PTF/PSE CANVASS SOP

PTF/PSE Canvass is sent out around the second week of each month, as needed, once the Due Diligence meeting has been held.

All affected offices are sent an email with a posting, modified 1717A, service talk and an attachment listing all offices within 50 miles of the vacant positions.

The postings are up for 7 calendar days.

The receiving offices are to:

- give the service talk to all PTF/PSE’s in the bid cluster.

- post the notification

- ensure all PTF/PSE’s have access to the modified 1717A

- respond to polling that the prior three items have been

completed.

All completed 1717A’s are to either be scanned in or faxed to the Complement Office prior to the post closing.

Lori Puente

Staffing Specialist

Greater Michigan District