OPTIONAL FORM 5 (Rev. 3/82)
5005-108
Office of Personnel Management
FPM Chapter 332

Return this form to ►

1. Agency Name and Address *(Number, Street, City, State & ZIP Code)*

INQUIRY AS TO AVAILABILITY

(Please correct address, if different from above.)

2. Certificate Number

3. Position Title

4. Salary/Wage

5. Duty Location

6. Type of Appointment
☐ Career Conditional ☐ Career
☐ Temporary For:

Failure to reply to this inquiry will result in the removal of your name from the competitor inventory used to fill this job.

This office is considering you along with other eligibles for the position indicated above. Please fill out the "Availability Statement" below, indicating whether you would accept the position if offered, and return this form to this office. Appointment would be subject to the requirements for employment described on the reverse of this form. **To be considered for this job, your reply must be received by the date indicated below.**

☐ If this box is checked, it means your application is not available for review at this time because it is being used elsewhere. If you wish to be considered for this position, complete the enclosed application form(s) and return the form(s) with this inquiry. Be sure you have signed the application form(s).

THIS IS A LETTER OF INQUIRY ONLY, IT IS NOT AN OFFER OF APPOINTMENT. If you are selected, you will be notified and given further information.

Other Pertinent Job Information:

7. Your Reply Must Be Received By:	8. Signature of Appointing Official	9. Date Signed *(Month, Day, Year)*

10. AVAILABILITY STATEMENT

The information you give below regarding your availability for employment will be sent to the office which maintains the competitor inventory used to fill this position. If you do not wish to be considered for this job, you must give the conditions under which you will be available for future employment consideration or your name will be removed from the inventory.

A. ☐ I am available for the above position. if selected, I can report for duty within _____ days after notification.

B. ☐ I do not wish to be considered for the above position for the following reason(s):

1. ☐ Grade/Pay—The position must pay at least $_____ per _____ (year, month, day, or hour) or be at least grade _____.
2. ☐ Location—I am available for work only in _____.
3. ☐ I will not be available until _____ (date—month, day, year).
4. ☐ I do not wish to be considered for vacancies with this agency.
5. ☐ I no longer wish to be considered for any position under the examination program/announcement which covers the above position.
6. ☐ I no longer wish to be considered for Federal employment.
7. ☐ Other—I am giving my reason on the back of this form.

C. ☐ I am available for consideration for other appointments requiring: (In each category, check as many as apply.)

1. OVER-NIGHT TRAVEL	☐ 1 to 5 nights per month ☐ 6 to 10 nights per month ☐ 11 or more nights per month	2. PART TIME	☐ 16 or less hours per week ☐ 17 to 24 hours per week ☐ 25 to 32 hours per week	3. TEMPO-RARY	☐ Less than one month ☐ 1 to 4 months ☐ 5 to 12 months

11. Your Signature and Date Signed (Month, Day, Year)	*Telephone number where you can be reached Monday through Friday between 9 a.m. and 4 p.m.* ►	12. Area Code	Number

NSN 7540-00-634-4262

(SEE OTHER SIDE)

Edition dated 4/79 is usable.

REMARKS:

INFORMATION FOR ELIGIBLES

DESCRIPTION OF APPOINTMENTS

Appointments are of three types.—Temporary, career-conditional, and career. Temporary appointments are limited to one year or less. Career-conditional appointments are normally given when the positions are not temporary and confer civil service status upon completion of a one-year probation. These appointments are converted to career appointments after three years of substantially continuous service. Career appointment is given from lists of eligibles only when the eligible selected has already met the service requirements for career appointment, or when the position is one which is required by law to be filled on a permanent basis.

APPOINTMENTS ARE SUBJECT TO THESE REQUIREMENTS

1. Before you can be appointed to arduous, hazardous or heavy duty positions you will be requested to pass a medical exam. Before appointment to most sedentary, light or moderate duty positions, you will be required to complete a medical questionnaire, in lieu of a medical exam. Therefore, even if you are selected for a position, you are cautioned not to resign from your present position until you receive specific instructions to report to work. These instructions are usually received after the physical examination has been completed or the medical certificate approved.

2. All eligibles selected for appointment will be subject to investigation, including fingerprinting, for the purpose of inquiring into qualifications, suitability, and fitness for the position and to verify the statements made in the application form(s).

OTHER INFORMATION

Suspension of eligibility/availability.—Your name will be removed from the active competitor inventory when you (1) are unable to accept an appointment and request that your name be removed, (2) indicate you are unwilling to accept a job and do not indicate interest in further consideration for employment, (3) fail to reply to this inquiry or other official inquiry concerning your availability for Federal employment, or (4) when you are selected for a career-conditional or career appointment.

Restoration of eligibility/availability.—You may request to have your name restored to the active inventory anytime during the one year following the suspension of your eligibility. When you request restoration you should either (1) specify the type of position(s), grade level(s), and numerical rating received, if any, or (2) attach a photocopy of your notice of rating or letter of acceptance to the request. Your request should include any changes in the conditions under which you will accept appointment if these conditions have changed. You will be notified if your name cannot be returned to the competitor inventory and considered for referral in accordance with the conditions under which you stated you would be available.

Procedures followed when you are nonselected.—When you reply to an official inquiry and indicate that you are available for the position if offered, you will be considered along with all other available eligibles. The appointing officer may select any one of the three highest available applicants. The appointing officer may not, however, pass over an eligible entitled to veteran preference and appoint a nonpreference eligible unless the reasons for passing over the preference eligible are considered sufficient. The preference eligible who is passed over is entitled to review the reasons why he/she was not selected. A preference eligible with a service-connected disability of 30 percent or more is entitled to be notified of and respond to reasons submitted by the agency proposing his/her passover within 15 days of the date of such notification. The names of all eligibles not selected will be restored to the list of eligibles, provided they are still available for appointment. The fact that you were not selected will not affect your opportunities to be considered for other positions for which you qualify.

Equal employment policy.—Under Public Law 93-261, Executive Order 11478, Public Law 93-259 as amended, and the Office of Personnel Management regulations, all personnel actions taken by Federal appointing officers shall be based solely on merit and fitness. If your name is referred to a Federal department or agency for consideration for employment and you feel you are discriminated against because of your race, religion, color, national origin, sex, or age, except when age limits have been established by the Office of Personnel Management after determining that the age is a bona fide qualifications requirement necessary to perform the duties of the position or when age limits have been established under the provisions of special laws, you may consult with an Equal Employment Opportunity (EEO) Counselor in that department or agency. The names and locations of EEO Counselors are required to be posted permanently at the Office of Equal Employment Opportunity in every Federal department or agency personnel office. The counselor will advise you of your rights and assist you in every way possible.

Cost of transportation.—If selected, you must pay all transportation costs connected with reporting for duty, except for positions for which a manpower shortage exists. The appointing officer will advise you if the position for which you have been selected is one for which the agency will pay transportation costs. If you should subsequently fail to meet the requirements to which the appointment is subject, or if your employment is terminated for any reason, you must pay for your return also.

*U.S. GPO: 1993-342-199/50178