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# AF Civilian Employment Guide

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*“Right People, Right Place, Right Time”*

Headquarters, Air Force Personnel Center  
Directorate of Civilian Force Integration  
Randolph Air Force Base, Texas



AFPC Civilian Employment Website:  
<http://www.afciviliancareers.com>

**THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER**

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### Introduction

Thank you for your interest in a civilian career with the Department of the Air Force. The AF Civilian Employment Guide explains appointment eligibilities, how to submit a resume, search for open job opportunity announcements, and apply for AF positions on USAJOBS®.

### Privacy Statement:

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this guide and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans. Also, incomplete addresses and ZIP Codes will slow processing.

**How to Determine Your Eligibility to Apply**  
**Use the tables below to assist in determining your eligibility**

To be considered for federal employment, you must self-identify or list your eligibility category when completing the applicant process. We must collect certain information to determine if you can be referred for consideration. The Human Resource Specialist uses this information to determine if you meet the eligibility requirements for the appointment authorities listed in the announcement under “Who May Apply.” You may be eligible for more than one category so ensure you select all eligibilities that presently apply to you. **AFPC is not responsible for erroneous eligibilities that you list or those you fail to list.**

<b>General Public Categories (All U.S. Citizens—With or without prior civilian service or military service)</b>			
<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is: See Note 2</b>	<b>Required Documentation See Note 3</b>
<p>A person with a disability. An individual is considered disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities.</p> <p>Note: This authority is open to both veterans and non-veterans with severe disabilities</p>		<a href="#"><u>Employment of People with Disabilities</u></a>	Certification statement from a state Vocational Rehabilitation Service (state or private), Department of Veterans Affairs, a licensed medical professional (e.g., a Physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); or any Federal agency, State agency or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.
U.S. citizen	18 years of age or older (or a high school graduate who is 16 years old or older)	(DEO) Delegated Examining Authority	
The spouse of an active duty military member who accompanies a sponsor on a permanent change of duty station (PCS) move.	You were married to your military sponsor prior to the reporting date to the new duty assignment and the position for which you are applying is advertised as “Open to U.S. Citizens only. Position to be filled through Delegated Examining (DEU) authority” and is within the commuting area of your military sponsor’s permanent new duty station.	Military Spouse Preference	A copy of your military sponsor’s PCS
<b>Federal Civil Service Employee Categories</b>			
<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is: See Note</b>	<b>Required Documentation See Note 3</b>
Current or former federal employees displaced from positions in Non-DoD federal agencies (e.g., IRS, VA, Dept of Labor, etc.) in the same local commuting area of the vacancy.		<a href="#"><u>ICTAP</u></a> Interagency Career Transition Assistance Plan	Copies of the appropriate documentation, such as RIF separation notice, a SF-50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area.

Applicants eligible under ICTAP are provided priority selection for vacancies within the local commuting area for which they apply and are determined well qualified.			Current (or last) performance rating of record of at least fully successful or the equivalent
<b>Veterans Categories: (Select all that apply. Limiting eligibility choices may result in missed employment opportunities)</b>			
If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Current or former military member	With a service-connected disability of 30 percent or more.	<a href="#">30% Disabled Veteran</a>	DD Form 214 (member 4 copy) documenting final military discharge, release or retirement; SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs (VA), or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 30% or more.
<p>Disabled veterans;</p> <p>or</p> <p>Veterans who served on active duty in the Armed Forces during a war, a campaign or expedition for which a campaign badge has been authorized;</p> <p>or</p> <p>Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded;</p> <p>or</p> <p>Recently separated veterans*</p> <p>Veterans claiming eligibility on the basis of service in a campaign or expedition for which a medal was awarded must be in receipt of the campaign badge or medal.</p> <p>(*The law defines recently separated veteran as any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty)</p>	Discharged or released under conditions other than dishonorable.	<p><a href="#">Veterans' Recruitment Appointment</a></p> <p>(Note: Applicants eligible under the VRA appointing authority may be appointed to any grade level for which qualified up to GS-11 or equivalent.</p>	<p>DD Form 214 (member 4 copy) documenting award of campaign badge or Armed Forces Service Medal (if applicable), and final military discharge, release or retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office.</p> <p><u>If selected and claiming 10-point veterans' preference submit:</u></p> <p>Sf-15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay</p> <p>or</p> <p>An official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.</p>

**Veterans Categories: (Select all that apply. Limiting eligibility choices may result in missed employment opportunities)**

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Preference Eligible (veterans, derived preference, e.g., spouses, widow, mother.)	The veteran's discharge or release from active service was under honorable conditions or the veteran died while on active duty that included service under conditions that would not have been the basis for other than an honorable or general discharge	<a href="#">(VEOA) Veterans' Employment Opportunity Act of 1998</a> (Note: This appointment authority is only used to fill permanent positions. Current federal employees on career or career-conditional appointments and those eligible for reinstatement are not considered under this authority.)	Most recent DD Form 214 documenting final military discharge, release or retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office verifying retirement/separation date and type of discharge.
OR Veteran	Discharged or released after 3 or more years of continuous active service under honorable conditions. Veterans who were released shortly before completing a 3-year tour are considered to be eligible. ("Active service" defined in Title 37, USC, means active duty in the uniformed services and includes full-time training duty, annual training duty, full-time National Guard duty, while in the active service, at a school designated as a service school by law or by the Secretary concerned.		<b><u>If selected and claiming 10-point veterans' preference submit:</u></b> SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay; Or An official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.

**Current and/or Prior Federal Civil Service Employee Categories**

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Current AF career or career-conditional permanent, competitive status Federal Civil Service employees including those on LWOP		<a href="#">Internal AF</a>	Current career or career-conditional permanent, competitive status AF employees will be required to provide supporting documentation upon selection.
Current DoD career or career-conditional permanent, competitive status non-Air Force Federal Civil Service employees including those on LWOP (Excluding Air Force)		<a href="#">Internal DoD Transfer</a>	Most current SF-50 documenting competitive status or equivalent documentation.
Current career or career-conditional permanent, competitive status non-Air Force Federal Civil Service employees including those on LWOP		<a href="#">Transfer</a>	Most current SF-50 documenting competitive status or equivalent documentation.

<b>Current and/or Prior Federal Civil Service Employee Categories</b>			
<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is: See Note 2</b>	<b>Required Documentation See Note 3</b>
A Former Career-Conditional Federal Civil Service Employee	You have less than a 3-year break in service (Note: The 3-year limit is extended by the time spent while accompanying military spouse to an overseas location. A copy of official PCS orders must support Extension.)	<a href="#">(Reinstatement)</a>	Most current SF-50 documenting competitive status (usually the resignation SF-50)
	You meet the Office of Personnel Management veteran preference requirements for 5 or 10 point employment preference	<a href="#">(Reinstatement)</a> (Lifetime reinstatement rights)	Most current SF-50 documenting competitive status (usually the resignation SF-50). DD-214 (member 4 copy) documenting campaign and/or expeditionary medal, or SF-15 and VA letter, dated 1991 or later, indicating disability rating
A Former <i>Career</i> Federal Civil Service Employee who served on a permanent competitive appointment (Note: Current permanent Air Force employees who are on LWOP and with no other eligibility, who wish to be considered for temporary or term appointment, may also apply under this category. A resume and supplemental data must be submitted.)		<a href="#">(Reinstatement)</a> (Lifetime reinstatement rights)	Most current SF-50 documenting competitive status (usually the resignation SF-50)
Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or family member of a uniformed service member officially assigned to an overseas area. You accumulated 52 weeks (or less if eligible under an authorized exception) of creditable service and received a fully successful or better performance rating.	You returned to the U.S. from the overseas tour of duty within the last 3 years	Executive Order 12721	SF-50s verifying completion of 52 weeks of creditable overseas service for family members applying under EO 12721, last performance appraisal, and copy of sponsor's orders
Federal civil service employees currently serving on a DCIPS (formerly CIPMS) appointment without time limitation or applicants who have been involuntary separated from such appointment without personal cause within the last year.		<a href="#">(DCIPS)</a> <a href="#">Defense Civilian Intelligence Personnel System</a>	SF-50 documenting status or equivalent documentation

(Note: You must have occupied a CIPMS or DCIPS position for 1 year of continuous service in order to be considered for competitive service positions. However, you do not need to have 1 year of continuous service to be considered for another CIPMS or DCIPS position.)			
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**Student Employment Opportunities Categories**

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Students enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.	Willing to work on a temporary basis	<a href="#">Student Temporary Employment Program</a>	College transcripts or letter from counselor/registrar

**Non-Appropriated Fund, Postal Service, and Other Unique Authorities**

If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
Currently serving on a NAFI or AAFES appointment without time limitation or involuntarily separated from such appointment without personal cause within the preceding year.	have served continuously for at least 1 year in a NAFI or AAFES position under appointments without time limit	<a href="#">(NAFI/AAFES) Non-Appropriated Fund Or Army/Air Force Exchange Service Employees</a> Note: Individuals selected for appointment may be appointed only to permanent positions based on this authority	Documentation of current NAFI/AAFES appointment and one continuous year of NAFI/AAFES service for non-appropriated fund employees applying under NAF Portability.
A non-status applicant applying for positions advertised as "Open to All Qualified Applicants" [e.g., Attorneys, (GS-0905), Intelligence Specialist (GS-0132), etc.] for appointment into the Excepted Service		<a href="#">(Excepted Service)</a>	
Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteer, Peace Corps, Foreign Service Officers and Employees, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric	Be currently serving under an appointment without time limit in the other merit system or have been involuntarily separated from such appointment without personal cause within the preceding year; AND  Be currently serving in or	<a href="#">(Other)</a> See note 1 below for complete definitions and applicable time limits	Proof of employment from appropriate agency.

<p>Administration, Former employees of the Canal Merit System, General Accounting Office, Administrative Office of the U.S. Courts, Tennessee Valley Authority, or Nuclear Regulatory Commission, Federal Aviation Administration, and Transportation Security Administration</p>	<p>have been involuntarily separated from a position covered by an interchange agreement (some agreements do not cover all positions of the other merit system); AND</p> <p>Have served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement</p>		
<p>The spouse of an active duty military member who accompanies a sponsor on a permanent change of duty station (PCS) move; Or The spouse of a member of the Armed Forces who retired with a disability rating at the time of retirement of 100 percent; or retired or separated with a disability rating of 100 percent from the DAV; Or The un-remarried widow or widower of a member of the Armed Forces killed while in active duty status. of the Armed Forces killed while in active duty status.</p>	<p>You were married to your military sponsor prior to the date of sponsors PCS orders; and relocating with sponsor to the new duty location. For current military spouses this appointment is limited to the geographical area of the PCS orders. Spouses are eligible for a noncompetitive appointment under this authority for a maximum of 2 years from the date of service member's PCS orders. For 100 percent disabled veterans or widows/widowers this authority is not limited to a geographical area and there is no limit to the number of appointments under this authority.</p>	<p><a href="#">Appointment of Certain Military Spouses</a></p>	<p>A copy of your military sponsor's PCS orders, VA disability rating, or Death Certificate, as applicable.</p>

**NOTE 1:** The following describes common [Appointing Authorities](#) for Interchange Agreements with other merit systems, which are listed under the "Other" Eligibility Category:

**Postal Career Service** - Permits appointment without a break of a single day of an employee or officer of the Postal Career Service (that is, one serving under appointment without time limit). Based on agreement between the U.S. Office of Personnel Management and the U.S. Postal Service, an employee must have completed Postal probation (that is, 3 months on a substantially full-time basis, or 520 hours).

**Veterans Health Administration of the Department of Veterans Affairs** - Covers employees who occupy medical or medical-related positions and were appointed under 38 U.S.C. 7401(1) or (3) [formerly 38 U.S.C. 4104(1) and (3)]. Agreements effective 10/31/79 and 5/12/87; extended indefinitely.

**Postal Rate Commission** Permits appointment without a break in service of a single day of an employee or officer of the Postal Rate Commission serving under an appointment without time limit. Based on agreement between U.S. Office of Personnel Management (OPM) and the Postal Rate Commission, an employee must have completed probation (one year) under Postal Rate Commission Career Service appointment.

**VISTA/ACTION Volunteer** - Eligible within 1 year of having completed 12 months of community volunteer service under the Peace Corps Act or as a VISTA volunteer under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973.

**Peace Corps** - Eligible within 3 years after serving not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps.

**Foreign Service Officers and Employees** - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.

**Commissioned Corps of the Public Health Service** - Eligible within 3 years after returning from overseas if, at least 52 weeks of service in an appropriated fund position were completed.

**National Oceanic and Atmospheric Administration** - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

**General Accounting Office** - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.

**Administrative Office of the U.S. Courts** - Current/former federal employees are eligible with completion of at least 1 year of continuous service under non-temporary appointment. Employees appointed to high level positions under 28 U.S.C. 603 or a position of confidential or policy-making nature is not eligible under this authority.

**Federal Aviation Administration** - Agreement effective 11/6/97; expires 12/31/11. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year.

**Transportation Security Administration** - Agreement effective 02/01/05; expires 01/31/13. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year.

**Tennessee Valley Authority** - Covers employees in salary policy positions (trades and labor positions are not covered). Agreement effective 10/16/57; extended indefinitely.

**Nuclear Regulatory Commission** - Agreement effective 10/1/75; extended indefinitely.

**Corporation for National and Community Service** - Agreement effective 07/29/05; expires 7/28/12. This agreement includes employees assigned to the Office of the Inspector General (OIG).

**NOTE 2:** Use the eligibility in parentheses in the above tables. All claims of eligibility are subject to verification

**NOTE 3:** All offers are contingent upon receipt and validation of the required documentation.

<b>OVERSEAS UNIQUE ELIGIBILITY/APPOINTING AUTHORITIES</b> (Only applies to vacancy announcements in a foreign area)			
If You Are:	And...	Your Eligibility Is: See Note 2	Required Documentation See Note 3
The spouse of an active duty military member (sponsor) of the US Armed Forces who accompanies their military sponsor on a permanent change of station (PCS) move.	See Note 1	((Military Spouse Preference)	PCS Orders, area clearance, or command sponsorship letter. See Note 3
The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a US citizen civilian employee (sponsor), who accompanies their civilian sponsor on a permanent change of station (PCS) move.	See Note 2	(Family Member Preference)	PCS Orders, area clearance, or command sponsorship letter.
The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the US Armed Forces or a US citizen civilian employee (sponsor) of a US Government Agency including NAF activities whose duty station is in a foreign area		(Excepted Service Family Member Appointment)	PCS Orders See Note 3
All U.S. citizens without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.	You are not eligible to apply under any other authorities. You are a high school graduate who is 16 years or older	(Overseas Limited Appointment)	See Note 3

**Note 1:** Military Spouse Preference (MSP) applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the best qualified for the vacancy for which you are applying. **To exercise Military Spouse Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

**Note 2:** Family Member Preference (FMP) applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. **To exercise Family Member Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

**Note 3:** Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

**Determining Your Veterans' Preference Eligibility**  
 Veteran's Preference Advisor – <http://www.dol.gov/elaws/vetspref.htm>

If You Are:	Then Preference Is:
1. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of 30 percent or more	10 Point - 30% Compensable Disability
2. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of at least 10 percent but less than 30 percent	10 Point - Compensable
3. A Purple Heart Recipient	10 Point - Disability
4. A Veteran discharged or released from active duty in the armed forces under honorable conditions and who qualifies as a disabled veteran because you served on active duty in the Armed Forces at any time, and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs	10 Point - Disability 10 Point - Derived/Other
5. The Spouse of other-than-dishonorably discharged disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability	10 Point - Derived/Other
6. The Widow or widower of other-than-dishonorably discharged veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served between Apr 8, 1952 and Jul 10, 1955 or during a war, campaign or expedition for which a campaign badge is authorized	10 Point - Derived/Other
7. The Widow or widower of a veteran not divorced from the veteran, not remarried, or the remarriage was annulled, and the veteran died while on active duty that included service described immediately above (6) under conditions that would not have been the basis for other than an honorable or general discharge	10 Point - Derived/Other
8. The Mother of a living disabled veteran, and the veteran was released or discharged with an honorable or general discharge from active duty performed at any time and was permanently and totally disabled from a service-connected injury or illness; and the mother (1) is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or (2) is widowed, divorced, or separated from the veteran's father and has not remarried; or (3) remarried but is widowed, divorced, or legally separated from her husband when she claims the preference.	10 Point - Derived/Other
9. A Veteran released or discharged with an honorable or general discharge who served during a war (See note 1)	5 Point
10. A Veteran discharged or released with an honorable or general discharge who served during the period of Apr 28, 1952 through Jul 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after Jan 31, 1955 and before Oct 15, 1976 OR for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom. (See note 1)	5 Point
11. A Veteran discharged or released with an honorable or general discharge who served during the Gulf War from Aug 2, 1990 through Jan 2, 1992 (See note 1)	5 Point
12. A Veteran discharged or released with an honorable or general discharge that served in a campaign or expedition for which a campaign medal has been authorized. Any armed forces expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama Somalia, Bosnia, and Haiti, qualifies for preference. (See notes 1 and 2)	5 Point
13. None of the above	No Preference

**Notes:**

1. Retirees at the rank of Major (O4) and above are not entitled to 5-point veterans' preference unless they are disabled veterans.

