

Vacancy Training Exercise

Now that you have completed the online portion of training for Vacancy, it is time to log into the Training version of USA Staffing to practice what you have learned. Use this step-by-step guide to help you practice this lesson. Retain your notes to assist you with other lessons.

Since Vacancy is the second step in the staffing process, you will need an approved request to begin this lesson. If you already have an approved request, complete the information below. If not, you can access the entire practice training series on the USA Staffing Training Resources page at:

https://help.usastaffing.gov/ResourceCenter/index.php/USA_Staffing_Training_Resources. You will then need to complete the Request exercise before proceeding with this exercise.

My Request Number: _____

My Vacancy Number: _____

1. Go into your **Vacancy Number**. There are several ways to access a Vacancy Number:
 - a. If you know your number, you can type it directly in the **Go To** box at the top of the page and click **Enter**.
 - b. You can locate your request in the Requests tab of your dashboard. Once in your request, there is a direct access link under the **Vacancy Created** section. (This is the option in the screenshot below.)
 - c. If you have recently accessed this Vacancy Number, it will show up in your dashboard drop-down list.

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Staffing Classification Recruit Admin Reports Search

Go To

Mei-Ling Erickson - OPM

REQUEST 20230825-35763

Request 20230825-35763

Request Number: 20230825-35763

Customer: User Support Team

Request Type: New Vacancy

Status: Pending Recruitment

Request Information Location Information Staffing Approach

Documents 0 Notes 0 History

Request Information

Request Number: 20230825-35763

Request Type: New Vacancy

Requesting Customer: User Support Team

Requester: Kasey Acres

Request Process Owner:

Request Tags:

Hiring Need Validated Date: 8/22/2023

Request Personnel Action Date: 8/25/2023

Approved By: Mei-Ling Erickson

Vacancy Created 1

Vacancy Number	Status	Vacancy Type	Office	Workflow	USAJOBS Announcement Type	Rating Combination
10167465	New	Case Exam	User Support Office	OPM 80-day	<input checked="" type="checkbox"/> Public (U.S. Citizens and Non-Citizens)	<input checked="" type="checkbox"/> 0343-9

Position Descriptions 1

Position Description Number	Position Title	Pay Plan	Series	Grade	Specialties
1234test	Program Analyst	GS	0343 - Management And Program Analysis	9	

Position Settings

Security Clearance Required: Confidential

Travel Required: 25% or less

Position Sensitivity: Non-sensitive (NS)/Low Risk

Trust Determination Process: Credentialing

☐ Remote Job

☒ Telework Eligible

☐ Supervisory Position

☒ Relocation Authorized

☒ Drug Testing Required

☐ Bargaining Unit Position

☐ Financial Disclosure Required

Request Locations

Vacancies	City	State	Country	County	Location Code
	Fairfax	VA	United States	Fairfax County	510900600
	Boulder	CO	United States	Boulder County	080200013

Image 1: Approved request page with the Vacancy Number highlighted. The Vacancy Number is located under the Vacancy Created section.

2. There are no actions needed on the **Case File** tab. Continue to the **Position Information** page.

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Staffing Classification Recruit Admin Reports Search Go To

VACANCY 10140633

Vacancy 10140633 Assessment Package Announcement Reviews

Office: OPM Washington DC
Customer: ASMG Publications
Hiring Official: Mei-Ling Erickson

USAJOBS Job Title: Program Analyst
Pay Plan Series Grade: GS-0343-9
Announcement Type: DE
Status: New

Case File Position Information Eligibilities Supporting Documents Settings Documents (0) Notes (0) History

Tasks (2) Active Add Task

Task	Owner	Due Date
Complete Assessment Package	Mei-Ling Erickson	04/05/2022
Release Announcement	Mei-Ling Erickson	04/07/2022

Requests (1) All Statuses

Request Number	Status
20220331-81505	Pending Recruitment

ANNOUNCEMENT NOT CREATED

0 APPLICANTS

0 ELIGIBLE **0 INELIGIBLE**

Image 2: Vacancy Case File page with the Position Information tab highlighted.

