

CPMS/CARE JOB EXCHANGE ANNOUNCEMENT ENTRY INSTRUCTIONS

To access the entry form, click on “Enter Job Exchange Announcement.” Complete the form as follows, using information that pertains to the position of the employee at the closing activity:

1. **Location Activity:** Enter the 4-character activity code assigned to the physical location of the position. If the position is not located at a coded activity, leave this item blank.
2. **City:** Enter municipality closest to the closing Activity.
3. **State:** Enter State of closing Activity.
4. **Position:**
 - a. **Pay Group:** Enter the Pay Plan of the position. For NSPS and demonstration project activities, use the Pay Schedule code.
 - b. **Series:** Enter the occupational series of the position leaving unused blocks blank.
 - c. **Grade:** Enter the current grade of the position. If grade is below 10, enter a “0” before the grade number. Alpha characters may be used in case of Pay Banded/Demonstration positions. For NSPS and demonstration project activities, use the Pay Band code.
 - d. **Title:** Enter the complete title of the position.
5. **Duties:** Enter a brief description of the duties of the designated position.
6. **Desired area of relocation:** Enter geographic areas (Cities, States or Region) where the employee of the affected activity is willing to relocate.
7. **Date of Closure:** Enter date activity is scheduled to close or realign.
8. **HRO POC:** enter the last then first name of the individual point of contact (POC) at the human resources office (HRO) who should be contacted for information.
9. **Phone:** Enter the area code and commercial number of the POC.
10. **DSN Prefix:** Enter the 3-digit DSN prefix.
11. **FAX:** Enter the area code and commercial number of the fax machine.
12. **POC E-Mail:** Enter the e-mail address of the HRO POC.