



U.S. AIR FORCE



USAJOBS

APPLICATION TRAINING

Civilian Personnel Flight
Wright-Patterson AFB, OH



U.S. AIR FORCE

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Course Overview

- Create a USAJOBS profile
- Create/upload application documents
- Search for jobs
- Review job announcement
- Prepare application in USAJOBS
- Submit application to agency
- What's Next?
- Tips & Tricks



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Create Profile

Go to www.usajobs.gov

Click **Create Profile**

The **Create**

Account page displays.

Create account

All fields are required

Primary Email address

Only one account can be created for each email address. Do not share your account with anyone else.

Confirm Primary Email address

Username

Your Username must:

- ⚠ Be 8 to 20 characters long
- ⚠ Have at least one letter
- ⚠ Only contain the following special characters: underscore (_), ampersand (&), and period (.)

Terms and Conditions

This U. S. Federal 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) access 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.

By clicking "Create Account" you are agreeing to the Terms and Conditions.

Create Account

You will then have to click on the **Create Account** under the sign in button.

When this page is complete, USAJOBS will send a confirmation message to the **Primary Email** provided.

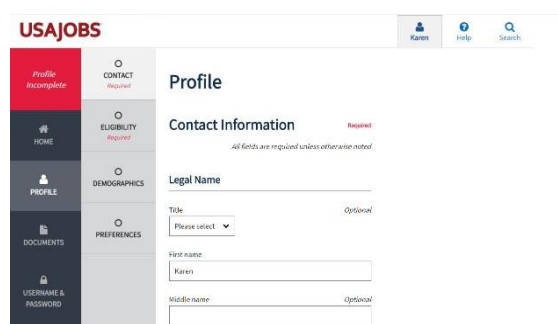
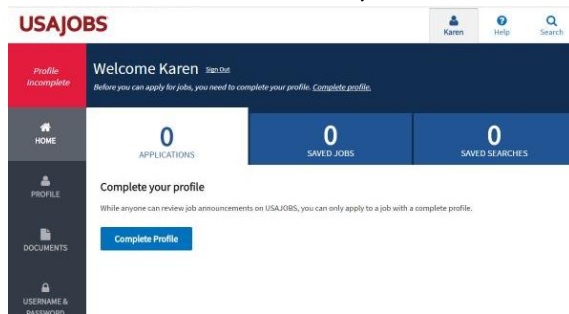
Click on the link in the e-mail to activate the account and create a password and security questions/answers.



Create Profile

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- Log in with username/e-mail and newly created password.
- To continue, click the **Create Profile** button.



- Complete profile pages which include: Contact, Eligibility, Demographics, and Preferences.
- Once the Profile pages are complete, create and/or upload a resume and add supporting documents, as appropriate.

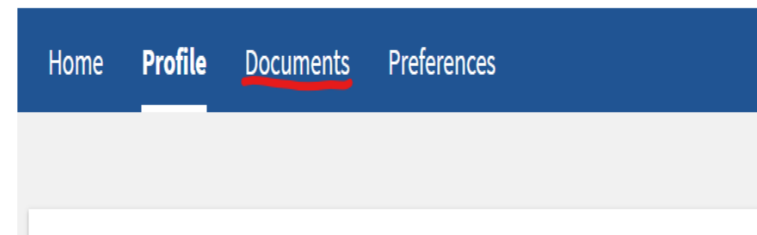


Documents

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- Once the profile is complete, create/upload application documents to the account.
- To access the Resumes page, click Documents on the top menu of the page.

USAJOBS



- There are two ways to add a resume:
 - 1) Create a resume using the USAJOBS Resume Builder.
 - 2) Upload a resume that meets the acceptable file requirements.
- To begin, click the **Upload or build resume** button.



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Documents

- Upload supporting documents such as transcripts, DD-214, SF-50, etc. from the **Other Documents** page.
- To begin, click the **Upload document** button.
- The **Add Document** page will display. Use the browse tool to select the document from its saved location.
- Once selected, choose a Document type.

