



Strategic Ohio Council for Higher Education

**Federal Employment Partners in Developing
U.S. Government Workforce**

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FIND YOUR FIT

Is there a military service requirement?

No. AFCS employees support the Air Force Mission alongside our men and women serving in uniform.

Are there internship opportunities available with AFCS?

Yes. AFCS promotes paid internships for students and recent graduates through the Pathways Program.

Does the Air Force hire individuals with disabilities?

Yes. Individuals with disabilities are hired for many professional, administrative, and technical jobs for which they are qualified. In accordance with Federal Law the Air Force will also provide reasonable accommodations as appropriate.

Are there differences between a private sector resume and a federal resume?

Yes. Federal resumes should be longer, go into more detail, and feature key words as well as detailed accomplishments.

Visit: www.airforce.usajobs.gov to build your resume using a federal resume template.

For more information and to find jobs that match your career goals, please visit:

www.AFCivilianCareers.com/

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A FORCE TO BE RECKONED WITH**

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CIVILIAN
SERVICE**

AFCivilianCareers.com

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Forces. Joined.

050616

Aim High... Fly – Fight – Win



USAJOBS

APPLICATION TRAINING

Shanquita L. Anderson
Civilian Personnel Flight
Wright-Patterson AFB, OH
Shanquita.anderson.1@us.af.mil (937) 904-3472

Aim High... Fly – Fight – Win



COURSE OVERVIEW



- Federal Employee Benefits Overview (Michael Cole)
- Create a USAJOBS profile (Shanquita Anderson)
- Create/upload application documents (Shanquita Anderson)
- Search for jobs (Shanquita Anderson)
- Review job announcement (Shanquita Anderson)
- Prepare application in USAJOBS (Shanquita Anderson)
- Submit application to agency (Shanquita Anderson)
- What's Next? (Shanquita Anderson)
- Tips & Tricks (Shanquita Anderson)
- Security Clearance Process (Ray Scriven)
- Questions (All)



Benefits



BENEFITS

PAID TIME OFF

10 Federal holidays

13 sick leave days

PAID VACATION TIME

Based upon length of employment

Start at 13 days and earn up to 26

COMPETITIVE SALARIES

Salaries are competitive and compare well in the employment marketplace

INSURANCE

No waiting period to qualify for health insurance for you and your family

Pre-tax Flexible Spending Accounts for out-of-pocket health care

Dental & Vision Program

Group Life Insurance

Long Term Care Insurance

RETIREMENT

Immediate coverage by the Federal Employees Retirement System (FERS), part of a three tiered system which contains:

- Basic Benefits Plan
- Social Security
- Thrift Savings Plan (TSP), similar to a 401(k)
 - You can transfer or roll-over money from an existing retirement plan into your TSP account.
 - Automatically receive 1% agency contributions and up to 5% matching.

CAREER OPPORTUNITIES

Administration

Auditing

Communication

Cyber Security

Financial Management

Information Technology

International Affairs

Program Management

Recreation

Security

Aircraft Maintenance

Civil Engineering

Contracting

Education/Training

Human Resources

Intelligence

Medical

Public Affairs

Science & Engineering

Social Services

We have over 600 different occupations.

Please use this space for follow-up information, comments, and additional note taking:

*We have great career opportunities—
from entry level to skilled professionals.
Opt-in for e-mail job notifications that
match your skills and other preferences.*

AFCivilianCareers.com

JOBS IN ALL 50 STATES

With opportunities in Germany, Guam, Italy, Japan, Korea, Portugal, Turkey, and the United Kingdom.



FIND US ON **LinkedIn**
www.linkedin.com/company/air-force-civilian-service

Aim High... Fly – Fight – Win



Benefits



- * Paid Vacation, Sick, and Holidays
- * Federal Employees Health Benefits (FEHB)
- * Federal Employees Group Life Insurance (FEGLI)
- * Federal Employees Dental & Vision Insurance Program (FEDVIP)
- * Flexible Spending Accounts (FSAFEDS)
- * Federal Long Term Care Insurance Program (FLTCIP)
- * Federal Employee Retirement System (FERS)
- * Thrift Savings Plan (TSP)

Visit <https://www.socbe.org/federal-employment/>
for additional information on Government benefits.



