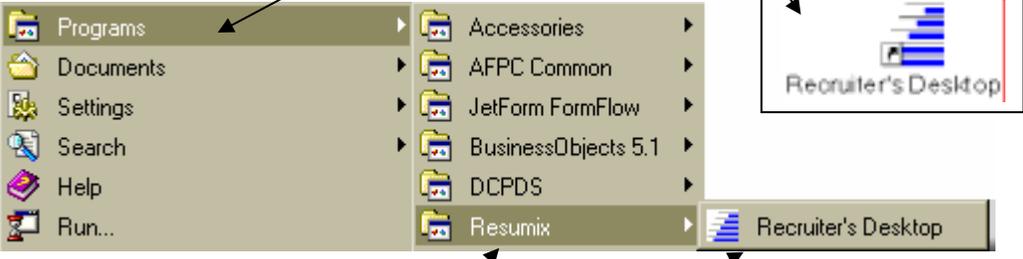
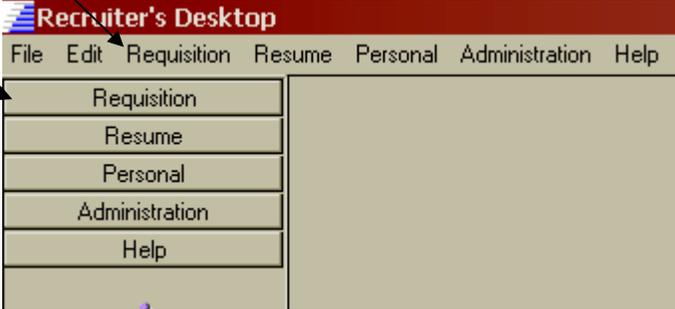
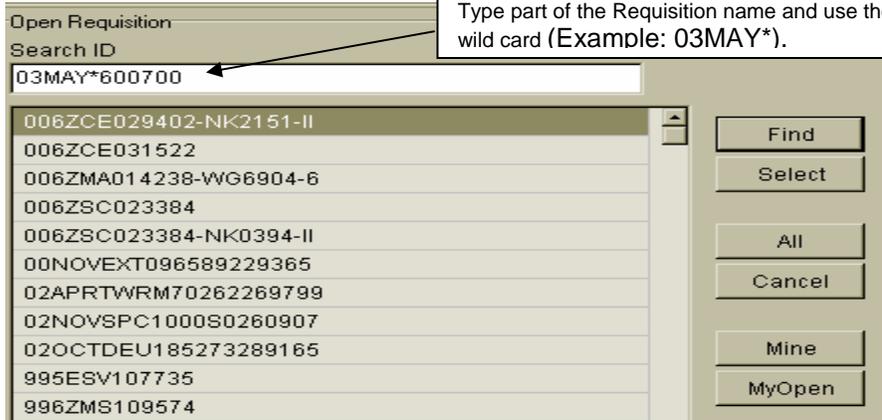


Chapter 2– Creating a Requisition for Resumix Job Announcement

1. Logging On to Resumix

Step #	Action
1	<p>From the Start Menu, Select Programs or click on the Resumix Icon located on your Desktop.</p>  <p>The image shows a Windows Start menu with 'Programs' selected. A sub-menu is open showing various folders. The 'Resumix' folder is highlighted, and its sub-menu is open, showing 'Recruiter's Desktop'. A separate box labeled 'Desktop Icon' shows a desktop icon for 'Recruiter's Desktop'.</p>
2	From the Programs Menu, Select Resumix
3	From the Resumix Menu, Select “Recruiter’s Desktop.”
4	<p>The system will now prompt the user for a User Name and Password. Complete these fields and click <OK>.</p> <div data-bbox="586 1062 867 1241" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Note: It may take a few minutes before the system connects.</p> </div>  <p>The image shows a login window titled 'Resumix Systems Login'. It has a purple header with 'Resumix 6' and 'A YAHOO! Resumix Product'. The main text says 'Welcome to Recruiter's Desktop. Please enter your user name and password to login.' There are three input fields: 'User Name', 'Password', and 'Database Name: ORAResumix'. There are 'OK' and 'Cancel' buttons.</p> <p>The Recruiter’s Desktop window will be displayed. Resumix is now active on the desktop.</p>  <p>The image shows the 'Recruiter's Desktop' application window. The title bar says 'Recruiter's Desktop'. The menu bar includes 'File', 'Edit', 'Requisition', 'Resume', 'Personal', 'Administration', 'Help', and 'Resumix'. The main area shows a list of menu items: 'Requisition', 'Resume', 'Personal', 'Administration', and 'Help'.</p>

2. Select an Existing Requisition

Step #	Action
1	<p>To open a Requisition, click Requisition on Menu Bar or From the Navigation Bar, click the Requisition Menu</p> 
2	<p>Choose Select. (If the requisition number is unknown or you would like to search requisitions by Recruiter, Base, etc., choose Search.)</p> 
3	<p>Locate the requisition ID in either of two ways:</p> <ul style="list-style-type: none"> • Scroll the list using the scroll bar; • In the Search ID field, type the Requisition ID, and click "Find". <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Find – Searches for the information in the Search ID area.</p> <p>Select – Opens highlighted requisition.</p> <p>All – Displays all requisitions.</p> <p>Cancel – Closes search window.</p> <p>Mine – Displays only operator's requisitions.</p> <p>My Open – Displays only requisitions currently open by the operator.</p> </div> 
4	<p>Click on the requisition to display (highlight).</p> <p>Click Select.</p> <p>The Requisition Window will display. Most of the data fields in the requisition will already be complete if the RPA properly flowed from DCPDS (see Resumix Data Fields on next page). Several fields will be blank and require information for the Vacancy Announcement and CPDSS to process correctly.</p>

