

## Appendix D – Alternative Recruitment Sources

### A. DoD Wide Vacancy Announcement

The following instructions address how to input a new DoD Vacancy Announcement, edit an existing announcement, or view the current announcement list. Vacancies will be automatically deleted the day after the closing date. "Open Until Filled" announcements will be open for 180 days, and the activity may contact PPSB Dayton to extend the announcement, if necessary.

Access the ASARS web site: [asars.cpms.osd.mil](http://asars.cpms.osd.mil)

Login with the username and associated password. (CAPS lock on)

After reviewing the "Messages" click the "here" to access the ASARS menu.

Click on MISC (on the left side of the screen)

Click on "DoD Vacancy Announcement List". The "Vacancy Menu" appears:

To view DoD vacancy announcements go to [www.cpms.osd.mil](http://www.cpms.osd.mil). Go to employment or PPP operations manual, from there you can view DoD vacancy announcements. Posting on this site can be accomplished for hard-to-fill positions.

## Vacancy Menu

### Make a Selection

[Enter/Edit a Vacancy](#)

[View Vacancy List](#)

**Enter/Edit a Vacancy:** Click this option to enter a new vacancy announcement or to edit an already existing one. The "DoD Vacancy Entry" menu appears:

### DOD VACANCY ENTRY

ACTIVITY CODE .....    
VACANCY NUMBER .....  (Required)

Enter the Activity Code and the vacancy number. Vacancy numbers may be 1-20 characters in length.

If the criteria entered is not found in the system, the "Data Entry Mode Selection" menu is displayed, indicating it is a new vacancy:

## DATA ENTRY MODE SELECTION

[CLICK HERE TO ADD A NEW VACANCY](#)

Click "Click Here to Add a New Vacancy" to display the vacancy entry form:

The screenshot shows a web form titled "ENTRY FORM DOD VACANCY". The form contains the following fields and sections:

- EMPLOYING COMPONENT**: A dropdown menu with "AARMY" selected. A note says "(May be different than submitting activity component)".
- PAY GROUP**: A text input field.
- SERIES**: A text input field with a note "(Leave blank if interdisciplinary)".
- INTERDISCIPLINARY?**: A dropdown menu with "NO" selected.
- INTERDISCIPLINARY SKILLS**: A text input field.
- GRADE**: A text input field.
- TITLE**: A text input field.
- ANNOUNCEMENT NUMBER**: A text input field with "BS1" entered.
- AREA OF CONSIDERATION**: A text input field.
- DUTY STATION(S)**: A text input field.
- DUTIES**: A section with a note "do not exceed 5 typed lines" and a text area.
- CLOSING DATE**: A text input field with a note "(yyyymmdd or blank for 'open until filled')".
- HOW TO APPLY**: A section with a note "do not exceed 5 typed lines" and a text area.
- WHERE TO APPLY**: A section with a note "do not exceed 5 typed lines" and a text area.
- SPD CONTACT**: A text input field.
- COMMERCIAL PHONE**: A text input field.
- TDD PHONE**: A text input field.
- DSN PHONE**: A text input field.
- COMMERCIAL FAX**: A text input field.
- DSN FAX**: A text input field.
- E-MAIL**: A text input field.
- WEB SITE**: A text input field with a note "(For full vacancy announcement)".

At the bottom right of the form is a button labeled "Submit This Vacancy".

Input the vacancy information. For instructions on what to input, click on the field name (e.g., Employing Component, Pay Group, etc.) for further information.

If the criterion entered already exists in the system, the "Data Entry Mode Selection" menu is displayed, indicating you are about to modify an already existing vacancy.

## DATA ENTRY MODE SELECTION

CLICK HERE TO EDIT OR DELETE AN EXISTING VACANCY

Click "Click Here to Edit or Delete an Existing Vacancy" to display the vacancy. Edit the vacancy if necessary, and click and "Submit This Vacancy", or to delete the vacancy entirely, click "Delete":

Submit This Vacancy

Delete

View Vacancy List: Click this option to access the current vacancy announcement list. The "Select a Series" search form menu displays:

## SEARCH FORM

### SELECT A SERIES

(Only series for current vacancies are listed)

Enter a Series  (Select "all" to view all open announcements contained in the listing)

Search

Vacancy information is provided by individual DoD hiring activities, and the accuracy of such information is the responsibility of the hiring activity. Questions should be addressed to the point of contact listed for each vacancy.

**Select "all" to view all open announcements, or select the desired series and click "Search". The results will be displayed, for example:**

## DoD Vacancy Listing

The appearance of links to other Web sites does not constitute endorsement by the Department of Defense Civilian Personnel Management Service of these Web sites or the information, products or services contained therein.

GS-XXXXXX-XX

Personnel Staffing & Classification Specialist, Anc. No. \_\_\_\_\_, **CLOSING DATE:** Open Until Filled

**AREA OF CONSIDERATION:** DoD Wide

**CONTACT:**

**PHONE COMM:**

**DSN:**

**FAX COMM:**

**FAX DSN:**

**DUTY STATION:** Yourtown, USA

**EMPLOYING COMPONENT:** NAVY

**DUTIES:** Provides advice and assistance in classification, recruitment, selection, placement and utilization of employees to serviced commands.

**HOW TO APPLY:** Forward SF-171, OF-612 or resume, SF-50, most recent performance appraisal and DD-214 (if applicable). KSAs may be obtained by accessing website below or by calling contact number.

**WHERE TO APPLY:**

**FOR FURTHER INFO ABOUT THIS VACANCY CLICK HERE:**

To print, click PRINT or press Ctrl+P.