The screenshot shows the USAJOBS interface. The top navigation bar includes the USAJOBS logo, a user profile icon for 'Karen', a 'Help' link, and a search icon. The left sidebar contains a vertical menu with options: 'Profile Complete', 'HOME', 'PROFILE', 'DOCUMENTS', and 'USERNAME & PASSWORD'. The main content area is titled 'Documents' and features a message: 'Your profile says you are or were a federal employee. We recommend you upload your SF-50. Many jobs require the SF-50 to verify your federal service.' Below this is a blue 'Upload Documents' button. A section titled 'Other Documents (0/10)' includes a list of document examples (DD-214, SF-15, SF-50, OF-806, Transcripts) and a list of items to exclude (classified info, SSN, photos, personal info, encrypted documents). A dashed box with a plus icon and 'Upload document' text is provided for file selection. Below this is the 'Add Document' form, which has a 'Document Name' field (containing 'Transcript CU') and a 'Document type' section with radio buttons for Cover Letter, DD-214, ECQ, OF-306, Other, SF-15, SF-50, Transcript (selected), and Veteran Other. At the bottom right of the form are two buttons: 'Select New Document' and 'Complete Upload'.

Integrity - Service - Excellence



- Use the View button to review all uploaded documents.

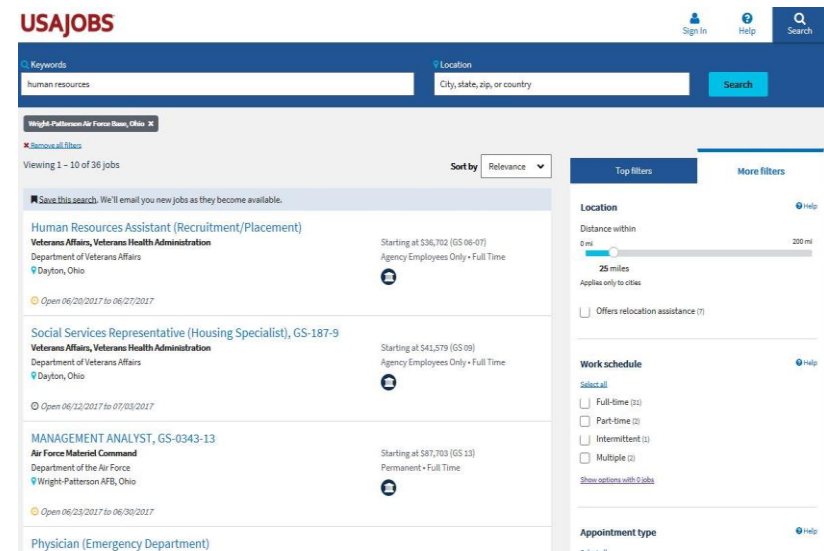
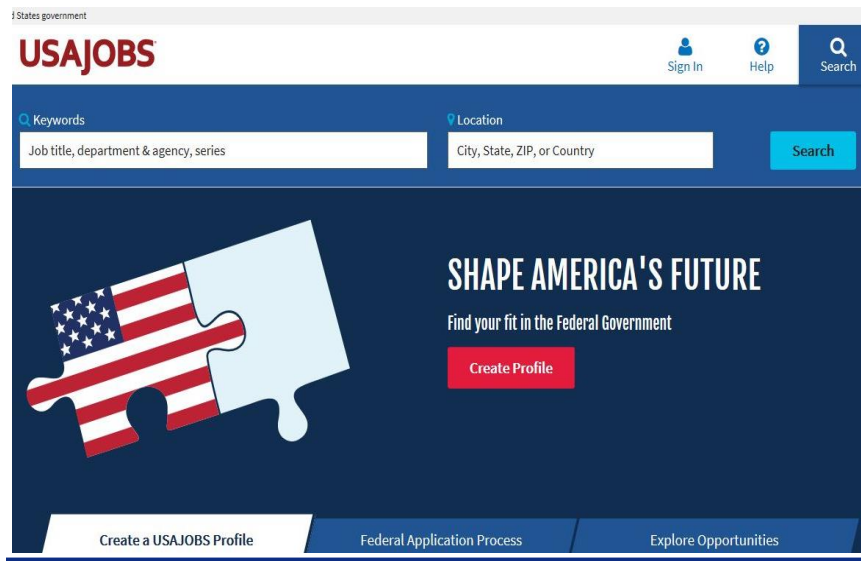
- IMPORTANT:** Verify documents are correct and legible or risk being screened-out from consideration.



Job Search

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- From USAJOBS homepage, begin searching for job announcements using keyword(s) or by location.
 - Make sure you are logged into your account first!
- Use search filters located along the right side of the page to further refine search results.