2. A campaign medal holder or Gulf War veteran who originally enlisted after Sep 7, 1980 (or began active duty on or after 14 Oct 1982 and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called to active duty. The 24-month service requirements does not apply to 10-point preference eligible discharged or released for disability incurred or aggravated in the line of duty or to veterans discharged or released for hardship or other reasons under 10 U.S.C 1171 or 1173.

## **AF CIVILIAN CAREER**

### **AFPC Secure**

Current Permanent AF employees interested in job opportunities at Arnold AFB, Brooks AFB, Edwards AFB, Eglin AFB, Hanscom AFB, Hill AFB, Kirtland AFB, Luke AFB, Robins AFB, Tinker AFB, and Wright-Patterson will sign into the AFPC Civilian Employee AFPC Secure using the link below to view current vacancy announcement and self-nominate:

- [Current Permanent Air Force-Serviced Civilian Employee \(Internal Employees sign into AFPC Secure\)](#)

### **ALL OTHER AF APPLICANTS**

#### **Required Resume Format**

Federal resumes must conform to specific informational requirements. They must include ALL the information required, or the application will be rated incomplete.

#### **Personal Information**

- Full name, mailing address (with ZIP code)
- Home, cell and work phone numbers (with area code)
- E-Mail address
- Social Security Number
- Country of citizenship (most federal jobs require United States citizenship)
- Veterans' preference
- Highest Federal civilian grade held (give job series and dates held)

#### **Work Experience**

- Job title (include series and grade if federal job – level in military if a veteran)
- Employer's name and full address, including street address, city, state and ZIP code
  - Supervisor's name and phone number
  - Starting and ending dates (month and year)      • Hours per week
  - Salary
  - Indicate if current supervisor may be contacted
  - Job duties and accomplishments

#### **Education**

High school: name, city, and state, date of diploma or GED  
Colleges or universities: name, city and state, majors, type and year of any degrees received)

Note: only list accredited colleges listed at <http://www.ope.ed.gov/accreditation/search.aspx>. If an applicant lists degrees from

schools not on the accreditation list, they may be subject for disqualification from federal employment and in some states also subject to criminal prosecution.

#### **Other Qualifications**

- Job-related training courses, including course title, date (may be year or month and year), course duration (hours, days or months)
- Certifications and licenses (include Secret or Top Secret clearance here)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed
- Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards

We will not accept the Federal Optional Application for Employment, Optional Form 612.

The USAJOBS® tutorials for creating or uploading resumes are available at the following links; [View Interactive](#) or [Download Document](#).

**Cover Letters** - A Cover Letter can help summarize an applicant's background and experience for the hiring authority. Experience included in the cover letter **will not** be evaluated for determine applicant qualifications.

### **Step 1: Create Your Account**

To be considered for civil service employment opportunities with Department of the Air Force you must have a resume on file at [www.usajobs.gov](http://www.usajobs.gov). In your USAJOBS® account, you can create and store up to 5 different resumes to use to apply to Federal job opportunity announcements.

Let's start by logging into your USAJOBS® account. To do this, you can either click the **SIGN IN** link here. Or you can use the **My Account** drop-down menu here.

If you need to create an account, you can click the **CREATE AN ACCOUNT** link.

**YOU DO NOT NEED TO CREATE A "My ACCOUNT" TO SEARCH FOR JOBS, BUT YOU MUST CREATE AN ACCOUNT TO APPLY FOR JOBS ONLINE.** Set up your "My Account" to:

- Build or upload your résumé and post it online
- Receive customized job alerts
- Apply for Federal Government jobs
- Save or Email a Friend Job Opportunity Announcements

Your USAJOBS® Account is your personal homepage on USAJOBS®. Use this page to access your account profile, store up to 5 different resumes, uploaded documents, application status, and search agents.

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

Before we begin, please check to ensure you are able to view the entire tutorial window. If the tutorial is larger than your desktop, you will need to change your computer settings. If you are using Microsoft Windows, click your computer's Start button, and then open up your Control Panel. Once open, click on the Display option, and then on the Settings tab. In the Screen Area, slide the indicator to 1280 x 1024 pixels, and then click OK on the Display Properties box. Your system will then Auto Adjust, and then you will be asked the following, **Your desktop has been reconfigured. Do you want to keep these settings?** Click **Yes**. **Note:** Perform the same steps to go back to your previous settings.

**Let's Start!**  
To create your USAJOBS® account, you will first need to click on the **CREATE AN ACCOUNT** link.

**Continue**  Yes

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
 This is a United States Office of Personnel Management website.  
 USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Learn the federal hiring process

**Form Sections:** [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

**\* Required information**

**Personal Information**

\* First Name

Middle Name

\* Last Name

\* Home Address

Home Address 2

\* City/Town

\* State/Territory/Province

\* Postal/Zip Code

\* Country

\* Telephone Numbers

You are able to select your email format preference at this time, and can change this at anytime through your account profile. If you do not want images in your emails, select **Text** and USAJOBS® will send you text only emails.

**Continue**

\* Email

What is your email format preference?  HTML  Text

**Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

---

**Account Information** [Top](#)

\* Username  Use between **4** and **20** characters

\* Password  Your password must contain:  
 - At least 8 characters (20 maximum)  
 - At least one upper case letter  
 - At least one lower case letter  
 - At least one number  
 - At least one symbol (! @ # \$ % ^ & \*)

\* Re-enter Password

**To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.**

When filling out the registration form, please note that all fields marked with a red\* asterisk are required to create your USAJOBS® account.

If desired, you can skip to different sections of the registration form by clicking one of the links. You can return to the top of the page by clicking the **Top** link from within the different sections.

The first section of the form is all of your personal information

**Form Sections:** [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

**Required information**

**Personal Information**

- First Name
- Middle Name
- Last Name
- Home Address
- Home Address 2
- City/Town
- State/Territory/Province
- Postal/Zip Code
- Country
- Telephone Numbers

You are able to select your email format preference at this time, and can change this at anytime through your account profile. If you do not want images in your emails, select **Text** and USAJOBS® will send you text only emails. [Continue](#)

What is your email format preference?  HTML  Text

**Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

**Account Information**

- Username  Use between 4 and 20 characters
- Password  Your password must contain:
  - At least 8 characters (20 maximum)
  - At least one upper case letter
  - At least one lower case letter
  - At least one number
  - At least one symbol (! @ # \$ % ^ & \*)
- Re-enter Password

**To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "NEW USAJOBS" account using our automated account resetting tool.**

You are able to select your email format preference at this time, and can change this at anytime through your account profile. If you do not want images in your emails, select **Text** and USAJOBS® will send you text only emails.

• Email  What is your email format preference?  HTML  Text

**Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

**Account Information**

- Username  Use between 4 and 20 characters
- Password  Your password must contain:
  - At least 8 characters (20 maximum)
  - At least one upper case letter
  - At least one lower case letter
  - At least one number
  - At least one symbol (! @ # \$ % ^ & \*)
- Re-enter Password

When creating your username and password, please note the requirements listed here. Usernames must be between 4 and 20 characters. You can also log into your account with your email address instead of your username. Your password should be easy for you to remember and hard for others to guess, and must contain:

1. At least 8 characters (20 maximum)
2. At least one upper case letter
3. At least one lower case letter
4. At least one number
5. At least one symbol (! @ # \$ % ^ & \*)

[Continue](#)

**Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

**Current Goal**

My current goal is:

Character Count: 0 (500 characters max)

**Citizenship Status**

- Are you a U.S. Citizen?  Yes  No
- If you answered no to the above question, please provide your country of citizenship. Country of citizenship:

**Veterans' Preference**

When creating your username and password, please note the requirements listed here. Usernames must be between 4 and 20 characters. You can also log into your account

with your email address instead of your username. Your password should be easy for you to remember and hard for others to guess, and must contain:

1. At least 8 characters (20 maximum)
2. At least one upper case letter
3. At least one lower case letter
4. At least one number
5. At least one symbol (! @ # \$ % ^ & \*)

Next, you will need to select three questions and answers to assist you in resetting your USAJOBS® account if you forget your password or get locked out.

The screenshot shows a web form for creating a USAJOBS account. At the top, the email field is filled with 'johndoe@gmail.com'. Below it, there are radio buttons for 'HTML' and 'Text' email format preferences. A red key icon and warning text state: 'Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.' The 'Account Information' section includes fields for Username (testaccount1), Password (masked with dots), and Re-enter Password. A yellow callout box with a key icon says: 'Next, you will need to select three questions and answers to assist you in resetting your USAJOBS® account if you forget your password or get locked out.' Below this is a section for 'Password Questions' with three rows, each containing a dropdown menu for the question and a text input for the answer. The 'Current Goal' section has a text area for 'My current goal is:' and a 'Character Count: 0 (500 characters max)' indicator. The 'Citizenship Status' section has radio buttons for 'Yes' and 'No' to 'Are you a U.S. Citizen?' and a text field for 'Country of citizenship:'. The 'Veterans' Preference' section is partially visible at the bottom.

The next section is not required, but you can enter a current goal. This information is not viewed by agencies, but is visible when you log into your account as a reminder to yourself.

• Email   
 What is your email format preference?  HTML  Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

**Account Information** [Top](#)

• Username  Use between **4** and **20** characters

• Password  Your password must contain:  
 - At least 8 characters (20 maximum)  
 - At least one upper case letter  
 - At least one lower case letter  
 - At least one number  
 - At least one symbol (! @ # \$ % ^ & \*)

• Re-enter Password

 **To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.**

• Password Question 1    
 • Your Answer

• Password Question 2    
 • Your Answer

• Password Question 3    
 • Your Answer

**Current Goal**

My current goal is:   
 Character Count: 0 (500 characters max)

**Citizenship Status** [Top](#)

• Are you a U.S. Citizen?  Yes  No  
 If you answered no to the above question, please provide your country of citizenship.  
 Country of citizenship:

**Veterans' Preference** [Top](#)

The next section is not required, but you can enter a current goal. This information is not viewed by agencies, but is visible when you log into your account as a reminder to yourself. [Continue](#)

The next section asks your citizenship status. If you select that you are not a US Citizen, then you will need to enter your country of citizenship in the **Country of citizenship:** text field. Please note that most Federal jobs require you to be a US Citizen.

• Email   
 What is your email format preference?  HTML  Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

**Account Information** [Top](#)

• Username  Use between **4** and **20** characters

• Password  Your password must contain:  
 - At least 8 characters (20 maximum)  
 - At least one upper case letter  
 - At least one lower case letter  
 - At least one number  
 - At least one symbol (! @ # \$ % ^ & \*)

• Re-enter Password

 **To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your "MY USAJOBS" account using our automated account resetting tool.**

• Password Question 1    
 • Your Answer

• Password Question 2    
 • Your Answer

• Password Question 3    
 • Your Answer

**Current Goal**

My current goal is:   
 Character Count: 0 (500 characters max)

**Citizenship Status** [Top](#)

• Are you a U.S. Citizen?  Yes  No  
 If you answered no to the above question, please provide your country of citizenship.  
 Country of citizenship:

**Veterans' Preference** [Top](#)

The next section asks your citizenship status. If you select that you are not a US Citizen, then you will need to enter your country of citizenship in the **Country of citizenship:** text field. Please note that most Federal jobs require you to be a US Citizen. [Continue](#)

The next section asks if you claim Veterans' Preference. By law, veterans who are disabled or who served on active duty in the Armed Forces during specified time periods are entitled to preference over non-veterans for certain types of Federal

announcements. To find out if the Job Opportunity Announcement you are applying to allows for Veterans' Preference, please contact the hiring agency.

If you need assistance with selecting your Veterans' Preference status, you can click on the **Veterans' Preference** link to obtain additional information.

**Citizenship Status** Top

• Are you a U.S. Citizen?  Yes  No

If you answered no to the above question, please provide your country of citizenship.  
Country of citizenship:

**Veterans' Preference** Top

• Do you claim Veterans' Preference?  No

- 5-point preference based on active duty in the U.S. Armed Forces
- 10-point preference for non-compensable disability or a purple heart
- 10-point preference based on a compensable service-connected disability of 10 percent but less than 30 percent
- 10-point preference based on spouse, widow, widower, or mother preference
- 10-point preference based on a compensable service-connected disability of 30 percent or more

**Terms and Conditions**

The next section asks if you claim Veterans' Preference. By law, veterans who are disabled or who served on active duty in the Armed Forces during specified time periods are entitled to preference over non-veterans for certain types of Federal announcements. To find out if the Job Opportunity Announcement you are applying to allows for Veterans' Preference, please contact the hiring agency.

If you need assistance with selecting your Veterans' Preference status, you can click on the **Veterans' Preference** link to obtain additional information.

[Continue](#)

I agree. Create my account. ▶

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This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Before creating your account, please read the USAJOBS® **Terms and Conditions** section. After reading, you can close the window down if you do not agree to these terms and conditions. If you agree, click the **I agree. Create my account.** button to create your account.

**Citizenship Status** Top

• Are you a U.S. Citizen?  Yes  No

If you answered no to the above question, please provide your country of citizenship.  
Country of citizenship:

**Veterans' Preference** Top

• Do you claim Veterans' Preference?  No

- 5-point preference based on active duty in the U.S. Armed Forces
- 10-point preference for non-compensable disability or a purple heart
- 10-point preference based on a compensable service-

**Terms and Conditions**

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

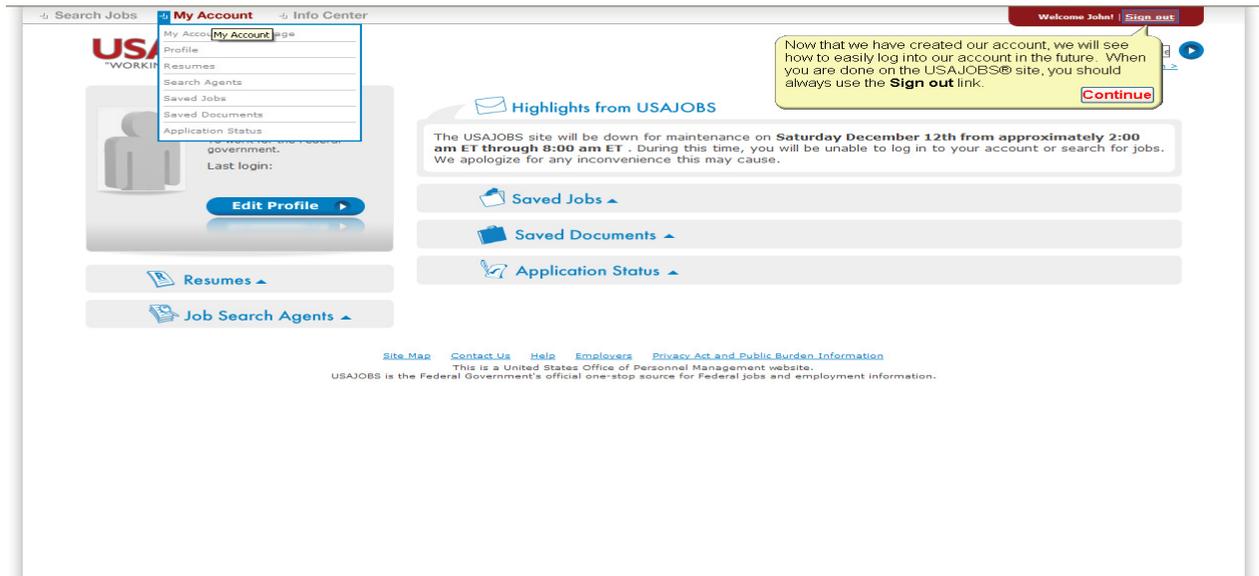
Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

I agree. Create my account. ▶

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This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Once you create your My USAJOBS® account, you will automatically be logged in to begin taking advantage of the many benefits.