3. Resumix Data Fields

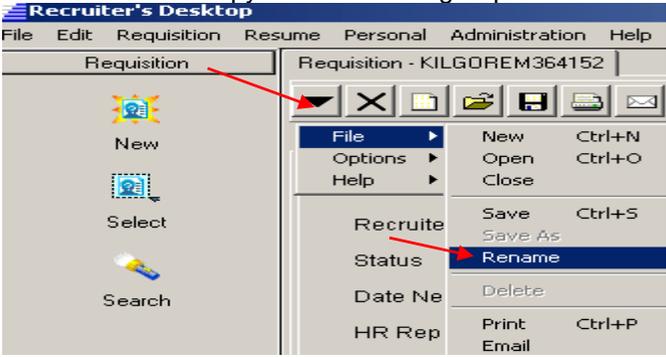
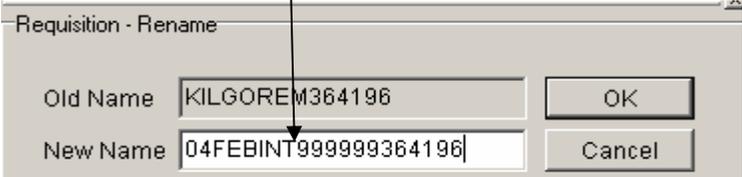
Approximately 29-33 data fields flow from the RPA to the requisition in Resumix. The number of fields that flow to build your requisition depends on the type of position that is being filled. Examples of the fields that will not flow on every job are Acquisition Career Level, Acquisition Program Type, Language Required Code, and Obligated Employee SSAN. The Fields are listed below:

RESUMIX DATA FIELDS

RESUMIX	Oracle HR location
Field	
Standard	
1. Dept Name	Office Symbol OFFICE_SYMBOL
2. Dept Number	PAS (code) PAS_AUTH
3. Location Description	Personnel Action Request - Block B39 (1 st 30 chars)
4. EEO type (PATCOB)	Occupation Category Code (code) PATCOB
5. Job Class (Work Sched)	Personnel Action Request - Block B32
6. Job Code	Personnel Action Request - Block B17
7. Job Title	Title (1 st 30 chars) POSN_TITLE
8. Req ID	Personnel Action Request - Block A2
9. Date Needed (Date Format)	Personnel Action Request - Block A4. If other than date, then default = ASAP. (This is a date format which will not allow for "ASAP" to be defaulted, we will default the current system date)
10. Description	KSAs on COREDOC. Separate by carriage returns.
Custom	
1. ACQ-Critical Position	Critical Position (code) ACQ_CRIT_POSN_ID
2. ACQ-Career Level	Career Level (clear text) ACQ_CAREER_LVL_REQD
3. ACQ-Program Type	Program Type (code) ACQ_PROG_IND
4. ACQ-Special Assignment	Special Assignment (code) ACQ_SPECIAL_ASSIGN
5. Agency Group/Sub element Code	Agency Group (code) GP_AGCY_FLAG
6. Bargaining Unit Status	Personnel Action Request - Block 37
7. Date Oblig Exp	Expiration Date (code) DT_OBLG_EXPIR
8. FLSA Category	Personnel Action Request - Block 35
9. Grade/Level (Integer)	Personnel Action Request - Block B18
10. Language Required	Language Required (code) LANGUAGE_REQUIREMENT
11. Obligated Employee SSAN	Obligated Employee SSAN SSAN_EMPL_CON_NR_OBL
12. Obligated Type	Obligated Type (code) POSN_OBLIG_TYPE
13. Org Struc ID	Organizational Structure ID ORG_STRUCT_ID_SHRED (Added 7/23/98)

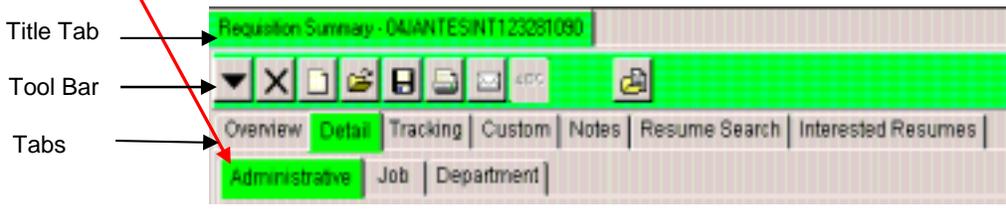
14. Part-Time Hours	Personnel Action Request - Block B33
15. Pay Basis	Personnel Action Request - Block B21
16. Pay Plan	Personnel Action Request - Block B16
17. Personnel Office ID	Personnel Office ID (code) PAS_PERS_OFF_ID
18. Position NTE Date (Date Format)	Date To POSN_NTE_DATE
19. Position Occupied ID	Personnel Action Request - Block 34
20. Position Sensitivity	Position Sensitivity (code) POSN_SNSVY
21. Position Status	Status (code) POSN_STATUS_IND_CIV
22. POSN-Career Program ID	Career Program ID (code) CAREER_PROG_POSN_ID
23. POSN-Career Field ID	Career Field ID (code) (Added 8/31/98) AR_PROP_CAREER_FLD_ID
24. POSN-Competitive Area	Competitive Area COMP_AREA
25. POSN-Number	(Position Description No)+(Sequence Number) CPCN + SHRED
26. POSN-Drug Test Req'd	Drug Test (code) DRUG_TEST_RQD
27. Program Element	Program Element PROG_ELEMENT
28. Region	Region (code) REGION_FLAG
29. Servicing Agency	Servicing Agency (code) AGENCY_SUPPORT_FLAG
30. Servicing Office ID	Servicing Office ID (code) CCPO_ID
31. Target Grade/Level (Integer)	Target Grade (code) TARGET_GR_CIV
32. UIC	Authorized Unit (code) UNIT-ID-CD
33. Vacancy Indicator	Vacancy Indicator (clear text) ENCUMBERED FLAG