Job Announcement

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- Once a job is found, review the announcement carefully for position details, qualifications, and application requirements before proceeding.
- Click the Apply button to start the application process.

The screenshot shows the USAJOBS website interface. At the top, there's a navigation bar with 'Sign In', 'Help', and 'Search' links. Below this is a banner for the job 'Contract Services Monitor, GS-1101-09' under the 'DEPARTMENT OF THE AIR FORCE' and 'Air Force Materiel Command'. The job details are organized into columns: 'Open & closing dates' (2017-06-30 to 2017-07-07), 'Pay scale & grade' (GS 09), 'Appointment type' (Permanent), 'Job announcement number' (AFMC-1981227-963914-9X-SAW), 'Locations' (Wright-Patterson AFB, OH), 'Salary' (\$50,859 to \$66,120 / per year), 'Series' (1101 General Business And Industry), 'Work schedule' (Full Time), and 'Control number' (473389200). A box on the right states 'This job is open to Federal employees'. At the bottom, there are links for 'Print', 'Share', 'Save', and a prominent 'Apply' button.

USAJOBS Sign In Help Search

Create an account to get started — build your profile, create or upload resumes and apply for jobs.

[Back to results](#) [Next >](#)

Contract Services Monitor, GS-1101-09

DEPARTMENT OF THE AIR FORCE
[Air Force Materiel Command](#)

Open & closing dates 📅 2017-06-30 to 2017-07-07	Salary \$50,859 to \$66,120 / per year	This job is open to Federal employees Current or former competitive service employees. Includes merit promotion, CTAP, ICTAP, transfer, and internal to the agency positions.
Pay scale & grade GS 09	Series 1101 General Business And Industry	
Appointment type Permanent	Work schedule Full Time	
Job announcement number AFMC-1981227-963914-9X-SAW	Control number 473389200	

Locations
Few vacancies in the following location:
📍 [Wright-Patterson AFB, OH](#)
few vacancies

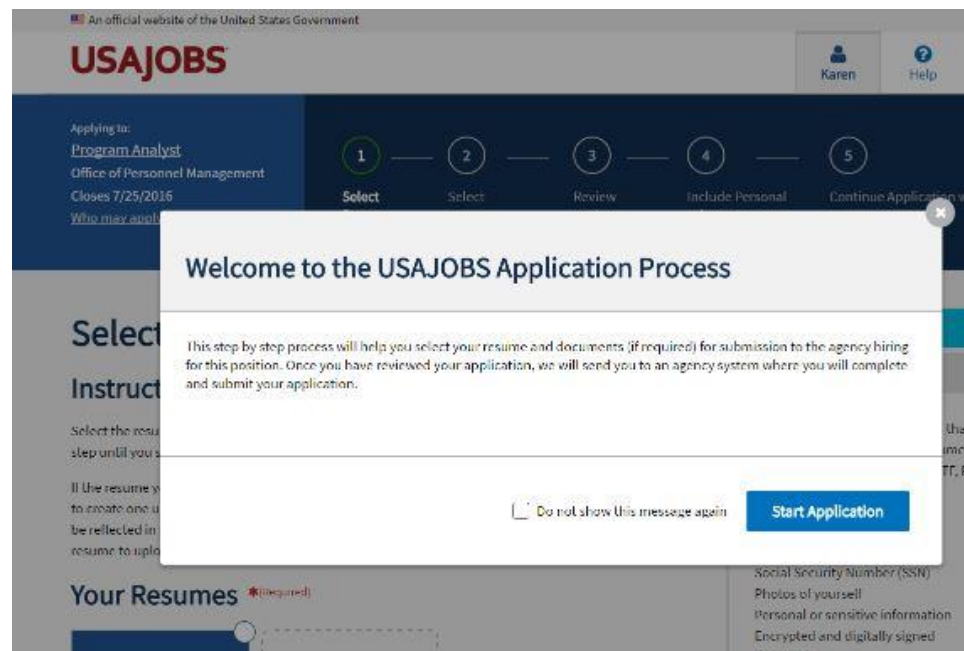
Print Share Save **Apply**



How to Apply

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- **“Welcome to the USAJOBS Application Process” pop-up will appear, click Start Application to continue.**
- **Note: Applicants can turn this feature off by checking the “Do not show this message again” box.**