On the login page, you will be able to log into your account by entering your username or email address and your password into the **Username or Email:** and **Password:**

sections. When done, click the **I agree. Sign me in.** button.

Search Jobs My Account Info Center SIGN IN OR CREATE AN ACCOUNT

# USAJOBS®

"WORKING FOR AMERICA"

## Sign in to my account

Username or Email:  
Password:  
Forgot your [Username and/or Password?](#)

On the login page, you will be able to log into your account by entering your username or email address and your password into the **Username or Email:** and **Password:** sections. When done, click the **I agree. Sign me in.** button. **Continue**

This U. S. government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

**I agree. Sign me in. ▶**

**Remember:**

- USAJOBS will never request personal information via unsolicited e-mail
- Remain alert for fraudulent e-mail that advertises positions managing financial transactions, or cashing checks
- Remain alert for Federal employment scams: Federal agencies and the Postal Service never charge for applications, sell study guides for examinations, or guarantee that you will be hired

Learn more about how to avoid online scams by visiting the [USAJOBS Security Center](#)

There are two ways to access your resumes. The first is to expand the **Resumes** section on your personalized home page.

Search Jobs My Account Info Center Welcome John | Sign out

# USAJOBS®

"WORKING FOR AMERICA"

Search Jobs  
What: (job title, keywords) Where: (city, state or zip code) **▶**  
[Browse Jobs >](#) [Advanced/International Search >](#)

**My Account**  
John Doe  
Current Goal:  
Last login: 12/17/2009

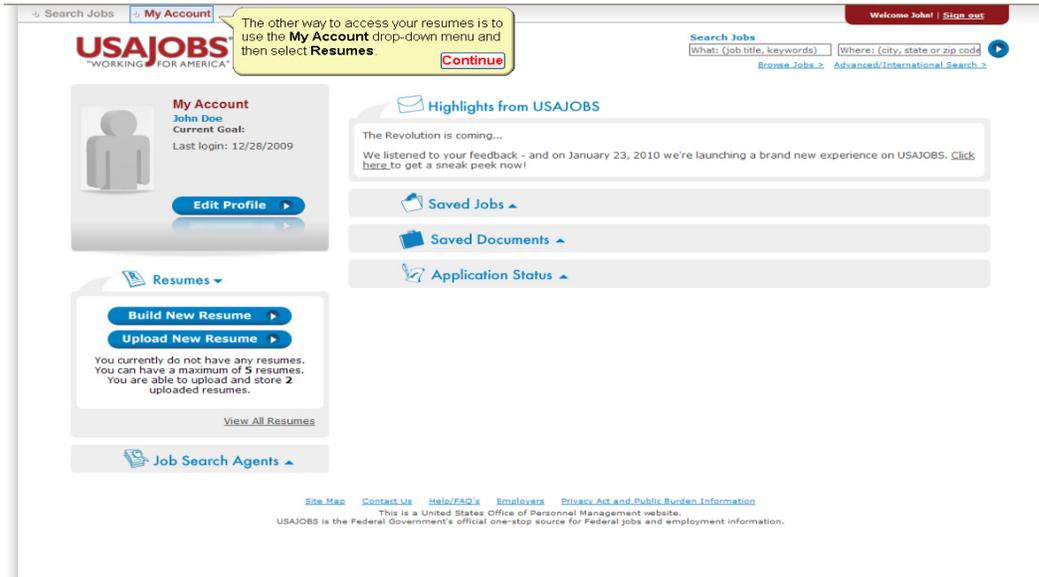
Highlights from USAJOBS  
The USAJOBS site will be down for maintenance on **Saturday December 12th from approximately 2:00 am ET through 8:00 am ET**. During this time, you will be unable to log in to your account or search for jobs. We apologize for any inconvenience this may cause.

ed Jobs ▶  
ed Documents ▶  
Application Status ▶

**Resumes** ▶  
Job Search Agents ▶

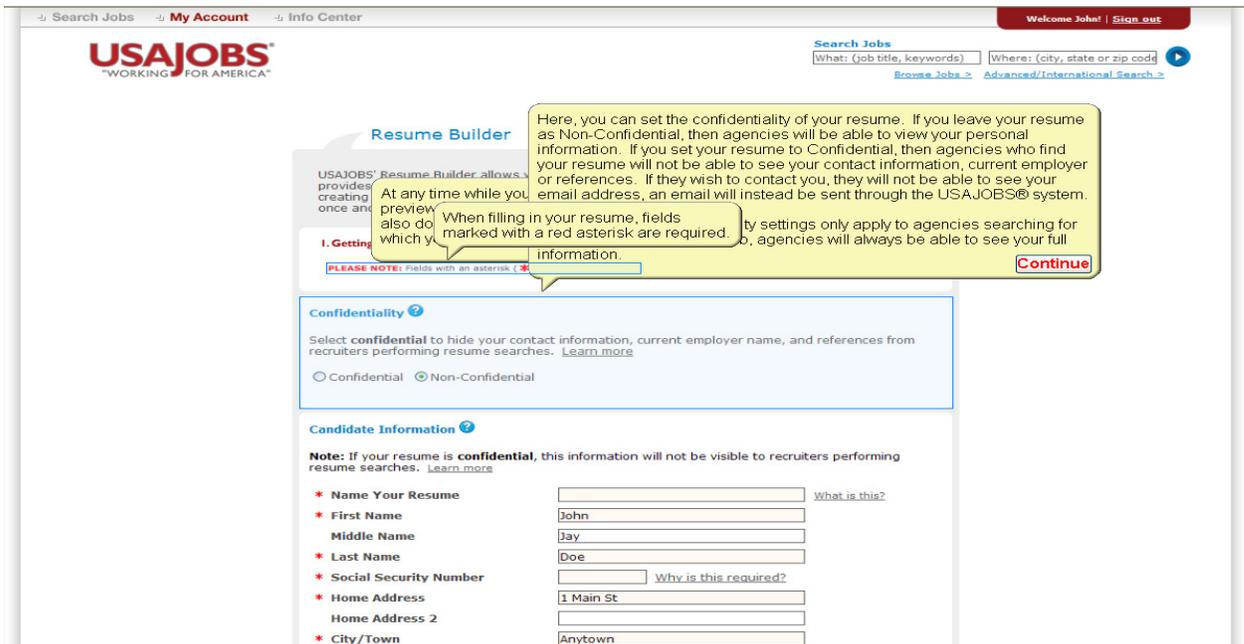
[Site Map](#) [Contact Us](#) [Help](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

The other way to access your resumes is to use the **My Account** drop-down menu and then select **Resumes**.



You can have two types of resumes in your USAJOBS® account. The option to build a resume will bring you through the USAJOBS® resume builder process. This method will ensure that you have all of the basic information required by Federal agencies for your application, and also allow you to make your resume searchable by Federal agencies. The upload option allows you to upload your own resume to your account. When applying, you will have the opportunity to select the resume you have uploaded, as well as any USAJOBS® resumes you built through the resume builder.

The first process we will review is building our resume.



At any time while you're creating your resume, you can preview the information you have entered. You can also do this on the last page of the resume builder, which you will see later in this tutorial. Here, you can set the confidentiality of your resume. If you leave your resume as Non-Confidential, then agencies will be able to view your personal information. If you set your resume to Confidential, then agencies who find your resume will not be able to see your contact information, current employer or references. If they wish to contact you, they will not be able to see your email address, an email will instead be sent through the USAJOBS® system.

Please note that confidentiality settings only apply to agencies searching for resumes. If you apply to a job, agencies will always be able to see your full information.

When filling in your resume, fields marked with a red \*asterisk are required.

The first section is **Candidate Information**, which will have some of the information already filled out that is carried over from your account profile. Updating your information in either your resume or profile will automatically update your information in the other section.

First, you will need to give your resume a name.

**Candidate Information**

Note: If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

\* Name Your Resume

\* First Name

Middle Name

\* Last Name

\* Social Security Number  [Why is this required?](#)

\* Home Address

Home Address 2

\* City/Town

\* State/Territory/Province

\* Home Postal/ZIP Code

\* Country

\* Email

\* Phone Numbers

Day Phone

- SELECT -

- SELECT -

\* Are you a U.S. Citizen?  Yes  No

\* Do you claim veterans' preference?  Yes  No [Does this apply to me?](#)

Selective Service  Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.

**Highest Career Level Achieved**

Note: This will change the Career Level on all your resumes.

- SELECT -

**Federal Employee Information**

If your name is correct, you can skip that section and then fill in your SSN in the **Social Security Number** text box. If you have any questions as to why your social security number is required, please click on the **Why is this required?** link.

The citizenship status and veteran's preference status are both carried over from your account.

**Selective Service:** Check this box only if you are an adult male born on or after January 1, 1960 and you registered for Selective Service between the ages of 18 through 25.

USAJOBS®  
WORKING FOR AMERICA™

Search Jobs | My Account | Info Center

Welcome John! | Sign out

Search Jobs  
What: (job title, keywords) | Where: (city, state or zip code) | Browse Jobs > | Advanced/International Search >

**Resume Builder**

USAJOBS® Resume Builder allows you to create a resume at any time while you are logged in. You can also do a preview of your resume at any time.

At any time while you are logged in, you can also do a preview of your resume at any time.

When filling in your resume, fields marked with a red asterisk are required.

Here, you can set the confidentiality of your resume. If you leave your resume as Non-Confidential, then agencies will be able to view your personal information. If you set your resume to Confidential, then agencies who find your resume will not be able to see your contact information, current employer or references. If they wish to contact you, they will not be able to see your email address, an email will instead be sent through the USAJOBS® system.

Confidentiality settings only apply to agencies searching for jobs. Agencies will always be able to see your full information.

**PLEASE NOTE:** Fields with an asterisk (\*) are required.

**Confidentiality**

Select **confidential** to hide your contact information, current employer name, and references from recruiters performing resume searches. [Learn more](#)

Confidential  Non-Confidential

**Candidate Information**

**Note:** If your resume is **confidential**, this information will not be visible to recruiters performing resume searches. [Learn more](#)

\* Name Your Resume  [What is this?](#)

\* First Name

Middle Name

\* Last Name

\* Social Security Number  [Why is this required?](#)

\* Home Address

Home Address 2

\* City/Town

**Continue**

If you are, or have ever been a Federal employee, you should select the **Yes** option here to fill in your information. If you selected **Yes**, you will want to fill in your Federal employment information in here.

* Social Security Number	<input type="text" value="123-45-6789"/> <a href="#">Why is this required?</a>
* Home Address	<input type="text" value="1 Main St"/>
Home Address 2	<input type="text"/>
* City/Town	<input type="text" value="Anytown"/>
* State/Territory/Province	<input type="text" value="Alabama"/>
* Home Postal/ZIP Code	<input type="text" value="12345"/>
* Country	<input type="text" value="US"/>
* Email	<input type="text" value="johndoe@gmail.com"/>
* Phone Numbers	Day Phone <input type="text" value="123-456-7899"/> <input type="text" value="- SELECT -"/> <input type="text" value="- SELECT -"/>
* Are you a U.S. Citizen?	<input type="radio"/> Yes <input type="radio"/> No
* Do you claim veterans' preference?	<input type="radio"/> Yes <input checked="" type="radio"/> No <a href="#">Does this apply to me?</a>
Selective Service	<input checked="" type="checkbox"/> Check this box if you are an adult male born on or after January 1st 1960, and you registered for Selective Service between the ages of 18 through 25.
<b>Highest Career Level Achieved</b> <a href="#">?</a>	
Note: This will change the Career Level on all your resumes.	
	<input type="text" value="Experienced (Non-Manager)"/>
<b>Federal Employee Information</b> <a href="#">?</a>	
* Are you or were you ever a Federal civilian employee?	<input type="radio"/> Yes <input checked="" type="radio"/> No

When you are ready to proceed, click the **Next** button.

Please note that clicking into any of the numbered sections of the resume at the top of the page, or clicking the **Next** or **Previous** buttons, your progress is automatically saved for you. The **Previous** button will appear on the next page, as there is currently no previous page to go to. Clicking the **Save for Later** button will save your progress and completely exit the USAJOBS® resume builder.

[Continue](#)

[Save for Later](#) [Next](#)

[Site Map](#) [Contact Us](#) [Help/FAQ's](#) [Employers](#) [Privacy Act and Public Burden Information](#)  
 This is a United States Office of Personnel Management website.  
 USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

When you are ready to proceed, click the **Next** button. Please note that clicking into any of the numbered sections of the resume at the top of the page, or clicking the **Next** or **Previous** buttons, your progress is automatically saved for you. Clicking the **Save for Later** button will save your progress and completely exit the USAJOBS® resume builder.

In this section, you will want to enter your employment history. To do so, you will enter one entry at a time. After you add this entry, you will be given the opportunity to add additional entries.

If you do not have any work experience, click the, **I don't have any relevant work experience** checkbox at the end of the **Work Experience** section.

PLEASE NOTE: Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

In this section, you will want to enter your employment history. To do so, you will enter one entry at a time. After you add this entry, you will be given the opportunity to add additional entries.

If you do not have any work experience, click the **I don't have any relevant work experience.** checkbox at the end of the **Work Experience** section. **Continue**

\* **Employer Name**

\* **City/Town**

\* **State/Territory/Province**

\* **Country**

\* **Formal Title**

\* **Start Date**

\* **End Date:**

**Salary**

\* **Average Hours per week**

**May we contact your supervisor?**  Yes  No  Contact me first

**Is this a Federal position?**  Yes  No

\* **Duties, Accomplishments and Related Skills**

Problems with formatting when pasting from Word?

Character Count: 0 (3,000 character limit)

**Spell Check** ✓

**Add Experience** ▶

**OR**

I don't have any relevant work experience.

**READ THIS - important notice before listing your Education!**  
Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual. [Learn more!](#)

In the **Duties, Accomplishments and Related Skills** section, you have 3,000 characters to enter in any relevant information you would like to add. You can either manually type this information in, or copy and paste the text in. If you copy and paste the text and there are formatting errors when previewing your resume, please click the **Problems with formatting when pasting from Word?** link to find out how to fix it.

The **May we contact your supervisor?** section defaults to **No**, but you are able to change this selection. If you select the **Yes** option, you will be required to enter in your supervisor's information. You can also select the **Contact me first** option which tells agency that you are willing to allow them to contact your supervisor, but would like to be contacted first.

You should always spell check your entries by clicking on the **Spell Check** button. Resumes with misspelled words will look unprofessional to agencies reviewing them.

You will now see your entry listed in your resume. To create a new entry, fill in all the fields above as we just did and click the **Add Experience** button.

