

CREATING A USAJOBS ACCOUNT

Click on **APPLY ON LINE.**

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The main content area displays a job listing for an Aircraft Mechanic in the National Guard. The job details include the salary range, open period, series and grade, position information, promotion potential, duty locations, and who may be considered. A blue arrow points to the 'Apply Online' button in the 'Tools' sidebar. The sidebar also includes buttons for 'Print Preview', 'Save Job', and 'Share Job'. The bottom of the page shows the Windows taskbar with the Start button and several open applications.

USAJOBS - Search Jobs - Windows Internet Explorer provided by NIARNG 66
https://my.usajobs.gov/GetJob/ViewDetails/307680200

File Edit View Favorites Tools Help

USAJOBS - Search Jobs

Welcome Melissa! | Sign out

Home Search Jobs My Account Resource Center

USAJOBS
WORKING FOR AMERICA

Search Jobs Where: [Advanced Search >](#)

[Back to Results](#)

Overview Duties Qualifications & Evaluations Benefits & Other Info **How to Apply**

NATIONAL GUARD

Job Title: Aircraft Mechanic
Department: Department of the Army
Agency: Army National Guard Units (Title 32)
Job Announcement Number: T-12-84 (596451)

SALARY RANGE: \$29.89 to \$34.90 / Per Hour
OPEN PERIOD: Monday, January 23, 2012 to Monday, February 13, 2012
SERIES & GRADE: WG-8852-12
POSITION INFORMATION: Full Time - Indefinite
PROMOTION POTENTIAL: 12
DUTY LOCATIONS: 01 vacancy(s) - Dobbins ARB, GA [View Map](#)
WHO MAY BE CONSIDERED: United States Citizens
JOB SUMMARY:

WELCOME TO THE PEACH STATE!

Area of Consideration: Open only to current, on-board, full-time Georgia Army National Guard Permanent and Indefinite Enlisted Technicians assigned to Army Aviation Support Facility #2 (AASF #2).

Position Location: [Army Aviation Support Facility #2 \(AASF #2\), Dobbins ARB, Georgia.](#)

PCS: PCS is not authorized.

Selected Reserve Incentive Program (SRIP): Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (SRIP).

Tools

Go to section of this Job:

[Apply Online](#) [Print Preview](#) [Save Job](#) [Share Job](#)

Agency Information:
Georgia National Guard
HRO-STAFFING
Do Not Mail or Fax Applications Here
Follow How to Apply Instructions
Ellenwood, GA
30794-3438
USA

Questions about this job:
SAMUEL H. CHERRY
Phone: (678)569-5715
Email: SAMUEL.H.CHERRY@US.ARMY.MIL

Job Announcement Number:
T-12-84 (596451)