How to Apply

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- Header highlights each step of the application process.
 - 1) Select Resume
 - 2) Select Documents
 - 3) Review Package
 - 4) Include Personal Info
 - 5) Continue Application with Agency
- Click Save & Continue to progress to each page
- Click Save & Continue to progress to each page

The screenshot displays the USAJOBS application interface. At the top, the 'USAJOBS' logo is on the left, and user profile 'Karen' with 'Help' and 'Search' icons are on the right. A progress bar shows five steps: 1. Select Resume (active), 2. Select Documents, 3. Review Package, 4. Include Personal Info, and 5. Continue Application with Agency. Below the progress bar, the 'Select Resume' page is shown with a 'Required Documents' button. A green checkmark icon indicates 'Application Progress Saved'. The 'Select Documents' page is the main focus, featuring 'Instructions' on document selection and upload. A 'Your Documents' section shows two uploaded documents: 'Program A... Letter Cover Letter 7/20/2016' and 'Transcrip... MPA CU Transcript 7/20/2016', each with 'View' and 'Delete' links. A third button 'Add Document' is available. On the right, a sidebar lists 'Acceptable Formats' (GIF, JPG, JPEG, PNG, RTF, PDF, Word) and 'Do Not Include in Resume' (classified info, SSN, photos, etc.). At the bottom, 'Previous' and 'Save & Continue' buttons are visible.



How to Apply

U.S. AIR FORCE

- At Step 5, continue application with agency, by checking the certification statement and clicking Continue to Agency Site.
- The Continue to Agency message will appear as the application transfers sites.

The screenshot shows the USAJOBS application interface. At the top, it says 'Applying to: Program Analyst, Office of Personnel Management, Closes 7/25/2016, Who may apply'. Below this is a progress bar with five steps: 1. Select Resume, 2. Select Documents, 3. Review Package, 4. Include Personal Info, and 5. Continue Application. Step 5 is currently selected. The main heading is 'Continue Application with Agency'. Below this is a certification statement with a checkbox and an asterisk: 'I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).' At the bottom, there is a red button labeled 'Continue to Agency Site'.

The screenshot shows a modal window titled 'Continue to Agency'. It features a graphic of a blue folder with a yellow and blue folder icon and a document icon, with the text 'USAJOBS' on the folder. Below the graphic is a checkbox and an asterisk: 'I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).' At the bottom, there is a red button labeled 'Continue'. Below the button, a green progress bar is shown, and a message states: 'You are being sent to the Office of Personnel Management application system to Continue your application. Your resume, document(s) and profile information will be transferred as well.'



How to Apply

U.S. AIR FORCE

- Welcome page appears and displays a bar showing the application is retrieving information from USAJOBS.
- The green bar in the middle of the page will indicate Done when the information retrieval is complete.
- Click Continue to complete the application.

The screenshot shows the 'Application Progress' page for Karen Barrett. At the top, there's a header with 'Help Center' and 'Karen Barrett'. Below this, the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo is displayed alongside a progress bar. The progress bar is a green bar with a checkmark, indicating that the application is 'Done'. To the right of the progress bar, the following information is listed:

Position Title	Agency
Program Analyst	Office of Personnel Management

Announcement Number: DEST 10004957-16 RIB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Welcome Karen Barrett!
If you are not Karen Barrett please return to USAJOBS.

Please wait while we retrieve your information from USAJOBS.

Thank you for your interest in the US-9 Program Analyst position.
Over the next few pages we are going to verify and collect pertinent information to help you complete your application for this position. You will be able to review and then submit your application to the Office of Personnel Management.

Continue

Footer: Terms of Use, FOIA and Privacy Act, USAJOBS.gov, OPM, USA.gov



How to Apply

U.S. AIR FORCE

- The first time an applicant applies to an organization, the Personal Security Information page will display.
- Applicant must enter a month and day of birth and the last 4 digits of the Social Security Number to continue.

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

A New Day
In Service

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10004057-10-RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Personal Security Information:

For security purposes, please select your month and day of birth, and enter the last four digits of your Social Security Number.

Month of Birth:

Day of Birth:

Last 4 digits of Social Security Number:



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How to Apply

■ Review and complete the Biographic Information page.

- This data is retrieved from the applicant's USAJOBS account.
- Items that are grayed out can only be modified in the applicant's USAJOBS account.

■ Click to Continue.