CREATE PROFILE



- Go to www.usajobs.gov
- Click **Create Profile**
- Once clicked, the **Create Account** page displays, click create account
- 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.

The screenshot shows the USAJOBS homepage. At the top, there's a navigation bar with 'Sign In', 'Help', and 'Search' links. Below this is a search bar with 'Keywords' and 'Location' sections. The main banner features the text 'SHAPE AMERICA'S FUTURE' and 'Find your fit in the Federal Government'. A red circle highlights the 'Create Profile' button. At the bottom, there are three tabs: 'Create a USAJOBS Profile', 'Federal Application Process', and 'Explore Opportunities'.

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 6 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) 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.

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

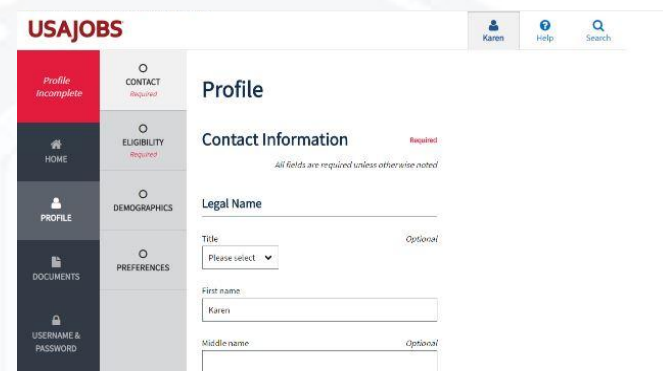
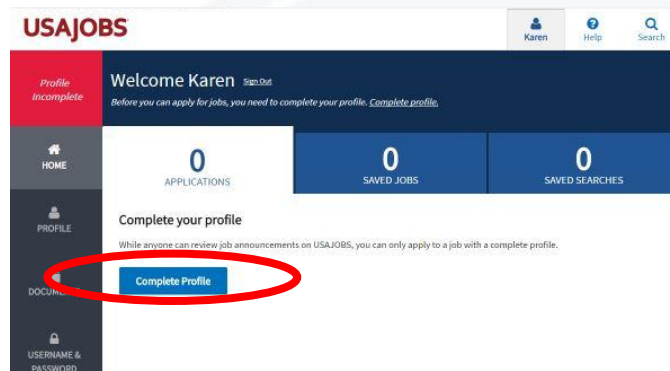
Create Account



CREATE PROFILE



- Log 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



- 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

Home Profile **Documents** Preferences

- 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.



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.

USAJOBS

Documents

Profile Complete RESUMES

HOME PROFILE DOCUMENTS USERNAME & PASSWORD

OTHER DOCUMENTS

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.

Upload Documents

Other Documents (0/10)

Documents include: DD-214, SF-15, SF-50, OF-306, Transcripts.

Do not include in documents

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

Upload document

USAJOBS

Add Document

Document Name

Transcript CU.pdf

Please enter a unique name for your document (260 character maximum).

Document type

☐ Cover Letter ☐ SF-15 ☐ SF-50 ☒ Transcript ☐ Veteran Other

☐ DD-214 ☐ ECQ ☐ OF-306 ☐ Other

Select New Document Complete Upload



DOCUMENTS



- Use the View button to review all uploaded documents.

USAJOBS

Karen Help Search

Documents

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. [Upload Documents](#)

Other Documents (3/10) [Help](#)

Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.

Document	View	Edit	Delete
Cover Letter	View	Edit	Delete
DD214 Barrett.pdf	View	Edit	Delete
Transcript CU.pdf	View	Edit	Delete

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



JOB SEARCH



- 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.

The screenshot displays the USAJOBS homepage. A red oval highlights the search bar area, which includes fields for 'Keywords' (containing 'Job title, department & agency, series') and 'Location' (containing 'City, State, ZIP, or Country'), along with a 'Search' button. Below the search bar, there is a large graphic with the text 'SHAPE AMERICA'S FUTURE' and 'Find your fit in the Federal Government', accompanied by a 'Create Profile' button. To the right, a sidebar contains various filters: 'Location' (Distance within 0 to 200 miles, set to 25 miles), 'Work schedule' (Full-time, Part-time, Intermittent, Multiple), and 'Appointment type'. A red oval highlights the 'Top filters' and 'More filters' buttons in the sidebar. The main content area shows a list of job announcements, including 'Human Resources Assistant (Recruitment/Placement)', 'Social Services Representative (Housing Specialist)', and 'MANAGEMENT ANALYST, GS-0343-13'. Each listing includes details about the position, department, location, and application dates.



