UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice PM-2296

For: State and County Offices

CO Vacancy Announcements

Approved by: Deputy Administrator, Management

1 Overview

A Background

Notice PM-2265 announced changes in the process of posting CO vacancy announcements as a result of the migration of the FSA BBS to a web-based operation.

B Purpose

This notice updates State and County Offices on the new procedures for posting, distributing, and accessing CO vacancy announcements.

C Location of Announcements

All CO vacancy announcements for permanent positions shall be posted on the:

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

There is no requirement to post vacancy announcements for temporary CO positions on the web sites. CO vacancy announcements for temporary positions exceeding 90 calendar days may be posted on the OPM USAJOBS web site or the HRD Employment Opportunities web page at the State Office's request.

Disposal Date	Distribution
October 1, 2002	State Offices; State Offices relay to County Offices

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.

When filling vacancies, CED's shall take action to obtain candidates per 27-PM, subparagraph 457 B.

B
State Office Action

State Office Administrative Officers and their designees shall create the vacancy announcement according to requirements in Exhibit 1. The announcement shall be received in HRD, no later than **4 full workdays before** the opening date, by e-mail to **CO_Vacancy_Request@wdc.usda.gov**.

Failure to strictly follow the vacancy announcement template in Exhibit 1 will result in a possible delay in the opening date and/or posting of the vacancy announcement.

Note: Announcements no longer need to be converted to ASCII (DOS) text or text only format. They can be submitted in Word or WordPerfect 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.

Submissions requiring additional information and/or corrections may necessitate the adjustment of the original proposed opening and closing dates.

3 Distribution and Location of Announcements

A
State Office Responsibility

State Offices are responsible for ensuring proper distribution of all FSA vacancy announcements within the 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 HRD Employment Opportunities web page 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.

D
FAXed Applications

FAXed applications may be accepted by County Offices. The vacancy announcement should specify that the county will accept FAXed applications and provide a FAX number.

E
Questions

If there are questions about this notice, State Offices may direct questions to Bobbie Farley, HRD at 202-418-8997.

Template for CO Vacancy Announcements

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
County Office Committee Service

VACANCY ANNOUNCEMENT
Sample

ANNOUNCEMENT NUMBER: TX020023 (State abbreviation, last 2 digits of the calendar year and 4-digit sequential number)

OPENING DATE: March 5, 2002 (month, day, year)

CLOSING DATE: Applications must be received by March 26, 2002 (month, day, year; state if applications must be received by or postmarked by)

POSITION: Program Technician, CO-1101 (title, pay plan, series)

SALARY: (lowest and highest salary possible)

GRADE: CO-3 through CO-7 depending on qualifications of the applicant. (lowest and highest grade levels of the position)

LOCATION: (city and county of the County Office that will be the duty station)

AREA OF CONSIDERATION: Area of consideration should state specifically all recruitment sources that will be considered for this vacancy. (Examples: Open to all interested persons Statewide/nationwide; All permanent FSA (both CO and GS) employees Statewide; All FSA permanent CO employees nationwide; or All FSA CO employees Statewide)

DESCRIPTION OF DUTIES: Responsible for carrying out office activities and functions pertaining to the technical assistance and program support related to FSA programs at the field office level. Utilizes various types of computer systems to maintain producer data and process automated program forms and processes. Uses a high degree of initiative and judgment in planning and carrying out assigned tasks and resolving problems encountered.

GENERAL QUALIFICATIONS:

All candidates must be U.S. Citizens, high school graduates or equivalent, and be at least 18 years of age or 17 years of age for high school graduates.

The minimum requirement for the CO-3 position is 6 months of general experience relating to office work or equal background in the operation of a farm or ranch or 1 year of qualifying education above high school. (Must list at least the minimum requirement for the lowest grade level of this position.)

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Template for CO Vacancy Announcements (Continued)

KNOWLEDGES, SKILLS, AND ABILITIES (KSA):

Eligible candidates will be screened on the following knowledge, skills, and abilities:

1. Ability to communicate orally.
2. Ability to communicate in writing.
3. Ability to identify and resolve problems.
4. Knowledge of FSA farm programs and practices.
5. Skill in using computers.

Note: There are no special forms for these statements. They may be submitted on plain paper with your name and the announcement number at the top. You should include specific tasks performed, the dates you performed them, and where you were working at the time. KSA statements may not be more than 2 single-spaced pages per KSA. Candidates who do not submit the supplemental statements will **not** be considered.

BASIS OF RATING:

All applicants will be considered on the basis of their education, experience, supervisory appraisal, training, awards, knowledges, skills, and abilities (KSAs).

PAY, BENEFITS, AND WORK SCHEDULE:

(Examples: This is a permanent full-time non-federal appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave and will be covered by a federal retirement system. **Or** This a temporary part-time (32 hours per week) non-federal appointment, not to exceed 120 days. Selectee will be eligible for annual (vacation) and sick leave.)

RELOCATION EXPENSES:
(State whether or not relocation expenses will be paid.)

CONDITIONS OF EMPLOYMENT:
A background security investigation will be required for all new permanent hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

OTHER INFORMATION:
Identification of promotion potential in this position does not constitute a commitment or an obligation on the part of management to promote the employee selected at some future date. Promotion will depend upon administrative approval and the continuing need for an actual assignment and performance of higher level duties.

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Template for CO Vacancy Announcements (Continued)

Before being hired, you will be required to sign and certify the accuracy of the information in your application if you have not done this using an application form.

This Agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.

HOW TO APPLY:

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following **MANDATORY** information to the address below:

- Application. You may submit an FSA-675 (Application for FSA County Employment), resume, or any other written format. You must include your SSN, your country of Citizenship, education, and work experience.

- Supplemental KSA statements responding to evaluation criteria

Employment applications may be mailed through the U.S. Postal Service or any commercial or private carrier (i.e., Federal Express, United Parcel Service, etc.). Please use the following address:

List address

(if FAX applications are going to be accepted, state that and list a FAX number)

If you have any questions regarding this announcement, contact (contact name and phone number, if applicable also list e-mail address).

FSA-675 application forms may be obtained from any FSA County Office.

The use of U.S. Government envelopes is prohibited. Applications received in such envelopes will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY:

The Farm Service Agency is an Equal Opportunity Employer.

Candidates will be considered without discrimination for any nonmerit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status or membership or nonmembership in any employee organization. This agency provides reasonable accommodations to applicants with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis.