

Appendix B – OPM/USAJobs Vacancy Announcement Sample 1

Please be sure to review for complete qualifications, "Who may apply" and "How to apply" information.



The screenshot shows the USAJOBS website interface. At the top, it says "USAJOBS" with the tagline "WORKING FOR AMERICA" and "USAJOBS is the official job site of the United States Federal Government. It's your one-stop source for Federal jobs and employment information." Below this is a navigation bar with links for "HOME", "SEARCH JOBS", "MY USAJOBS", "FORMS", and "EMPLOYER SERVICES". There are also links for "FAQS", "PRIVACY POLICY", "HELP", and "SITE MAP". On the right side, there is a circular logo for the "UNITED STATES AIR FORCE PERSONNEL MANAGEMENT". Below the navigation bar, there is a blue banner for the "AFPC Air Force Personnel Center". To the right of the banner, it says "Department: Department Of The Air Force" and "Agency: Air Force Personnel Center". Below that, it says "Vacancy Announcement Number: 04JAN750945". At the bottom of the banner, there is a "Vacancy Announcement" label and a "+ Back to Search Results" link. Below the banner, there is a "Related Job Link: AIR FORCE CIVILIAN EMPLOYMENT HOME PAGE".

Vacancy Announcement Number: 04JAN750945

Opening Date: 02/27/2004

Closing Date: 03/11/2004

Position: PROGRAM ANALYST
GS-0343-12/12

Salary: \$57556 per year - \$74826 per year

Duty Location: many vacancies at
Sumter South Carolina SC

Applications will be accepted from:
Attention Interagency Career Transition Assistance Program (ICTAP)
Applicants:

Individuals who have special priority selection rights under the ICTAP must be well qualified for the position to receive consideration for special priority selection for vacancies within their commuting area. Displaced employees of the former Panama Canal Zone will receive priority consideration for vacancies for which they apply and are well qualified throughout the Continental United States. ICTAP eligibles will be considered well qualified if they have demonstrated that their experience exceeds the minimum qualification requirements. This demonstration of experience is to be addressed for each evaluation criteria.

Current Career or Career Conditional permanent non-Air Force Federal employees who have previously held the grade of the vacancy or higher grade on a permanent basis; Previous Career or Career-Conditional permanent Federal employees with reinstatement eligibility who have previously held the grade of the vacancy or higher grade on a permanent basis; Veterans with a 30 percent or more service-connected disability; Veterans eligible for Veterans' Readjustment Appointment (VRA); Veterans eligible under the Veterans Employment Opportunities Act (VEOA); NAFI/AAFES current employees serving at least one year on a position without time limitation or involuntarily separated from such appointment without personal cause within the preceding year; individuals eligible under Executive Order 12721; Individuals with disabilities, including physical or mental impairment that substantially limits one or more major life activities; individuals eligible under the Civilian Intelligence Personnel Management System (CIPMS); permanent Air Force employees in a Leave

Without Pay (LWOP) status.

SALARY RANGE: 57556-74826

This is a permanent position located at 9Air Force, Stan/Eval-Radar, Shaw AFB, SC

NOTE: VRA APPLICANTS ARE NOT ELIGIBLE FOR THIS POSITION. VETERANS' READJUSTMENT ACT (VRA) IS A SPECIAL AUTHORITY TO APPOINT ELIGIBLE VETERANS TO POSITIONS AT ANY GRADE LEVEL THROUGH GS-11 OR EQUIVALENT. PLEASE SEE THE VET GUIDE FOR MORE INFORMATION.

MAJOR DUTIES:

Applying Air Force military aviation or aviation recourse management experience, analyzes, develops and evaluates issues and develops recommendations to resolve substantive problems/issues of effectiveness and efficiency of work operation in a numbered air force command program. Documents planning and programming decisions in appropriate formats to meet Air Force and Major command Requirements. Actively participates in strategic planning to improve organizational direction and focus using strategic planning tools and techniques. Prepares and delivers oral presentations such as briefings, training sessions, consultations, and strategy sessions with other staff service functions and activities to secure cooperation, resolve controversial matters, and convey information relative to proposed changes in assignments.

