ♦ posted ads in major Army publications to enhance recruitment efforts.

U.S. Army Operations Non-Commissioned Officer 09/2004-09/2006

Washington, DC \$80,000/year

- ♦ -manage operations of a joint intelligence information center; reviews, prepares and edits intelligence information reports and database
- ♦ -prepares and disseminates strategic-level intelligence information reports

Education:

University of Maryland University College Adelphi, MD US
Master's Degree 08/2010

GPA: 3.44 **Credits Earned:** 36 Semester hours

Major: Human Resource Management

University of Maryland University College Adelphi , MD US

Bachelor's Degree 12/2007

GPA: 2.89 of a maximum 4.0 **Credits Earned:** 120 Semester hours
Major: Accounting **Minor:** Business Management

Languages: Greek – Novice / Spanish - Advanced

Academic Transcript

UMUC

University of Maryland University College
3501 University Boulevard East
Adelphia, MD 20783

Name: West, Michael
Student ID: 2048100
Address: Glen Burnie, MD

Print Date: 9/14/2010

Degree Master of Science
Confer Date 2010-08-30
Degree GPA 3.333
Plan Management/Human Resources Management Specialization

Graduate Career Totals

CUM GPA: 3.333 CUM TOTALS: 36.00 36.00 120.00

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

1. NAME (LAST, FIRST, MI) **WEST, MICHAEL** 2. DEPARTMENT, COMPONENT AND BRANCH **ARMY/RA** 3. SOCIAL SECURITY NUMBER **XXX-XX-5678**

4a. GRADE, RATE OR RANK **SFC** b. PAY GRADE **E-07** 5. DATE OF BIRTH 6. RESERVE OBLIGATION TERMINATION DATE

11. PRIMARY SPECIALTY **42A40 – HUMAN RESOURCES SPEC - 22 YRS 1MOS // NOTHING FOLLOWS** 12. RECORD OF SERVICE YEARS(S) MONTH
 a. DATE ENTERED THIS PERIOD **1985**
 b. SEPARATION THIS PERIOD **2010**
 c. NET ACTIVE SERVICE THIS PERIOD **0022**
 d. TOTAL PRIOR ACTIVE SERVICE **0000**
 e. TOTAL PRIOR INACTIVE SERVICE **0003**
 f. FOREIGN SERVICE **0010**
 g. SEA SERVICE **0000**
 h. EFFECTIVE DATE OF PAY GRADE **2000**

13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED **JOINT SERVICE COMMENDATION MEDAL (2ND AWARD) // MERITORIOUS SERVICE MEDAL // ARMY COMMENDATION MEDAL (4TH AWARD) // ARMY GOOD CONDUCT MEDAL (7TH AWARD) // NATIONAL // CONT IN BLOCK 18** 14. MILITARY EDUCATION **ADV LEADERS CRS, 1991 // ADV NCO CRS (ANCOC) 1 WEEK, 2001 // AIR ASSAULT 1995 // AIR ASSAULT CRS 1995 // AIRBORNE 1 WEEK 1990 //**

18. REMARKS **DEFENSE SERVICE MEDAL // SOUTH WEST ASIA SERVICE MEDAL W/BRONZE SERVICE STAR // GLOBAL WAR ON TERRORISM SERVICE MEDAL // HUMANITARIAN SERVICE MEDAL // NON COMMISSIONED OFFICER PROFESSIONAL DEVELOPMENT RIBBON (3RD AWARD) // OVERSEAS SERVICE RIBBON (4TH AWARD) // KU-LIB-MDL (SAUDIA ARABIA) // KU-LIB-MDL (KUWAIT) // PARACHUTIST BADGE // *****NOTHING FOLLOWS *******

23. TYPE OF SEPARATION **RETIREMENT** 24. CHARACTER OF SERVICE (includes upgrades) **HONORABLE**

25. SEPARATION AUTHORITY **AR 635-200, CHAP 12** 26. SEPARATION CODE 27. REENTRY CODE **4R**
 28. NARRATIVE REASON FOR SEPARATION **SUFFICIENT SERVICE FOR RETIREMENT** **RBD**

29. DATES OF TIME LOST DURING THIS PERIOD
(YYYYMMDD)

None

DD FORM 214

MEMBER REQUESTS COPY 4
(Initial)
MEMBER – 4

Adrienne Williams
Arlington, VA 22203

February 2, 2015

Dear Sir or Madam:

I am a 1st Year Evening Student at George Mason University School of Law and Full Time Statistician for the Department of Homeland Security, Immigration and Customs Enforcement. I am writing to express my interest in the available position of Paralegal Specialist. I have always had a deep rooted interest in the legal field. I feel that my passion for legal matters along with my analytical mindset, versatile experience, and legal education make me an ideal candidate for this position.