4. Requisition Naming Convention

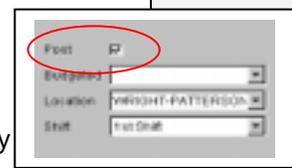
Step	Action										
1	<p>Follow the instructions below to create a new requisition or to copy information from an existing requisition using the File > Save As ... function.</p> <p>Click "File" then "Rename" or "Save As" to copy from an existing requisition.</p> 										
2	<p>Rename the requisition in the "New Name" field using the procedures below:</p>  <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; font-size: small;">YR-MMM (Current year & month of the vacancy announcement)</div> <div style="border: 2px solid black; padding: 5px; font-weight: bold; font-size: large;">04FEBINT999999364196</div> <div style="border: 1px solid black; padding: 5px; font-size: small;">Resumix System Assigned Numbers (last 6 digits (as shown above))</div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; font-size: small;">See Codes in Table Below</div> <div style="border: 1px solid black; padding: 5px; font-size: small;">RPA (Last 6 digits)</div> </div> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; font-size: small;"> <p>FYI: Applicant will see and self-nominate to an 11-digit number (the first five and last six of the Resumix 20-digit number (i.e., 04FEB364196))</p> </div> <p>The requisition name must be 20 characters in length</p> <ol style="list-style-type: none"> a) The name must start with YYMMM. (Current Year and Month – e.g. 04FEB) b) The 3 digits between the month and the RPA number or last six digits of the Resumix number will be one of the following: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Code</th> <th></th> </tr> </thead> <tbody> <tr> <td>INT</td> <td>Internal Merit Promotion</td> </tr> <tr> <td>EXT</td> <td>External Announcements</td> </tr> <tr> <td>DEU</td> <td>Delegated Examining Unit (DEU use only)</td> </tr> <tr> <td>CP_</td> <td>Career Programs designated code (DPK use only)</td> </tr> </tbody> </table> <ol style="list-style-type: none"> c) The last 6 digits from the original RPA. d) The last 6 digits from the original requisition number 	Code		INT	Internal Merit Promotion	EXT	External Announcements	DEU	Delegated Examining Unit (DEU use only)	CP_	Career Programs designated code (DPK use only)
Code											
INT	Internal Merit Promotion										
EXT	External Announcements										
DEU	Delegated Examining Unit (DEU use only)										
CP_	Career Programs designated code (DPK use only)										

5. Building a Requisition

A) Detail Tab - Administrative

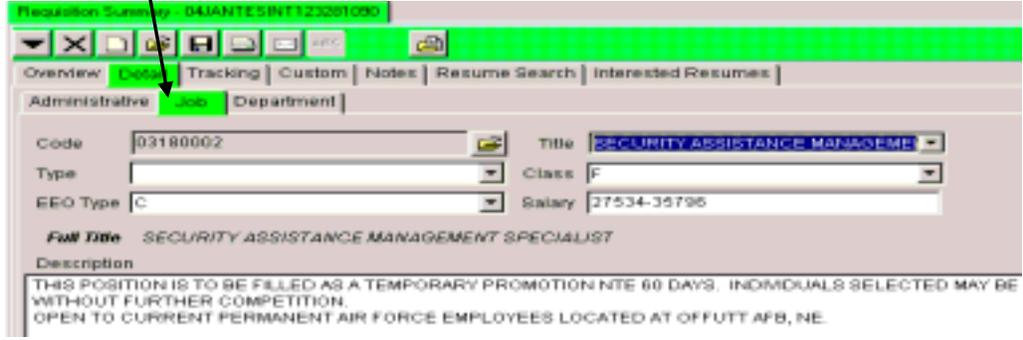
Step	Action
1	Select DETAIL tab
2	Click the ADMINISTRATIVE sub-tab <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">Title Tab</div> <div style="margin-right: 10px;">→</div>  </div>
3	Complete the following mandatory and applicable data fields

Missing or incorrect data fields may result in the announcement not posting.

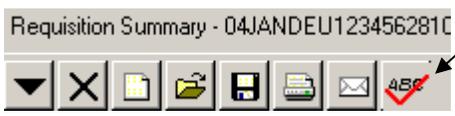
Field	Action	Required Input
Requisition ID	No entry required – be sure to check the ID line to ensure it is the correct number as previously identified (20 characters)	MANDATORY
Recruiter	Name of the Specialist/Assistant filling the job. Select from the drop-down menu. ❖ FYI: The Recruiter selected here will receive the OPM Vacancy Announcement Email Template (A Msg).	MANDATORY
Status	Will default to “Pending”, Change to “Open”	MANDATORY
Date Needed	Use the opening date of the announcement (MM/DD/YYYY)	OPTIONAL Flows from M-DCPDS
HR Rep	Leave Blank	Leave Blank
Openings – Total	Will automatically default to 1, change as appropriate. ❖ FYI: Number of Vacancies is the Total Openings field in the Resumix Requisition example above. It is also displayed in the OPM Template as Location 1 – Number of Vacancies.	MANDATORY
Post	Must be checked or the announcement will not post. ❖ FYI: The Post field must be checked in order for the requisition to flow to the AF Website, IVRS, CANS and to create the OPM Vacancy Announcement Email Template (A msg) <div style="text-align: center;">  → </div>  Do not check until requisition is complete and the vacancy announcement is ready to post. <u>ONCE CHECKED, DO NOT UNCHECK.</u>	MANDATORY

	returned, or cancelled, etc., do not remove this check mark when you close out your case files. If unchecked, applicants will not be able to access self-nomination information from IVRS or the AFPC Employment Website.	
Location	Duty location of the position being filled. Select from the drop-down menu. ❖ FYI: This field is mandatory, but its data is not tied to any of our job searches or display functions. (i.e., all job/duty location data displayed or voiced in IVRS comes from “Req Geo Location” and “OPM Geo Location” fields.)	MANDATORY
Shift	Select from the drop-down menu	

B) Detail Tab - Job

Step	Action
1	Select DETAIL tab
2	Click the Job sub-tab 
3	Complete the following mandatory and applicable data fields.