Control Number: 307680200

Done

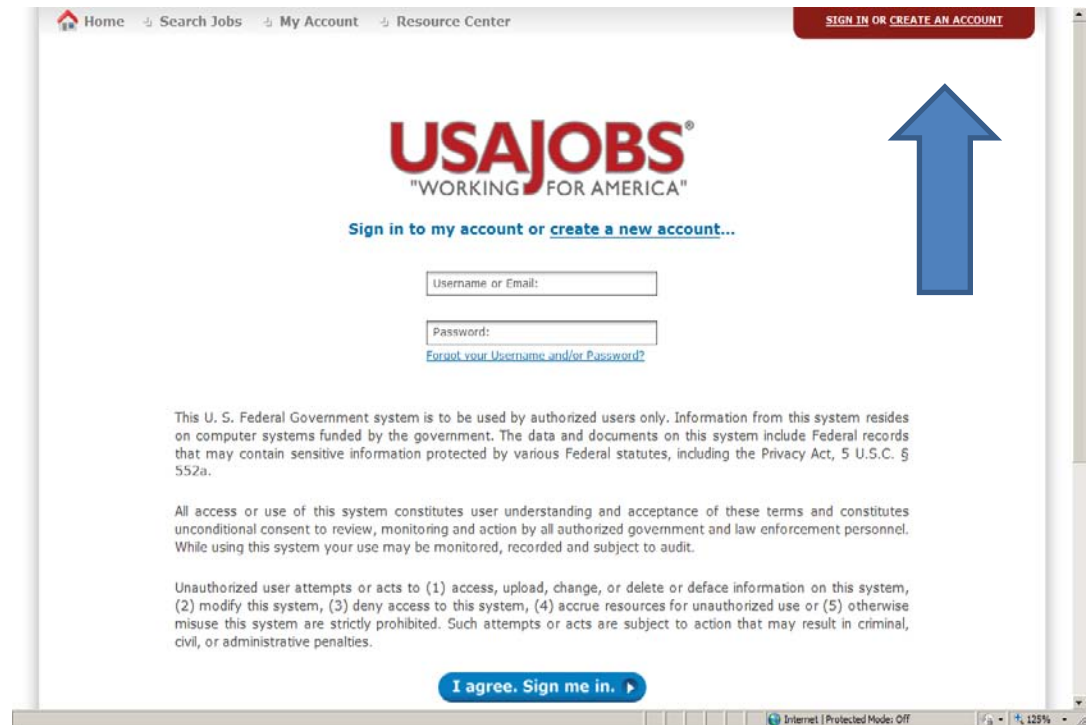
Internet | Protected Mode: Off

Start USAJOBS - Search Jo... Microsoft PowerPoint - ...

9:08 AM

CREATING A USAJOBS ACCOUNT

Click CREATE ACCOUNT



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. On the right side of the navigation bar, there is a red button labeled "SIGN IN OR CREATE AN ACCOUNT". A large blue arrow points upwards from the right side of the page towards this button. Below the navigation bar, the USAJOBS logo is displayed with the tagline "WORKING FOR AMERICA". Underneath the logo, there is a link that says "Sign in to my account or [create a new account...](#)". Below this link are two input fields: "Username or Email:" and "Password:". A link for "Forgot your Username and/or Password?" is located below the password field. Further down, there is a block of text regarding the U.S. Federal Government system's use and privacy. At the bottom of the page, there is a blue button labeled "I agree. Sign me in." with a right-pointing arrow. The browser's address bar and taskbar are visible at the very bottom of the screenshot.

CREATE A USAJOBS ACCOUNT

Fill in the information on this page. Anything with a red * is required.

USAJOBS - Create An Account - Windows Internet Explorer provided by NIARNG 66

https://my.usajobs.gov/Account/Account

File Edit View Favorites Tools Help

USAJOBS - Create An Account

Home Search Jobs My Account Resource Center

USAJOBS
"WORKING FOR AMERICA"

[Create New Account](#)

Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government.
It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

Form Sections:

[Personal Information](#) | [Account Information](#)

• Required information

Personal Information

- First Name
- Middle Name
- Last Name
- Telephone Numbers
- SELECT -
- SELECT -
- SELECT -
- Email

Internet | Protected Mode: Off

8:34 AM

CREATING A USAJOBS ACCOUNT

You can use your military e-mail and make sure you click the Text radial button. This will scan for the odd characters and eliminate them from any correspondence.

USER NAME: Anything you wish. If you want to peter.pan be aware that if you wish to use the same in APPLICATION MANAGER; APPLICATION MANAGER does not like the period between the names.

PASSWORD: Create anything you wish. Also you can use the same password in APPLICATION MANAGER, but there are certain characters the system does not like i.e. !.

Choose a question and an answer. The answers are case sensitive. Remember caps no caps.

NOTE: Remember your username, password.

The screenshot shows the 'Create An Account' page for USAJOBS. The browser window title is 'USAJOBS - Create An Account - Windows Internet Explorer provided by NIARNG G6'. The address bar shows 'https://my.usajobs.gov/Account/Account'. The page content includes:

- Email:** A text input field.
- Confirm Email:** A text input field.
- What is your email format preference?:** Radio buttons for 'HTML' and 'Text'.
- Warning:** A key icon and text: 'Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.'
- Account Information:** A section with a 'Back to top' link.
 - Username:** A text input field with a note: 'Use between 4 and 20 characters'.
 - Password:** A text input field with a note: 'Your password must contain: - At least 8 characters (20 maximum) - At least one upper case letter - At least one lower case letter - At least one number - At least one of the following symbols: ! @ # \$ % ^ & * ()'.
 - Re-enter Password:** A text input field.
- Password Questions:** Three sets of dropdown menus for 'Password Question' and 'Your Answer'.
- Terms and Conditions:** A section with a disclaimer: '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...'