Coming from a family of Federal and Local law enforcement officers I have always been passionate about the enforcement of law. I attempted to fulfill this passion through Statistician positions with the Drug Enforcement Administration and Immigration and Customs Enforcement. Although these positions utilized my statistical skillset I did not feel I was affecting change or impacting the real world operations of these agencies. It was through these positions that I gained exposure to the federal legal system and it became clear that pursuing a legal career would allow me to exploit my analytical mindset while also pursuing my passion.

In my first semester of my JD Program I gained fundamental skills necessary to pursue a career in law while maintaining high grades and particularly excelling in my Legal Research, Writing and Analysis course. This semester I am continuing to build on that foundation with coursework in Civil Procedure and Trial Level Writing. As a Full-Time professional and Part-Time student, I consistently demonstrate a high level of efficiency and self-management in my ability to successfully meet the requirements of the busy schedule as well as the expectations of both my educators and employer.

As I continue my legal education, I am seeking a position that will allow me to transition to the legal field and gain experience while pursuing my passion for law enforcement in the defense of the United States. For this reason, I feel I would be an ideal candidate for the position of Paralegal Specialist.

Please find attached my resume to be considered for this position. I hope you will consider my request for an interview. Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

Adrienne Williams

Adrienne Williams

EDUCATION

George Mason University School of Law, Arlington, VA

Candidate for Juris Doctor In Progress

Class Rank: Top 10% (16/159), GPA: 3.76

Villanova University, Villanova, PA

Master of Science in Applied Statistics May 2011, GPA: 3.88.

Elizabethtown College, Elizabethtown, PA

Bachelor of Science in Mathematics, Minor in Spanish May 2008, GPA: 3.45

PROFESSIONAL EXPERIENCE

U.S. Immigration and Customs Enforcement, Washington, DC

Statistician 1530 GS 12 March 2014 – Present

Analyze FOIA, Congressional and Governmental requests for division statistics. Research enforcement and removal procedures to determine the correct manner to respond to the request for data. Prepare reports detailing the requested statistics as well as the methodology employed to derive the data.

Drug Enforcement Administration, Reston, VA

Statistician 1530 GS 11 February 2013 – March 2014

Analyzed data and prepared reports on findings from scientific drug production studies to provide insight to the intelligence community regarding trends in drug purity, production, and movement. Conduct research on various statistical tests and methodology to determine the appropriate test to apply depending on the conditions of the dataset.

Federal Aviation Administration, Hartford, CT

Statistician 1530 GS 11 May 2010 – February 2012

Co-Authored multiple reports detailing the production, implementation, analysis, and findings of several Human-In-The-Loop research studies designed to assist in the integration of UAS into the National Airspace. Analyzed data to create final reports and briefings for agency and industry sponsors.

LANGUAGES AND SKILLS

Comprehension of oral and written Spanish.

Proficiency with statistical packages SAS, JMP, STATA, SPSS and Minitab Statistical Software.

Proficiency with Microsoft Office Suite (Excel, Word, PowerPoint)

Name: Adrienne Williams

Academic Transcript
Elizabethtown College
One Alpha Drive Elizabethtown,
PA 17022

Date Printed: May 15, 2008

Issued to: STUDENT

Undergraduate Student Division: *Applied Mathematics*

	Attempt	Earned	HGpa	Q.Pts	GPA
Division Career Totals	145.00	145.00	104.00	359.10	3.45

Transcript type: Unofficial/ Transcript is NOT Official

Villanova University

Display Transcript

STUDENT INFORMATION

Name: ADRIENNE WILLIAMS
 Birth Date: 12/10/XXXX
 Student Type: CONTINUING
 Attended: FALL 2009

