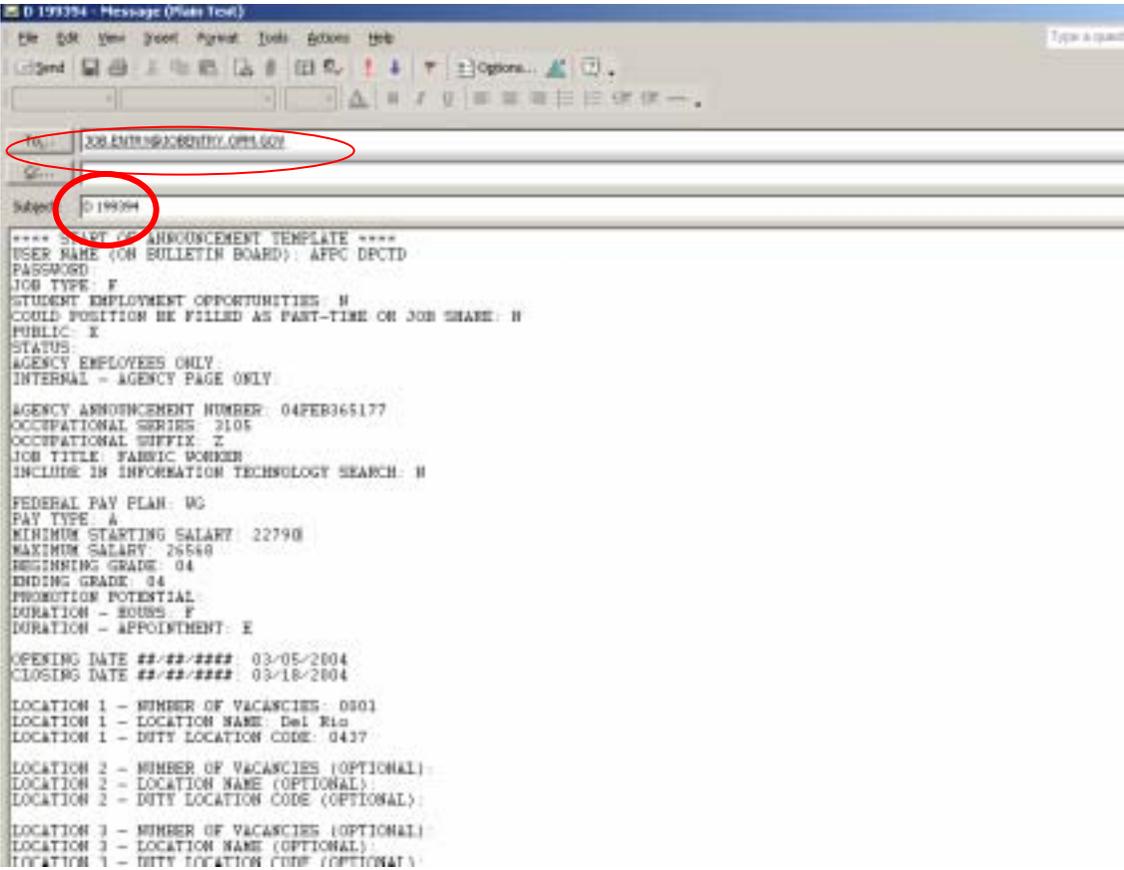
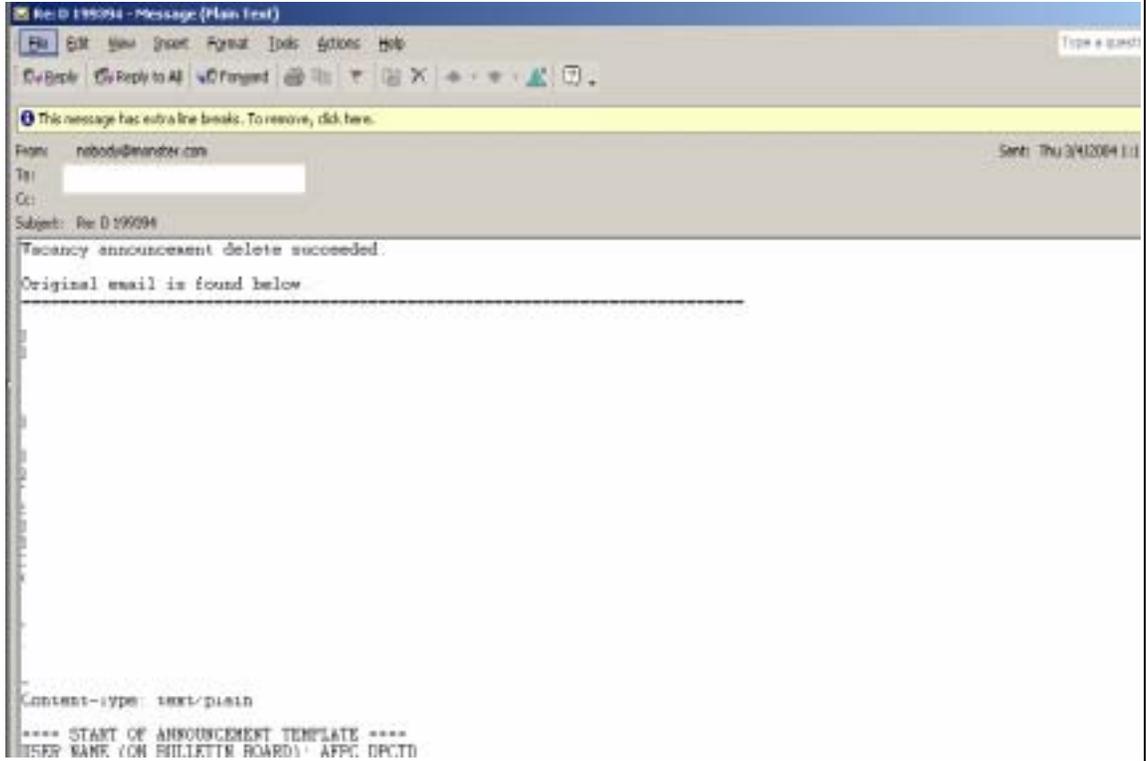