Field	Action	Required Input
Code	<p>This is the Occupational Series of the position being filled. The 4 digit OCC Series code will flow from the RPA in DCPDS and populate this area. IVRS requires 8 digits in this field. (Mandatory for Vacancy Announcement). THIS MUST BE CHANGED TO ONE OF THE 8 DIGIT CODES FROM THE DROP DOWN MENU IN ORDER TO FLOW TO IVRS.</p> <ul style="list-style-type: none"> ❖ FYI: For New Requisitions: Select the appropriate Code (Occ Series) before typing and/or copying and pasting information in the description block. If you type information in the description block first, then go back and select the Code, all the data in the description block will be lost <p>!TIP: Search using the 4-digit series and an *, (e.g., 0201*)</p>	MANDATORY
Title	<p>This option populates from the CODE selection above. You will not be able to view the full title, in the title block, when the job title is longer than 28 characters. The full title is viewable directly below the EEO Type and Salary blocks.</p> <p>DO NOT CHANGE THE TITLE! If a title is not listed, go to the title builds database located on the Q Drive at: Q:\COMMON\titles\RESUMIX_TITLES.mdb and fill in the “Add Request” information (above red line) and it will be added by the Resumix administrator. IPC bases contact the appropriate POC.</p> <ul style="list-style-type: none"> ❖ FYI: If the Job Title has a prefix of Supervisory, Lead, Deputy and/or a suffix of Office Automation, Stenography, Stenography/Office Automation, Typing, Data Transcriber, Data Transcribing, Foreman, Leader, Helper, Worker, or Supervisor, go to the Custom field Tab under the General Group select Prefix Subject Matter and/or Post Subject Matter to complete the title. 	MANDATORY
Type	Leave Blank	

<p>Class (Work schedule of the position)</p>	<p>B = Baylor Plan F = Full-Time G = Full-Time Seasonal H = Full-Time On-Call I = Intermittent J = Intermittent Seasonal</p> <p>P = Part-Time Q = Part-Time Seasonal R = Part-Time On-Call S = Part-Time Job Share T = Part-Time Seasonal Job Share Y = Not Applicable</p>	<p>MANDATORY</p>
<p>EEO Type</p>	<p>Automatically populates when Occupational Series is selected from the drop down menu.</p>	<p>MANDATORY</p>
<p>Salary</p>	<p>Enter the salary range using a dash to separate the numbers (GS step 1 thru step 10 or FWS step 1 thru step 5). DO NOT USE (\$) signs, spaces, commas or periods. (e.g., \$29,974 = 29974)</p> <p>!TIP: To better entice talented qualified candidates to Federal employment, it is recommended that you include additional salary benefits rather just the basic salary. The yearly amount should reflect locality pay, special salary rates, recurring premium pay, extended work schedules, and if applicable, multiple duty stations with varying pay rates and pay banding. You should also include an explanation of the salary range shown to identify the lowest amount and maximum amount.</p> <p>❖ FYI: Do not use special characters such as dollar signs (\$), spaces, commas, or periods between the salary amounts. For FWS positions, convert the hourly rate to an annual salary.</p>	<p>MANDATORY</p>
<p></p>	<p>Enter the major duties, Knowledge, Skills and Abilities (KSAs) and any other pertinent data. When posting announcements, ensure you check the information in the <u>Description</u> area for content, spelling, and grammatical errors. Resumix now contains a spell check function located in the requisition toolbar menu below:</p> <p></p> <p>To spell check the information typed in the description area, place your cursor at the beginning of the description block, click the  button and accomplish any necessary corrections prior to saving.</p> <p>This description is also used to build the job analysis, which identifies the Resumix skills that will be used to rank and rate external applicants.</p> <p>Warning: If there is any information in the Description area before you select your Occupational Series, highlight and copy (Ctrl C) the information in this block. After selecting the Occupational Series, go back to the Description area and press 'Ctrl V' to paste the information back into this area. If you do not follow these procedures once the Occ Series is selected, the Description Information will be deleted.</p> <p>!TIP: This is also a good place to insert information about Temporary and ART positions (e.g., "This is a temporary position NTE 30 Sep 02. The individual selected for this position may be extended without</p>	<p>MANDATORY</p>

Example

Salary	29974-38966
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Description	<p>further competition”; or “This is an Air Reserve Technician (ART) position” or any other specific information that you want to ensure candidate see immediately. You may also want to define specific area of consideration (e.g., consideration is limited to current AF employees assigned to XXX AFB)</p> <p>NOTE: Indicate special qualifications and/or certification requirements in the Description area; i.e., Firefighters, GS-081; Contract Specialist, GS-1102; etc.,</p>	
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C) Additional Job Tab Information

The Job Tab consists of job information, job description information, recruitment KSAs and any other pertinent information to be posted in the vacancy announcement.

Requisition Summary - 04JANTESINT123281090

Overview **Detail** Tracking Custom Notes Resume Search Interested Resumes

Administrative **Job** Department

Code: 03180002 Title: SECRETARY

Type: Leave Blank Class: F

EEO Type: C Salary: 27534-35796

Description

THIS POSITION IS TO BE FILLED AS A TEMPORARY PROMOTION NTE 60 DAYS. INDIVIDUALS SELECTED MAY BE EXTENDED WITHOUT FURTHER COMPETITION.
OPEN TO CURRENT PERMANENT AIR FORCE EMPLOYEES LOCATED AT OFFUTT AFB, NE.

DUTIES:
The primary purpose of this position is to serve as the principle assistant performing various clerical duties of the organization. Performing office automation support using multiple automated programs and software applications, spreadsheets, and graphics in support of the clerical and administrative work. The position is located in a subordinate groups which differ from each other in terms of subject matter, functions, relationships with other subordinate units, and a formal progress reporting system which is sufficiently complex to require continuous attention of a secretary. Prepares a wide variety of recurring and some nonrecurring correspondence, reports, or other documents; finalizes correspondence documents prepared by others in handwritten or electronic drafts. Reviews and processes



If Changing Code, See Warning above

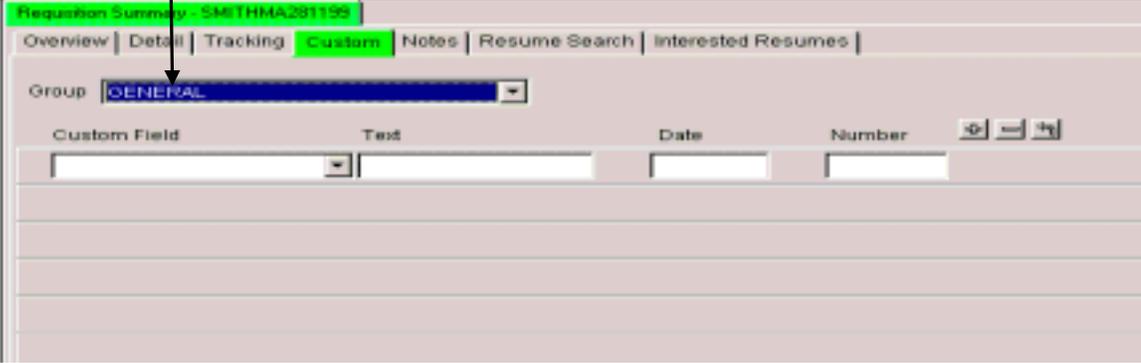
Note: Copy and paste the KSAs, or manually type them. Use the “Ctrl C” and “Ctrl V” keys to accomplish the copy and paste functions.

Note: If your base uses the DoD Core Doc application, this information will flow from the job description in DCPDS.

Note: When posting announcements, ensure the information in the Description area has been checked for content, spelling, and grammatical errors. To spell check the information typed in the

description area, place your cursor at the beginning of the description block, click the  button and accomplish any necessary corrections prior to saving. Information placed in this block will post to the Web and IVRS for applicants to view. This description is also used to build the job analysis, which identifies the Resumix skills that will be used to rank and rate external applicants.

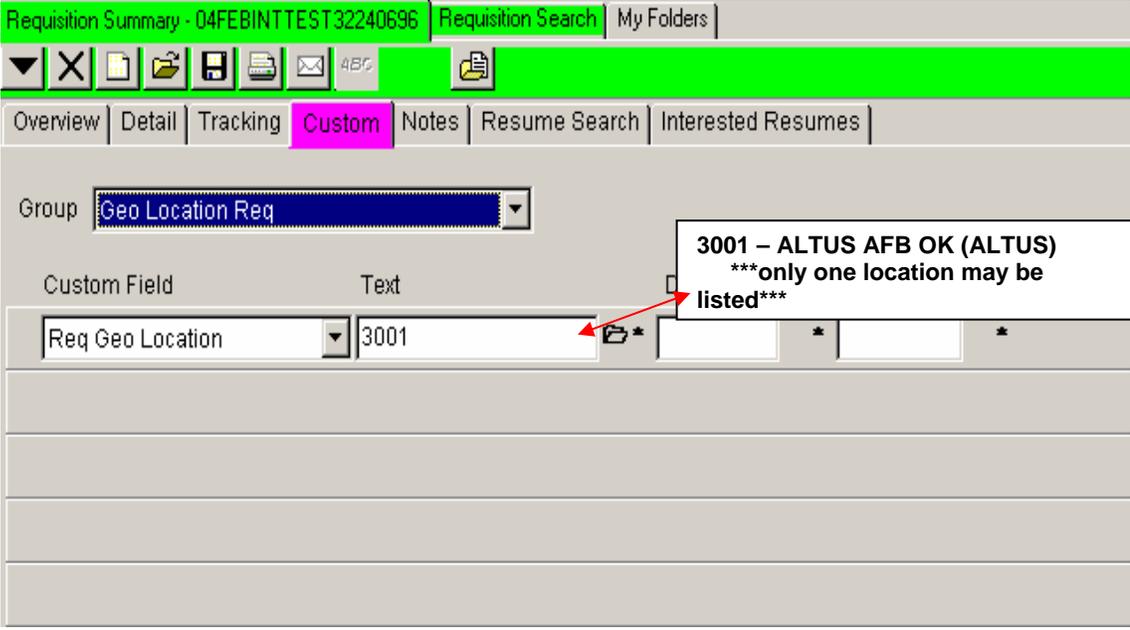
D) Custom Tab - General

Step	Action
1	The requisition Custom tab enables you to identify other information pertinent to the job being filled. Select CUSTOM tab
2	<p>Click the GROUP field and select GENERAL</p> 
3	<p>Complete the following mandatory and applicable data fields as indicated in the following table. All items annotated in DCPDS will automatically populate into the requisition when you select the “Resumix-Requisition (send the requisition data to Resumix)” option in DCPDS.</p> <p>Note: The import process takes a few minutes.</p>

Field	Action	Required Input
ACQ-Career Level		DCPDS
ACQ-Critical Position		DCPDS
ACQ-Program Type		DCPDS
ACQ-Special Assignment		DCPDS
Agency Group/Sub element		DCPDS
Ann Open Date	Type in Date Field (Year must be 4 digit)	MANDATORY
Ann Close Date	Type in Date Field (Year must be 4 digit)	MANDATORY
Bargaining Unit Status	Type in Text field in the following format: AFXXXX RPA – Block 37	Required for CPDSS, not announcement
Crim Hist		
DAWIA		
Date Oblig Exp		DCPDS
Dictation Speed Required		
Ed Level		
FLSA Category	RPA – Block 35	
Format	Only select Code 2. Code 2 includes Title, Series, Location and Career program designated position if appropriate, plus the information in description and job condition fields	MANDATORY
Grade/Level	Select from the drop down menu in Numeric field RPA – Block 18	DCPDS
Language Required		DCPDS
Licenses		
Obligated Employee SSAN		DCPDS
Obligated Type		DCPDS
Org Struc ID		DCPDS
POSN-Career Field ID		DCPDS
POSN-Career Program ID	MANDATORY for all Career Program covered positions	DCPDS MANDATORY- if applicable
POSN-Competitive Area		DCPDS
POSN-Drug Test Req'd		DCPDS
POSN-Number		DCPDS
Part-Time Hours	RPA – Block 33	
Pay Basis	Type in the Text PA (UPPERCASE). PA = Per Annum (Only use PA) ❖ FYI: If you are advertising a Wage Grade position you will first convert the hourly salary (x2087) to annual and then in the Description you may list the hourly rates (Resumix does not accommodate the periods needed for hourly salary).	MANDATORY for OPM
Pay Plan	Select from the drop down menu in Text field RPA – Block 16	MANDATORY
Personnel Office ID		DCPDS
Physical		
Position NTE Date		DCPDS
Position Occupied ID	RPA – Block 34	