QUALIFICATION REQUIREMENTS: Must have one year of specialized experience equivalent to the GS-(11) in the Federal Service in order to qualify. Specialized experience is experience that equipped the applicant with the following knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of a wide range of qualitative and/or quantitative methods to participate in the assessment and improvement of command level plans programs for conducting major operations such as war, mobilization, deployment, PPBS, exercise, special operations, rescue, or similar operations.
2. Knowledge of Air Force and command program goals and objectives, the sequence and timing of key operational events and milestones, and methods of evaluating the effectiveness of planning action related to actual events.
3. Knowledge of the relationship of the various command entities involved in overall program planning and execution of military operations and evaluations.
4. Knowledge of and skill in the application of Air Force aviator or aviation resource management expertise as it applies to assigned programs.
5. Skill in designing and conducting comprehensive studies and preparing solutions to resolve substantive problems/issues of effectiveness and efficiency of work operations in major command program.
6. Ability to communicate effectively both orally and in writing; negotiates complex issues; and maintains good working relationships.

OTHER INFORMATION:

1. Work may occasionally require travel away from the normal duty station on military or commercial aircraft.
2. Aviator or Aviation Resource Management experience is critical to the successful completion of the work.

3. Standardization/Evaluation experience is critical to the successful completion of the work.
4. Must have and be able to maintain a SECRET clearance.

JOB CONDITIONS:

Travel and relocation expenses will not be paid.

Selection of this position is contingent upon proof of U.S. Citizenship.

TDY is required

BASIS OF RATING:

Applicants will be rated on an evaluation of the quality and extent of experience, education, and training as described in their resume to the knowledges, skills and abilities (KSAs) listed in this announcement.

Applicants applying under VEOA will only be referred if determined to be the best qualified under the bases internal merit promotion criteria.

PAY, BENEFITS AND WORK SCHEDULE:

The General Schedule (GS) basic pay schedule, which may vary by geographic locality, is based on "comparability with local prevailing rates", which means that your pay is based on what private industry is paying for similar work levels in similar pay areas.

Direct Deposit. All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

OTHER INFORMATION:

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis. This position is subject to provisions of the DOD Priority Placement Program and the Interagency Career Transition Assistance Plan Program (ICTAP). We recommend you visit the following Web sites for bases in which you are interested for information on the local community, cost of living expenses, education, employment, housing availability, relocation and support services: Standard Installation Topic Exchange Service: <http://www.dmdc.osd.mil/sites>
Official public Air Force sites:
<http://www.af.mil/sites>.

The Department of Air Force will not pay or assume liability for personal travel, moving expenses, or other relocation costs incurred in accepting employment, except under very unusual circumstances.

HOW TO APPLY:

EXTERNAL - To be considered for civil service vacancies serviced by the Air Force Personnel Center (AFPC), you must have a verified resume and supplemental data on file prior to self-nominating for job consideration. If you do not have a verified resume on file and are submitting your resume, you will be able to self-nominate only after your resume has been processed. If you do not have a resume on file, detailed instructions on "How to Apply" are available in our Job Kit at <http://www.afpc.randolph.af.mil/afjobs> or by calling 1-800-699-4473 (within area code (210) 527-2377); TDD users call 1-800-382-0893 (within area code (210) 565-2928) between the hours of 0730 - 1630 (CST).

Resumes can be submitted 3 ways:

- 1) On-line through our Resume Writer at <http://www.afpc.randolph.af.mil/afjobs>,
- 2) By E-mail: Prepare resume in the body of your e-mail. Place "Applicant Information" in the subject

line of e-mail and send to: Ext.Resume@randolph.af.mil

3) Mail hard copy resume to:

HQ AFPC/DPCTDC,

ATTN: Recruitment Call Center,

550 C Street West Suite 57, Randolph AFB TX 78150-4759. Only properly formatted resumes and supplemental data will be considered. The SF-171 and OF-612 are no longer accepted as an application for employment. You must allow at least 5 working days for the verification of your resume. If you already have an active resume on file with AFPC, you must self-nominate for this specific announcement. All self-nominations must be accomplished by the closing date.

If you have questions or comments on application procedures, please E-mail recruitment.center@randolph.af.mil or apfc.dpc2@randolph.af.mil

THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER.

Selection will be made without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, age, politics, disability, or sexual orientation, which do not relate to successful performance of the duties of the position except where specifically authorized by law.