

APHIS Program and Unit:

Position (*Title/Series/Grade*):

Work Schedule (*i.e., FT, PT, Intermittent, Seasonal*):

Duty Location:

Funding Source (*i.e., Appropriated, User Fee, Cooperative Service Agreement*):

Number of Vacancies:

Type of Appointment:

Permanent      Term      Temporary

Supervisory:

No      Yes      If yes, provide the number of employees/positions to be supervised \_\_\_\_\_.

Reason for Vacancy:

New Position      Vacated by VERA and/or VSIP\*      Vacated – Other (*explain below*)

"Vacated – Other" Explanation:

\* The position must be restructured if it was vacated as a result of the VERA and/or VSIP. Provide an explanation of how the position was restructured in your justification below.

Justification (*attach additional pages, if necessary*):

Diversity Initiatives. APHIS is committed to building an employee population that is representative of the people it serves, including veterans and people with disabilities. To this end, APHIS hiring managers are strongly encouraged to consider and utilize available veterans and disability hiring options outlined in the HR Fact Sheet, [Available Recruitment and Hiring Options](#). Please specify the veterans and disability hiring options that you considered and/or pursued for this position (*attach additional pages, if necessary*):

Deputy Administrator Approval:

Date: