

JB-1000 AUTOMATED POSTING VACANCY COVERSHEET

Bid Clusters are required to submit this worksheet with your Vacancy Report.

Complete sections 1,2,3 (4 as needed). Submit with your completed Vacancy report to the HRSSC JBM mailbox for your Area.

***1**

Bid Cluster Name	
Bid Cluster #	
Installation Name	
Cost Center #	

***2**

CRAFT:	
Posting Open Date	
Posting Close Date	

***3**

Contact name:	
Contact phone #:	

4

LMOU provisions or other instructions for the posting of these positions.	

AND/OR

SPECIAL POSTING OF BARGAINING UNIT POSITION(S)

Bid Cluster - To request a special posting for situations outside of the normal posting schedule, in addition to 1, 2, 3, and 4 above, complete section 5 and submit to HRSSC JBM mailbox for your Area. (For posting of occupied positions utilize JB1300.)

***5 Reason for Special Posting**

Position Number to be posted:	Position changes required prior to posting (example: schedule change, days off, addition of skill or qualification, etc.)

* Required Fields - Please ensure all required fields are completed. Omission of information may cause delay and/or return of the worksheet.