CREATING A USAJOBS ACCOUNT

When complete click I
AGREE CREATE MY
ACCOUNT.

USAJOBS - Create An Account - Windows Internet Explorer provided by NIARNG 06

https://my.usajobs.gov/Account/Account

File Edit View Favorites Tools Help

Free Hotmail Getting Started Suggested Sites

USAJOBS - Create An Account

At least one number
At least one of the following symbols
! @ # \$ % ^ & * ()

Re-enter Password

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

Password Question 1: What was your high school mascot?
Your Answer: spartan

Password Question 2: How many bedrooms does your house/apartment have?
Your Answer: 2

Password Question 3: What was the name of your first pet?
Your Answer: peanut

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.

I agree. Create my account.

Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information EEOA About Us USA.gov

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

Internet | Protected Mode Off

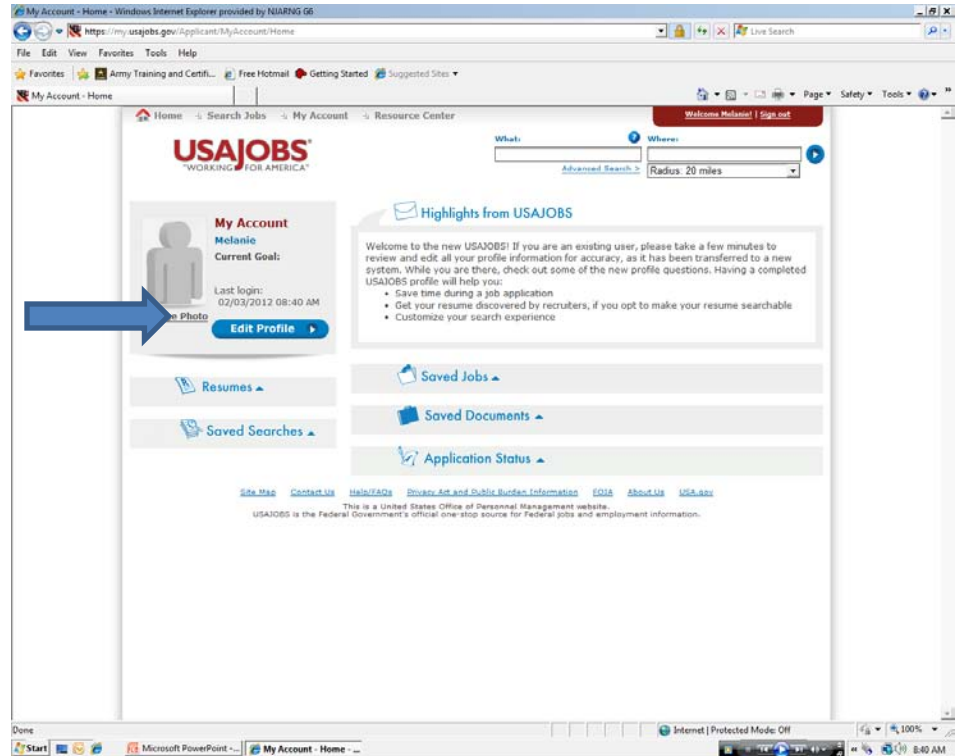
Start Microsoft PowerPoint... USAJOBS - Create An...

8:30 AM

CREATING A USAJOBS PROFILE

Create a PROFILE.

Click EDIT PROFILE



CREATING A USAJOBS PROFILE

Fill in the information As in creating a USAJOBS Account any item with a red * is required.

The screenshot shows the USAJOBS website's profile creation page. The browser window title is "USAJOBS - Profile - Personal Information - Windows Internet Explorer provided by NIARNG 06". The address bar shows "https://reg.usajobs.gov/Profile". The page features the USAJOBS logo and a navigation menu with "Home", "Search Jobs", "My Account", and "Resource Center". A "Search Jobs" section includes a search box and a "Where:" dropdown. The main content area is titled "Profile" and contains a progress indicator: "1. Personal Information 2. Hiring Eligibility 3. Preferences 4. Demographic 5. Account Information". A red asterisk (*) indicates required fields. A "PLEASE NOTE" section states: "Fields with an asterisk (*) are required fields. Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters." The form fields are: First Name (Melanie), Middle Name, Last Name (Ray), Home Address, Home Address 2, Country (United States), Postal Code, City/Town, and State/Territory/Province (SELECT). A checkbox option is present: "Use this postal code as the default radius for my job searches". The Windows taskbar at the bottom shows the Start button, Microsoft PowerPoint, and the USAJOBS Profile page, with a system tray showing the time as 8:40 AM.

USAJOBS PROFILE PERSONAL PREFERENCE

When page is completed
click on Next.

NOTE: NEXT it will save
all information. If you
need to leave and come
back later click SAVE and
when you return, the
system will bring you
back where you left off.

USAJOBS - Profile - Personal Information - Windows Internet Explorer provided by NIARNG 06

https://my.usajobs.gov/Profile

File Edit View Favorites Tools Help

USAJOBS - Profile - Personal Information

Postal Code: 08640
 Use this postal code as the default radius for my job searches

City/Town: Fort Dix

State/Territory/Province: New Jersey

Telephone Numbers:
Day Phone: 6095551212
- SELECT -
- SELECT -

Email Address: melanieray@aol.com
What is your email format preference?
 HTML Text

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

Current Goal
My Current Goal is:
(500 characters remaining)

Highest Career Level Achieved: - SELECT -

Save Next

Done Microsoft PowerPoint... USAJOBS - Profile - P... Internet | Protected Mode: Off 100% 8:41 AM

USAJOBS PROFILE HIRING ELIGIBILITY

Fill in your information
in questions 1 & 2.

USAJOBS - Profile - Hiring Eligibility - Windows Internet Explorer provided by NIARNG 06

https://my.usajobs.gov/Profile/HiringEligibilityData

File Edit View Favorites Tools Help

Home Search Jobs My Account Resource Center

Welcome Michael! | Sign out

USAJOBS
"WORKING FOR AMERICA"

Search Jobs Where: [Advanced Search >](#)

Profile

1. Personal Information 2. **Hiring Eligibility** 3. Preferences 4. Demographic 5. Account Information

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

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters.

The following Hiring Eligibility Questions will help Federal staffers determine if you are eligible for competitive or non-competitive jobs with the government.

1. Are you a U.S. Citizen? Yes No

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

Country of citizenship:

2. Select the statement that best applies for your [Selective Service registration status](#).

I am a female, and therefore I am exempt from registering with the Selective Service.

I am a male born on or after January 1, 1960 and I have registered for the Selective Service.

I am a male born on or after January 1, 1960, and I have not registered for the Selective Service, but I have an approved exemption.

I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.

I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for ["derived" preference](#)? Yes No

Done

Internet | Protected Mode: Off

100%

Start Microsoft PowerPoint... USAJOBS - Profile - H...

8:42 AM

USAJOBS PROFILE PERSONAL REFERENCE

QUESTION 3: Veterans question. This is asking you if you have Veteran's Preference. Here you will be able to upload your DD214 and the SF-15 Application for Veteran's Preference. The National Guard does not recognize veterans preference, but if you are a veteran and have earned those points then answer this question. If you are not claiming Veteran's Preference then just click no.

an approved exemption.

I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.

I am a male born before January 1, 1960 and therefore I am exempt from registering with the Selective Service.

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for derived preference? Yes No

3.1 Do you claim Veterans' Preference?

No, I do not claim Veterans' Preference

5-point preference based on active duty in the U.S. Armed Forces (TP)

10-point preference based on a compensable service connected disability of at least 10% but less than 30% (CP)

10-point preference based on a compensable service connected disability of 30% or more (CPS)

10-point preference for non-compensable disability or Purple Heart (XP)

10-point preference based on wife, widow, or widower preference (XP)

3.2 Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years)?

Yes No

3.3 If you are a Veteran of the U.S. Armed Forces, please indicate the start and end dates of your military service. For military members with a separation date in the near future, please estimate your end date or leave both dates blank.

Start Date: End Date:

Veterans' Document Upload:

Document Title:

Document Type: Select Document:

USAJOBS PROFILE HIRING ELIGIBILITY

Question 4 asks if you are ever have been a Federal Employee. If you are not click on the first radial button. If you have never been a Federal Employee, answer no, scroll to the bottom of page. If you answer yes then the some more questions will appear. Click on the second radial button. More questions will appear

USAJOBS - Profile - Hiring Eligibility - Windows Internet Explorer provided by NIARN06

4. Please select the statement below which best reflects your Federal employment status (if applicable).

- I am not and have never been a Federal employee.
- I am currently a Federal employee.
- I am a former Federal employee with reinstatement eligibility.
- I am a former Federal employee but do not have reinstatement eligibility.