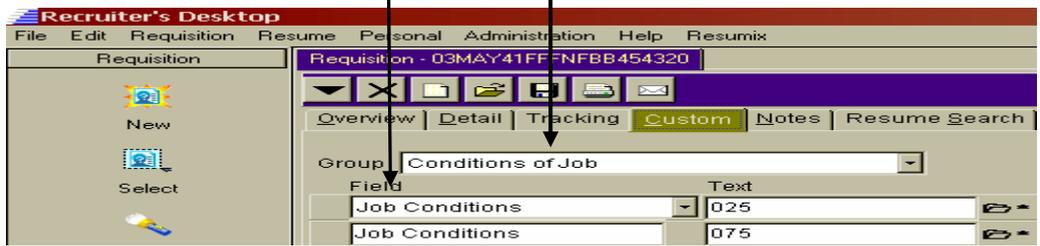
Position Sensitivity		DCPDS
Position Status		DCPDS
Post Subject Matter	(e.g., OA, Steno, Typing)	If applicable, these should be mandatory
Prefix Subject Matter	(e.g., Supervisory, Lead, Deputy, etc.)	
Program Element		DCPDS
Region		DCPDS
Servicing Agency		DCPDS
Servicing Office ID		DCPDS
Source Post NOTE: Only <u>1</u> Source Post code may be selected.	<ol style="list-style-type: none"> 1. Internal Announcement = Internal current permanent AF employees 2. External Announcement = External noncompetitive (i.e., VRA, Reinstatement, NAF, 30% Disabled Veteran, Transfer, EO 12721, Handicapped, CIPMS, VEOA, etc.) 3. External (Temporary) Announcement=Open to the General Public 4. DEU Announcement = Open to US Citizens Only 5. DoD Transfer (Comp) 6. DoD Transfer (Noncomp) 7. Transfer (Comp), VEOA 8. Transfer (Noncomp), VEOA 9. Reins (Comp), VEOA 10. Reins (Noncomp), VEOA 11. Transfer, Reins-C, VEOA 12. Transfer, Reins-NC, VEOA 13. VRA 14. 30% DAV 15. VEOA 16. VRA, 30% DAV 17. VRA, VEOA 18. 30% DAV, VRA, VEOA 19. STEP 20. ICTAP 21. NAF 22. Individual w/Disability 23. External-C-Perm-No Other 24. External-NC-Perm-No Other 25. External-C-Temp-No Other 26. External-NC-Temp-No Other 27. DoD Transfer-NAF 28. Excepted Service = Open to all qualified applicants 29. Noncompetitive Appointment Eligibility = Open to candidates with noncompetitive appointment eligibility listed below. (See Appendix B "area of consideration" for definition of source codes) 	MANDATORY
Supvy Ct		
TA Supervisory Factors		
TA Technical Factors		
Target Grade/Level		DCPDS
Temp Employment	Select yes or no	MANDATORY
Tenure	Flows from DPCPS, not updateable	DCPDS
Typing Speed		
Vacancy Indicator		DCPDS

E) Custom Tab – Geo Location Req

Step	Action
1	Select CUSTOM tab
2	<p>Click the GROUP field and select GEO LOCATION REQ group</p> 
3	Click the FIELD and select REQ GEO LOCATION
4	<p>Under the TEXT column, click on the folder icon and select the appropriate geographical location code. Select the appropriate AFPC Geographic Location for the duty location of the vacancy. (e.g., if the servicing CPF is Hanscom AFB and the duty location of the position is Rome, NY, you would select the AFPC Geographic Location Code for New York (1504). In the description area you may identify the specific duty location of the vacancy. Then you will need to identify the OPM Geographic Location, which in this case would be Eastern New York (0519).</p> <p>For clear text of the geographic location refer to Appendix E (AFPC Geographic Location Codes)</p> <p>Note: This field is <i>not</i> used to identify the servicing CPF, please see “Personnel Office ID”.</p>