To edit an entry, click on the link for that entry under the Employer Name heading. This will result in all of the information entered to appear in the fields above where you will be able to make your edits. While editing an entry, the **Add Experience** button will instead be an **Update** button.

To delete an entry, click the red X at the right of the entry you wish to delete.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ⓘ after each title for more information.

### Work Experience ⓘ

**Note:** If your resume is **confidential**, the name of your current employer (indicated by an end date of "present") will not be visible to recruiters performing resume searches. [Learn More](#)

\* **Employer Name**

\* **City/Town**

\* **State/Territory/Province**

\* **Country**

\* **Formal Title**

\* **Start Date**

\* **End Date:**

**Salary**

\* **Average Hours per week**

**May we contact your supervisor?**  Yes  No

**Is this a Federal position?**  Yes  No

\* **Duties, Accomplishments and Related Skills**

[Problems with formatting when pasting from Word?](#)  
[Character Count: 0](#) (2,000 character limit)  
[Spell Check](#) ✓  
[Add](#)

You will now see your entry listed in your resume. To create a new entry, fill in all the fields above as we just did and click the **Add Experience** button.

To edit an entry, click on the link for that entry under the Employer Name heading. This will result in all of the information entered to appear in the fields above where you will be able to make your edits. While editing an entry, the **Add Experience** button will instead be an **Update** button.

To delete an entry, click the red X at the right of the entry you wish to delete. [Continue](#)

Employer Name	City, State	Job Title	Start Mo./Yr.	End Mo./Yr.
Company Inc.	Anytown, DC	Tester	1/2008	Present

**READ THIS - important notice before listing your Education!**  
 Only list degrees from schools that have been accredited by accrediting institutions recognized by the U.S. Department of Education or other education that meet the provisions of the Office of Personnel Management's Operating Manual.

As with the experience section, you can enter your educational entries one at a time. If you do not have any education entries to make, you can check the box next to **I don't have any relevant education**. When ready, click the **Add Education** to save your entry.

As with the experience section, you can enter your educational entries one at a time. If you do not have any education entries to make, you can check the box next to **I don't have any relevant education**. below. [Continue](#)

### Education ⓘ

\* **School or Program Name**

\* **City/Town**

\* **State/Territory/Province**

\* **Country**

\* **Degree/Level Attained**

**Completion Date**

**Major**

**Minor**

**GPA**  of  GPA Max.

**Total Credits Earned**

**System for Awarded Credits**  Semester Hours  Quarter Hours  Other

**Honors**

**Relevant Coursework, Licensures and Certifications**

[Problems with formatting when pasting from Word?](#)  
[Character Count: 0](#) (2,000 character limit)  
[Spell Check](#) ✓  
[Add Education](#)

**OR**

I don't have any relevant education.

In the **Job Related Training** section, you can enter in any relevant information that you would like to have included in your resume, up to 5,000 characters.

All information on this page is optional, but may be required for certain jobs. Check each job opportunity announcement for specific instructions.

Although the **References** section is not required, certain fields are required if you decide to enter a reference. If you decide not to enter any references, you can skip over this

section completely. This is also true with other sections below showing that certain fields are required. When complete, click the **Add Reference** button.

The screenshot shows the USAJOBS 'Related Information' section. At the top, there is a navigation bar with 'Search Jobs', 'My Account', and 'Info Center'. A red banner on the right says 'Welcome John! Sign out'. The USAJOBS logo is on the left. A yellow callout box contains the following text: 'All information on this page is optional, but may be required for certain jobs. Check each job opportunity announcement for specific instructions. Although the **References** section is not required, certain fields are required if you decide to enter a reference. If you decide not to enter any references, you can skip over this section completely. This is also true with other sections below showing that certain fields are required.' A 'Continue' button is at the bottom right of the callout. Below the callout is a progress bar with four steps: '1. Getting Started', '2. Experience', '3. Related Information', and '4. Finishing Up'. A 'Preview your resume as you build it!' button is next to step 3. A 'PLEASE NOTE' section states: 'Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.' The 'References' section has a note: 'If your resume is confidential, this information will not be visible to recruiters performing resume searches. Learn more'. It includes fields for Name, Employer, Title, Phone, and Email, with asterisks indicating required fields. The 'Reference Type' is set to 'Professional'. An 'Add Reference' button is at the bottom. The 'Additional Language Skills' section has a 'Language' dropdown menu set to '-SELECT-', and three rows for 'Spoken', 'Written', and 'Read', each with radio buttons for 'None', 'Novice', 'Intermediate', and 'Advanced'. An 'Add Language' button is at the bottom.

You can also add in any additional languages that you speak, write, or read. To start, click the drop down box and find the desired language. After selecting your language, select your proficiency level for each of the three categories for that language. When done, click the **Add Language** button.

In the **Additional Information** section, enter any job-related honors, awards, leadership activities, skills, or any other information requested by a specific announcement.

Character Count: 31 (max. 5,000 characters) [Spell Check](#) ✓

**Additional Information** ?

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.  
Need more space? [Expand this field.](#)

[Problems with formatting when pasting from Word?](#)

Character Count: 0 (20,000 character limit) [Spell Check](#) ✓

**Availability** ?

**Note:** Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

**What type of work will you be willing to accept?**

Permanent       Temporary       Term       Intermittent  
 Detail       Temporary Promotion       Summer       Seasonal  
 Federal Career Intern       Student Career Experience

**What type of work schedule will you be willing to accept?**

Full Time       Part Time       Shift Work  
 Intermittent       Job Share

[Looking for a Specific Work Environment](#) ?

The **Availability** section is only used when Federal agencies are searching for resumes. This section will not eliminate you from consideration when applying to jobs.

If desired, you can select multiple options from each sub-section.

[Continue](#)

The **Availability** section is only used when Federal agencies are searching for resumes. This section will not eliminate you from consideration when applying to jobs.

If desired, you can select multiple options from each sub-section.

The **Looking for a Specific Work Environment** section is also only used when Federal agencies are searching for resumes and will not eliminate you from consideration when applying to jobs.

You can again select multiple options.

The **Desired Locations** section is also used when Federal agencies are searching for resumes, and will not eliminate you from consideration when applying to jobs. To select locations, first select the state and then area to add. If you would like to add a location outside of the United States, select the appropriate location below.

**Looking for a Specific Work Environment**

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration.

Please select your desired work environment

Student  Undergraduate  Graduate

Post-graduate  New Professional  Mid-Career Professional

Retiree  Federal Retiree  Highly Mobile

Revolving  Term  Mission-Focused

Experienced Professionals  Requires Flexibilities  Telework

Part-Time  Alternative Work Schedule

**Desired Locations**

Note: Including this information will provide recruiters with additional detail on the type of position you are seeking. It will not exclude your resume from consideration. Please select the Desired Location(s) you are willing to work in.  
(For multiple locations, hold down the <Ctrl> key (PC) or <Command> key (Mac) as you select.)

Choose State then Locale(s) Click arrow to add ('X' to delete)

US  
Alabama  
Alaska  
American Samoa  
Arizona  
Arkansas  
Armed Force Europe, th

ADD  
DELETE

Show locations for this region:  
[United States](#) | [Africa](#) | [Asia](#) | [Europe](#) | [North America](#) | [South America](#) | [Australia](#) | [Caribbean and Central America](#) | [Middle East](#)

[Previous](#) [Save for Later](#) [Next](#)

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USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

The **Looking for a Specific Work Environment** section is also only used when Federal agencies are searching for resumes and will not eliminate you from consideration when applying to jobs. You can again select multiple options. [Continue](#)

The **Desired Locations** section is also used when Federal agencies are searching for resumes, and will not eliminate you from consideration when applying to jobs. To select locations, first select the state and then area to add. If you would like to add a location outside of the United States, select the appropriate location below. [Continue](#)

When ready to proceed, click the **Next** button.

Let's preview our resume to see how it looks.

Search Jobs My Account Info Center Welcome John! Sign out

**USAJOBS**  
WORKING FOR AMERICA

Search Jobs  
[What: (job title, keywords)] [Where: (city, state or zip code)]  
[Browse Jobs >](#) [Advanced/International Search >](#)

**Resume Builder**

1. Getting Started 2. Experience 3. Related Information 4. Finishing Up [Preview your resume as you build it!](#)

PLEASE NOTE: Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

**Make Searchable**

Activating your resume will allow recruiters to find your resume during resume searches.

[Activate Resume](#)

OR

Save your resume. To make future changes to your resume, click Resumes on your My USAJOBS home page.

[Save for Later](#)

[Previous](#)

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Let's preview our resume to see how it looks.

When done reviewing your resume, you can click the **Print This Page** button to easily print your resume, or the **I'm Finished** button at the top or bottom of the page to close the resume preview.

**John Jay Doe**  
 1 Main St  
 Anytown, AL 12345  
 Day Phone: 123-456-7899  
 Email: johndoe@gmail.com

Country of citizenship: United States of America  
 Veterans' Preference: No  
 Registered for Selective Service: No  
 Contact Current Employer: Yes

**AVAILABILITY**  
 Job Type: Permanent  
 Work Schedule: Full Time

**DESIRED LOCATIONS**  
 US-AL-Anniston

**WORK EXPERIENCE**  
 Company Inc. 1/2008 - Present  
 Anytown, DC US  
 Hours per week: 45  
**Tester**  
 I tested multiple items. (Contact Supervisor: Yes, Supervisor's Name: Supervisor, Supervisor's Phone: 123-456-7899)

**EDUCATION**  
 High School  
 Anytown, Alabama US  
 High School or equivalent - 5/2006

**JOB RELATED TRAINING**  
 I have been trained on testing all items large and small.

**LANGUAGES**  
**Bosnian**  
 Spoken: Advanced  
 Written: Intermediate  
 Read: Advanced

**AFFILIATIONS**  
 Organization of America Member

**PROFESSIONAL PUBLICATIONS**  
 I have published many articles.

**REFERENCES**  
 Co Worker: Company Inc. Trainer  
 Phone Number: 123-456-7788  
 Reference Type: Professional

**ADDITIONAL INFORMATION**  
 I have multiple honors and awards.

**Callout Box 1:** Print This Page

**Callout Box 2:** I'm Finished

**Callout Box 3:** When done reviewing your resume, you can click the **Print This Page** button to easily print your resume, or the **I'm Finished** button at the top or bottom of the page to close the resume preview. [Continue](#)

Next, you can click the **Save for Later** button to save your resume without making it searchable to agencies, or you can click the **Activate Resume** button to save your resume and make it viewable to Federal agencies searching the resume database.

Search Jobs My Account Info Center Welcome John! Sign out

**USAJOBS**  
 WORKING FOR AMERICA

Search Jobs  
 What: (job title, keywords) Where: (city, state or zip code)  
[Browse Jobs >](#) [Advanced/International Search >](#)

**Resume Builder**

1. Getting Started 2. Experience 3. Related Information 4. Finishing Up [Preview your resume as you build it!](#)

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields. Click on the ? after each title for more information.

**Make Searchable**

Activating your resume will allow recruiters to find your resume during resume searches.

OR

Save your resume. To make future changes to your resume, click [Resume](#) page.

**Callout Box 1:** Activate Resume

**Callout Box 2:** Save for Later

**Callout Box 3:** From this page, you can click the **Save for Later** button to save your resume without making it searchable to agencies, or you can click the **Activate Resume** button to save your resume and make it viewable to Federal agencies searching the resume database. [Continue](#)

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The screenshot shows the USAJOBS Resume Builder interface. At the top, there are navigation links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. A search bar is located at the top right. The main content area features a 'Resume' section with a callout box stating: 'Now that you have created a resume, you are able to view, edit, duplicate, delete, or renew your resume from the main resume page.' Below this, there is a list of resumes, including 'Resume 1: Test Resume' with options to View, Edit, Duplicate, Delete, and Renew. A second callout box explains: 'Now that we have built a USAJOBS® resume, let's take a look at how to upload a file from your computer to use as a resume when agencies allow this method.' The interface also includes buttons for 'Build New Resume' and 'Upload New Resume', and a 'Tips' section with information on searchability, file formats, and warnings.

Now that you have created a resume, you are able to view, edit, duplicate, delete, or renew your resume from the main resume page.

Now that we have built a USAJOBS® resume, let's take a look at how to upload a file from your computer to use as a resume when agencies allow this method.

## Resume Upload

When you are applying to a job opportunity announcement you will have the option to select a resume you already have on file, create a new resume, or upload a new resume. As noted here, 2 of your 5 resumes may be uploaded resumes. Your uploaded resume will be available as a selectable resume on the resume selection page of the application process.

Documents that you would like to upload as your resume must be less than 3MB and be either .gif, .jpg, .png, .rtf, .pdf, .doc, or .docx.

The first step is to name your resume.

Search Jobs My Account Info Center Welcome John! Sign out

**USAJOBS**  
WORKING FOR AMERICA

Search Jobs  
What: (job title, keywords) Where: (city, state or zip code)  
Browse Jobs > Advanced/International Search >

### Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

As noted here, 2 of your 5 resumes may be uploaded resumes. However, not all agencies accept uploaded resumes. When you are applying to a job opportunity announcement that accepts uploaded resumes, your uploaded resume will be available as a selectable resume on the resume selection page of the application process. If the job opportunity announcement does not accept uploaded resumes, then you will not see it in your list of resumes to select. **Continue**

The first step is to name your resume.

**Upload a Resume**

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Upload your existing resume by selecting a file below.

Documents that you would like to upload as your resume must be less than 3MB and be either .gif, .jpg, .png, .rtf, .pdf, .doc, or .docx. **Continue**

by some agencies' online application processes.

**UPLOAD** **CANCEL**

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Next, you will need to select the file you wish to use.

Search Jobs My Account Info Center Welcome John! Sign out

**USAJOBS**  
WORKING FOR AMERICA

Search Jobs  
What: (job title, keywords) Where: (city, state or zip code)  
Browse Jobs > Advanced/International Search >

### Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

**Required information**

**Resume Basics**

**Resume Title:**   
(e.g., Senior Marketing Director, Experienced Sales Manager)

**Upload a Resume**

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).

Upload your existing resume by selecting a file below.

**Resume File:**  **Browse...**

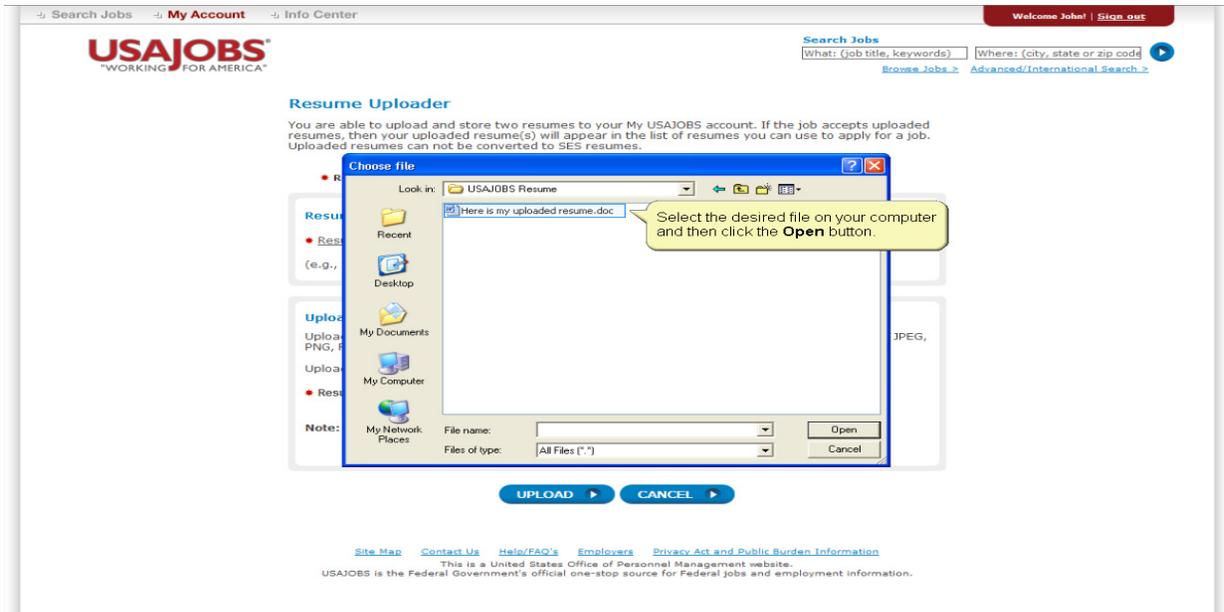
**Note:** Uploaded resumes may not be accepted by some agencies' online application processes.

