

For: State and County Offices

County Office (CO) Vacancy Announcements

Approved by: Deputy Administrator, Management



1 Overview

A Background

Recently OPM and HRD reached an agreement to re-establish USAJOBS Vacancy Announcement Builder access for State Offices to post CO vacancy announcements.

HRD has worked with OPM to:

- set-up an Administrative Team (designated National Office employees) that will have access to all State team accounts to monitor and provide assistance to individual States when necessary
- set-up State Teams (designated State Office employees) that will have access to all announcements entered by a member of that State team to allow for continuity and easy identification of local announcements at the State Office
- obtain approval to continue to use “CO” as the pay plan when posting CO vacancy announcements
- establish procedures to obtain new user accounts for State Offices to allow them to post CO vacancy announcements directly to USAJOBS.

B Purpose

This notice:

- informs State Offices that they will resume the responsibility for posting CO vacancy announcements to USAJOBS
- updates State and County Offices on the new procedures for posting and accessing CO vacancy announcements.

Disposal Date	Distribution
August 1, 2008	State Offices; State Offices relay to County Offices

Notice PM-2603

2 Posting CO Vacancy Announcements

A Requirements

OPM requires that offices submitting CO vacancy announcements for posting to the USAJOBS website obtain new user ID's and passwords. To receive USAJOBS access, each user **must** individually register for access at the Employer Services site at: <https://recruiter.usajobs.opm.gov/requestaccess.asp?reqAccess=1>.

Notes: For registration purposes only, ENTER "Bobbie Farley" as "supervisor". This will ensure that the account is linked to the appropriate team. OPM recognizes this is not the user's actual supervisor and this has no effect on chain of command for these users. It only ties the account to the authority for posting these CO positions on USAJOBS.

By providing past user account information on the registration form, previous postings/folders will be linked to the new State Team so the user has access to historical announcements.

States that have recently requested or currently have user ID's and passwords shall **not** use these user ID's or passwords. Request a new ID and password according to this notice.

If a State fails to follow established user account and vacancy announcement procedures; their account will be disabled by OPM without notice.

See Exhibit 1 for instructions for obtaining user ID's and passwords. For further instruction or additional guidance contact Bobbie Farley, HRD, by either of the following:

- e-mail at bobbie.farley@wdc.usda.gov
- telephone at 202-401-0436.

B Vacancy Announcement Templates

Approved templates for CED, County Office Trainee, and Program Technician announcements have been pre-loaded into the Vacancy Announcement Builder under the National Office Administrative Team. States can access the templates under the "My Team's Shared Templates" folder. Each State will be able to create and post a job or copy the template to their team for editing and posting.

Note: States will not have access to modify the master templates.

Notice PM-2603

2 Posting CO Vacancy Announcements (Continued)

C State Office Responsibility

State Offices have the responsibility for posting CO vacancy announcements to USAJOBS. Each State is required to have a **minimum of 2 registered users**, consisting of a primary and back-up individual who will be responsible for completing uploads. There is no limit to the number of users a State can have as long as each individual obtains a user ID according to this notice.

Note: OPM does not permit sharing user ID's or passwords.

D Deadline for Requesting User ID's and Passwords

HRD requires that all States have State Teams enrolled with USAJOBS no later than **September 10, 2007**.

E Contact

Direct questions to either of the following HRD employees:

- Michael Rafferty by either of the following:
 - e-mail to michael.rafferty@wdc.usda.gov
 - telephone at 202-401-0432
- Tonique Coley by either of the following:
 - email to toni.coley@wdc.usda.gov
 - telephone at 202-401-0392.

F Amendment to 27-PM

HRD will amend 27-PM to reflect these changes.

USAJOBS Employee Services Registration Form

The following is an example of the form to request user ID's and passwords. Highlighted items must be completed as shown.

SAMPLE: The highlighted information MUST be input as shown on this sample form.



EMPLOYER SERVICES



[Help](#)

Apply for Access

If you are a Government Agency Recruiter responsible for advertising new job opportunities and are not currently registered with USAJOBS Employer Services for your agency, please complete this form.

* Indicates Required Information
Top of Form

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*User Name:	<input type="text"/> This will be your login name in the system
*Agency Name:	<input type="text" value="Farm Service Agency"/>
*Address1:	<input type="text"/>
Address2:	<input type="text"/>
*City:	<input type="text"/>
*State:	<input type="text"/>
*Country:	<input type="text" value="US"/>
*Zip Code:	<input type="text"/>
*Phone Number:	<input type="text"/>
*Email Address:	<input type="text"/>

Have you had job entry access in the past? If so, please identify your old login name and agency. A new access is required when you relocate.

Previous Login Name:	<input type="text" value="**"/>	** Not a mandatory field; however by providing previous login ID any prior postings/folders will be linked to the new State Team.
Previous Agency Name:	<input type="text"/>	
*Supervisor's Name:	<input type="text" value="Bobbie Farley"/>	ATTENTION: This is for registration purposes only. This will ensure your account is linked to the appropriate team.
*Supervisor's Phone Number:	<input type="text" value="202-401-0436"/>	
*Supervisor's Email Address:	<input type="text" value="bobbie.farley@w dc.usda.gov"/>	
*Another Individual With Job Access In Your Office	<input type="text"/>	

USAJOBS Employee Services Registration Form (Continued)

or your Office's shared team name:

*Agency CPDF Code:

*Password:

*Re-enter Password for Verification:

Note: To improve USAJOBS data security and citizen privacy, we now require passwords to: Have a minimum of 8 characters, contain at least 1 upper case letter, 1 lower case letter, 1 number, and 1 symbol (e.g. # or !). Passwords cannot be your first name, last name, email address, or username. Your new password cannot be any of your three previous passwords. Your password needs to be changed to meet these new standards.

"I certify by my submission of this request for access to USAJOBS Employer Services, that I am a Federal employee or an approved contractor with the agency listed in this registration profile. I have been granted the authority and responsibility to post, modify, delete, or manage job vacancies on the USAJOBS/ Employer Services site. I have also been granted the authority to perform other Human Resource related duties as may be required for my agency and or office. **I understand that as a registered user, I must have my own distinct user ID and password and that I am not to share my user ID or password.** I understand that as a representative of the Federal government, I am responsible and must ensure that the information, to which I have privileged access, will not be provided to anyone without similar authorized access, as determined by my supervisor. As an authorized user of this system, I am required to review via annual security awareness training the responsibilities, vulnerabilities and threats associated with my use and access to this system. **Additionally, I understand that my access is granted as a convenience and any abuse, as determined by the Office of Personnel Management (OPM), of this privilege may result in my being denied access.** I will promptly report any suspected unauthorized use of these services to OPM, USAJOBS Team, immediately. Email: usajobsteam@opm.gov. I understand that it is my responsibility to inform USAJOBS, Recruiter Management, if I am transferred, promoted, or otherwise separated from my agency or team and my access will be terminated immediately. I also, understand that if my account is not accessed at least once in a 90 day period, it will be disabled, and a message forwarded to my supervisor to determine whether continued access is required. I agree to abide by these rules of behavior and I understand the consequences of unauthorized behavior as described above. "



I agree and will comply with the Rules of Behavior as stated above.



I do not agree with the Rules of Behavior and I do not desire access.

Submit

If you currently have an approved agency access for the same agency at this location, but are having problems accessing the system, please contact USAJOBSTEAM@opm.gov before registering.



This is a United States Office of Personnel Management web site. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