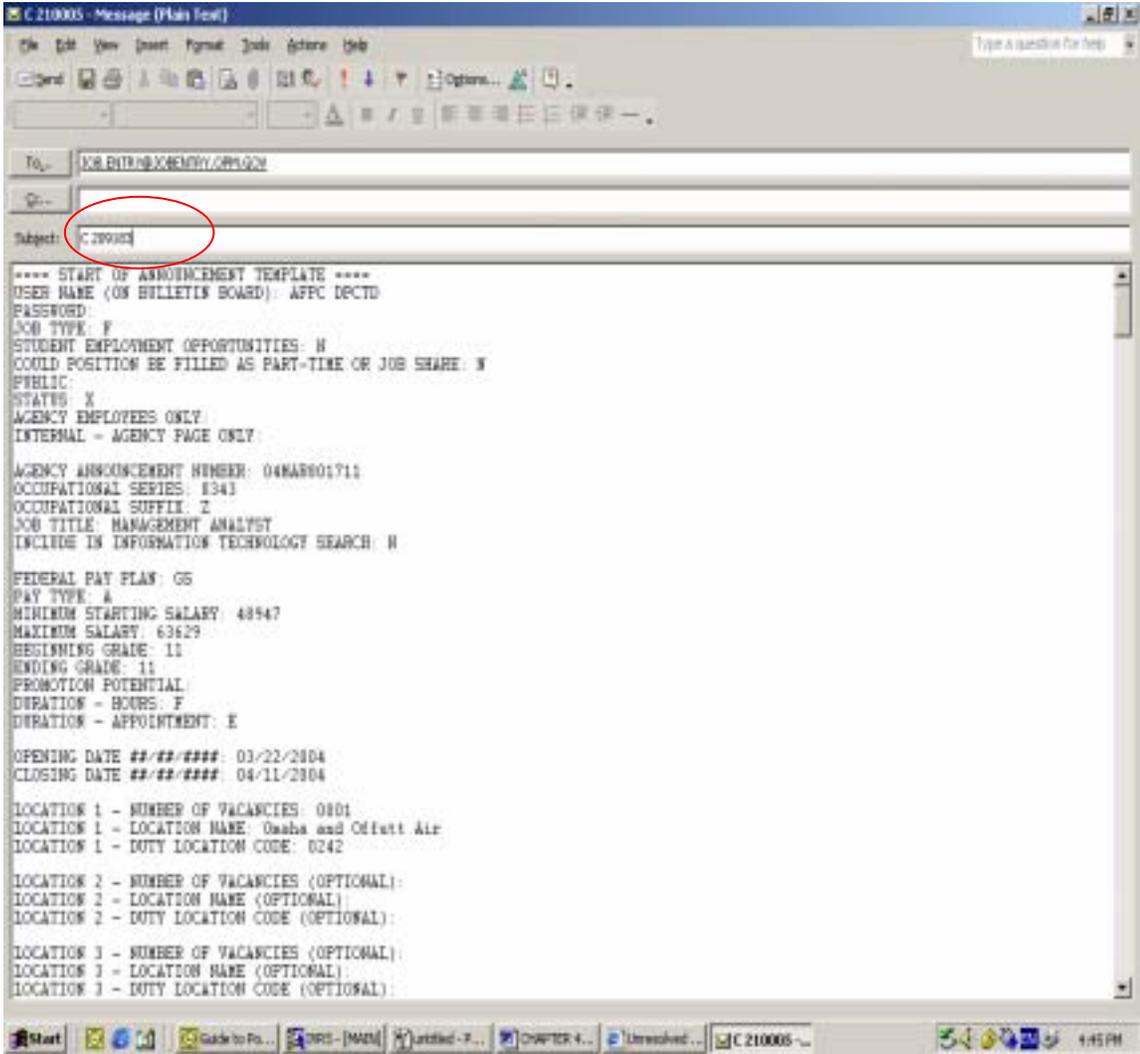