Next, you will need to select the file you wish to use.

**UPLOAD** **CANCEL**

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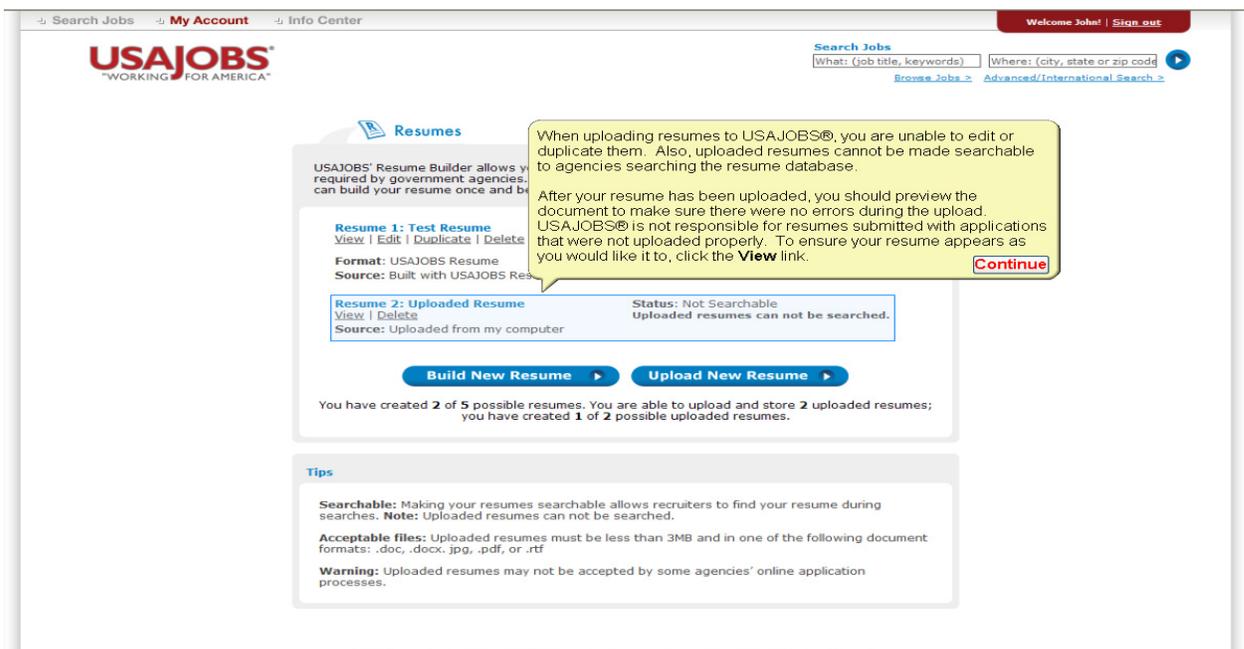
Select the desired file on your computer and then click the **Open** button.



When ready, click the **UPLOAD** button.

When uploading resumes to USAJOBS®, you are unable to edit or duplicate them. Also, uploaded resumes cannot be made searchable to agencies searching the resume database.

After your resume has been uploaded, you should preview the document to make sure there were no errors during the upload. USAJOBS® is not responsible for resumes submitted with applications that were not uploaded properly. To ensure your resume appears as you would like it to, click the **View** link.



Your document will appear in the format that you uploaded it in; this is a Word document.



There are two ways to access your resumes. The first is to expand the **Resumes** section on your personalized home page.

The screenshot shows the USAJOBS user interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center'. The 'My Account' section is active, displaying the user's name 'John Doe', 'Current Goal', and 'Last login: 12/17/2009'. A yellow callout box with a 'Continue' button contains the text: 'There are two ways to access your resumes. The first is to expand the Resumes section on your personalized home page.' Below the callout, the 'Resumes' menu item is expanded, showing options for 'Build New Resume' and 'Upload New Resume'. Other menu items include 'Job Search Agents', 'Application Status', 'Saved Documents', and 'Saved Jobs'. A maintenance notice is visible in the 'Highlights from USAJOBS' section, stating the site will be down on Saturday, December 12th from 2:00 am ET to 8:00 am ET. The footer contains a site map, contact information, and a statement that USAJOBS is the official one-stop source for federal jobs and employment information.

To access your resumes is to use the **My Account** drop-down menu and select **Resumes**

This screenshot shows the USAJOBS user interface with the 'My Account' drop-down menu expanded. A yellow callout box with a 'Continue' button contains the text: 'The other way to access your resumes is to use the My Account drop-down menu and then select Resumes.' The 'My Account' section shows 'John Doe' with a last login of '12/28/2009' and an 'Edit Profile' button. The 'Resumes' menu is expanded, showing 'Build New Resume' and 'Upload New Resume' buttons. Below these buttons, a message states: 'You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes.' A 'View All Resumes' link is also present. The 'Job Search Agents' menu item is also visible. The footer includes a site map, contact information, and a statement that USAJOBS is the official one-stop source for federal jobs and employment information.





The next option is the **Browse Jobs** link



On the **Browse Jobs** page, you can quickly narrow your search results down to a specific agency or sub-agency, U.S. location, or occupation group by clicking your desired selection. You are not able to make multiple selections from this page, and you will be immediately brought to your search results as soon as you select an option.

The next option is the **Advanced/International Search** page. This is the page that you can use to make multiple selections up front before ever looking at your search results. You can also search international locations on this page, which you are unable to do from the **Browse Jobs** page.

On the **Advanced/International Search** page, you are able to enter in and select any criteria you wish to start your search. From here, you are able to select multiple options from each section, and also select from multiple different sections before you see any search results.

Before we continue to the other search pages, let's take a look at the keyword search tips that will help you find the job opportunity announcement that you are looking for.

On the **Browse Jobs** page, you can quickly narrow your search results down to a specific agency or sub-agency, U.S. location, or occupation group by clicking your desired selection. You are not able to make multiple selections from this page, and you will be immediately brought to your search results as soon as you select an option.

AGENCY	OPENINGS
Agency For International Development	(51)
<b>Agriculture, Department Of</b>	(1043)
<b>Air Force, Department Of</b>	(1430)
Architect Of The Capitol	(16)
Architectural & Transportation Barrier Compliance Board	(1)
<b>Armed Forces Retirement Homes</b>	(1)
<b>Army, Us Department Of The</b>	(2081)
Bonneville Power Administration	(10)
Broadcasting Board Of Governors	(11)
<b>Commerce, Department Of</b>	(257)
Commodity Futures Trading Commission	(2)
Congressional Budget Office	(14)
Consumer Product Safety Commission	(1)

STATE	OPENINGS
Alabama	(324)
Alaska	(235)
American Samoa	(4)
Arizona	(411)
Arkansas	(66)
California	(1240)
Colorado	(314)
Connecticut	(128)
Delaware	(29)
District Of Columbia	(970)
Florida	(842)

OCCUPATION	OPENINGS
Accounting Budget And Finance	(935)

**Keyword Search** Enter Keywords for the Job Titles and Job Descriptions you would like to see. Keywords are words, phrases, and terms that you can enter to describe educational and professional experiences, skills, and agency names. They are used to search for Jobs containing those words in their Descriptions. By typing in various Keywords, you will maximize your chances of retrieving Jobs that most accurately match your search.

Examples include: Job Title, Job Description, Agency Name, Job Announcement #, Pay Plan, Control #, Occupation Code, Appointment Term, Duty Location.

For more information, consult our [Keyword Search Tips](#).

**Location Search** On the help page, click the **Keyword Search Tips** link to view more in-depth information.

Type the first letter of the state to get closer to the state in which you wish to search.

**Category Search** Select Categories by clicking inside the Category Search box, scrolling through the selections, and clicking on your choices.

The Category selection allows you to choose to view jobs for only the occupations in which you wish to work. If you have no industry preference, you can choose *Select all*.

If you're unsure of which Keywords to use to describe your Job, you can use the Categories box to show all the Jobs in selected occupations. Once on the search results page, you can then use Keywords to refine these results to find the types of Job you are looking for.

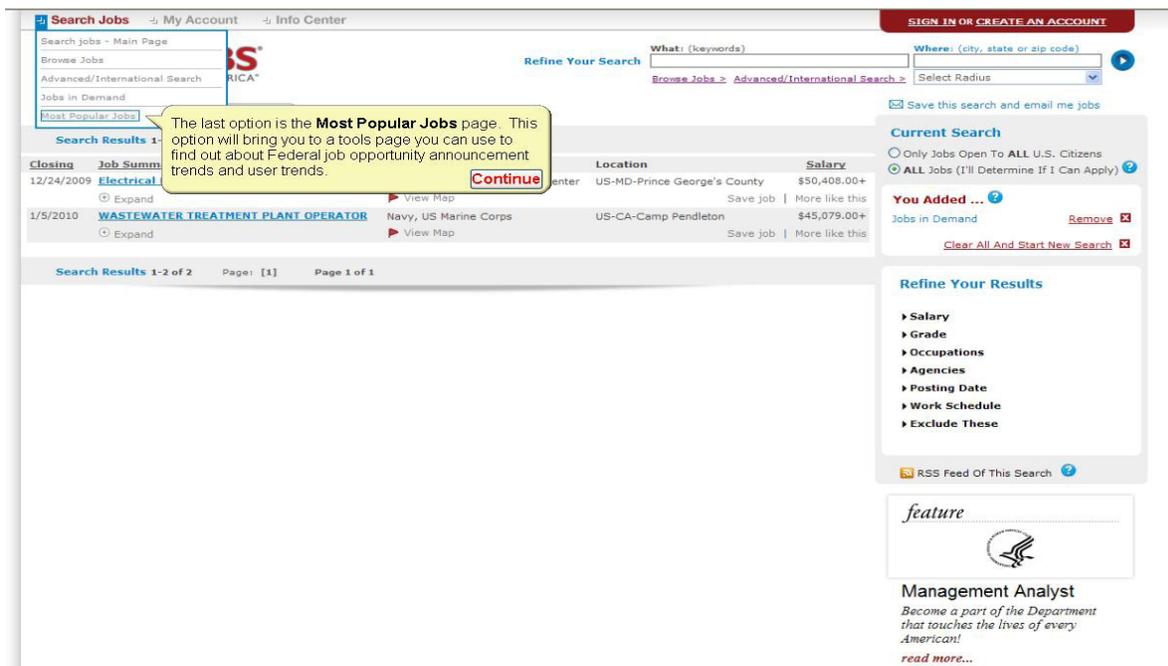
For multiple selections, hold down the **CTRL** key (the **Command** key for Macs) while clicking selections.

**Agency Search** Select Agencies by clicking inside the Agency Search box, scrolling through the selections, and clicking on your choices.

The Agency selection allows you to choose to view jobs for only the Agencies for which you want to work. If you have no Agency preference, you can choose *Select All*.

If you're unsure of which Keywords to use to describe your Job, you can use the Agency box to show all the Jobs in

The last option is the **Most Popular Jobs** page. This option will bring you to a tools page you can use to find out about Federal job opportunity.



The default page is the **Top Occupations in Demand** report. This report shows you the top 50 occupations with the most jobs. Each of the occupations listed below are a link that when clicked, will bring you to a job search results page with that occupation selected.

From here, you can also select to see the following reports that will also allow you to link to the searches they represent.

1. **Agency** - This shows the top 50 agencies with the most job opportunity announcements for the previous month.
2. **Locations** - This shows the top 50 locations with the most job opportunity announcements for the previous month.
3. **Jobs** - This shows the top 50 keyword searches for the previous month. This helps you understand what other job seekers are searching for.
4. **Views** - This shows the top 50 jobs that had the most views by job seekers in the last month.

The search results page has many different sections to it. The main section is your list of job opportunity announcements that meet your search criteria. To view what your current search criteria is, you can view the **Current Search** box. Other than any search criteria you have added, you also have the ability to change your eligibility preference. If you are unsure of your eligibility for applying to announcements, please click on the help question mark for assistance. From here, you can also remove individual search criteria that you have entered, or clear all of your selections. To modify your current search, you can use the same search fields to change or remove keywords or add additional words to your search, as well as conducting a radius based search of a city and state or zip code. You can also use the **Refine Your Results** section to narrow your search results based on any search criteria already selected. When using the different sections in this area, one item to note is that the available selections will automatically update based on the criteria you already have selected.

As we select each of our refining criteria, you will see that your search results are updated, and that you are narrowing your search results. Prior to selecting our desired salary range, we had 272 job opportunity announcements in our results, and we now only have 77. [Continue](#)

What: (keywords) accountant Where: (city, state or zip code) Select Radius

Save this search and email me jobs

Current Search  
 Only Jobs Open To ALL U.S. Citizens  
 ALL Jobs (I'll Determine If I Can Apply)

You Added ...  
 \$50000 - \$74999 accountant [Remove](#)  
 accountant [Remove](#)  
[Clear All And Start New Search](#)

Refine Your Results  
 Salary  
 Grade  
 Occupations  
 Agencies  
 Posting Date  
 Work Schedule  
 Exclude These

Closing	Job Summary	Agency	Location	Salary
12/14/2009	<a href="#">Accountant</a>	Energy, Western Area Power Administration	US-CO-Denver [Includes Lakewood]	\$40,852.00+
12/14/2009	<a href="#">Accountant, GS-0510-12 / 13 (ALL SOURCES)</a>	Education, Federal Student Aid	US-DC-W Area	\$73,100.00+
12/15/2009	<a href="#">Cost Accountant</a>	Government Printing Office	US-DC-Washington DC Metro Area	\$73,100.00+
12/15/2009	<a href="#">Accountant</a>	Housing & Urban Development, Government National Mortgage Association (GINNIE MAE)	US-DC-Washington DC Metro Area	\$73,100.00+
12/15/2009	<a href="#">ACCOUNTANT</a>	11th Wing	US-VA-Chantilly	\$73,100.00+
12/15/2009	<a href="#">Accountant, GS-510-7/9; CENSUS-D-DP</a>	Commerce	US-DC-Washington	\$73,100.00+
12/15/2009	<a href="#">Accountant</a>	Justice, Drug Enforcement Administration	US-VA-Chantilly	\$73,100.00+
12/17/2009	<a href="#">Operating Accountant - GS-0510-12 / 13 BP</a>	Transportation, Federal Transit Administration	US-DC-Washington	\$73,100.00+
12/17/2009	<a href="#">Accountant</a>	Defense Finance & Accounting Service	US-OH-Columbus	\$69,252.00+
12/18/2009	<a href="#">Accountant, GS-0510-12 (DEU) DBV</a>	Homeland Security, Federal Emergency Management Agency (FEMA)	US-VA-Round Hill	\$73,199.00+
12/18/2009	<a href="#">Accountant, GS-0510-07/09/11 (DEU-HW)</a>	Interior, Bureau of Reclamation	US-CA-Sacramento	\$40,685.00+
12/18/2009	<a href="#">Accountant</a>	Justice, Offices, Boards and Divisions	US-DC-Washington	\$41,210.00+

Here you can see the salary range that we added.

The next option is to filter for a specific GS pay grade. For job opportunity announcements that are not posted using the GS pay scale, USAJOBS® will automatically include the results that are equivalent so you do not miss out on available job opportunity announcements. [Continue](#)

feature  
  
 Management Analyst  
*Become a part of the Department that touches the lives of every American!*

Now that we have narrowed down the search results through our refining categories, let's look at the options that we have. To open the job opportunity announcements, you will need to click on the job opportunity announcement title in the **Job Summary** column. The default view for search results is the brief view of the job opportunity announcements. If you would like to expand the view of any one job opportunity announcement, you can click the **Expand** link.

