

## CENTRAL SKILLS BANK REGISTRATION AND GEOGRAPHIC AVAILABILITY

**AUTHORITY:** 5 USC 3302; 5 USC 4103; EO 9397 and EO 11348

**PRINCIPAL PURPOSE(S):** To provide management officials with information on desired assignments and placement actions. Use of Social Security Number is required to make positive identification of individual and records. The voluntary information is used to determine the availability of employees for position vacancies in the US and overseas locations.

**ROUTINE USE(S):** None

**DISCLOSURE IS VOLUNTARY:** Failure to provide the requested information may result in improper identification and failure to receive consideration for vacant positions. Disclosure of SSN is voluntary.

### INSTRUCTIONS

Only use this form for employees registering or updating registration in the Air Force Central Skills Bank (CSB (see AFMAN 36-203). DO NOT USE THIS FORM FOR CAREER PROGRAM REGISTRATION.

**FOR THE EMPLOYEE** Complete original and one copy. Submit original to your servicing Civilian Personnel Flight (CPF) and keep the copy for your personal records.

**FOR THE CPF:** Review the form. Make sure entries are accurate and complete. If needed, counsel/assist employees on availability of positions at location (s) being registered and discuss any questionable entries. Input data to DCPDS. File original on left side of employee's Official Personnel Folder (OPF). Provide registrant with DCPDS confirmation within 30 days of submission of form.

1. NAME (Last, First, Middle Initial)	2. SSN	3. CURRENT POSITION		
		A. PAY PLAN	B. SERIES	C. GRADE
4. ORGANIZATION	5. OFFICE SYMBOL	6. TELEPHONE NUMBERS (WORK)		
		A. DSN	B. COMMERCIAL	
7. HOME ADDRESS (Street, City, State, Zip)	8. HOME PHONE	9. AVAILABLE FOR AIR RESERVE TECHNICIAN(ART) POSITION		
		<input type="checkbox"/> YES	<input type="checkbox"/> NO	

### EMPLOYEE GEOGRAPHIC AVAILABILITY (Follow steps A through C closely)

A. Consult geographic availability listing in DCPDS Table 221. Select ONLY the codes which represent the locations for which you wish to be considered.

B. Beside each location code, enter the LOWEST grade which you will accept at that location. If you want to be considered only for General Schedule (GS) positions, leave the Wage System (WG, WL, WS) entries blank; if you only want Wage positions, leave the GS entries blank; if you want considered for both, make all entries.

C. You will only be considered for vacancies at location (s) you have marked on this form. (REMEMBER: If you decline consideration or a job offer at ANY location at or above the lowest acceptable grade for which you registered, you are subject to REMOVAL from CSB at all locations for a minimum of 12 months.) You are responsible for maintaining the currency of your CSB availability. If you wish to change location (s) or grade level(s), you must submit this form to your CPF showing all locations for which you wish to be considered. You are limited to 48 locations from Table 221, so be careful to register ONLY at locations at which you will accept an employment offer.

### 10. GEOGRAPHIC LOCATIONS

LOC	GRADES				LOC	GRADES				LOC	GRADES			
	GS	WG	WL	WS		GS	WG	WL	WS		GS	WG	WL	WS
1					17					33				
2					18					34				
3					19					35				
4					20					36				
5					21					37				
6					22					38				
7					23					39				
8					24					40				
9					25					41				
10					26					42				
11					27					43				
12					28					44				
13					29					45				
14					30					46				
15					31					47				
16					32					48				

11. EMPLOYEE'S SIGNATURE	<b>FOR PERSONNEL USE ONLY</b>	
	DATE INPUT	PERSONNEL TECHNICIAN

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).