# Job Openings

Posted Printable Fact Sheet

Robins Air Force Base Job Announcements

Applications for positions at Robins Air Force Base (AFB) are not accepted continuously. All vacancies are announced to the general public as they occur. Information about positions open to the general public may be obtained by calling a 24-hour recording at (478) 926-5661.

Information about positions restricted to reinstatement or transfer eligible only may be obtained by calling (478) 926-6666. All job listings are posted at the Robins AFB Employment Office, Building 1524, located adjacent to the Museum of Aviation. Forms necessary to apply for civil service positions may be obtained from this office from 7:30 a.m. to 4:00 p.m., Monday - Friday. Job announcements for Robins AFB are also listed on the Internet web sites listed below.

#### **INTERNET**

USA JOBS: You can connect to the USA JOBS web site at www.usajobs.opm.gov. To narrow your search to Robins AFB jobs, complete the following steps at the main menu:

- 1. Click "Advance/International Search" in the upper right-hand corner of the page
- 2. Scroll down to the box labeled "Location Search", then scroll down within this box until you reach "GA-Robins AFB" and click this link
- 3. Below that in the "Applicant Eligibility" box, read each statement and answer either "yes" or "no" accordingly
- 4. Click the "Search for Jobs" link at the bottom of the page and the listing of jobs will appear. Pick the job to your liking for Robins Air Force Base and click on the job title for details on how to apply.

NOTE: After completing these steps, you will see a listing of the current jobs available at Robins Air Force Base (AFB), GA. You can click on any job title to your interest to obtain detailed information concerning its duties, qualifications, methods of applying, and points of contact.

Further, there may be more than one page of job announcements listed. This is shown just to the left of the "Map Results" heading right above the "Agency" and "Location" headings tab. (Note: there will be a red flag to the left of the heading tab entitled "Map Results"). This will be displayed as follows:

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If there are more pages, click on them and more listings will appear. Click on the position(s) to your liking and follow the instructions on how to apply.

### OTHER FEDERAL EMPLOYMENT AT ROBINS AFB

NON-APPROPRIATED FUNDS EMPLOYMENT: If interested, you can either:

- Contact the Non-Appropriated Funds Office at: (478) 926-4877
- Visit their website at www.robinsservices.com

COMMISSARY EMPLOYMENT: Go to www.commissaries.com and complete the following steps:

- click on the "Human Resource" link heading located next to the last heading to the right (by the heading entitled, "LINKS")
- next, click on "JOB ANNOUCEMENTS"
- next, click on link entitled, "CLICK HERE FOR ALL DECA JOBS"
- next, click "OK"; you will be leaving this website and transitioning into the USAJOBS website; this will present a listing of the job postings
- the job titles will be under the column entitled "JOB SUMMARY". make sure you pay attention to the following areas:
- 1 the column entitled, "LOCATION" located next to the far right-hand side
- 2 the entry above the top of the column heading labeled,

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(For#1 on the previous page): You will notice geographical under the "LOCATION" column. Simply scroll down the page until you reach a position under the "GEORGA" geographical area IF a position is presently available.

(For#2 on the previous page): If there are more pages, click on them and more listings will appear. Click on the position(s) to your liking and follow the instructions on how to apply.

You can contact the Commissary if you have questions at (478) 926-7618.

DEFENSE LOGISTICS AGENCY: If interested, visit their website at "www.hr.dla.mil"

CONTRACTOR EMPLOYMENT: If you are interested in employment through contracting positions, you can obtain a free listing from the Warner Robins Department of Labor. They are located 96 Cohen Walker Drive in Warner Robins GA. They can be reached at (478) 988-7130. Active duty military members and military retirees can also obtain a free listing from the Family Readiness Center on Robins Air Force Base in building # 794. They can be reached at (478) 926-1256. A listing can also be obtained from the Warner Robins Chamber of Commerce. They are located at 1228 Watson Blvd, Warner Robins, GA. They will provide this listing for a small cash fee of \$2.00.

### STATE AND LOCAL GOVENMENT EMPLOYMENT SERVICES

Check the following two sources for state (first website below) and local/municipal (second website below) government employment:

## Web Address

www.dol.state.ga.us (for state employment) www.warnerrobinsga.gov (for local/municipal employment)

PLEASE CONTACT THE ROBINS EMPLOYMENT OFFICE FOR QUESTIONS AT THE SOURCES BELOW:

- (478) 926-6666
- (478) 926-7878
- Toll Free (800) 342-0570
- E-mail Address: 78msg.dpc.eo@robins.af.mil

THE HOURS OF OPERATION ARE 7:30 - 4:00, Monday through Friday

VETERAN'S PREFERENCE INFORMATION

You can contact the Veteran's Preference Counselor at the Robins Employment Office at the telephone number(s) listed above. Please contact them for one-on-one counseling sessions. These are available by appointment only.

Information is provided by the Robins Employment Office and updated by Public Affairs Office.

Information Current as of February 25, 2010