Special Hiring Options

Select from among the special hiring authorities listed below for which you are eligible. (Please note that agencies will require documentation of eligibility prior to your appointment.)

Identification of eligibility for any special hiring authority is entirely voluntary, and you will not be subject to any adverse treatment if you decline to provide it. If you do not wish to volunteer this information at this time, you may still choose to apply for jobs, as they are announced, under any of these special hiring authorities for which you are eligible. If you volunteer to provide information here about the special hiring authorities for which you believe you are eligible, then agencies who are searching for potential applicants to hire under one of these authorities may be able to locate your resume through USAJOBS and invite you to apply. Otherwise, this information will be retained in the USAJOBS database and not disclosed. For information on each of the special hiring options below, please review the definitions on our [Special Hiring Options](#) page.

- Veterans Recruitment Appointment (VRA)
- 30% or More Disabled Veteran
- Disabled veterans who have completed a VA training program
- Military Spouse
- Certain former overseas employees
- Schedule A Disabled

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

Site Map Contact Us Help/FAQs Privacy Act and Public Burden Information FOIA About Us USA.gov

Start Microsoft PowerPoint... USAJOBS - Profile - H... Internet | Protected Mode: Off 100% 8:43 AM

USAJOBS PROFILE HIRING ELIGIBILITY

First additional Question 4-1
Select DEPARTMENT this is
a drop down menu, choose
Department of Air Force or
Department of Army

4. Please select the statement below which best reflects your Federal employment status (if applicable).

I am not and have never been a Federal employee.

I am currently a Federal employee.

I am a former Federal employee with reinstatement eligibility.

I am a former Federal employee but do not have reinstatement eligibility.

4.1 By which Federal agency and organization are you currently employed?

Select Cabinet Level:

Department of Defense - Dept. of the Army
Central Intelligence Agency
Court Services and Offender Supervision Agency for DC
Department Of Agriculture
Department Of Commerce
Department of Defense
Department of Defense - Dept. of the Air Force
Department of Defense - Dept. of the Army
Department of Defense - Dept. of the Navy
Department Of Education
Department Of Energy
Department Of Health And Human Services
Department Of Homeland Security
Department Of Housing And Urban Development
Department Of Justice
Department Of Labor
Department Of State
Department Of The Interior
Department Of The Treasury
Department Of Transportation
Department Of Veterans Affairs
Executive Office Of The President
(Please General Services Administration
Judicial Branch
Ident Legislative Branch
to an National Aeronautics and Space Administration
may (National Foundation on the Arts and the Humanities
elig National Transportation Safety Board
elig Non-Federal Civilian Customers
to lo Other Agencies and Independent Organizations
USA Smithsonian Institution
definitions on our [Special Hiring Options](#) page.

of the highest permanent graded position you ever held as a

within the past 5 years? Yes No

for which you are eligible.
gibility prior to your appointment.)

ntirely voluntary, and you will not be subject
do not wish to volunteer this information at this time, you
nder any of these special hiring authorities for which you are
the special hiring authorities for which you believe you are
icants to hire under one of these authorities may be able
ply. Otherwise, this information will be retained in the
ch of the special hiring options below, please review the

Veterans Recruitment Appointment (VRA)

USAJOBS PROFILE HIRING ELIGIBILITY

SELECT AGENCY: Drop down menu choose Air National Guard Units (Title 32) or Army National Guard Units (Title 32).

4. Please select the statement below which best reflects your Federal employment status (if applicable).

- I am not and have never been a Federal employee.
- I am currently a Federal employee.
- I am a former Federal employee with reinstatement eligibility.
- I am a former Federal employee but do not have reinstatement eligibility.

