

USER'S GUIDE TO POSTING VACANCY ANNOUNCEMENTS

Summary of Changes – June 2004

1. NewTable of Contents
2. Entire Guide completely revised to enhance overall appearance and format
3. Guide now contains four chapters outlining processes for Creating a Requisition from RPA, Creating Requisition from outside of DCPDS, Email Setup for OPM Vacancy Announcement Template and Editing, Canceling, Extending or Modifying an OPM Vacancy Announcement
4. Screen shots changed throughout the guide to reflect screens in 11i, new version of Resumix and to maintain consistency with CPDSS/Resumix Guide
5. Added new screen shots to reflect the following enhancements in Resumix 6.4.6:
 - a. Resumix Spell Check Feature
 - b. Title Field
 - c. Requisition match list new “Status” column heading
6. Added new chapter (3) to include instructions and information concerning Outlook email setup and OPM Vacancy Announcement Template messages; added new screenshots to show new vacancy announcement template screenshots per OPM USAJobs changes in Aug 2003 and added work around information from previous Clearinghouse advisory, 03-02 concerning problems with Outlook and OPM Template message setup.
7. Added new chapter (4)“Edit, Cancel, Extend or Modify an OPM Vacancy Announcement” to include new screenshots and instructions on how to Manage Job Postings thru USAJOBS on-line Employer Services due to new and on-going OPM USAJOBS website/Monster.com changes effected in Aug 2003.
8. Appendix C - Changed most of appendix by deleting previous tables w/required OPM VA fields and included sample guidance concerning process for using Alternate Process for Posting OPM/USAJobs Vacancy Announcements via Employer Services feature since major changes were made to OPM website since last guide
9. Changed office symbol to DPCF and RSC Address to read :

HQ AFPC/DPCFR
ATTN: Recruitment Service Center
550 C Street West Ste 57
Randolph AFB TX 78150-4759
10. Deleted section in Appendix D about E-Recruitment Unit since the section has been disbanded and is no longer available as an alternate recruitment source
11. Appendices E- N - No changes were made