JOB ANNOUNCEMENT



- 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, the USAJOBS logo is on the left, and links for Sign In, Help, and Search are on the right. Below the header is a navigation bar with a blue background containing the job title "Contract Services Monitor, GS-1101-09", the department "DEPARTMENT OF THE AIR FORCE", and the command "Air Force Materiel Command". The main content area is divided into three columns. The left column contains details about the job: "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), and "Locations" (Wright-Patterson AFB, OH). The middle column contains details about the salary and series: "Salary" (\$50,859 to \$66,120 / per year), "Series" (1101 General Business And Industry), "Work schedule" (Full Time), and "Control number" (473389200). The right column contains a box titled "This job is open to" with a link to "Federal employees" and a description of the job. At the bottom of the page, there are links for "Print", "Share", "Save", and a prominent blue "Apply" button circled in red.

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

Pay scale & grade
GS 09

Appointment type
Permanent

Job announcement number
AFMC-1981227-963914-9X-SAW

Salary
\$50,859 to \$66,120 / per year

Series
1101 General Business And Industry

Work schedule
Full Time

Control number
473389200

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.

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

Print Share Save **Apply**



How To APPLY



- “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.

The screenshot shows the USAJOBS website interface. At the top, it says "An official website of the United States Government" and "USAJOBS". On the right, there are links for "Karen" and "Help". The main content area shows a progress bar with five steps: 1. Select, 2. Select, 3. Review, 4. Include Personal, and 5. Continue Application with. Below the progress bar, a pop-up window titled "Welcome to the USAJOBS Application Process" is displayed. The pop-up contains the following text: "This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application." At the bottom of the pop-up, there is a checkbox labeled "Do not show this message again" and a blue button labeled "Start Application". The "Start Application" button is circled in red.



How To Apply



- 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

USAJOBS

Applying to:
[Program Analyst](#)
Office of Personnel Management
Closes 7/25/2016
[Who may apply](#)

1 Select Resume 2 Select Documents 3 Review Package 4 Include Personal Info 5 Continue Application with Agency

Select Resume Required Documents +

Application Progress Saved
Your application progress has been saved to My Account > [Application Status](#).

Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents

Program A... Letter Cover Letter 7/20/2016
[View](#) | [Delete](#)

Transcrip... MPA CU Transcript 7/20/2016
[View](#) | [Delete](#)

Add Document

Required Documents +

Acceptable Formats -

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

Do Not Include in Resume

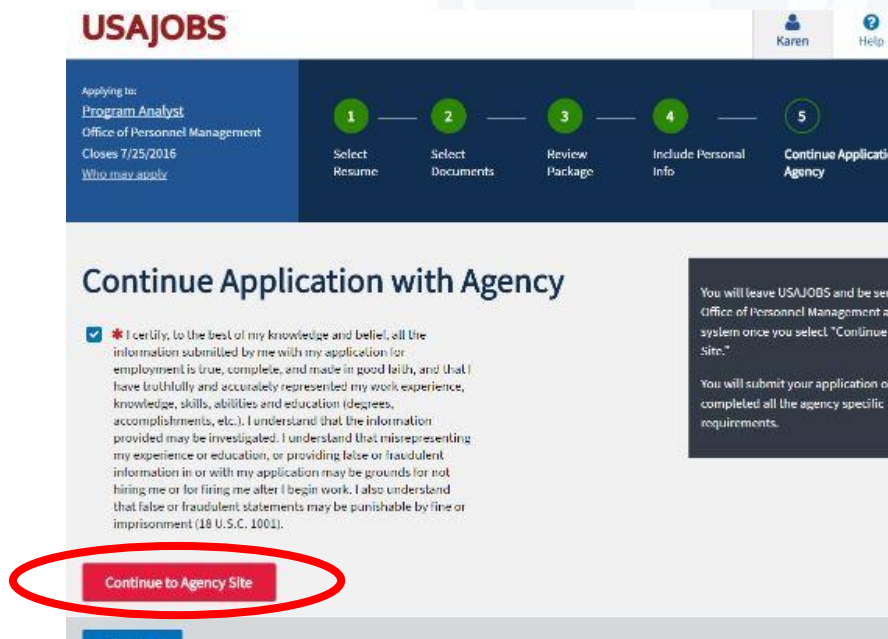
- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Helpful Links

- [Sample Resume](#)
- [What to Include](#)

Previous Save & Continue

- 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.