4.1 By which Federal agency and organization are you currently employed?

Select Cabinet Level:
Department of Defense - Dept. of the Army

Select Agency:
-- Select --
-- Select --
1st Personnel Command
21st Theater Army Area Command
59th Ordnance Brigade
Army Installation Management Command
Army National Guard Units (Title 32)
Army Tank-Automotive and Armament Command (TACOM)
Eighth U.S. Army
Field Operating Offices of the Office of the Secretary of the Army
Headquarters, AMC
Headquarters, Staff Support Activities, AMC
HQDA Field Operating Agencies and Staff Support Agencies
Immediate Office of the Commander-in-Chief of the U.S. Army
Joint Activities
Joint Senees and Activities Supported by the Office, Secretary of the Army
Material Acquisition Activities
Material Acquisition Project Managers
Material Readiness Activities
Miscellaneous Field Operating Agencies
Office of the Chief of Staff of the Army
Office of the Chief of the National Guard Bureau
Office of the Secretary of the Army
Seventh Army Training Command
Surgeon General
Training Activities, AMC
U.S. Army - Agency Wide
U.S. Army Accession Command
U.S. Army Acquisition Support Center
U.S. Army Aviation and Missile Command
U.S. Army Central

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USAJOBS PROFILE HIRING ELIGIBILITY

Question 4.3 PAY PLAN:
GS/WG

USAJOBS - Profile - Hiring Eligibility - Windows Internet Explorer provided by MIARNG 66

https://my.usajobs.gov/Profile/HiringEligibilityData

File Edit View Favorites Tools Help

Favorites Army Knowledge Online (2) Army Knowledge Online Suggested Sites Free Hotmail

USAJOBS - Profile - Hiring Eligibility Page Safety Tools

1. I am a male born before January 1, 1900 and therefore I am exempt from registering with the Selective Service.

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "["denied" preference](#)"? Yes No

4. Please select the statement below which best reflects your Federal employment status (if applicable).

I am not and have never been a Federal employee.

I am currently a Federal employee.

I am a former Federal employee with reinstatement eligibility.

I am a former Federal employee but do not have reinstatement eligibility.

4.1 By which Federal agency and organization are you currently employed?

Select Cabinet Level:

Department of Defense - Dept. of the Air Force

Select Agency:

Air National Guard Units (Title 32)

4.3 Indicate the pay plan, series, grade level/pay band of the highest permanent graded position you ever held as a Federal Civilian Employee.

Pay Plan: WG

Occupational Series: 0201 Human Resources Management

Highest Pay Grade: 11

4.5 Have you accepted a buyout from a Federal agency within the past 5 years? Yes No

4.6 Are you ICTAP Eligible? Yes No

Done

Internet | Protected Mode: Off 125%

Start | Inboxes - Microsoft Outl... | New briefing | Microsoft PowerPoint | USAJOBS - Profile - H...

4:37 PM Wednesday

USAJOBS PROFILE HIRING ELIGIBILITY

This is a drop down GS is all the way to the top
WG is down alphabetical.

USAJOBS - Profile - Hiring Eligibility - Windows Internet Explorer provided by NIARNG G6
https://my.usajobs.gov/Profile/HiringEligibilityData

File Edit View Favorites Tools Help

USAJOBS - Profile - Hiring Eligibility

3. Are you a Veteran of the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard? Yes No
Are you eligible for "derived" preference? Yes No

4. Please select the statement below that best reflects your Federal employment status (if applicable).

I am not and have never been a Federal employee.

I am currently a Federal employee.

I am a former Federal employee who has reinstatement eligibility.

I am a former Federal employee who does not have reinstatement eligibility.

4.1 By which Federal agency and cabinet level are you currently employed?

Select Cabinet Level:
Department of Defense - Dept. of [X] [v]

Select Agency:
Air National Guard Units (Title 32) [v]

4.3 Indicate the pay plan, series, and grade band of the highest permanent graded position you ever held as a Federal Civilian Employee.

Pay Plan:
Occupational Series: 0201 Human Resources Management [v]
Highest Pay Grade: 11 [v]

4.5 Have you accepted a buyout from a Federal agency within the past 5 years? Yes No

4.6 Are you ICTAP Eligible? Yes No

WI
WJ
WK
WL
WM
WN
WO
WP
WQ
WR
WS
WT
WU
WW
WX
WY
WZ
XA
XB
XC
XD
XE
XF
XG
XH
XI
XJ
XK
XL
WG

Done

Start | Inboxes - Microsoft Outlook | New briefing | Microsoft PowerPoint | USAJOBS - Profile - H... | Internet | Protected Mode: Off | 125% | 4:30 PM | Wednesday

USAJOBS PROFILE HIRING ELIGIBILITY

Choose your occupation code. You can find this on your SF50. HIGHEST GRADE. What is your grade or highest grade held.