3. Verify the information on the **Position Information** page.
 - a. Change the Travel Required to **50% or less**.
 - b. Click **Save**.

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VACANCY 10142909

Office: OPM Washington DC
Customer: ASMG Publications
Hiring Official: Mei-Ling Erickson

USAJOBS Job Title: Program Analyst
Pay Plan Series Grade: GS-0343-9
Announcement Type: DE
Status: New

Case File | **Position Information** | Eligibilities | Supporting Documents | Settings | Documents (0) | Notes (0) | History

USAJOBS Announcement Settings

USAJOBS Job Title *
Program Analyst

USAJOBS Announcement Type *
☒ Public (U.S. Citizens and Non-Citizens)
☐ Status (Federal/Veteran/Other Eligible)
☐ Internal Merit Promotion

Vacancy Type *
☒ Case Exam
☐ Standing Register

Position Settings

Customers *
 x ASMG Publications

Security Clearance Required: Confidential
 Travel Required: 50% or less
☐ Remote Job
☒ Telework Eligible
☒ Drug Testing Required

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk
 Trust Determination Process *
 x Credentialing
☐ Supervisory Position
☐ Bargaining Unit Position
☒ Relocation Authorized
☐ Financial Disclosure Required

Position Descriptions (1)

☐ Interdisciplinary Position

Position Description #	Position Title	Pay Plan	Series	Grade(s)	Specialties
<input type="checkbox"/> 1234testME	Program Analyst	GS	0343 - Management And Progra...	x 9	+

Add Position Description

Save Cancel

Image 3: Vacancy Position Information page.

4. Go to the **Eligibilities** tab.
 - a. Select 3-6 eligibilities depending on the options available. If you want to see what one of the eligibilities contains, click the + next to the title to expand that item.
 - b. Click **Save**.

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VACANCY 10140629

Office: User Support Office
Customer: User Support
Hiring Official: Rachel Grundel

USAJOBS Job Title: Program Analyst
Pay Plan-Series-Grade: GS-0343-9
Announcement Type: DE
Status: New

Case File | Position Information | **Eligibilities** | Supporting Documents | Settings

Documents (0) | Notes (0) | History

+ Eligibilities

Assign Bundle

Accept	Eligibilities
<input checked="" type="checkbox"/>	<p>30% or More Disabled Veterans (30% DV)</p> <p>Eligibility Question: 30% or More Disabled Veterans</p> <p>Are you a veteran who separated from active duty under honorable conditions and you: have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more OR retired from active military service with a service-connected disability rating of 30% or more If eligible, submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service. Please also provide the disability letter from the Department of Veterans Affairs or Armed Service and the Application for 10-Point Veteran Preference, Standard Form 15.</p> <p>For more information, review</p>
<input checked="" type="checkbox"/>	+ Career Transition Assistance Plan (CTAP)
<input checked="" type="checkbox"/>	+ Interagency Career Transition Assistance Plan (ICTAP)
<input type="checkbox"/>	+ Land Management Employees (Land Management)
<input type="checkbox"/>	+ Military Spouse Preference (Military Spouse)

Save Cancel

Image 4: Eligibilities page of Vacancy completed as specified in the above steps.

5. Go to the **Supporting Documents** tab.
 - a. Accept document types: Cover Letter, DD-214, Other (Type *Performance Qualifications* as the label), Resume, SF-15, SF-50, and Transcript.
 - b. The only required document type should be Resume.
 - c. Mark the following Supporting Documents as **Hiring Manager Viewable**: Cover Letter, Other, Resume, Transcript.
 - d. Mark the following Supporting Documents as **New Hire Viewable**: DD-214, Resume, SF-15, SF-50, Transcript.
 - e. Click **Save**.