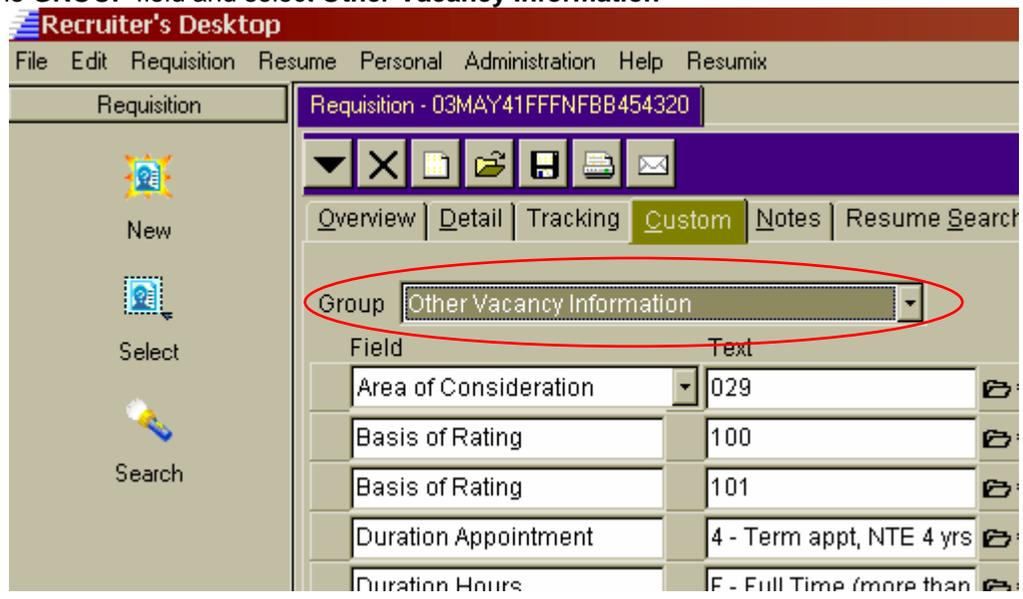
F) Custom Tab – Conditions of Job

Step	Action
1	Select CUSTOM tab
2	Click the GROUP field and select CONDITIONS OF JOB
3	Click the FIELD and select JOB CONDITIONS
4	<p>Select the appropriate Condition(s) of the Job that gives additional information about the position.</p> <p>Under the TEXT column, click on the folder icon and select the special requirements of the job to be listed on the vacancy announcement and posted to IVRS, if appropriate</p> <p>Use the Job Condition Codes listed in Appendix F.</p>



G) Custom Tab – Other Vacancy Information

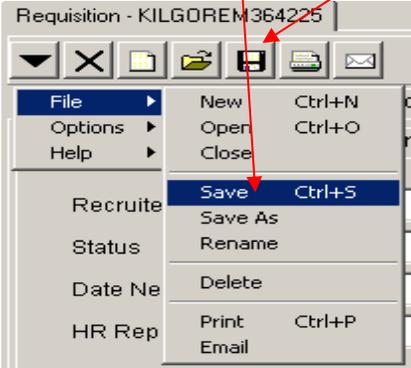
Step	Action
1	Select CUSTOM tab
2	Click the GROUP field and select Other Vacancy Information
3	Complete the following mandatory and applicable data fields.



Field	Action	Required Input
*Mandatory for OPM/USAJOBS Vacancy Announcement Email Template (A Msg) and the AFPC Employment web site		
Area of Consideration	<p>See Appendix G</p> <ul style="list-style-type: none"> ❖ FYI: Remove reference to VEOA, NAFI/AAFES, and CIPMS when position is Term or Temp using non-competitive sources ❖ FYI: Delete reference to VRA for GS-12 and above ❖ FYI: ICTAP statement not applicable when restricted to: 30% DAV, VRAs, People with Disabilities, STEP, CIPMS 	*MANDATORY
Basis of Rating	<p>See Appendix H</p> <ul style="list-style-type: none"> ❖ FYI: VEOA Recruitment - Does not apply to Temp or Term positions or when area of consideration is restricted and excludes VEOA 	*MANDATORY
Duration Appointment	<p>Select the appropriate code from below:</p> <p>I - ICTAP eligibles only A - Agency employees only L - Seasonal S - Summer 1 - Term appt, NTE 13 mos (Appts in excess of 1 yr, but not more than 13 months) 2 - Term appt, NTE 2 Yrs (Appts in excess of 13 months, but not more than 2 years) 3 - Term appt, NTE 3 Yrs 4 - Term appt, NTE 4 Yrs T -Temporary E - Permanent</p>	*MANDATORY
Duration Hours	<p>Select the appropriate code from below:</p> <p>F - Full Time (more than 32 hours per week) P - Part Time (less than 32 hours per week)</p>	*MANDATORY
EEO Statement	Use Code 600 (See Appendix I for complete statement)	*MANDATORY
How to Apply	See Appendix J	*MANDATORY

OPM Geo Location	<p>See Appendix N (OPM Geographic Location Codes). This code will be used for the location of the position on OPM web site and on ours. Example: If you selected Texas in the Geo Location Req field and the position was located in Houston you would select the appropriate OPM code for Houston.</p>	*MANDATORY
OPM Job Condition	<p>See Appendix K</p> <ul style="list-style-type: none"> ❖ FYI: Remark codes are used by OPM/USAJOBS to provide pre-recorded information to telephone callers. Information is not added into your vacancy announcement and will only be used if customer calls OPM/USA Jobs to listen to the announcement. <p>Note: This option is limited to five conditions.</p>	OPTIONAL
Other Information	See Appendix L	*MANDATORY
Part Time or Job Share	Select YES or NO	*MANDATORY
Pay Benefits and Work Schedule	See Appendix M	*MANDATORY
Post OPM	Select YES in the POST OPM data field to post a vacancy to the OPM/USAJOBS web site. Follow the instructions for forwarding the "A" message OPM Template to OPM. If you do not wish to have a vacancy announcement posted to the OPM/USAJOBS web site, select NO . You must fill out all the appropriate data fields. Remember, if you fail to complete any of the data fields, you may not receive your "A" message OPM Template.	*MANDATORY
Student Employment Opportunity	<p>Select the appropriate code from below:</p> <p>C - Coop Ed-Student Career Exp F - Federal Intern Program N - Not Student Opportunity S - Summer Employment T - Student Temp Education Program V - Volunteer Service W - University Work Study</p> <p>Note: Only one code may be selected</p>	*MANDATORY
Who May Apply	<p>Select the appropriate code from below:</p> <p>Select Internal – System-wide when jobs are open only to current permanent Air Force employees but the announcement should appear system wide in the delivery system.</p> <p>Select Public and/or Status when you want jobs to appear THROUGHOUT the USAJOBS delivery system according to the appropriate External recruitment source below:</p> <p>Public = Applications will be accepted from all qualified persons (all sources).</p> <p>Status = Vacancies open only to current Federal employees, CTAP, ICTAP eligibles, reinstatement eligibles, and/or candidates eligible for noncompetitive appointments (such as VRA eligibles or under Schedule A of the excepted service).</p>	*MANDATORY

H) Saving the Requisition

Step	Action
1	Click FILE , then SAVE or the disk button on the file menu to save changes to the requisition
2	
3	<p>After completion of this section, you will have accomplished inputting all data fields necessary to create a Resumix and OPM/USA Jobs vacancy announcement email template (if applicable).</p> <ul style="list-style-type: none"> ❖ FYI: After you have completed building the requisition to include all the required fields and data, proofread and perform spell-check for spelling and grammatical errors.