CURRICULUM INFORMATION

CURRENT PROGRAM

COLLEGE: GRADUATE SCHOOL
 MAJOR AND DEPARTMENTS: APPLIED STATISTICS, MATHEMATICS, AND STATISTICS
 *****Transcript type: INTL is NOT OFFICIAL*****

TRANSCRIPT TOTALS (GRADUATE ARTS AND SCIENCE)

	ATTEMPTED HOURS	PASSED HOURS	EARNED HOURS	GPA HOURS	QUALITY POINTS	GPA
Total Institution:	30.00	30.00	30.00	30.00	116.01	3.87
Total Transfer:	00.00	00.00	00.00	00.00	000.00	0.00
Overall:	30.00	30.00	30.00	30.00	116.01	3.87

George Mason University

Academic Transcript

Transcript Data

STUDENT INFORMATION

Name: **Adrienne Williams**

CURRICULUM INFORMATION

Current Program

Juris Doctor

College: **School of Law**

Major: **Law**

Degree Awarded

Sought: **Juris Doctor** Degree Date:

INSTITUTION CREDIT

Term: Fall 2014

Subject	Course	LV	Title	Grade	Credit Quality	
					Hours	Points
Law	096	LW	Intro to Lgl Research & Writing	A	2.0	8.00
Law	102	LW	Contracts I	A-	2.0	7.34
Law	108	LW	Econ Fdtns – Lgl Studies	B+	3.0	9.99
Law	110	LW	Torts	A	4.0	16.00

	ATTEMPT HOURS	PASSED HOURS	EARNED HOURS	GPA HOURS	QUALITY POINTS	GPA
Current Term:	11.00	11.00	11.00	11.00	41.33	3.76
Cumulative:	11.00	11.00	11.00	11.00	41.33	3.76

COURSES IN PROGRESS

Term: Spring 2015

Subject	Course	LV	Title	Grade	Credit Quality	
					Hours	Points
Law	097	LW	Trial-Level Writing		3.0	
Law	103	LW	Contracts II		3.0	
Law	112	LW	Civil Procedures		4.0	
Law	266	LW	Legislation & Statutory Interp		2.0	

Capstone Exercise #2C Instructions

Part C – Merging Categories

Part C – Merging Categories Documents

1. Student Worksheet #2C
2. Certificate of Eligibles
3. Rating Sheet found on page 32

Attachment 1: Student Worksheet #2C

Part C – Merging Categories

Instructions:

You have a copy of the certificate on the page 67. Even if your previous answers for Part B are different, please move forward with this new document to answer the following questions.

The hiring manager interviews Cole Heller (CPS), Edgar Rios (NV), and Anastasia Burke (NV). Cole Heller does not pass the proficiency interview for the Spanish requirement. The hiring manager calls to tell you Cole Heller is not qualified.

1. What do you advise the hiring manager?

2. Remove Cole Heller from your certificate. This now leaves you with 2 applicants in the highest quality category. Consider your options for merging. What would you advise the hiring manager as far as pros and cons of merging?

Attachment 2: Certificate of Eligibles

Certificate No.: XYZ-ST-0950-9
 Issued for: Agency XYZ
 Vacancy ID: 9282917
 Agency Request No.: 84699
 Issue Date: 12/10/xx
 Paralegal Specialist, GS-0950-9
 Category Name: Best Qualified

Appointment Type: Permanent
 Option: 001- Legal
 Grade: 09
 Location: 171670031 - Chicago, IL
 Promotion Potential: 09

This certificate must be returned by 01/10/xx.

The following certificate was prepared using category rating procedures. Applicants have been grouped into quality categories based on their qualifications and your agency’s category rating policy. The list below shows the available applicants for selection.

Please be advised that this list contains the names of both veteran and non-veteran candidates. In accordance with category rating, veteran candidates must receive consideration and be selected prior tonon-veteran candidates. If there are no veterans available for selection, you may select from any applicants regardless of their rank on the list.

This certificate is only valid for the position, grade, and duty location shown above.

Agency Action	Veterans’ Preference	Name/Address

Non-Priority Referral Candidates		
_____	CPS	HELLER, COLE XXX-XX-5207
_____	NV	RIOS, EDGAR XXX-XX-6340
_____	NV	BURKE, ANASTASIA XXX-XX-1727