NORTHEAST AREA
TRAINING OPPORTUNITY

COURSE TITLE	**VACANCY ANNOUNCEMENT BUILDER**
VENDOR	**NER STAFFING Proponent, APG, MD**
DATES/LOCATION	**15-16 Sep 09, APG, MD**
LENGTH	**1 ½ Days (12 hrs.)**
START/END TIMES	**0800-1600, 15 Sep and 0800-1230, 16 Sep**
COST	**No Cost**
REGISTRATION DEADLINE	**26 Aug 09** Call the Course Manager if you have a nomination but have missed the suspense; there may still be spaces available.
COURSE MANAGER	**Misti Cloman, 410-306-1375 DSN: 458** **misti.cloman@us.army.mil**

COURSE DESCRIPTION

We cover step-by step procedures for using the VAB to create announcements for all types of positions. The students will write an announcement, and be critiqued by the class. We cover the basics of other tools which are used to build the announcements.

WHO SHOULD ATTEND/PREREQUISITES

Human resources management specialists who are involved in the process to announce vacant positions. **As a prerequisite to attend the training you *must* have the following accounts:**

1. USAJOBS, Username and password, to obtain go to: https://recruiter.usajobs.gov/login.asp?redirect=https%3A%2F%2Frecruiter%2Eusajobs%2Egov%2Findex%2Easp%3FWT%2Esvl%3Dnavservices

2. RESUMIX, Login and Password. To obtain a Resumix Login complete the SANAR Form:http://www.chra.army.mil/sysadm/SANAR_Form_rev1_03-Jan-02.doc
E-mail the completed form to: cpocnermodernhelpdesk@conus.army.mil

METHOD OF INSTRUCTION

Lecture with audience participation/interaction. Hands on at a computer.

HOW TO NOMINATE

To apply for the scheduled class listed in this announcement, click on the following link to CHRTAS: https://www.atrrs.army.mil/channels/chrtas/default.asp?page=main.asp

If this is your first time using CHRTAS it is recommended that you view the CHRTAS Tutorials available under the Help Bar.

Below are the steps you will need to build a Student Profile in CHRTAS and apply for a class:

If this is the first time you have used CHRTAS, you will need to click on Update/Create Student Profile. If you already have a profile built, click on Apply for Training.

1. Click on **FY2009**
2. Click on the training type – **Civilian HR Training**
3. Click on **Region** and select "0104-CHRA NORTHEAST REGION"
4. Click on **Course** and select "FB8AVB4AE8 – VACANCY ANNOUNCEMENT BUILDER"
5. Click on and select "APG, MD (0104)", select Class# 001 to register
6. Review all information on the screen and make any corrections. This information flows from your student profile.
7. Click on **Submit this Application**

You will receive a verification email from CHRTAS. You supervisor will receive an email for action/approval. It is important that the supervisor take prompt action.

NOTE: Only one supervisor is required. Your nominating supervisor should be identified and Email address must be entered and verified. Copy and pasting into the verification block will NOT be accepted; you must retype the email address in. The approving supervisor block may be left blank.

For any problems, questions, or if special needs are required to accommodate an attendee (wheelchair access, interpreter, etc) please contact the Course Manager.

Do not attend unless you have received confirmation from the Course Manager. Although we try to accommodate all training needs, an application in CHRTAS does not guarantee a space allocation. Check with the Course Manager if you have not received confirmation two weeks prior to the class starting date.

CANCELLATION POLICY

If you are unable to attend this class, please go back into CHRTAS to request cancellation.

BILLING INSTRUCTIONS

N/A