Processing Time

For External vacancy announcements make sure that you allow 2 days of processing time when posting your vacancy announcements. One day is for inputting announcement information into Resumix and the second day is required for refreshing of the databases to create the OPM/ USA Jobs Vacancy Announcement email template that is sent to the recruiter's email inbox.

- ❖ **FYI:** Once a control number is received, the vacancy announcement will normally post to the USAJobs website within 1 to 2 hrs or on the announcement opening date.

If you checked post and selected post OPM "YES", you should receive the OPM/ USA Jobs Vacancy Announcement email template at approx 11 a.m. the next day (excluding weekends).

For Internal vacancy announcements make sure you input the announcement information NLT 1200 midnight CST of the announcement opening date.

For internal/external announcements, you may begin your resume search one complete business day after the vacancy announcement closes. To take into account possible system problems, it may be advisable to wait two business days after the closing date to pull resumes.

For DEU announcements, you must wait until the sixth business day after the closing date of the announcement before running a resume search. This allows the Recruitment Call Center time to process new resumes that may have been received by mail and post-marked on the closing date. For example, if the closing date is Thursday the requisition cannot be pulled until the 2nd Friday after the closing date.

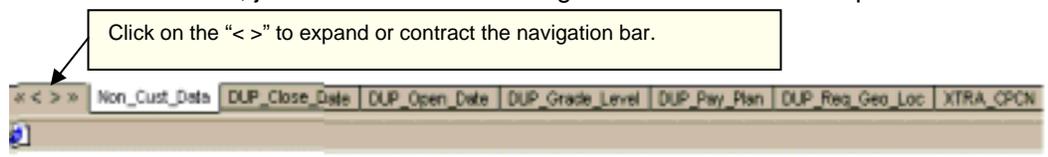
The **minimum** announcement period for internal and external announcements is 5 working days. The HR Specialist, at their discretion and based on needs, may modify the announcements for a longer or shorter period of time.

Note: You can **no longer** announce a position as "**open until filled**". Instead you must enter a future date in the "Close Date" field. Enter a value of 1 year from the "Open Date" field. In the "Specific Job Description", add a statement that selection could be made at anytime after a specified date and announcement closed (cutoff dates).

What if I did not receive the OPM/USA Jobs Vacancy Announcement Email Template?

Step 1: Review the Requisition Audit Report (formerly Bad Job Listing) for possible errors at <http://www.afpc.randolph.af.mil/dpc/doclib/ReqAudit.htm>.

- ❖ **FYI:** The Requisition Audit Report contains numerous error fields that are not visible on the page unless you scroll to the right of the screen? To view those additional fields, just click on the "< >" images as a show in the sample below.



Step 2: Review your requisition to ensure you have input all **MANDATORY** data fields.

Step 3: Under the Administrative tab, verify that you are listed as the Recruiter. If not, you will need to contact the appropriate recruiter to forward the OPM/ USA Jobs Vacancy Announcement email template to you.

Step 4: Another possible reason may be the recruiter's e-mail address is incorrect in Resumix. To verify the recruiter's email address, you must contact the Resumix System Administrator.

Step 5: If you are still unable to determine why you have not received a template, contact your supervisor for assistance. You will need to post the vacancy announcement using the USAJobs Employer Services (<http://www.usajobs.opm.gov/>) until the problem is resolved. **See Appendix C for instructions.**

- ❖ **FYI:** Only ***one*** the OPM/ USA Jobs Vacancy Announcement email template will be generated per requisition. Changes made to the announcement open/close date or any other data field in the requisition will ***not*** cause a new OPM template to generate. The original template must be used to delete or make changes.

Vacancy did not post to AFPC Employment Website

Review steps one and two above. If still unable to determine why your announcement has not posted, contact your supervisor for assistance.

- ❖ **FYI:** Some of the most common errors are:
 - No Open/Close dates or 2 Open and 2 Close dates
 - 2 Post OPM fields, one indicates post **YES** and the other post **NO**
 - Requisition number is not **exactly** 20 characters
 - Job Code (Position Title) is 4 digits and must be exactly 8 and selected from the code folder button
 - Missing Salary, Class, etc...
 - Salary input with a space (e.g. **INCORRECT:** 26000 - 27000, **CORRECT:** 26000-27000)

Re-opening Closed Positions

(This is only applicable to a requisition that has not been initially worked and there is cause to re-open the announcement. If you have already worked the candidate referral list, you must use re-announce the vacancy.)

As a reminder, changes to the requisition will not cause a new OPM/ USA Jobs Vacancy Announcement email template to generate. If a job announcement opens and then closes and you need to re-open it, you must follow these steps:

1. Log into Resumix and make the appropriate change.
2. Any changes made in Resumix will be reflected on the AFPC Employment web site the next day or on the new opening date of the announcement.
3. **For changes to the OPM announcement**, you must retrieve the original OPM e-mail template that was generated for that job announcement, make appropriate changes and forward again to OPM or you use the on-line USAJOBS Employer Services option
4. Open up the original e-mail template for that job announcement.
5. Hit the Forward button.
6. Make all necessary changes (exp. open and close dates, etc.)

7. Type in the OPM e-mail address.
8. **Delete** the extra lines at the top of the body of the e-mail that populated when you hit the Forward Button.
9. Hit the Send Button. This will send the announcement back to OPM and create a new announcement.