You can also click the **Save job** link which will save this job opportunity announcement inside of your USAJOBS® account. This option is also available inside the job opportunity announcement while you are viewing it.

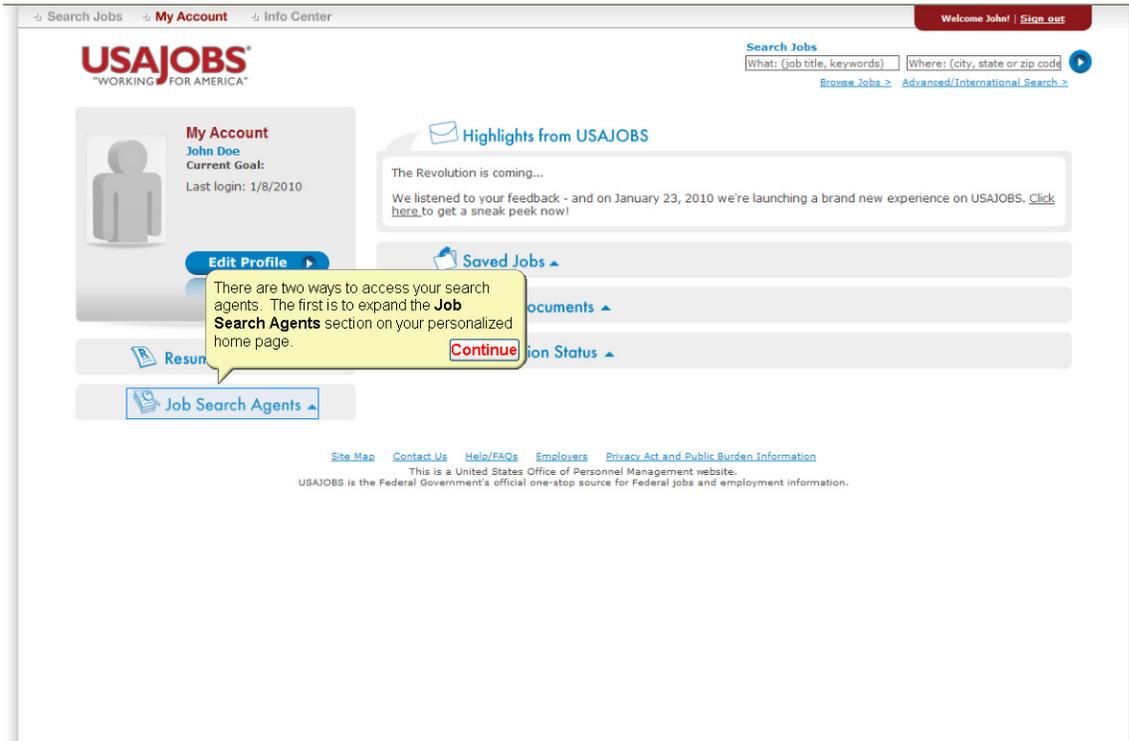
Please note that this option requires you to create a USAJOBS® account if you do not already have one. You can also click the **More like this** link to view job opportunity announcements that have similar criteria, but would not otherwise appear in your results due to some differences.

## USAJOBS® Saved Searches

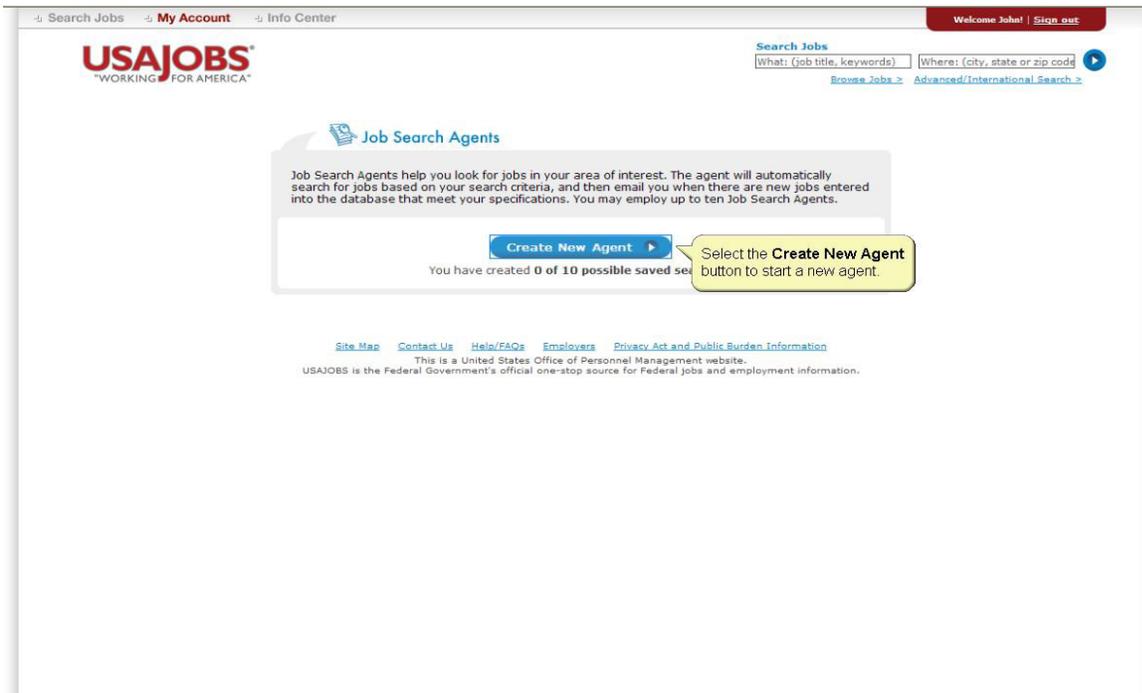
If you have a USAJOBS® account, you can create up to ten saved searches with different search criteria.

Search agents, or saved searches, automatically retrieve job opportunity announcements matching specified criteria and email the results at specified times. You will not receive results in your emails that have already been posted in the past; you will only receive notifications of any newly posted job opportunity announcements that meet your selected criteria.

Log-in to your account and select **Job Search Agents** on your personalized home page.



Select the **Create New Agent** button to start a new agent.



Please note that fields marked with an asterisk are required.

**Job Locations:** Select the locations in which you want to work. You can select up to ten locations per search agent. For multiple selections, hold down **Ctrl (Command for Macs)** while clicking selections.

**Job Categories:** Select the applicable job categories. Up to ten job categories can be selected per search agent. For multiple selections, hold down **Ctrl (Command for Macs)** while clicking selections.

**Occupational Series:** Refine your search further by selecting your desired occupational series. Up to ten occupational series can be selected per search agent. For multiple selections, hold down **Ctrl (Command for Macs)** while clicking selections.

**Agencies:** To limit the search to specific agencies, select the desired agencies in the Agencies box. Up to ten agencies can be selected per search agent. For multiple selections, hold down **Ctrl (Command for Macs)** while clicking selections.

**Salary Range:** Enter the desired salary range in the **Salary Range** fields to search limit your results based on compensation.

**Pay Grade (GS):** Search for salaries equivalent to the selected GS pay grade. Keep in mind, if you enter criteria in both the salary and pay grade sections, USAJOBS® will search for results that meet both sets of criteria. For example: if you enter a salary range of \$10,000 to \$15,000 and a pay grade range of GS14 to GS15, USAJOBS® will only display results for job opportunity announcements at a GS14 or GS15 level (or equivalent if using a pay scale other than GS) that pay between \$10,000 and \$15,000. You are able to restrict your search results to only receive senior executive or student eligible job opportunity announcements if you would like to do so. You can also exclude certain results using the next two sections. You are able to remove job opportunity announcements from your results that are posted as Nationwide or those that are open for longer than 30 days. You can limit your criteria to certain types of work schedules, tenures or student appointment terms. By not selecting any options, you will receive all types of job opportunity announcements in your results. You can also choose to receive job opportunity announcements in your results that are considered in demand. These job opportunity announcements are labeled as being in demand through the Office of Personnel Management and the agency that posted them.

**Applicant Eligibility:** Select the appropriate choice. This information assists USAJOBS® in finding job opportunity announcements that match your eligibility. If you need help with answering this question, please click on the help question mark for additional information. In the next section, you can set how often you would like USAJOBS® to send you email notifications of new job opportunity announcements. Any option you select, other than "None", will automatically send you results of job opportunity announcements that have been posted since the last email you received. The first email you receive will include those results that have been posted since you created the search agent. If you select "None", then you will not receive emails from your agent, but it will be saved in your account so you can quickly and easily run a specified search. You will see how to do this at the end of the tutorial.

**Title and Keyword Searches:** Before entering **Title Search** or **Search Keywords** criteria, it is helpful to become familiar with Boolean logic. If the search words are not entered correctly, it may result in unwanted search results or may not produce any search results at all.

For additional information: [http://jobsearch.usajobs.gov/help/Help.aspx?k=keyword\\_tips](http://jobsearch.usajobs.gov/help/Help.aspx?k=keyword_tips)

The **Title Search** section will only search job titles for the words you enter. When using the **Title Search** section, you will need to remember that a job opportunity announcement can have different titles.

The keyword search searches the entire job opportunity announcement, including the title, for the words specified.

**Agent Title:**

Last, you will need to create a title for your search agent. You should be specific to help distinguish between other agents. Please note that giving your agent a title is the only required step to create a search agent.

When you have entered in all of your desired criteria, click the **Save Agent** button. You will receive an email with any new results that meet your criteria if you chose this option when building your search agent, you can click the **View** link at any time to view all currently open job opportunity announcements that meet your search criteria.

The **View** link will show all job opportunity announcements that are currently active that meet your search criteria. As with the job search functionality on USAJOBS®, you will also see those results that match all of your criteria and are located near your selected locations if you have chosen any. This is to ensure you do not miss out on an opportunity that meets your criteria but may be posted just outside of your search. However, you will not receive these results in the emails you are sent from your saved searches.

Here you will see all job opportunity announcements that are currently active that meet your search criteria. As with the job search functionality on USAJOBS®, you will also see those results that match all of your criteria and are located near your selected locations if you have chosen any. This is to ensure you do not miss out on an opportunity that meets your criteria but may be posted just outside of your search. However, you will not receive these results in the emails you are sent from your saved searches.

Closing	Job Summary	Agency	Location	Salary
10/19/2009	<a href="#">Remote Operational Accountant (UNICOR)</a>	Justice, Bureau of Prisons/Federal Prison System	US-TX-FCC Beaumont	\$56,411.00+
10/19/2009	<a href="#">Forensic Accountant, GS 11/12</a>	Justice, Federal Bureau of Investigation (FBI)	US-MI-Detroit	\$61,217.00+
10/19/2009	<a href="#">ACCOUNTANT (INTERNAL REVIEW EVALUATOR)</a>	Army Medical Command	US-NY-NY - Northern New York	\$67,613.00+
10/20/2009	<a href="#">Accountant</a>	Defense Intelligence Agency	US-VA-NORTHERN VIRGINIA	\$60,989.00+
10/20/2009	<a href="#">Accountant</a>	Interior, Bureau of Land Management	US-CO-Denver [Includes Lakewood]	\$72,465.00+
10/21/2009	<a href="#">Accountant</a>	Energy, Western Area Power Administration	US-CO-Denver [Includes Lakewood]	\$72,465.00+
10/21/2009	<a href="#">Accountant</a>	Justice, Drug Enforcement Administration	US-PR-Guaynabo	\$59,383.00+
10/21/2009	<a href="#">Accountant</a>	Defense, Washington Headquarters Services	US-VA-Arlington	\$94,460.00+
10/21/2009	<a href="#">Forensic Accountant, GS 11/12</a>	Justice, Federal Bureau of Investigation (FBI)	US-NJ-Throughout New Jersey	\$63,397.00+
10/21/2009	<a href="#">Senior Accountant</a>	Treasury, Departmental Offices	US-DC-Washington DC Metro Area	\$60,989.00+
2/19/2010	<a href="#">Supervisory Accountant (Internal Review Evaluator)</a>	Army Installation Management Command	Germany-OA - Heidelberg	\$58,141.00+

**Current Search**  
 Only Jobs Open To ALL U.S. Citizens  
 ALL Jobs (I'll Determine If I Can Apply)

**You Added ...**  
 Minimum Grade - 1 [Remove](#)  
 Maximum Grade - 15 [Remove](#)  
 Minimum Salary - \$0 [Remove](#)  
 Maximum Salary - \$100000 [Remove](#)  
 accountant [Remove](#)

[Clear All And Start New Search](#)

**Refine Your Results**  
 Occupations  
 Agencies  
 Student Jobs  
 Work Schedule  
 Tenure  
 Exclude These

**Internal Revenue Agents GS-12/13**  
 IRS is hiring GS-12/13 Internal

At any time, you can edit your search agent by clicking the **Edit** link. This will open up your search agent and display all selections that we previously selected where you can add, remove or change your criteria and re-save your search. If you decide that you no longer want your search agent, you can permanently remove it from your account by clicking the **Delete** link.

Please carefully read the guidance in the vacancy announcement section, “How to Apply”, failure to follow these instructions may result in the loss of job consideration. Your resume must completely describe your work experience to determine if you meet the experience requirements and possess the knowledge, skills, and abilities (KSAs) for the position(s). Each vacancy announcement will list the KSAs required for the respective position.

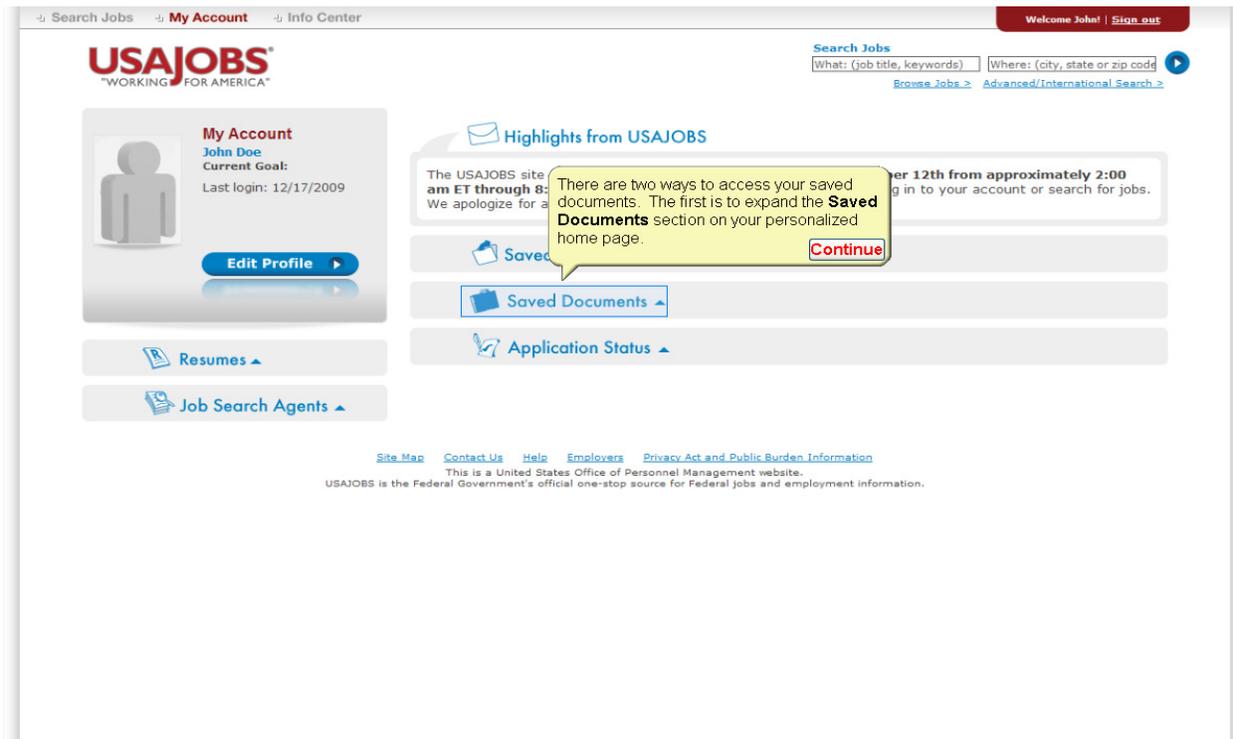
### **USAJOBS® Saved Documents**

In your USAJOBS® saved documents, you can upload up to five different documents into your account for repeated use when applying to job opportunity announcements. For those jobs that accept online document attachments, you can send requested application documents such as DD-214's, SF-50's, and more from your account.