Chapter 4 – Edit, Cancel, Extend or Modify an OPM Vacancy Announcement Template

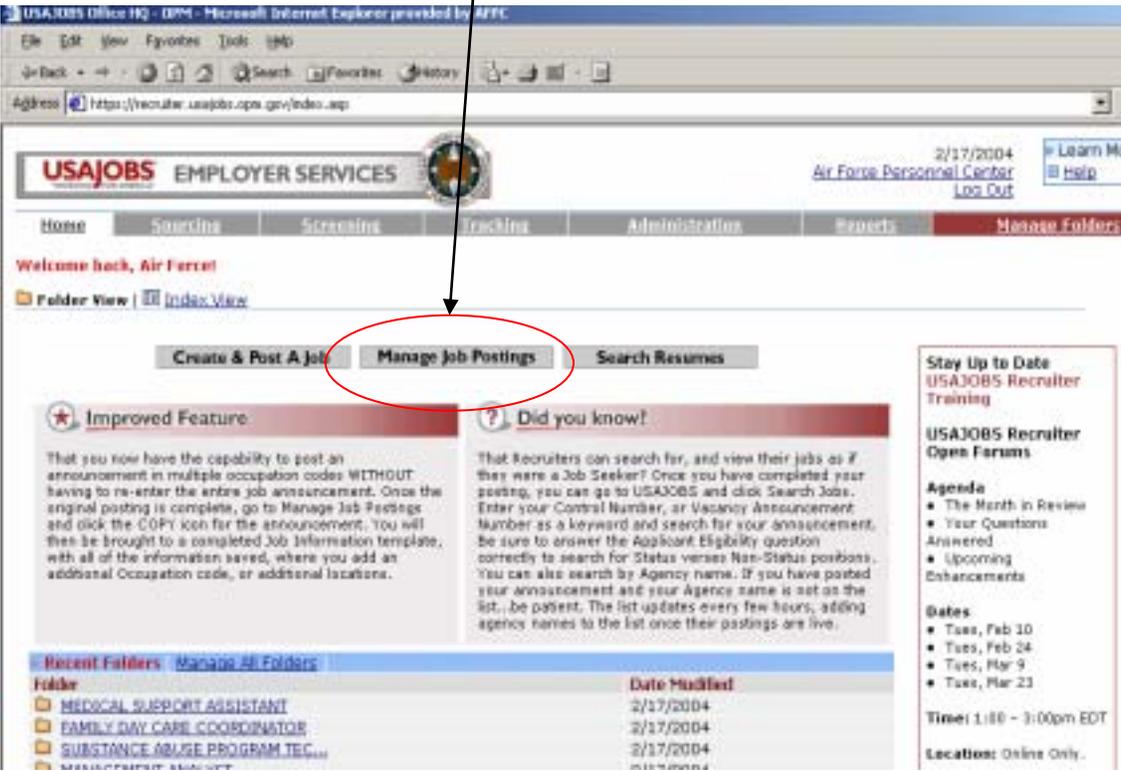
Option #	Action
1	<p data-bbox="662 411 1127 436" style="text-align: center;">Deleting an OPM Job Announcement</p> <p data-bbox="328 441 1455 617">A) You must forward a copy of the original OPM vacancy announcement template e-mail that was sent to OPM when the job announcement was created. In the To Line: type in job.entry@jobentry.opm.gov. In the Subject Line: type in “D” with one space and then the OPM Confirmation Control Number. You will need to delete any other headings that may be attached to the file, since you are forwarding the email. The body of the e-mail should start with ===== START</p> <p data-bbox="328 651 1425 676">B) Press the Send button to send the template to OPM to delete the vacancy announcement.</p> 