United States Office of Personnel Management

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10034957-16-RS
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Biographic Information

First Name: Karen Middle Name: Last Name: Barrett Suffix:

Home Address: 23 Sky Ln

Home Address 2:

City / Town: Erie State / Territory / Province: Colorado Postal Code: 80516 Country: United States

Email Address: usajobpublications@gmail.com Country of Citizenship: United States

Phone Numbers: Day Phone: 2026050000 Add Phone Number

Continue



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How to Apply

- Answer all questions on the Eligibilities page.
- This verifies the applicant meets at least one of the Who May Apply criteria of the job announcement.

Application Progress

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

A New Day

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10004957-16-RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Eligibilities

1. Do you claim Veterans' Preference?

- ☐ A. NV - I do not claim Veterans' Preference.
- ☒ B. SSP - 0-point Sole Survivorship Preference.
- ☐ C. TP - 5-point preference based on active duty in the U.S. Armed Forces.
- ☐ D. XP - 10-point preference for non-compensable disability or a purple heart.
- ☐ E. CP - 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent.
- ☐ F. XP - 10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.
- ☐ G. CPS - 10-point preference based on a compensable service-connected disability of 30 percent or more (Be prepared to submit proof of eligibility DD 214(s) showing the length of active duty service and type of discharge).

2. Are you a veteran who separated from active duty under honorable conditions and you:

- have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more **OR**
- retired from active military service with a service-connected disability rating of 30% or more

If eligible, submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service. Please also provide the disability letter from the Department of Veterans Affairs or Armed Service and the Application for 10-Point Veteran Preference, Standard Form 10.

For more information, review USAJOBS Veterans resources.

- ☐ A. Yes
- ☐ B. No

3. Are you currently employed by the agency hiring for this position?

Eligibilities

1. Do you claim Veterans' Preference?

- ☐ A. NV - I do not claim Veterans' Preference.
- ☒ B. SSP - 0-point Sole Survivorship Preference.
- ☐ C. TP - 5-point preference based on active duty in the U.S. Armed Forces.
- ☐ D. XP - 10-point preference for non-compensable disability or a purple heart.
- ☐ E. CP - 10-point preference based on a compensable service-connected disability of 10 percent or more, but less than 30 percent.
- ☐ F. XP - 10-point preference based on widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran.
- ☐ G. CPS - 10-point preference based on a compensable service-connected disability of 30 percent or more (Be prepared to submit proof of eligibility DD 214(s) showing the length of active duty service and type of discharge).

2. Are you a veteran who separated from active duty under honorable conditions and you:

- have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more **OR**
- retired from active military service with a service-connected disability rating of 30% or more

If eligible, submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service. Please also provide the disability letter from the Department of Veterans Affairs or Armed Service and the Application for 10-Point Veteran Preference, Standard Form 10.

For more information, review USAJOBS Veterans resources.

- ☐ A. Yes
- ☐ B. No

3. Are you currently employed by the agency hiring for this position?

- ☐ A. Yes
- ☐ B. No

4. Are you a current or former federal employee displaced from the agency hiring for this position? If yes, confirm:

- you are located in the same local commuting area of the vacancy
- your grade is equivalent to or below the grade level of the vacancy **AND**
- your last performance rating of record is at least fully successful or the equivalent.

You will be required to submit supporting documentation to validate your claim of CMAP eligibility such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Seperation notice and a copy of your latest Notification of Personnel Action, Standard Form 50.

For more information, review the USAJOBS Resource Center.

• your last performance rating of record is at least fully successful or the equivalent.

You will be required to submit supporting documentation to validate your claim of CMAP eligibility such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Seperation notice and a copy of your latest Notification of Personnel Action, Standard Form 50.

For more information, review the USAJOBS Resource Center.

- ☐ A. Yes

- ☐ B. No

6. Are you a current federal employee?

- ☐ A. Yes
- ☐ B. No

Continue

Terms of Use

FOIA and Privacy

USAJOBS.gov

OPM

USA.gov



How to Apply

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- The Preferences page is populated from items listed on the questionnaire and varies by job announcement.
 - This page will not display for applicants if there are no Preference questions.
- Answer all questions and click to Continue.

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10004957-15-RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

A New Day
for Great Service

Preferences

1. Select the locations you want to be considered for. You must choose at least one location.

☐ A. Boulder, CO
☐ B. Fairfax, VA
☐ C. Seattle, WA

Continue



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How to Apply

- Next, complete the assessment.
 - All questionnaire items display on screen; must scroll to see and respond to all questions.
- The assessment portion of the job announcement is used to determine if applicant is among the best qualified.
 - Responses must be supported by the applicant's resume and supporting documentation (i.e., transcripts, certs, etc.)
- Click to Continue.