Question 4.5 is NO. This question is talking about buy outs where the applicant has received \$25000 to leave federal service. This money needs to be paid pack with interest if the applicant accepts a federal position within the 5 years.

Question 4.6 is NO. ICTAP is Title 5 version of Priority Placement Program. The National Guard does not participate in this program.

USAJOBS - Profile - Hiring Eligibility - Windows Internet Explorer provided by NIARNG G6
https://my.usajobs.gov/Profile/HiringEligibilityData

3. Are you a Veteran of the U.S. Armed Forces or are you eligible for "derived" preference? Yes No

4. Please select the statement best describing your current or most recent federal employment status:

I am not and have never been a Federal civilian employee.

I am currently a Federal civilian employee.

I am a former Federal civilian employee.

I am a former Federal employee.

4.1 By which Federal agency and Select Cabinet Level:
Department of Defense - Dept. of Defense

Select Agency:
Air National Guard Units (Title 32)

4.3 Indicate the pay plan, series, grade, and occupational series of your current or most recent federal civilian employment.
Pay Plan:
Occupational Series: 0201 Human Resources Management

Highest Pay Grade: 11

4.5 Have you accepted a buyout from a Federal agency within the past 5 years? Yes No

4.6 Are you ICTAP Eligible? Yes No

0201 Human Resources Management
0203 Human Resources Assistance
0241 Mediation
0243 Apprenticeship And Training
0244 Labor-Management Relations Examining
0249 Wage And Hour Compliance
0260 Equal Employment Opportunity
0299 Human Resources Management Student Trainee
0301 Miscellaneous Administration And Program Messenger
0303 Miscellaneous Clerk And Assistant
0304 Information Receptionist
0305 Mail And File
0309 Correspondence Clerk
0313 Work Unit Supervising
0318 Secretary
0319 Closed Microphone Reporter
0322 Clerk-Typist
0326 Office Automation Clerical And Assistance
0332 Computer Operation
0334 Computer Specialist (FAA Only)
0335 Computer Clerk And Assistant
0340 Program Management
0341 Administrative Officer
0342 Support Services Administration
0343 Management And Program Analysis
0344 Management And Program Clerical And Assistance
0346 Logistics Management
0347 GAO Analyst
0350 Equipment Operator

USAJOBS PROFILE HIRING ELIGIBILITY

If you are using any of these preferences and click on the box.

PREVIOUS will take to back to the last page

SAVE if you start this and can not finish then hit save and all information will be saved.

NEXT will save all you information and move you to next page.

Click NEXT.

USAJOBS - Profile - Hiring Eligibility - Windows Internet Explorer provided by NIARNG 05

https://my.usajobs.gov/Profile/HiringEligibilityData

File Edit View Favorites Tools Help

USAJOBS - Profile - Hiring Eligibility

4. Please select the statement below which best reflects your Federal employment status (if applicable).

- I am not and have never been a Federal employee.
- I am currently a Federal employee.
- I am a former Federal employee with reinstatement eligibility.
- I am a former Federal employee but do not have reinstatement eligibility.

Special Hiring Options

Select from among the special hiring authorities listed below for which you are eligible. (Please note that agencies will require documentation of eligibility prior to your appointment.)

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- Veterans Recruitment Appointment (VRA)
- 30% or More Disabled Veteran
- Disabled veterans who have completed a VA training program
- Military Spouse
- Certain former overseas employees
- Schedule A Disabled

Previous Save Next

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Microsoft PowerPoint - ... USAJOBS - Profile - H...

Internet | Protected Mode: Off 100% 8:43 AM

USAJOBS PROFILE PREFERENCE

PREFERENCES: The information provided is what you wish to be considered for. Answer this as best you can. You can make changes to your profile at any time.