C) When the Job Announcement is **DELETED**, OPM will send you a confirmation e-mail stating that the control number was deleted. Below is an example E-mail message received from OPM indicating that the control number 199934, for the vacancy announcement was successfully deleted.

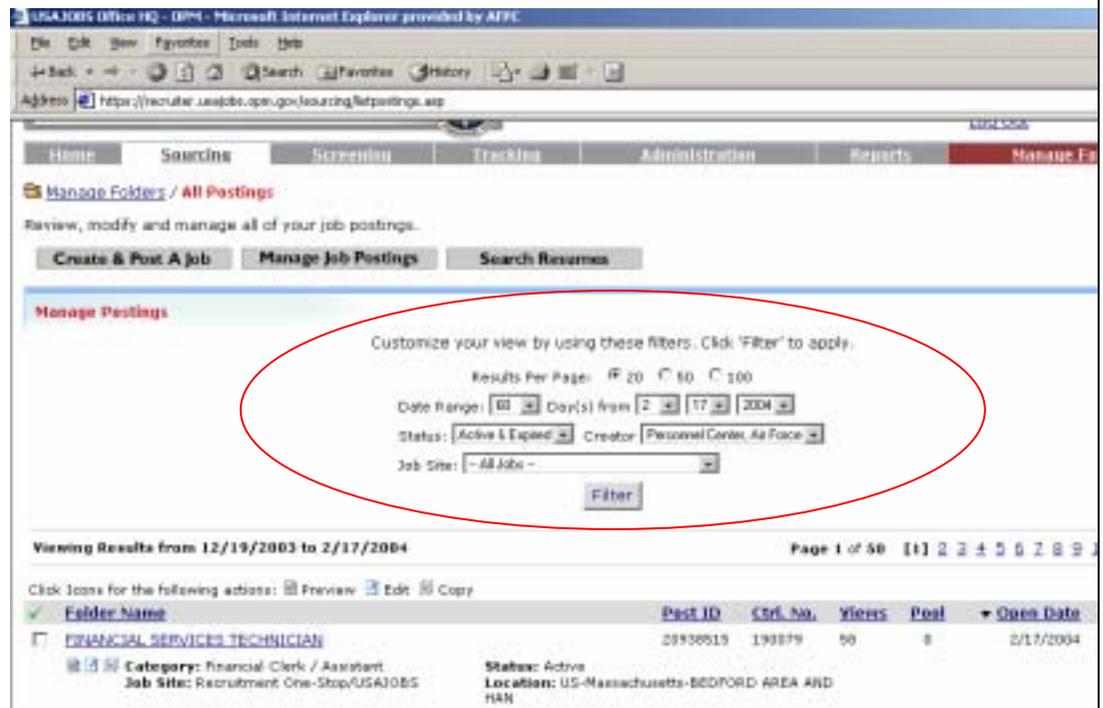


Option #	Action
2	<p align="center">Changing an OPM Job Announcement</p> <p>A) You must forward a copy of the original OPM vacancy announcement template e-mail that was sent to OPM when the job announcement was created. In the "To" Line: type in job.entry@jobentry.opm.gov. In the "Subject Line", type in "C" with one space and then the OPM confirmation control number. You will need to delete any other headings that may be attached to the file, since you are forwarding the email. The body of the e-mail should start with =====START OF ANNOUNCEMENT TEMPLATE=====.</p> <p>B) Complete appropriate changes to the template and click on the Send button. This action will change the OPM Job Vacancy Announcement that was originally created with confirmation control number 209183.</p> 