The screenshot shows the 'Application Progress' section of the U.S. Air Force Personnel Management System. It includes a header with navigation links (Assessment, Documents, Review & Submit) and a user profile (Karen B). The main content area displays the 'Application Progress' bar, which is partially filled. Below this, the 'Position Title' is 'Program Analyst', the 'Agency' is 'Office of Personnel Management', the 'Announcement Number' is 'DEST10004957-16-08', and the 'Open Period' is 'Tuesday, July 19, 2016 to Monday, July 25, 2016'. The 'Application Package Status' is 'Application Incomplete'. The 'Assessment 1' section is visible, showing a list of questions and a 'Continue' button at the bottom.

United States Office of Personnel Management

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST10004957-16-08
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Assessment 1

We will evaluate your resume and responses to this Assessment Questionnaire to determine if you are among the best qualified for this position. Your responses are subject to verification and must be supported by your resume and supporting documents.

1. Select the one statement that best describes the experience and/or education that you possess that demonstrates your ability to perform the duties of a GS-09 Program Analyst.

☐ A. I have one year of experience, equivalent to the GS-7 level in the Federal service, providing program analysis and business management support to management within an organization, and working with a team of individuals on developing and implementing projects that impact multiple offices. Examples of qualifying specialized experience include providing managers with objectively based information for making decisions on administrative and programmatic aspects of agency operations and management, by accomplishing a wide variety of assignments concerned with effectiveness and efficiency of programs and operations, and performing work flow analysis, budgeting, data analysis, cost management, and risk assessments.

☐ B. I have a master's degree or equivalent graduate degree, or have completed 2 full years of progressively higher level graduate education leading to a master's degree in such fields as in business administration, accounting, financial management, economics or a closely related field, which provided me with the knowledge, skills and abilities necessary to perform the work of this position.

☐ C. I have a combination of specialized experience as described in "A" above and graduate education as described in "B" above. To combine education and experience, determine your total qualifying experience as a percentage of the experience required for the grade level. Then determine your education as a percentage of the education required for the grade level. Finally, add the two percentages. The total percentage must equal at least 100 percent to qualify.

☐ D. I do not possess the experience and/or education described above.

6. Develop a communication plan that identifies key stakeholders, critical messages for each stakeholder and communication mediums and strategies for implementing the communication plan.

☐ A. I have not had education, training, or experience in performing this task.

☐ B. I have had education or training in how to perform this task, but have not yet performed it on the job.

☐ C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

11. Convince managers to accept and implement findings and recommendations on organizational improvement or program effectiveness.

☐ A. I have not had education, training, or experience in performing this task.

☐ B. I have had education or training in how to perform this task, but have not yet performed it on the job.

☒ C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

☐ D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

☐ E. I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist or train them in doing this task because of my expertise.

Continue



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How to Apply

- On the Documents page, assign uploaded documents to an Accepted Documents name using drop downs.
- Documents marked as Required on the Supporting Document page will display **required** in red text next to the document type.
 - **IMPORTANT:** Any Available Documents not matched to one of the Accepted Types will not transfer to USA Staffing and will not appear as part of the applicant's record.
- Click to **Continue**.

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10004957-16-08
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You MUST assign at least one supporting document for each **required** document type in order to submit your application.

Accepted Documents	Available Documents
Resume (required)	<input type="text"/>
Cover Letter	<input type="text"/>
DD-214	<input type="text"/>
OF-306	<input type="text"/>
OPM 1979 Performance	<input type="text"/>
SF-15	<input type="text"/>
SF-50	<input type="text"/>
Transcript	<input type="text"/>

Are you missing a document?



How to Apply

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- Once Available Documents are assigned, view using the **View** link to the right of the document name or delete using the **X** in front of the document name.
- Documents can only be deleted before an application is submitted. Once application is submitted, all documents become a permanent part of the application record.

- **Click to Continue.**

United States Office of Personnel Management

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10000957-16-RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You MUST assign at least one supporting document for each **required** document type in order to submit your application.

Accepted Documents	Available Documents
Resume (required)	x Program Analyst Resume - View
Cover Letter	
DD-214	x My DD-214 - View
OF-306	
OPM 1979 Performance	
SF-15	
SF-50	
Transcript	x Transcripts MPA CU - View

Are you missing a document?