USAJOBS

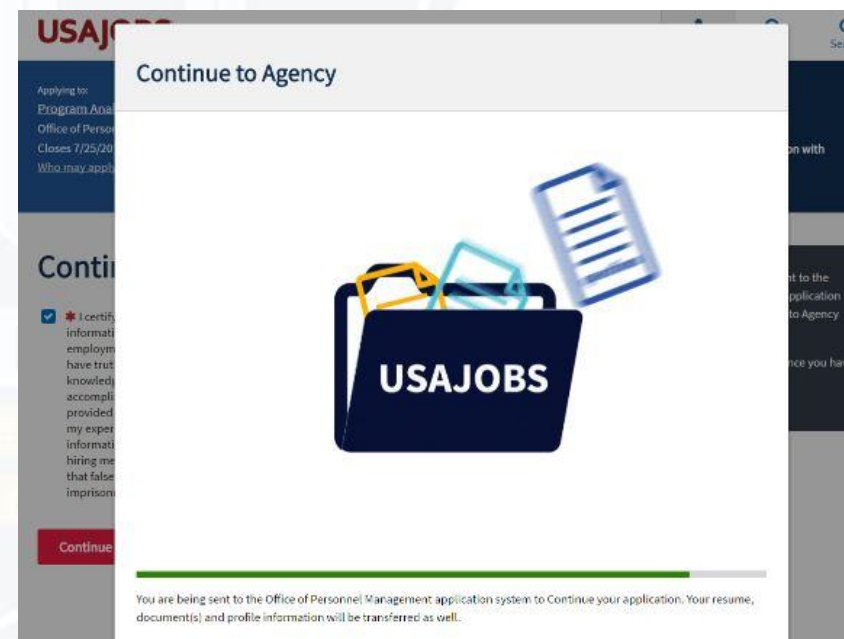
Applying to:
Program Analyst
Office of Personnel Management
Closes 7/25/2016
[Who may apply](#)

1 Select Resume 2 Select Documents 3 Review Package 4 Include Personal Info 5 **Continue Application Agency**

Continue Application with Agency

☒ **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).**

Continue to Agency Site



USAJOBS

Continue to Agency

☒ **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).**

Continue

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



- 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 USAJOBS application progress page. At the top, there is a dark blue header with a 'Help Center' link and the user's name 'Karen Barrett'. Below this, the 'UNITED STATES OFFICE OF PERSONNEL MANAGEMENT' logo is displayed on the left, featuring an American flag, a quote 'A New Day for a New Day', and a seal. To the right of the logo, the 'Application Progress' section shows a progress bar that is nearly full. Below the progress bar, the following information is listed: 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; and Application Package Status: Application Incomplete. Two red arrows point to the progress bar and the 'Application Incomplete' status. Below the progress bar, a 'Welcome Karen Barrett!' message is displayed, followed by a link to return to USAJOBS if the user is not Karen Barrett. A message states 'Please wait while we retrieve your information from USAJOBS.' and a green progress bar indicates 'Done' with a green checkmark. Below this, a thank you message for interest in the GS-9 Program Analyst position is shown, followed by a message stating that the next few pages will verify and collect pertinent information to help complete the application. A 'Continue' button is highlighted with a red oval. At the bottom, a dark blue footer contains links for 'Terms of Use', 'FOIA and Privacy Act', 'USAJOBS.gov', 'OPM', and 'USA.gov'.

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 Incomplete

Welcome Karen Barrett!

If you are not Karen Barrett please return to USAJOBS.

Please wait while we retrieve your information from USAJOBS.

Done!

Thank you for your interest in the GS-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


Terms of Use | FOIA and Privacy Act | USAJOBS.gov | OPM | USA.gov



How To APPLY



- 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.



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 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

-- Select --

-- Select --

Continue



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**.

The screenshot shows the 'Biographic Information' section of a USAJOBS application. The header includes navigation tabs: 'Assessment', 'Documents', and 'Review & Submit'. The 'Application Progress' section shows the position title 'Program Analyst', agency 'Office of Personnel Management', announcement number 'DEST-10034957-16-RB', and open period 'Tuesday, July 19, 2016 to Monday, July 25, 2016'. The application package status is 'Application Incomplete'.