Let's start by logging into our USAJOBS® account. To do this, you can either click the **SIGN IN** link here. Or you can use the **My Account** drop-down menu here. If you need to create an account, you can click the **CREATE AN ACCOUNT** link.

There are two ways to access your saved documents. The first is to expand the **Saved Documents** section on your personalized home page.

The other way to access your saved documents is to use the **My Account** drop-down menu and then select **Saved Documents**.



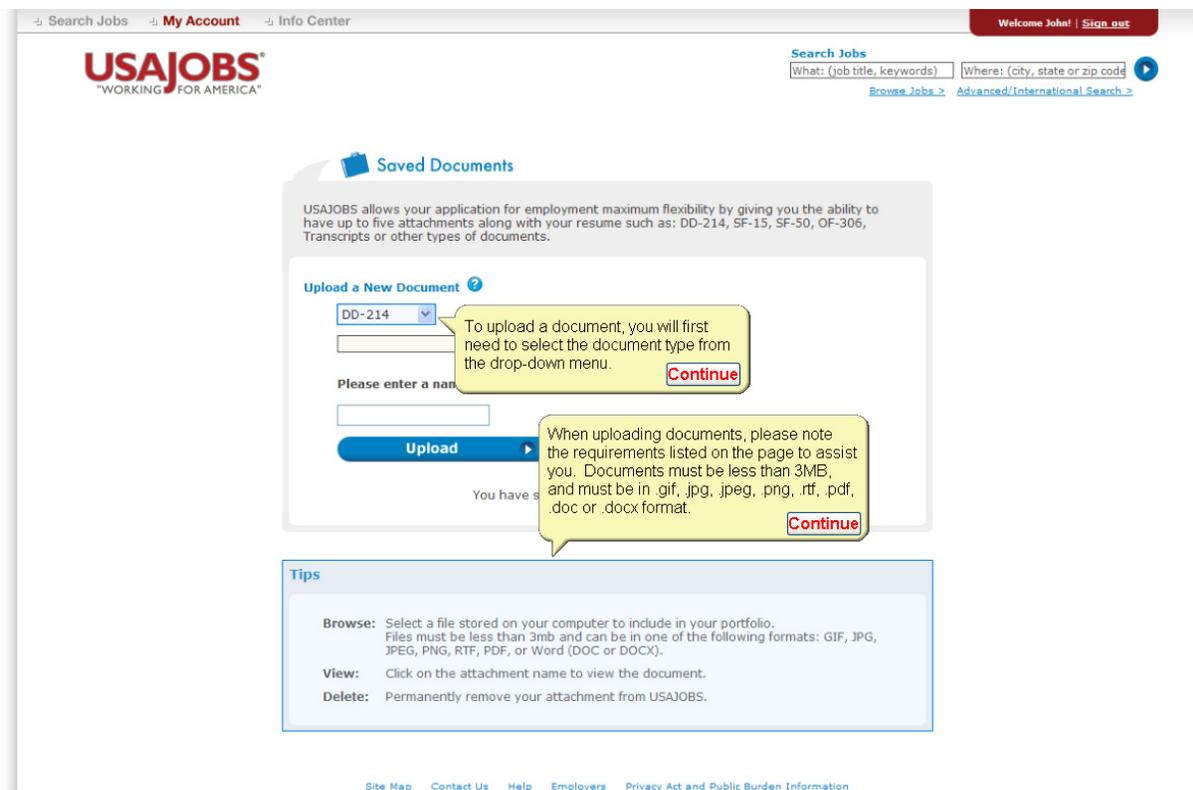
When uploading documents, please note the requirements listed on the page to assist you. Documents must be less than 3MB, and must be in .gif, .jpg, .jpeg, .png, .rtf, .pdf, .doc or .docx format. To upload a document, you will first need to select the document type from the drop-down menu.

Next, you will want to select your document to upload. To do this, click the **Browse...** button.

Select the document you wish to upload and then click the **Open** button.

Next, you will want to give your attachment a name, using a maximum of 100 characters. This is especially important if you have more than one of the same type of documents. This can help you distinguish between similar documents when you are applying.

When ready, click the **Upload** button to attach the document to your account.



After your document has been uploaded, you should preview the document to make sure there were no errors during the upload. USAJOBS® is not responsible for documents submitted with applications that were not uploaded properly. To ensure your document appears as you would like it to, click the **View** link.

Your document will appear in the format that you uploaded it in. If your document did not upload correctly and you need to redo the upload, or if you no longer need your document stored on USAJOBS®, you can delete your document by clicking the **Delete** link.

## Step 3: Submit Resume

To apply for positions with Department of Air Force, you have the below options; at a minimum you must provide **both** of the following parts:

1. Your resume and any other documents specified in the Required Documents section of this job announcement, and
2. Your responses to the Qualifications Questionnaire

### Option A: USAJOBS® Apply Online

To begin the process, click the **Apply Online** button near the top right hand side of the announcement to create an account or log in to your existing USAJOBS account. If the job opportunity announcement has a questionnaire associated with it, you will have to answer those questions before you can complete the application process. Please ensure you click the **Submit My Answers** button at the end of the process. This allows us to track your application status in your account so you can see this in the future. Select your desired resume to use to apply. Your uploaded resume appears in the list of available resumes to select as well as documents saved in your USAJOBS® account.

The screenshot displays the 'How to Apply' section of a USAJOBS job announcement. The page includes a 'How to Apply' dropdown menu with options: 'Apply Online', 'Print Preview', 'Save Job', and 'Share Job'. Below this is a 'Send Mail to' section for the Smithsonian Institution (1 Main Street, Anytown, AL 12345 US) and contact information for the Recruiter (Phone: 123-456-7899, Email: mayday@fedjobs.gov). A 'Control Number: 1709845' is also visible. The 'How to Apply' section contains instructions on how to submit an application, including a note that online resumes may not be complete and that postal mail applications require Form 612. The 'AGENCY CONTACT INFO' section lists the recruiter's contact details. The 'WHAT TO EXPECT NEXT' section states that the most highly qualified candidates will be selected within 30 days. Three callout boxes provide additional guidance: the first points to the 'Print Preview' button, the second explains the mailing address and the importance of the 'How to Apply' section for postal mail, and the third highlights the agency contact information and the control number.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#csrs>

You will earn: In the **How to Apply** section, you will find directions on how to apply to this specific job opportunity announcement, agency contact information, and information of what to expect after you apply.

You will be paid: <http://www.usajobs.gov/jobextrainfo.asp#pay>

**OTHER INFO:** The materials you send with your application will not be returned.

**How To Apply**

**HOW TO APPLY:** You may submit your resume for this job online; note: your online resume may not be a complete application if information is required and how it should be submitted. Optional Form 612, along with any other required documents, must be submitted with your application. You must submit your application so that it will be received by the agency on time. To apply online, read the announcement carefully. If you need to send information via postal mail, you will submit it for consideration. There are no special documents required.

**AGENCY CONTACT INFO:**

Recruiter  
Phone: 123-456-7899  
Email: mayday@fedjobs.gov

**WHAT TO EXPECT NEXT:** Once your complete application is received, the most highly qualified candidates will be referred to the agency to make a selection within 30 days of the announcement closing date.

**Send Mail to:**  
Smithsonian Institution  
1 Main Street  
Anytown, AL 12345  
US

**Questions about this job:**  
Recruiter  
Phone: 123-456-7899  
Email: mayday@fedjobs.gov

**Control Number: 1709845**

There is also contact information available at all times in the scrolling information box containing agency information.

The first section is a mailing address. Use this address to send any required correspondence to the agency. Please refer to the **How to Apply** section to confirm if you need to send information via postal mail. If the job opportunity announcement does not have an **Apply Online** button, you may still not be able to apply via postal mail. You may be required to apply through email or fax.

The next section is provided in case you have questions after reading the **How to Apply** section. USAJOBS® support personnel can assist you with any technical questions you have about the USAJOBS® website, but unable to assist you with any questions regarding your application information, such as which documents to submit and application status, or with specific questions that are not listed directly in the job opportunity announcement.

The last section shows you the control number for the job opportunity announcement, which is helpful to know when working with the agency or USAJOBS® support personnel.

In the **How to Apply** section, you will find directions on how to apply to this specific job opportunity announcement, the agency contact information, and information on what to expect after you apply.

The scrolling information box has many sections to it to help you when searching for job opportunity announcements. Other than the navigation drop down menu, there are several action buttons which we will look at shortly. There is also contact information available at all times in the scrolling information box containing agency information.

The first section is a mailing address. Use this address to send any required correspondence to the agency. Please refer to the **How to Apply** section to confirm if you need to send information via postal mail. If the job opportunity announcement does not have an **Apply Online** button, you may still not be able to apply via postal mail. You may be required to apply through email or fax.

This below screen will appear for you to select which of your USAJOBS® resumes you would like to submit (you can have up to 5 stored in your USAJOBS® account). In the case of this job, we are able to select the resume we have uploaded to our account as well as documents saved in our USAJOBS® account. Select your desired resume to use to apply.

The screenshot shows the USAJOBS application interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info'. The USAJOBS logo is prominently displayed. A yellow callout box explains that if the agency accepts USAJOBS resumes, this screen will appear for selecting a resume. Below this, a 'Please Note' section states that resubmitting requires re-submitting all documents. The job details are: 'Job Title: Job Opportunity Announcement', 'Agency: Woodrow Wilson International Center for Scholars, Smithsonian Institution', and 'Job Location: Washington DC Metro Area, District of Columbia'. Under 'Resume - Select one of your stored resumes to send:', there is a dropdown menu with 'test' and 'Uploaded Resume' options. A second yellow callout box points to this menu, stating that the uploaded resume appears in the list if allowed. Below the resume selection, there is an 'Attachment(s)' section with a dropdown menu showing 'SF-50' and 'Transcripts'. A certification checkbox is present, followed by a disclaimer. At the bottom, there are 'Apply for this position now!' and 'Cancel' buttons. The footer contains site map, contact, and privacy information.

Now select any and all documents you wish to use to apply. To select multiple documents, hold down **Ctrl (Command for Macs)** while selecting your documents.

NOTE: If you are using education to qualify for this position OR education is a MANDATORY requirement to meet qualifications, **YOU MUST** submit copies of college transcripts that identify each course, the college or university, semester or quarter hours earned, grade and grade-point average. If selected for the position you will be required to provide official transcripts at time of selection.

Prior to applying, you must read this section and check the certification checkbox.

When ready, click the **Apply for this position now!** button.

If the job opportunity announcement has a questionnaire associated with it, you will have to answer those questions before you can complete the application process. When complete, click the **Continue** link.

The following questions: Your answers will then be forwarded to the employer along with your resume. Please note that the employer may evaluate your submission based on some or all questions (mandatory and optional) that you answered.

◆ Indicates Required Information

### New Questionnaire

◆ How old are you?

◆ Are you alive?  Yes  No

◆ What is your favorite color?  Blue  Green  Red  Yellow  Other

◆ Are you willing to travel?  Yes  No  Maybe

◆ Tell us about your car.   
Character Count: 14 (1500 character limit)

◆ Why are you qualified?   
Character Count: 29 (8000 character limit)

[Continue](#)

When complete, click the **Continue** link.

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

When complete, you will receive the page below. Note the second paragraph telling you that your application package may not be complete. You will need to read the job opportunity announcement to find out if there are any other steps for you to complete.

The third paragraph explains how to proactively receive updates of your application status through USAJOBS®.

Please also note that depending on the application process if you do not apply through your USAJOBS® account you will not receive updates on your application status.

From this page, click on the **Click here** link to view your application status. In addition, you can get to your application history by going to the **My Account** menu and selecting the **Application Status** option at any time in the future to track your application status for 18 months after your initial application. When clicking to view your status, please note that it may take a few minutes for the system to update your account with the application information. If you go to this page immediately after your application and do not see it, simply wait a couple of minutes and go back to your application history.

Search Jobs My Account Info Center Welcome John! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

**Application Status**

Your resume has been SENT Announcement.

Please read the vacancy announcement and additional documentation. See the following page for more information.

**Note:** If you would like to be notified of new Alerts in your My Applications, click the link below.

From this page, click on the **Click here** link to view your application status. In addition, you can get to your application history by going to the **My Account** menu and selecting the **Application Status** option at any time in the future to track your application status for 18 months after your initial application. When clicking to view your status, please note that it may take a few minutes for the system to update your account with the application information. If you go to this page immediately after your application and do not see it, simply wait a couple of minutes and go back to your application history.

Please also note that depending on the application process the agency has in place, USAJOBS® may not ever be able to post the application to your account. Some agencies require you to mail in your application, or require online applications outside of the USAJOBS® system and the USAJOBS® site is unable to track those methods. If the job opportunity announcement does not appear on the list on the following page, even after a few minutes, this may be the case. You will need to contact the agency to confirm receipt or track your status. For any of these methods that will not appear in your USAJOBS® application history, you would not receive this confirmation page.

Click here to search again.  
Click here to track your job application with us.

Site Map Contact Us Help/FAQs Employers Privacy Act and Public Burden Information

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

When complete (again, depending on the method of application), you will receive this page. Note the second paragraph telling you that your application package may not be complete. You will need to read the job opportunity announcement to find out if there are any other steps for you to complete.

The third paragraph explains how to proactively receive updates of your application status through USAJOBS®. We will view how to sign up for proactive notification on the next page.

Continue

When clicking to view your status, please note that it may take a few minutes for the system to update the application information.

The first section of the **Application Status** page we will look at is how to sign up for proactive notification for the jobs we have applied to. To do this, click the **Notification Settings** link.

Search Jobs My Account Info Center Welcome John! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs  
What: (keywords) Where: (city, state or zip code) [Go]

Browse Jobs > Advanced/International Search >

**Application Status** Notification Settings

**IMPORTANT!** If you did not apply to the job announcement with your USAJOBS resume through the application process, you will not be able to track applications in your USAJOBS account when they have been submitted through an agency that posted the announcement to verify receipt of your application. Each record will be deleted from this page for future reference.

The first section of the **Application Status** page we will look at is how to sign up for proactive notification for the jobs we have applied to. To do this, click the **Notification Settings** link.

