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**From:** Tarlton, Sharon F SAJ  
**Sent:** Monday, October 06, 2003 8:25 AM  
**To:** DLL-ALL-CESAJ-DISTRICT  
**Cc:**  
**Subject:** Locating Announcements on new CPOL web page

We have received several inquiries from employees having difficulty finding announcements in the new system. The following steps should take you to the announcement you are searching for.

1. Go to <http://cpol.army.mil/va/scripts/public.html>
2. Scroll down to the block called **Occupational Series (Format 0301 no alpha character)**
3. Input the series including a leading 0 - For example 0342, 0401, 0819, etc. - for Interdisciplinary position, pick one of the series listed for the announcement. **Don't input anything else** - if you complete any of the other blocks, nothing will come up.
4. Scroll down to the bottom of the page.
5. Click "**Get Results**" - This will bring up all of the jobs announced in the series for all of Army.
6. Click on the one with the announcement number you are interested in. Our announcements start with "SCGV"

If you cannot locate an announcement, please contact the Jacksonville CPAC at 904-232-1192 or 904-232-1151.