The 'Biographic Information' section contains the following fields:

- First Name: Karen
- Middle Name: (grayed out)
- Last Name: Barrett
- Suffix: (grayed out)
- Home Address: 23 Sky Ln
- Home Address 2: (grayed out)
- City / Town: Erie
- State / Territory / Province: Colorado
- Postal Code: 80516
- Country: United States
- Email Address: usajobspublishers@gmail.com
- Country of Citizenship: United States
- Phone Numbers: Day Phone: 2026050000
- Add Phone Number: (button)

The 'Continue' button is circled in red.



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
for a better future

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 - 5-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 10% or more **OR**
- retired from active military service with a service-connected disability rating of 10% 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 - 5-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 10% or more **OR**
- retired from active military service with a service-connected disability rating of 10% 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 CIAP eligibility such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Separation 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 ICAP eligibility such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Separation 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

- Click to **Continue**.

Terms of Use

FOIA and Privacy

USAJOBS.gov

OPM

USA.gov



How To Apply



- 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-10004957-10-RB
Open Period: Tuesday, July 19, 2016 to Monday, July 25, 2016
Application Package Status: Application Incomplete

Preferences

3. 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



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**.

United States Office of Personnel Management

Application Progress

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DEST-10004957-16-BB
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

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.

8. 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



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: Application Incomplete

Position Title: Program Analyst
Agency: Office of Personnel Management
Announcement Number: DOST1000495716498
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



- 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**.

The screenshot displays the 'Documents' section of the USAJOBS application. At the top, there's a navigation bar with 'Assessment', 'Documents', and 'Review & Submit' tabs. Below this, the 'Application Progress' bar shows the current status. The 'Documents' section includes a header with the USAJOBS logo and a message: '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 checked="" type="checkbox"/> Program Analyst Resume - View
Cover Letter	<input type="checkbox"/>
DD-214	<input checked="" type="checkbox"/> My DD-214 - View
OF-306	<input type="checkbox"/>
OPM 1979 Performance	<input type="checkbox"/>
SF-15	<input type="checkbox"/>
SF-50	<input type="checkbox"/>
Transcript	<input checked="" type="checkbox"/> Transcripts MPA CU - View

Below the table, there's a section 'Are you missing a document?' with an 'Upload' button. A dropdown menu is open, showing options: 'Program Analyst Resume', 'Program Analyst Cover Letter', 'Masters Degree Transcript', and 'My DD-214'. At the bottom, a red circle highlights the 'Continue' button.



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. **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 10004957-16 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 MPA 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 MPA 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 MPA CU - View Masters Degree Transcript - View										

Submit Application



SUBMIT APPLICATION



- 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 will appear.

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

A New Day

Application Progress

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: **Received**

Thank you. Your application is being processed.

[View / Print Application](#)

[Return to USAJOBS](#)



WHAT'S NEXT?



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

The screenshot displays the USAJOBS user interface for a user named Karen. The top navigation bar includes the USAJOBS logo, user name, help, and search icons. Below the navigation bar, there are search filters for keywords and location. The main content area shows a welcome message and statistics: 2 Applications, 0 Saved Jobs, and 0 Saved Searches. A sidebar on the left contains links for Home, Profile, Documents, and Username & Password. The main content area lists two job applications:

- Program Assistant**: Office of Personnel Management, Denver, Colorado. Status: Received. Last updated: 8/9/2016.
- Program Analyst**: Office of Personnel Management, Multiple Locations. Status: Received. Last updated: 7/25/2016.

A red circle highlights the '+' icon next to the job title 'Program Assistant', and a red arrow points to the '+' icon next to 'Program Analyst'. A detailed view of the 'Program Analyst' job is shown on the right, including application status (Received), locations (Boulder, Colorado; Fairfax, Virginia; Seattle, Washington), work schedule (Full Time - Permanent), series & grade (GS-0340-9), and salary range (\$25,000.00 to \$35,000.00 / Per Year).



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?



