

For: State and County Offices

CO Vacancy Announcements

Approved by: Deputy Administrator, Management



1 Overview

A

Background

As a result of the migration of the FSA Bulletin Board to a web-based operation, changes in the process of posting CO vacancy announcements is required.

B

Purpose

This notice notifies State and County Offices of the new procedures for posting, distribution, and accessing CO vacancy announcements.

B

New Location of Announcements

All CO vacancy announcements for permanent positions and for temporary positions exceeding 90 calendar days shall be posted on the:

- OPM USAJOBS web site
- HRD Employment Opportunities web page.

2 Posting Announcements

A

County Office Action

County Offices shall follow State Office instructions to submit a request to the State Office to fill a vacancy.

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<p>Disposal Date</p> <p>March 1, 2002</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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2 Posting Announcements (Continued)

B

State Office Action

State Office Administrative Officers and their designees shall create the vacancy announcement according to requirements in 27-PM, subparagraphs 561 C and D. The announcement shall be sent, no later than 2 workdays before the opening date, by e-mail to **CO_Vacancy_Request@wdc.usda.gov**.

Note: Announcements no longer need to be converted to “ASCII (DOS) Text” or “Text Only” format. They can be submitted in Word format.

C

HRD Action

HRD will review, format, and upload the announcement to the HRD Employment Opportunities web page and on the OPM USAJOBS web site.

3 Distribution and Location of Announcements

A

State Office Responsibility

State Offices are responsible for ensuring proper distribution of all FSA vacancy announcements within each State to both State Office employees and County Offices.

B

County Office Responsibility

CED’s are responsible for ensuring that vacancy announcements are distributed to all employees by either posting them in a central location accessible by all employees or distributing copies to each employee.

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3 Distribution and Location of Announcements (Continued)

C

Web Locations

CO vacancy announcements can be viewed and printed from 2 different web locations.

- Current employees can access the announcements on the Employment Opportunities page of the HRD site on the FFAS Intranet at **<http://dc.ffasintranet.usda.gov/hrd>**.
 - Employees and public job seekers can access the announcements at OPM's Governmentwide employment information system, USAJOBS. Access to USAJOBS can be accomplished in any of the following ways:
 - on the web at **<http://www.usajobs.opm.gov>**
 - by electronic bulletin board at 912-757-3100
 - by telephone at 912-757-3000 or TDD at 912-744-2299
 - by using touch screen computer kiosks located throughout the nation at OPM offices, Federal buildings, and some colleges and universities.
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D

Questions

If there are questions about this notice, State Offices may direct questions to Barbara Boyd, HRD at 202-418-8992.