Upload

Continue



U.S. AIR FORCE

Submit Application

■ Use the Review and Submit page to ensure all sections of the job application are correct and complete.

- Incomplete items will be marked with a red **X**.
- Complete items are marked with a green check-mark.
- Applicants can click on the section titles to go back to any section of the application for review or modification.
- When finished reviewing, click **Submit Application**.

United States Office of Personnel Management

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST 10004937-16 RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Ready to Submit

Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section										
✓	Application + <ul style="list-style-type: none">✓ Biographic Information✓ Eligibilities✓ Preferences										
✓	Assessment + <ul style="list-style-type: none">✓ Assessment 1										
✓	Documents + <table border="1"><thead><tr><th>Accepted Documents</th><th>Submitted Documents</th></tr></thead><tbody><tr><td>✓ Resume (required)</td><td>Program Analyst Resume - View</td></tr><tr><td>✓ Cover Letter</td><td>Program Analyst Cover Letter - View</td></tr><tr><td>✓ DD-214</td><td>My DD-214 - View</td></tr><tr><td>✓ Transcript</td><td>Transcripts WPA CU - View Masters Degree Transcript - View</td></tr></tbody></table>	Accepted Documents	Submitted Documents	✓ Resume (required)	Program Analyst Resume - View	✓ Cover Letter	Program Analyst Cover Letter - View	✓ DD-214	My DD-214 - View	✓ Transcript	Transcripts WPA CU - View Masters Degree Transcript - View
Accepted Documents	Submitted Documents										
✓ Resume (required)	Program Analyst Resume - View										
✓ Cover Letter	Program Analyst Cover Letter - View										
✓ DD-214	My DD-214 - View										
✓ Transcript	Transcripts WPA CU - View Masters Degree Transcript - View										

Submit Application



Submit Application

U.S. AIR FORCE

- Once application is submitted, three confirmations appear:
 - 1) Application Progress Bar will be full.
 - 2) Application Package Status will show Application Submitted.
 - 3) A statement that the application is being processed

Help Center • Karen Barrett •

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

A New Day
for America's Future

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST 10004057-16-RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016

Application Package Status: Received

Thank you. Your application is being processed.

[View / Print Application](#)

[Return to USAJOBS](#)



USA Hire Assessment

U.S. AIR FORCE

- USA Hire measures general competencies and soft skills critical to the job providing a “whole person” assessment.
 - Reasoning skills
 - Decision-Making Ability
 - Math Skills
 - Reading Comprehension
 - Soft Skills
 - Interpersonal Skills
 - Stress Tolerance
 - Accountability



USA Hire Assessment

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- After completing their application in USA jobs, applicants are invited to take their USA hire assessment after submitting an application.
- Applicants can choose when and where they take their assessment. This assessment takes up to 3 hours to complete.
- Assessments are automatically scored and attached to the job application.
- Not all positions require the additional assessment.



What's Next?

U.S. AIR FORCE

- Monitor application status in USAJOBS account.
 - Click on the + next to the job title for additional details.

USAJOBS

Welcome Karen [Sign Out](#)
Your profile is complete and you're able to apply for jobs on USAJOBS.

2 APPLICATIONS
0 SAVED JOBS
0 SAVED SEARCHES

Active Archived

Filter by Application Status +

Sort by Last updated

Program Assistant
Office of Personnel Management
Denver, Colorado
Closed 8/9/2016
Received
Last updated 8/9/2016

Program Analyst
Office of Personnel Management
Multiple Locations
Closed 7/25/2016
Received
Last updated 7/20/2016

Program Analyst

Office of Personnel Management

Multiple Locations

Closed 7/25/2016

Application Status

Received

Your application has been received for processing.

Locations

Boulder, Colorado

Fairfax, Virginia

Seattle, Washington

Work Schedule

Full Time - Permanent

Series & Grade

GS-0340-9

Salary Range

\$25,000.00 to \$35,000.00 / Per Year

Additional Application Information

Full job announcement

Archive

Help



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What's Next?

■ Hiring agency sends notice of results at each step of the application process.

- 1) Application Received
- 2) Application Reviewed
- 3) Referred/Not Referred
- 4) Selected/Not Selected

USA Staffing action triggers for applicant status updates on USAJOBS

USAJOBS notification touch point updates occur when certain reports are generated in USA Staffing as explained in the table below.