- After an announcement closes, agency reviews applications, makes qualification determinations, & issues a certificate of eligible candidates to the hiring official .
- Hiring official have 25 calendar days to make a selection.
 - 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 or you can do a mock interview with fa person of your choice.
- **Other recruiting platforms and methods:**
 - Recruiting events
 - Job boards posting
 - LindedIn and Indeed



OTHER EMPLOYMENT WEBSITES



<http://www.usajobs.gov>

USA Jobs

This website is the U.S. Government's official source of job and employment information

<http://www.opm.gov/>

U.S. Office of Personnel Management

OPM aims at recruiting, retaining, and honoring a world-class workforce to the American People.

<http://www.afpc.af.mil>

Air Force Personnel Center

This site provides employment information at Air Force locations serviced by the Air Force Civilian Personnel Center (AFPC) and provides information on Career Programs such as PALACE Acquire and Copper Cap.
Phone: (800) 699-4473 or TDD (800) 382-0893

<http://www.afciviliancareers.com/>

Air Force Civilian Service

AFCS provides employment information on key hiring authorities and initiatives, entitlements and benefits, and 20 career fields specific to the United States Air Force.

<http://www.dfas.mil/careers.html>

Defense Finance and Accounting

Defense Finance and Accounting Service (DFAS) is the world's largest finance and accounting organization.

http://www.commissaries.com/inside_deca/HR/index.cfm

The Defense Commissary Agency (DeCA)

DeCA employs more than 17,000 people throughout 14 countries delivering commissary benefit to the U.S. armed services.

<http://www.shopmyexchange.com/AboutExchange/Careers/index.htm>

Army Air Force Exchange Service

AAFES supports over 42,000 jobs in 20 career fields at service centers such as BX, Class Six, Home and Garden, Shoppette, etc.

<http://www.nafjobs.org/>

Air Force Non Appropriated Fund (NAF)

This website provides information on federal employment opportunities through NAF, a fund that is self-generated by Air Force clubs, bowling centers, golf courses, food services, fitness centers, etc.

<http://www.88thservices.com/humanresources.htm>

88th Force Support Squadron at Wright Patterson Air Force Base Human Resources

All NAF positions are announced at the above NAF Jobs website. This link provides specific information on submitting NAF applications and eligibility requirements and restrictions for positions at WPAFB.

<http://www.aflcmc.com/>

Air Force Life Cycle Management Center Civilian Careers

This site provides information about AFLCMC and outstanding opportunities across the acquisition workforce (finance, contracting, engineering, program management, logistics) at more than 75 locations across the U.S.



TIPS & TRICKS



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

USAJOBS Sign In **Help** Search

Keywords: Job title, dept., agency, series, or occupation Location: City, state, zip, or country Search

SHAPE AMERICA'S FUTURE
Find your fit in the Federal Government
[Create Profile](#)

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.

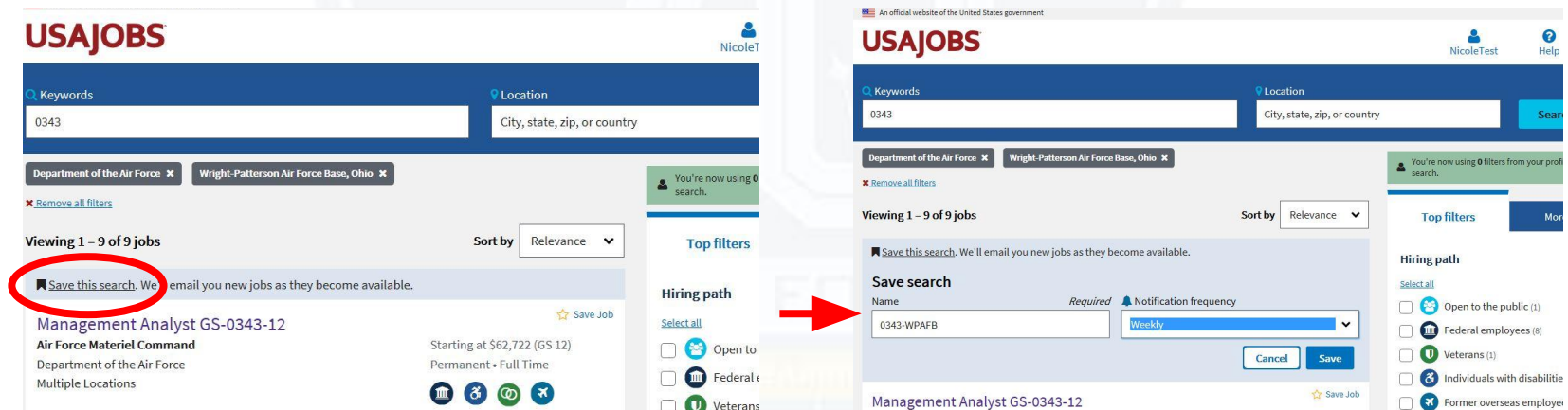


TIPS & TRICKS



- 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.”
 - There’s NO page limit, but tailor your resume to include only relevant job information.