## **B. Family Support Centers (FSCs)**

You may contact the Family Support Centers (FSCs) to post your vacancies. You may also send a copy of the OPM/USAJobs announcement (Appendix E). If you do not use a closing date, please send a notice to pull the flyer when the job is filled. Use a team member as a point of contact, especially for hard to fill positions.

The Army FSC Point of Contact is:

Army Career Alumni Program (ACAP)  
Fort Sam Houston, TX 78234-5024  
COMM: (210) 221-1213  
DSN: 471-1213  
FAX: (210) 221-1671

FAX a copy of your vacancy announcement or recruitment bulletin to the FAX number above and they will post a hardcopy and distribute over the Army network.

The Navy POC is:

5720 Integrity Dr.  
Millington, TN 38055-6620  
COMM: (901) 874-4374  
DSN: 882-4374  
FAX: (901) 874-2055  
E-mail: [p662c1@persnet.navy.mil](mailto:p662c1@persnet.navy.mil)

The Marine Corps POC is:

HQ USMC  
Manpower and Reserve Affairs (MRM)  
3280 Russell Rd, 4<sup>th</sup> Floor  
Quantico, VA 22134-5103  
COMM: (703) 784-9523  
DSN: 278-9523  
FAX: (703) 784-9827  
E-mail: <http://www.usmc.mil>

Local FSC points of contact may be located on the Web under Family Center Locator, Relocation Assistance Programs at <http://dticaw.dtic.mil/mapsite/>

## **C. Federal Career Opportunities Guide**

This publication is available to prospective applicants in most libraries, Family Support Centers, job service centers, on the World Wide Web and other placement offices. Subscriptions may also be purchased.

There is no cost to employers who advertise job openings. Listings are automatically selected from more than 3,500 in the FCO database. Submit your vacancies in OPM/USAJobs format. These are also pulled from OPM/USAJobs posting. To ensure your vacancy is published, send them an announcement. There is no fee to advertise but there is a fee to subscribe. For subscription information, call (703) 281-0200 or (800) 822-5627.

To submit vacancies, contact:

Federal Research Service, Inc.  
370 Maple Avenue W, Suite 5  
PO Box 1059-VC  
Vienna VA 22183-1059  
COMM: (703) 281-0200 or (202) FED-JOBS  
FAX: (703) 281-7639  
E-mail: [info@fedjobs.com](mailto:info@fedjobs.com)

For Calendar/Deadlines for posting go to Federal Jobs Central WEB site at: [www.fedjobs.com](http://www.fedjobs.com)  
In addition to the Federal Career Opportunities Guide and Access . . . FCO on-line published by the Federal Research Service, Inc., federal employment information may also be found in Federal Times, published by Army Times Publishing Company. The Federal Times WEB site is located at: <http://www.federaltimes.com/>

Federal Times receives an automatic update when FEDJOBS is updated

## **D. Announcing Jobs Outside of Resumix**

- When having trouble in filling positions through Resumix, you may work with your CPF on announcing and accepting resumes for the position(s) locally. Specific vacancy announcements in the local area tend to generate applicants who are truly interested in the position(s).
- You must first; however, ensure you have contacted the Delegated Examining Office (DEO) to exercise Outside the Register (OTR) authority. If, after announcing through Delegated Examining, it is determined that there are insufficient available candidates, you must receive approval from AFPC/DPCF to announce positions locally

When announcing locally, the following statements must be part of the specific vacancy announcement (Insert local information in place of parentheses below). You may use your own local CPF announcement format for the vacancy.

- Applications should be mailed to (CPF MAILING ADDRESS)
- POINT OF CONTACT: If you have any questions pertaining to this vacancy announcement, please contact (CPF POC) at (CPF PHONE #)
- If you have previously applied for positions with the Air Force using the Air Force Personnel Center resume and self-nomination process, your resume will not be used when filling these positions. You must apply directly to the address stated above using this vacancy announcement number to be considered for these positions

- If you are interested in this and other positions at (BASE NAME), you may obtain information on the resume format and application procedures required by the Air Force Personnel Center by mail, from our web site, or by phone at:

**HQ AFPC/DPCFR**  
**ATTN: Recruitment Service Center**  
**550 C Street West Ste 57**  
**Randolph AFB TX 78150-4759**  
<http://www.afpc.randolph.af.mil/afjobs>

Air Force One-Stop Customer Service phone number:  
1-800-616-3775 – Follow phone menu prompts for internal and external employment information

TDD Users: 1-800-382-0893 [Within area code (210) 565-2276/3008]

## **E. Recruitment Resource Alternatives**

If you are having recruitment problems and wish help in identifying feasible alternative recruitment methods, below are other ideas and helpful resources you may contact:

Non-Appropriated Fund Human Resource Office

Refer to DefenseLink at <http://www.defenselink.mil/> for POC information

Other Federal agencies: <http://www.opm.gov>

America's Job Bank: <http://www.ajb.dni.us/>

State Department of Rehabilitation, State Employment Office, and Veteran Service Office

College Placement Offices

Adult continuing education programs at college, secondary, and vocational school levels

Professional newsletter/journals/magazines

Local newspapers

Outplacement Office within civilian corporations

Separating or retiring AF members

Consider asking the manager if they are willing to restructure the position to fill at a developmental level. Managers are often willing to downgrade for fill, especially if it means they will have the new employee at least throughout the target level of the position.

Consider changing the position. For instance, drop the Office Automation requirement of the position or change the classification of the position (i.e., instead of filling a GS-0326, fill GS-303). You should work closely with your AFPC servicing team members to discuss any or all of the above alternative recruitment options.