Note: Although enhancements were made to the OPM USAJOBS website in August 2003 that enabled users to edit or modify job announcements online, all "AFPC" users should continue to use the OPM Template vacancy announcement template process in the previous section to post, edit or cancel external/DEU job announcements. If you are having difficulty in completing or modifying the vacancy announcement E-mail template described earlier in this chapter, or require immediate posting of your announcement, you may use the alternative process described in Option 3 below:

Option #	Action
3	<p>Editing, Canceling, Extending or Modifying an OPM Vacancy Announcement</p> <p>A) To edit or modify an existing Vacancy Announcement posted to the USAJOBS website using Employer Services, click on the "Manage Job Postings" button.</p> 

B) The following screen will appear. You may customize your search by filtering by date, status or location of the position or by scrolling down to view the list of vacancy announcements that have been posted for the Air Force Personnel Center.



C) The Manage Job Postings page lets you preview, edit, copy, extend, and cancel your Job Postings

The following are OPM definitions for each function within the USAJOBS website to assist you in making the appropriate choice concerning modification of your vacancy announcement:

Preview: Click this icon to view the information that Job Seekers will see when viewing the Job Posting.

Edit: Click this icon to modify the information associated with a Job Posting.

Copy: Click this icon to create a new job posting (and accompanying folder) based on a previously posted Job. Copying is useful for creating new Job Postings that are similar to previously posted Jobs and for posting Jobs that will be listed at more than three duty locations. After clicking the "Copy This Job" icon, you'll have an opportunity to review all job-related information, make any necessary edits, and complete the Create & Post a Job process.

D) To edit an existing vacancy announcement, scroll to locate the appropriate announcement, click in the block next to the job title to select the vacancy announcement and select the edit icon located before the category of the vacancy announcement.

The screenshot shows a web browser window with the URL <https://recruiter.usajobs.gov/roundinglistpostings.asp>. The page displays a list of job announcements with the following details:

Category	Status	Job Site	Location	28941106	186242	264	0	2/13/2004	2
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST (CLASSIFICATION)	Active	Recruitment One-Stop/USAJOBS	US-Tennessee-KNOXVILLE TENNESSEE						
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST	Active	Recruitment One-Stop/USAJOBS	US-Texas-SAN ANTONIO TEXAS T						
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST (MILITARY)	Active	Recruitment One-Stop/USAJOBS	US-Delaware-DOVER DELAWARE DE						
<input type="checkbox"/> TRAINING INSTRUCTOR (ELECTRONICS)	Active	Recruitment One-Stop/USAJOBS	US-Texas-WICHITA FALLS TEXAS						
<input checked="" type="checkbox"/> PHOTOGRAPHER	Active	Recruitment One-Stop/USAJOBS	US-South Carolina-CHARLESTON SOUTH CAR						

Viewing Results from 12/19/2003 to 2/17/2004 Page 1 of 50 [1] 2 3 4 5 6 7 8 9 10]

To modify job posting(s), check corresponding box(es) in far left column, click appropriate button below. Note: Multiple postings can be canceled in a single operation however only a single posting can be extended at a time.

Buttons:

Have Questions? Contact a Support Representative at 866-ome-gov1 (866-663-4681) for assistance between 8:00 a.m. and 8:00 p.m., EST via email at recruiterhelp@fedjobs.gov.