- 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' at the location 'Wright-Patterson Air Force Base, Ohio'. A red circle highlights the 'Save this search' link. The right screenshot shows the 'Save search' dialog box, where the search name is '0343-WPAFB' and the notification frequency is set to 'Weekly'. A red arrow points from the 'Save this search' link in the left screenshot to the 'Save search' dialog box in the right screenshot.

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

88th Air Base Wing



U.S. AIR FORCE

**88 FSS/FSCA
Security, Civilian Personnel
Wright-Patterson AFB OH**

**Security Fundamentals
Mr. Ray Scriven
26 September 2022**

Aim High... Fly – Fight – Win



U.S. AIR FORCE

Objectives

Aim High ... Fly – Fight – Win!



- **Understanding the Security Clearance Process**
- **Actions required to obtain a security clearance**



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What is a Security Clearance?

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A security clearance is a status granted to individuals allowing them access to national security information which also includes access to restricted areas. To become a Federal Government Employee, you will go through a thorough background check. The type of clearance investigation will be based on the position and the need to know.

The U.S. Government conducts background investigations to determine if applicants or employees meet the suitability or fitness requirements for employment, or are eligible for access to Federal facilities, automated systems, or classified information.

All persons must be properly investigated and favorably adjudicated to hold a position as a Federal employee, consultant, volunteer, contractor personnel or military personnel. Investigations and favorable determinations are also a requirement for being issued a credential and access to classified information.



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Process

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The type of the position will determine the clearance level and the type of investigation that is required for the position based on the responsibilities and duties. The type of clearance required can be found on the Job Announcement. Once a job candidate receives a conditional offer of employment, the candidate will receive documentation required to initiate the investigative process.



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Process

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A security clearance is a tiered status.

- **T1 - Confidential clearance:** This type of security clearance is the least restrictive. It provides access to information that can cause damage to national security if it is disclosed without authorization.
- **T3 - Secret clearance:** Provides access to information that can cause serious damage to national security if disclosed without authorization.
- **T5 - Top secret clearance:** This type of security clearance is most restrictive and provides access to information that can cause grave damage to national security if disclosed without authorization.
- **T5/SCI - (Sensitive compartmented information)** involves intelligence-related methods and sources. This clearance is typically granted only after rigorous SSBI and adjudication processes, and only in compartments with their own specific requirements and clearances



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Suitability

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All Candidates will go through the suitability process.

Suitability - Refers to a person's identifiable character traits and/or conduct that may have an impact on the integrity or efficiency of the service.

Suitability Determination – A decision that a person is suitable or is not suitable for employment in a covered position within the Department of Defense. As such, a determination based upon a person's character and conduct is necessary for an individual to perform work for or on behalf of the government.

Suitability determinations are based on a review of applicant documents

- **OF 306 - Declaration for Federal Employment**
- **SF 86 - Questionnaire for National Security Positions**
- **Fingerprints**

****HONESTY****



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Suitability Guidelines

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- **Misconduct/Negligence in Employment**
- **Criminal/Dishonest Conduct**
- **Material, intentional false statement, or deception or fraud in examination or appointment**
- **Refusal to furnish testimony**
- **Alcohol abuse, without evidence of substantial rehabilitation**
- **Illegal use of narcotics**
- **Knowing and willful engagement in acts or activities designed to overthrow the U.S. Government by force**
- **Any statutory or regulatory bar which prevents the lawful employment of the person involved in the position in question**

****HONESTY****



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Suitability Factors

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- **Nature of the position**
- **Nature and seriousness of conduct**
- **Circumstances surrounding the conduct**
- **Recency of the conduct**
- **Age of the person involved at the time of the conduct**
- **Contributing societal conditions**
- **Absence or presence of rehabilitation or efforts toward rehabilitation**
- **Other relevant information**



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SF 86 - Questionnaire for National Security Positions

Aim High ... Fly – Fight – Win!