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Staffing Classification Recruit Admin Reports Search Go To

VACANCY 10140633

Vacancy 10140633 Assessment Package Announcement Reviews

Office: OPM Washington DC
Customer: ASMG Publications
Hiring Official: Mei-Ling Erickson

USAJOBS Job Title: Program Analyst
Pay Plan Series Grade: GS-0343-9
Announcement Type: DE
Status: New

Case File Position Information Eligibilities Supporting Documents Settings Documents (0) Notes (0) History

Supporting Documents

Supporting Documents	Upload Options	View Options
Cover Letter	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
DD-214/ Statement of Service	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
OF-306	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Other (1) Performance Qualification	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Other (2)	<input type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input type="checkbox"/> New Hire Viewable
Resume	<input checked="" type="checkbox"/> Accepted <input checked="" type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
SF-15	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
SF-50/ Notification of Personnel Action	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable
Transcript	<input checked="" type="checkbox"/> Accepted <input type="checkbox"/> Required	<input checked="" type="checkbox"/> Hiring Manager Viewable <input checked="" type="checkbox"/> New Hire Viewable

Save Cancel

Image 5: Supporting Documents page of Vacancy completed as specified in the above steps.

6. Go to the **Settings** tab.
 - a. In the Application Confirmation Messages section, ensure both items are checked.
 - b. If desired, check the item **Require completion of all announcement and assessment items** in the Application Processing section. This will require all applicants to respond to every question in the application.
 - c. Click **Save**.

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VACANCY 10154310

Office: User Support Office
Customer: User Support
Hiring Official: Rachel Grundel

USAJOBS Job Title: Program Analyst
Pay Plan-Series-Grade: GS-0343-9
Announcement Type: ST
Status: New

Case File | Position Information | Eligibilities | Supporting Documents | **Settings** | Documents (0) | Notes (0) | History

Application Screening

Age Screening

- ☒ Do not collect age information
- ☐ Collect age information
 - ☐ Use Minimum Age
 - ☐ Use Maximum Age
 - ☐ Use Effective Age (Calculated by subtracting Qualifying Experience from actual age)
 - ☐ Do not screen out applicants who fail to meet age requirement(s)
 - ☐ Exclude Veterans from calculation and screening
 - ☐ Exclude Land Management Workforce Flexibility Act Eligibles from calculation and screening

Citizenship Screening

- ☒ Screen out non-U.S. Citizens

Case File Retention

- ☐ Vacancy is under litigation - Do not archive
- ☐ Administrative Careers with America (ACWA) position - Do not archive

Application Confirmation Messages

- ☒ Automatically respond to all submitted online applications with the selected notification template
- USA Hire Acknowledgement Template
- ☒ Display online application confirmation message
- Thank you for applying to our position.

Application Processing

Questionnaire Settings

- ☐ Collect Service Computation Date
- ☐ Do not collect Veterans' Preference
- ☐ Do not collect Lowest Acceptable Grade
- ☐ Enable Candidate Inventory
- ☐ Limit the number of locations that a user can select to a maximum of
- ☐ Require completion of all announcement and assessment items

Application Submission

- ☐ Prevent update of application after initial submission
- ☐ Prevent update of assessment responses after application submission
- ☐ Require Veterans' Preference supporting documents for application submission
- ☐ Require eligibility supporting documents for application submission

Period of Eligibility

- ☐ Expire applications following the period of eligibility

Applicants will be eligible for 3 months

USAJOBS Announcement Configurations

USAJOBS Apply Online

- ☒ Standard Announcement (include 'Apply Online' button)
- ☐ View-Only Announcement (remove 'Apply Online' button)

Demographic Data Collection

- ☒ Collect USAJOBS RNO Data

Applicant Total

- ☒ Display total number of applications submitted for closed announcement

Vacancy Tags

Appointing Authority

Mission Critical Occupation

Occupation Specialty Code

Save Cancel

Image 6: Settings page of Vacancy completed as specified in the above steps.

You now have a completed vacancy. This concludes the lesson on Vacancy.