E) Select the appropriate job information you wish to edit and make appropriate changes then scroll to the bottom of the screen

The screenshot shows the USAJOBS Employer Services interface in a Microsoft Internet Explorer browser. The address bar shows the URL: https://recruiter.usajobs.opm.gov/sourcing/job_info.asp?folderID=14508593. The page title is "USAJOBS EMPLOYER SERVICES". The date is 2/17/2004. The user is logged in as "Air Force Personnel Center" and has a "Logout" link. The navigation menu includes: Home, Sourcing, Screening, Tracking, Administration, Reports, and Manage Folders. The "Create Job" button is visible. The breadcrumb trail is: PHOTOGRAPHER > Job Information > Vacancy Announcement > Screening > Job Postings. The "Job Information" section is active, showing a message: "This folder has posted jobs, the Competition Code cannot be changed." The "Creator" is "Personnel Center". The form fields are: *Vacancy Announcement Number (REFERENCE), *Job Title (PHOTOGRAPHER), *Appointment Term (Permanent, Seasonal, Summer, Temporary, Term Appt - NTE 13 mos, Term Appt - NTE 2 yrs, Term Appt - NTE 3 yrs, Term Appt - NTE 4 yrs, ICTAP eligibles only).

F) Once the changes have been made, select the "Post Now" button to post instant changes to the vacancy announcement

The screenshot shows the USAJOBS Employer Services interface in a Microsoft Internet Explorer browser. The address bar shows the URL: https://recruiter.usajobs.opm.gov/sourcing/job_info.asp?folderID=14508593. The page title is "USAJOBS OFFICE HQ - OPM - Microsoft Internet Explorer provided by AFPC". The "Choose How Job Seekers Should Contact You" section is active. The form fields are: Name (Recruitment Call Center), Agency Name (Department Of The Air Force), Internet Address (http://www.afpc.randolph.af.mil/afpbs), Street (HQ AFPC/DPC/DCA/In Recruitment C), City / Town (Randolph AFB), State / Province (TX), Zip / Postal Code (78199-4158), *Phone (8006994473), Fax, TDD (8003820893), Related Job Link (http://www.afpc.randolph.af.mil/afpbs), and Email Address for Resumes. There are "Hide" checkboxes next to the Street, City / Town, State / Province, Zip / Postal Code, and Fax fields. The "Allow 'Apply Online' link/feature" checkbox is checked. The "Post Now" button is circled in red. The "Save For Later" button is also visible. A note at the bottom states: "TIP: 'Save for Later' saves your information and allows you to complete the posting process at a later date."

- G) If you wish to delete the vacancy announcement, click on the box next to position title and then the "Cancel" button or select the "Extend" button to extend the closing date of an announcement

The screenshot shows a web browser window displaying a list of job announcements on the USAJOBS website. The browser's address bar shows the URL: <https://recruiter.usajobs.opm.gov/boarding/lotposting.asp>. The page displays a table of job listings with columns for job title, category, status, location, and dates. The following table summarizes the visible data:

Job Title	Category	Status	Location	View	Apply	Cancel	Extend		
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST (CLASSIFICATION)	Human Resources Assistant Recruitment One-Stop/USAJOBS	Active	US-Tennessee-KNOXVILLE TENNESSEE	20941106	196242	204	0	2/13/2004	2
<input type="checkbox"/> HUMAN RESOURCES SPECIALIST (MILITARY)	Human Resources Specialist Recruitment One-Stop/USAJOBS	Active	US-Texas-SAN ANTONIO TEXAS T	20941110	196243	74	0	2/13/2004	2
<input type="checkbox"/> TRAINING INSTRUCTOR (ELECTRONICS)	Human Resources Specialist Recruitment One-Stop/USAJOBS	Active	US-Delaware-DOVER DELAWARE DE	20914000	189096	100	0	2/13/2004	2
<input checked="" type="checkbox"/> PHOTOGRAPHER	Training Instructor Recruitment One-Stop/USAJOBS	Active	US-Texas-WICHITA FALLS TEXAS	20917907	189122	273	0	2/13/2004	2
<input type="checkbox"/>	Photographer Recruitment One-Stop/USAJOBS	Active	US-South Carolina-CHARLESTON SOUTH CAR						

Below the table, there is a navigation bar showing "Viewing Results from 12/19/2003 to 2/17/2004" and "Page 1 of 50". A note states: "To modify job posting(s), check corresponding box(es) in far left column, click appropriate button below. Note: Multiple postings can be canceled in a single operation however only a single posting can be extended at a time." Below this note are two buttons: "Cancel" and "Extend". The "Extend" button is circled in red. At the bottom of the page, there is a "Questions?" section with contact information for a support representative.