The Standard Form 86, “Questionnaire for National Security Positions” is intended specifically for use in requesting investigations for persons seeking to occupy positions designated as National Security “Sensitive.”

The SF 86 is a permanent document that may be used as the basis for future investigations, eligibility determinations for access to classified information or to hold a sensitive position, suitability or fitness for Federal employment, fitness for contract employment, or eligibility for physical and logical access to federally controlled facilities or information systems. Your responses to this form may be compared with your responses to previous SF 86 questionnaires.

****HONESTY****



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SF 86 - Questionnaire for National Security Positions

Aim High ... Fly – Fight – Win!



The scope and type of background investigation varies depending on the duties and access requirements for the position, as does the amount of time it takes to be completed.



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SF 86 Preparation

Aim High ... Fly – Fight – Win!



Questionnaire an extensive and most often, invasive process. It will be extremely helpful to be prepared and have documents ready when needed to provide information.

Documents needed:

- **Proof of citizenship status for yourself and your immediate family, spouse or cohabitant, if applicable, such as:**
 - **U.S. Passport**
 - **Consular Report of Birth Abroad (FS240)**
- **Or proof of Legal Status within the U.S., please include expiration date of these documents.**
 - **Permanent Resident Card (Green Card I-551)**
 - **Employment Authorization Card (EAD Card I-766)**
 - **U.S. Visa**
 - **I-94**
- **Employment history**
 - **Current and previous work location addresses**
 - **Supervisor names, addresses, and contact information**



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SF 86 Preparation continued...



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- **Personal residence(s)**
 - Name, address, and phone number of a person who knew you at each address.
 - **Note:** All contact information must include a physical address. **PO Boxes are unacceptable.** APO/FPO is allowed. For assistance in locating address information refer to: <http://maps.google.com>
- **Three personal references**
- **Educational Institutions**
 - Dates of Attendance
 - Address
 - If attendance was within the last 3 years, you will need a name address and contact information for a person who knew you at the school
- **Relatives' citizenship information (see above for list of applicable documents), aliases, employers, and foreign activities**
- **Selective Service ID number, if applicable. If you need your Service Number call 1-847-688-6888 or visit <http://www.sss.gov> to obtain it**



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SF 86 Rejections

Aim High ... Fly – Fight – Win!



Applications may be rejected back to applicant if information is incomplete or if there are errors.

Notable errors include

- Incomplete information for employment history
- Gaps in dates for residence, employment, and education
- “People Who Know You Well” who are listed **ANYWHERE** else on the form
- Incomplete contact information for references in sections:
 - “Where You Have Lived”
 - “Where You Went To School”
 - “People Who Know You Well”
- Full name for supervisor Must be listed
- Failure to provide spouse or co-habitant SSN
- All relatives Must be listed



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Rejections continued ...

Aim High ... Fly – Fight – Win!



The optional comment is your friend

- Explaining estranged family members
- Explaining unique circumstances
- Articulating that all efforts were taken to obtain information but proved unsuccessful



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eQIP Tips

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Listed below are tips for finding information to assist in filling out your questionnaire in eQIP

- Contact reference/relative to obtain information
- Use other Other Sources:
 - Internet
 - Social Media (Facebook...etc)
 - Address information - <http://maps.google.com/>
 - Zip code lookup - <http://zip4.usps.com/zip4/welcome.jsp>
 - Area code- http://www.nanpa.com/area_code_maps/ac_map_static.html
 - Selective Service information - <http://www.sss.gov>



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NOTES

Aim High ... Fly – Fight – Win!



Filling out all the required documentation may seem like it's a daunting task and can become frustrating. Please read the instructions thoroughly.

If you have questions, do not hesitate to contact your security specialist and ask any questions.

Remember, Honesty will prevent having potential future issues.

Additional Information on *How to Obtain a Security Clearance*:

<https://www.youtube.com/watch?v=1HmAsmTdHfw>

or

Visit <https://www.soche.org/federal-employment/>



Questions?

Visit

<https://www.soche.org/federal-employment/>

*for quick access to federal employment
portals, additional resources, and video
recording of the presentation.*