USAJOBS Program Office
JOA Export Registration Form

To facilitate Agency Career Site leverage of JOA information, vendors or agencies supporting the design and maintenance of the site may request daily JOA export via the attached form. Upon approval of this request, the vendor or agency will be granted access to their associated JOAs and granted access to a unique directory in the SFTP environment for exporting the files.   The SFTP environment is supported by the USAJOBS Program Management Office (PMO) and the OPM Human Resource Tools and Technology (HRTT) organization..

To help the USAJOBS Program Office and HRTT accurately track participation, please provide the following information.

Consumer Type: (Agency Career Site, Specialized Career Site or Other)	
Technology Provider (Company or Agency Name):	
System Name:	
Technical Point of Contact (POC) Name:	
POC Phone Number:	
POC E-mail Address:	
Vendor Source IP address(s): (Public IP address(s) from which connections to the SFTP site and vendor will originate)	
Preferred Access Credentials: (UserID/Password OR Public key authentication using a public and private key pair)	
Preferred Post Channel ID:	
Agency Name:	
Point of Contact (POC) Name:	
POC Phone Number:	
POC E-mail Address:	
Search Filters: **500 Character Text Element that documents the attributes requested in the saved search to be used.**	

Check this form field to confirm that you have read, understand, and agree to abide by the USAJOBS JOA Export Terms of Service.

The USAJOBS JOA Export Terms of Service can be found on schemas.usajobs.gov.

Return the completed form to the USAJOBS 3.0 Team at Access@usajobs.gov, via e-mail. In the email, please title it: JOA Export Request – (Vendor Name/Agency Name).

Please return this form using email encryption or another method to protect the attachment (i.e., Windows password). Retrieval instructions should be sent in a separate message.

Upon receipt of the completed form, the technical POC will receive detailed communications regarding access approval, necessary configuration parameters, connectivity to the Help Desk solution, etc.

Please direct all other questions to the USAJOBS 3.0 Team at USAJOBS3.0@opm.gov.