Applications 1 to 20 Page: [1] [2] Page 1 of 2

Initial Application Date	Job Summary	Job Status	Agency Name	Last Application Update	Application Status	USAJOBS Uploaded Document Status
1/20/2010	<b>Job Opportunity Announcement</b> Job Announcement Number: 123456789 Pay Plan: GS-0510-11/09 Location: US-DC-Washington DC Metro Area	Active	Woodrow Wilson International Center for Scholars	1/20/2010	Resume Received	Uploaded not Retrieved
12/11/2009	<b>Program Analyst</b> Job Announcement Number: 10-014-MAW Pay Plan: GS-0343/13 Location: US-DC-Washington DC Metro Area	Active	Office Of Personnel Management	12/11/2009	Application Status not Available	Uploaded not Retrieved
12/9/2009	<b>IT Specialist (APPSW)</b> Job Announcement Number: D94233 Pay Plan: GS-2210-12/11 Location: US-OH-Cleveland	Active	Defense Finance & Accounting Service	12/9/2009	Application Status not Available	None more information...
12/9/2009	<b>Health Scientist Administrator - NINDS - DE</b> Job Announcement Number: NINDS-09-366942-CR-DE Pay Plan: GS-0601-14/13 Location: US-MD-Rockville	Active	National Institutes of Health	12/9/2009	Resume Received	Uploaded not Retrieved
8/24/2009	<b>Management Analyst</b> Job Announcement Number: CPMS-09-279733 Pay Plan: YA-0343/01 Location: US-VA-Rosslyn	Closed	Civilian Personnel Management Service (CPMS)	8/24/2009	Application Status not Available	Uploaded not Retrieved
8/21/2009	<b>Training Technician</b> Job Announcement Number: IHC-250046-PN/OCA Pay Plan: GS-1702-09/07 Location: US-WV-Harpers Ferry	Active	Customs and Border Protection	8/21/2009	Application Status not Available	Uploaded not Retrieved
8/21/2009	<b>Administrative Officer</b> Job Announcement Number: NM265388 Pay Plan: GS-0341/12 Location: US-NM-Santa Fe	Closed	National Guard Units	8/21/2009	Application Status not Available	None more information...
8/21/2009	<b>Aerospace Technology (AST)</b> Job Announcement Number: S509D0016 Pay Plan: GS-0801-09/07 Location: US-MS-Stennis Space Center	Closed	John C. Stennis Space Center	8/21/2009	Resume Received more information...	None more information...
8/21/2009	<b>Human Resources Specialist (Staffing &amp; Classification)</b> Job Announcement Number: 09-328-CHCMS-SMO Pay Plan: GS-0201-13/12	Closed	Office Of Personnel Management	9/18/2009	Minimum Qualification Requirements Not Met more information...	Uploaded & Retrieved

Your resume will be attached only to the Application Package you complete and **SUBMIT** immediately after you click the “Apply Online” button for this job announcement, not to any other Application packages you may already have created.



### **Application Time Lines**

You must complete the entire process by **MIDNIGHT EASTERN TIME** on the closing date

When complete you should see a message “Your resume has been sent”

Note: You need to make sure to read the message since it may indicate that your application package may not be complete.

---

#### **Option B: Form 1203-FX Paper Qualifications Questionnaire**

If you cannot apply online:

1. Click the following link to view and print the occupational questionnaire [View Occupational Questionnaire](#)
2. Complete Form 1203-FX to provide your responses to the occupational questionnaire <http://www.opm.gov/forms/pdfimage/opm1203fx.pdf>
3. Fax the completed Form 1203-FX along with any required supporting documents to **1-478-757-3144** or **1-478-757-3144**.

**By Fax:** If you are faxing a Form 1203-FX, you do not need a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

**COMPLETE APPLICATIONS, INCLUDING ALL REQUIRED DOCUMENTS, MUST BE RECEIVED PRIOR TO THE CLOSING DATE OF THE ANNOUNCEMENT.**

**CAUTION: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR RESUME**

## What's Next

After you have successfully completed the application process you will receive notification that your resume has been received for consideration. A second notification will be sent that indicates if you have been found eligible or ineligible based on your responses to the vacancy questionnaire. If you have been found eligible based on your questionnaire responses a Human Resources Specialist will review your resume to determine whether or not you possess the appropriate eligibility for referral and/or whether or not you meet the qualifications for the position for which you self-nominated.

If you are determined to be qualified based on initial screening and ranked within reach of referral, you may be referred to the hiring authority for consideration. A third notification will be sent indicating whether you were referred or not referred to the selecting official. It is solely the option of the selecting official to interview candidates. It is more likely that selections are made after a comprehensive review of the resumes. If you are tentatively selected, you will be notified by telephone and/or e-mail to request your supporting documents to verify your eligibility for appointment. Once a position has been accepted by selectee all candidates referred for consideration will receive notification of selection/non-selection.

You may check the status of your applications through your USAJOBS® account for up to 18 months after the announcement closing date.

To be sure you know your status you should sign up for proactive notifications for the jobs you have applied to. To do this, click the **Notification Settings** link.

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs    My Account    Info Center    Welcome John! | Sign out

Search Jobs  
What: (keywords)    Where: (city, state or zip code)    [Go]

[Browse Jobs >](#)    [Advanced/International Search >](#)

[Notification Settings](#)

**Application Status**

**IMPORTANT!** If you did not apply to the job announcement with your USAJOBS resume through the application process, it is possible to track applications in your USAJOBS account when they have been submitted through an agency that posted the announcement to verify receipt of your application. Each record will be deleted from the system. Please print this page for future reference.

The first section of the **Application Status** page we will look at is how to sign up for proactive notification for the jobs we have applied to. To do this, click the **Notification Settings** link. Continue

Applications 1 to 20    Page: [1] [2]    Page 1 of 2

Initial Application Date	Job Summary	Job Status	Agency Name	Last Application Update	Application Status	USAJOBS Uploaded Document Status
1/20/2010	<a href="#">Job Opportunity Announcement</a> Job Announcement Number: 123456789 Pay Plan: GS-0510-11/09 Location: US-DC-Washington DC Metro Area	Active	Woodrow Wilson International Center for Scholars	1/20/2010	Resume Received	Uploaded not Retrieved
12/11/2009	<a href="#">Program Analyst</a> Job Announcement Number: 10-014-MAW Pay Plan: GS-0343/13 Location: US-DC-Washington DC Metro Area	Active	Office Of Personnel Management	12/11/2009	Application Status not Available	Uploaded not Retrieved
12/9/2009	<a href="#">IT Specialist (APPSW)</a> Job Announcement Number: D94233 Pay Plan: GS-2210-12/11 Location: US-OH-Cleveland	Active	Defense Finance & Accounting Service	12/9/2009	Application Status not Available	None <a href="#">more information...</a>
12/9/2009	<a href="#">Health Scientist Administrator - NINDS - DE</a> Job Announcement Number: NINDS-09-366942-CR-DE Pay Plan: GS-0601-14/13 Location: US-MD-Rockville	Active	National Institutes of Health	12/9/2009	Resume Received	Uploaded not Retrieved
8/24/2009	<a href="#">Management Analyst</a> Job Announcement Number: CPMS-09-279733 Pay Plan: YA-0343/01 Location: US-VA-Rosslyn	Closed	Civilian Personnel Management Service (CPMS)	8/24/2009	Application Status not Available	Uploaded not Retrieved
8/21/2009	<a href="#">Training Technician</a> Job Announcement Number: IHC-250046-PN/OCA Pay Plan: GS-1702-09/07 Location: US-WV-Harpers Ferry	Active	Customs and Border Protection	8/21/2009	Application Status not Available	Uploaded not Retrieved
8/21/2009	<a href="#">Administrative Officer</a> Job Announcement Number: NM265388 Pay Plan: GS-0341/12 Location: US-MS-Santa Fe	Closed	National Guard Units	8/21/2009	Application Status not Available	None <a href="#">more information...</a>
8/21/2009	<a href="#">Aerospace Technology (AST)</a> Job Announcement Number: SS09D0016 Pay Plan: GS-0801-09/07 Location: US-MS-Stennis Space Center	Closed	John C. Stennis Space Center	8/21/2009	Resume Received <a href="#">more information...</a>	None <a href="#">more information...</a>
8/21/2009	<a href="#">Human Resources Specialist (Staffing &amp; Classification)</a> Job Announcement Number: 09-328-CHCMS-SMO Pay Plan: GS-0201-13/12	Closed	Office Of Personnel Management	9/18/2009	Minimum Qualification Requirements Not Met <a href="#">more information...</a>	Uploaded & Retrieved

You can view the job opportunity announcement again by clicking on the job title **Job Opportunity Announcement** even if the job has already closed.

You can also view your current application status and uploaded document status. For the document status, this will only show for uploaded USAJOBS® documents. Documents uploaded to agency websites or faxed to agencies would not be tracked here. You can also click either of the help links here to find out more information about what the different statuses mean.

You can receive updates when a job you have applied to closes, when your application status changes, and when your document status changes. On the notifications page you can select your alert settings. You can also unsubscribe from receiving all notifications on this page. If you select to be notified of any of these changes, you will receive one email per day with your most recent status, but only if your status has changed. This means that if you select to be notified when your application status changes, and your application status has changed 3 times in one day, you will receive only one email at the end of the day with your most recent status. But if your application status has not changed at all in that day, you will not receive an email notification.

On this page, you can select your alert settings. You can receive updates when a job you have applied to closes, when your application status changes, and when your document status changes. You can also unsubscribe from receiving all notifications on this page.

If you select to be notified of any of these changes, you will receive one email per day with your most recent status, but only if your status has changed. This means that if you select to be notified when your application status changes, and your application status has changed 3 times in one day, you will receive only one email at the end of the day with your most recent status. But if your application status has not changed at all in that day, you will not receive an email notification.

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### Notification Settings

Notification Alerts enable you to stay informed of changes to your application status. Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

- Job that I've applied to closes
- Status of an application I've submitted changes
- Status of documents I've uploaded changes
- Unsubscribe from all notification alerts

Submit | CANCEL

On this page, you can select your alert settings. You can receive updates when a job you have applied to closes, when your application status changes, and when your document status changes. You can also unsubscribe from receiving all notifications on this page.

If you select to be notified of any of these changes, you will receive one email per day with your most recent status, but only if your status has changed. This means that if you select to be notified when your application status changes, and your application status has changed 3 times in one day, you will receive only one email at the end of the day with your most recent status. But if your application status has not changed at all in that day, you will not receive an email notification.

Continue

Here, you can see the job opportunity announcement you applied to. You can view the job opportunity announcement again by clicking on the job title **Job Opportunity Announcement** even if the job has already closed.

You can also view your current application status and uploaded document status. For the document status, this will only show for uploaded USAJOBS® documents. Documents uploaded to agency websites or faxed to agencies would not be tracked here.

You can also click either of the help links to find out more information about what the different statuses mean.

Here, you can see the job opportunity announcement we just applied to. You can view the job opportunity announcement again by clicking on the job title **Job Opportunity Announcement** even if the job has already closed.

You can also view your current application status and uploaded document status. As you can see, our application status is currently showing that our resume has been received, and the document status shows that although our documents have been uploaded, the agency has not retrieved them yet. For the document status, this will only show for uploaded USAJOBS® documents. Documents uploaded to agency websites or faxed to agencies would not be tracked here.

You can also click either of the help links here to find out more information about what the different statuses mean.

Initial Application Date	Job Summary	Job Status	Agency Name	Last Application Update	Application Status	USAJOBS Uploaded Document Status
1/20/2010	<a href="#">Job Opportunity Announcement</a> Job Announcement Number: 123456789 Pay Plan: GS-0510-11/09 Location: US-DC-Washington DC Metro Area	Active	Washington State Department of Social & Health Services		Application Status not Available	Uploaded not Retrieved
12/11/2009	<a href="#">Program Analyst</a> Job Announcement Number: 10-014-MAW Pay Plan: GS-0343/13 Location: US-DC-Washington DC Metro Area	Active	Office of Management and Enterprise Services		Application Status not Available	Uploaded not Retrieved
12/9/2009	<a href="#">IT Specialist (APPSW)</a> Job Announcement Number: D94233 Pay Plan: GS-2210-12/11 Location: US-OH-Cleveland	Active	Defense Finance & Accounting Service	12/9/2009	Application Status not Available	None <a href="#">more information...</a>
12/9/2009	<a href="#">Health Scientist Administrator - NINDS - DE</a> Job Announcement Number: NINDS-09-366942-CR-DE Pay Plan: GS-0601-14/13 Location: US-MD-Rockville	Active	National Institutes of Health	12/9/2009	Resume Received	Uploaded not Retrieved
8/24/2009	<a href="#">Management Analyst</a> Job Announcement Number: CPMS-09-279733 Pay Plan: YA-0343/01 Location: US-VA-Rosslyn	Closed	Civilian Personnel Management Service (CPMS)	8/24/2009	Application Status not Available	Uploaded not Retrieved
8/21/2009	<a href="#">Training Technician</a> Job Announcement Number: IHC-250046-PN/OCA Pay Plan: GS-1702-09/07 Location: US-WV-Harpers Ferry	Active	Customs and Border Protection	8/21/2009	Application Status not Available	Uploaded not Retrieved
8/21/2009	<a href="#">Administrative Officer</a> Job Announcement Number: NM265388 Pay Plan: GS-0341/12 Location: US-NM-Santa Fe	Closed	National Guard Units	8/21/2009	Application Status not Available	None <a href="#">more information...</a>
8/21/2009	<a href="#">Aerospace Technology (AST)</a> Job Announcement Number: SS09D0016 Pay Plan: GS-0801-09/07 Location: US-MS-Stennis Space Center	Closed	John C. Stennis Space Center	8/21/2009	Resume Received <a href="#">more information...</a>	None <a href="#">more information...</a>
8/21/2009	<a href="#">Human Resources Specialist (Staffing &amp; Classification)</a> Job Announcement Number: 09-328-CHCMS-SMO Pay Plan: GS-0201-13/12	Closed	Office Of Personnel Management	9/18/2009	Minimum Qualification Requirements Not Met <a href="#">more information...</a>	Uploaded & Retrieved

Thank you for your interest in a civilian career with the Department of the Air Force!

<b>Customer Service Information</b>	
<b>Job Information Lines (Toll Free)</b>	
<b>Internal &amp; External</b>	<b>TDD Users</b>
Air Force One-Stop Customer Service phone number: 1-800-525-0102 – Follow phone menu prompts for internal and external information	1-800-382-0893 Within area code (210) 565-2276
<b>If you are located in a country outside of the U.S., please visit our web site for the most up-to-date information on how to reach us by phone.</b>	
<b>AFPC Civilian Employment Homepage</b>	<a href="http://www.afciviliancareers.com/flash/index.php">http://www.afciviliancareers.com/flash/index.php</a>
<b>External Announcements – USAJOBS® (The Federal Government's Official Jobs Site)</b>	<a href="http://www.usajobs.gov">www.usajobs.gov</a>
<b>Fax number for Submitting Resumes</b>	<b>(478) 757-3144</b>
<b>Personal Identification Number (PIN)/USERID and Password:</b> In order to self-nominate or conduct other transactions via the AFPC Employment Homepage or Job Line, you will be asked to enter a PIN. Once you establish your PIN, you use the <b>same</b> PIN for the web site and phone system. To use the web, you are required to establish a USERID and password. To do so, you must have a valid e-mail account.	<b>Internal Employees:</b> You must use your Common Access Card (CAC) or USERID and Password to access the AFPC Secure Website. Unless you have previously established a USERID and password using the AFPC secure web site login system, you will be asked to create a USERID and password. You must provide your social security number, date of birth, service computation date (SCD) for leave, current pay plan, grade and step, DSN and a valid e-mail address. Your SCD, pay plan, grade and step is available from your latest leave and earnings statement.
<b>If you are located in a country outside of the U.S., please visit our web site for the most up-to-date information on how to reach us by phone.</b>	
<b>Frequently Asked Employment Questions As shown on page 24</b>  <b>When you click on any topic, the "Ask a Question" Tab will be visible with information on submitting an inquiry or frequently asked questions that may answer your question.</b>	Have a question? Need an Answer? Try our new knowledge base Frequently Asked Questions (FAQs). Click on this tab to search the knowledge base for answers using drop down menus and search text. You can view a list of answers, sort answers, and page up to sort the column in ascending order. <a href="http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php">http://gum.afpc.randolph.af.mil/cgi-bin/askafpc.cfg/php/enduser/home.php</a> or call 1-800-525-0102
<b>Veterans Information</b>	<b>Dept of Veterans Affairs - <a href="http://www.va.gov/">http://www.va.gov/</a> <a href="http://www.fedshirevets.gov/job/vetpref/index.aspx">http://www.fedshirevets.gov/job/vetpref/index.aspx</a></b>