



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Tuesday, June 17, 2008  
DEO 2008-02

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: Linda M. Springer Director

Subject: Template Vacancy Announcement

The U.S. Office of Personnel Management (OPM), in partnership with the Federal Acquisition Institute, developed a template vacancy announcement agencies may use for hiring entry-level Contract Specialists (GS-1102-5). OPM developed this plain-language, streamlined template to improve the hiring process for these Contract Specialist positions Governmentwide.

Agencies may access this template through USAStaffing and USAJOBS under the Employer Services tab. If you have any questions or need additional information, please contact Mr. Daniel Fusco, Manager, Recruiting, Examining and Assessment Group at 202-606-2226 or [Daniel.Fusco@opm.gov](mailto:Daniel.Fusco@opm.gov).

cc: Human Resources Director