Status Title	USA Staffing Trigger	Status Definition
Received	Applicant has clicked the "Submit My Answers" button in Application Manager. The system automatically e-mails the Acknowledgement letter.	Application "package" is complete. Questionnaire and "required" documentation is received.
Application Incomplete	Application is started but not submitted (PC status) or application is submitted but missing required documents (PF status).	Application "package" has not been completed. Applicant failed to complete electronic process or did not submit "required" documentation e.g., resume, transcripts, etc.
Application Status Not Available	Applicant did not complete the transition from USAJOBS to Application Manager.	Applicant did not transition to Application Manager to begin the application process, therefore no applicant record has been established.
Reviewed	When Notice of Results are sent, applicants will be notified that their application has been reviewed.	Application has been reviewed.
Cancelled	When Cancellation Letters are sent due to the vacancy being cancelled.	All applicants who have started or completed the application process will receive this status.
Not Referred	When Notification Letters or Referral Letters are sent, those applicants who were eligible for consideration but not referred to the selecting official will receive this status.	Applicant meets minimum qualification requirements but is not determined to be among the best qualified, so is not referred for selection consideration.
Referred	When Notification Letters or Referral Letters are sent, those applicants who have been referred to selecting official will receive this status.	Applicant's name was referred to the selecting official for further consideration.
Not Selected	When Disposition Letters are sent after certificate is audited, applicants with a Record Status Code of AA, IN, or SS will receive this status.	Certificate audit indicates applicant was not selected and was not referred on any additional certificates.
Selected	When Disposition, Tentative Offer, or Final Offer Letters are sent after a certificate is audited, applicants with a Record Status Code of HA, HC, or HH will receive this status.	Certificate audit indicates applicant was selected with a return status of Selected.



What's Next

U.S. AIR FORCE

- After an announcement closes, agency reviews applications, makes qualification determinations, & issues a certificate of eligible candidates to the hiring official .
- Hiring official has 15 calendar days to make a selection. However, they can ask for an extension of additional 10 days.
 - Allows time for interviewing and reference checks.
 - May take longer depending on the number of applications.
- The interview can be a panel, in-person, video, or phone interview and there may be more than one.
- Practice interviewing with tools such as the OhioMeansJobs.com practice center



Tips & Tricks

U.S. AIR FORCE

- Use the Online Help tool available on USAJOBS or call the number under the Contact section at the bottom of the job announcement.

Air Force Materiel Command

Department of the Air Force

Air Force Materiel Command

Contact

HR Specialist DPIDOE

Phone: (937)257-1494

Email : NOT_ACCEPTED_DPIDOE@WPAFB.MIL

Address

Civilian Personnel
DO NOT EMAIL
Dayton
OH

- Always review applications after submission.
 - Applicants can make changes to an application up until the announcement closes.
- Don't forget a required document!
- Ensure uploaded documents can be opened and are legible.



Tips & Tricks

U.S. AIR FORCE

- Use a narrative format with specific contribution, action-based statements when building a government resume.
 - Avoid vague statements such as, “Over 5 years managing budgetary programs”
 - Use narratives to describe the duties performed such as, “Over 5 years managing budgetary programs to include conducting assessments to determine overall financial emergency in accordance with business policies and regulations. Advise on the different types of loans and grants available. Prepare financial budgets for standard loans. Update customers personal and financial data into database. Prepare checks for disbursement.”
 - No page limit, but tailor resume to include only relevant job information.



Tips & Tricks

U.S. AIR FORCE

- Utilize the USAJOBS “saved search” feature to avoid missing job opportunities
 - 1) Start a job search by entering a keyword or location in the search box and click Search.
 - 2) Click Save this search on the search results page above the search results.

The image displays two screenshots of the USAJOBS website interface. The left screenshot shows a search results page for the keyword '0343' with filters for 'Department of the Air Force' and 'Wright-Patterson Air Force Base, Ohio'. A red circle highlights the 'Save this search. We'll email you new jobs as they become available.' link. The right screenshot shows the 'Save search' form with the name '0343-WPAFB' and a notification frequency of 'Weekly'. A red arrow points from the link in the left screenshot to the 'Save search' form in the right screenshot.

- 3) Name the search and choose a notification frequency.
- 4) Click Save.



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Questions?