The screenshot shows the USAJOBS website's 'Profile - Preferences' page. The browser is Internet Explorer, and the URL is https://my.usajobs.gov/Profile/Preferences. The page features the USAJOBS logo and navigation links for Home, Search Jobs, My Account, and Resource Center. A search bar is visible at the top right. The main content area is titled 'Profile' and includes a progress indicator for five sections: Personal Information, Hiring Eligibility, Preferences (the current section), Demographic, and Account Information. A 'PLEASE NOTE' section states that fields with an asterisk are required and that certain information (classified information, SSN, etc.) should not be included. Below this, there are two questions: '1. Are you willing to travel?' with radio buttons for 'Yes' and 'No', and 'If yes, what percentage of duty time will you travel?' with a dropdown menu set to 'SELECT'. The second question is '2. What type of work are you willing to accept?' with checkboxes for 'Permanent', 'Temporary', 'Term', 'Detail', 'Presidential Management Fellows', 'Recent Graduates', and 'Internships'. The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 8:47 AM.

USAJOBS PROFILE PREFERENCE

Question 4: What is the location you wish to be considered. Choose a state, then the city or area click on ADD. All you choices will be move to the third box.

The screenshot shows the USAJOBS Profile Preferences page in a Windows Internet Explorer browser. The page title is "USAJOBS - Profile - Preferences". The browser address bar shows "https://my.usajobs.gov/Profile/Preferences". The page content includes a list of preferences with checkboxes: Term, Detail, Presidential Management Fellows, Recent Graduates, Internships, and Telework. Below this is question 3: "What type of work schedule are you willing to accept?" with options: Full Time, Part Time, Shift Work, Intermittent, and Job Share. Question 4 is "Please select your desired work location(s)". It includes a dropdown menu for "Show locations for this region:" set to "United States". Below this is a table with three columns: "Choose State", "Then Locale(s)", and "Click buttons to add/remove". The "Choose State" column has a dropdown menu with options: United States, Alabama, Alaska, American Samoa, Arizona, Arkansas, and California. The "Then Locale(s)" column is empty. The "Click buttons to add/remove" column contains "Add >>" and "<< Remove" buttons. At the bottom of the form are three buttons: "Previous", "Save", and "Next". The browser's taskbar shows the Start button, Microsoft PowerPoint, and the USAJOBS Profile page. The system tray shows the time as 8:47 AM.

USAJOBS PROFILE DEMOGRAPHICS

This is demographic information. Your choice to answer it or not. If you wish not to answer these questions just click on NO. Click next and go to next page.

If you wish to answer then click yes and answer the questions. When you are finished click on next.

The screenshot shows a web browser window displaying the USAJOBS profile page. The browser's address bar shows the URL: <https://my.usajobs.gov/Profile/DemographicData>. The page title is "USAJOBS - Profile - Demographic Data". The USAJOBS logo is prominently displayed at the top left. Below the logo, there is a navigation menu with links for Home, Search Jobs, My Account, and Resource Center. A search bar is located at the top right, with a "Where:" dropdown and a "Live Search" button. The main content area is titled "Profile" and contains a progress indicator with five steps: 1. Personal Information, 2. Hiring Eligibility, 3. Preferences, 4. Demographic (highlighted in red), and 5. Account Information. A "PLEASE NOTE" section states: "Fields with an asterisk (*) are required fields. Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters." Below this, there are three paragraphs of text: "Your Privacy Is Protected", "Purpose and Routine Uses", and "Effects of Nondisclosure". At the bottom, there is a checkbox labeled "I wish to decline to respond to the demographic questions." and a list of questions: "1. Sex: Male (selected) Female", and "2. Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race (selected) Not Hispanic or Latino". The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and the system clock "8:50 AM".

USAJOBS PROFILE DEMOGRAPHICS

When completed click NEXT.

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Profile/DemographicData>. The page title is "USAJOBS - Profile - Demographic Data". At the top, there is a message: "I wish to decline to respond to the demographic questions." Below this, the form contains three sections:

- 1. Sex:**
 - Male
 - Female
- 2. Ethnicity:**
 - Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
 - Not Hispanic or Latino
- 3. Race (Check all that apply):**
 - American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
 - Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
 - Black or African American - a person having origins in any of the black racial groups of Africa.
 - Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
 - White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Below the form sections is a "Paperwork Reduction Act Statement" which states: "The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is three (3) minutes, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to the Equal Employment Opportunity Commission, Affirmative Employment Division, Federal Sector Programs, 131 M St., NE, Washington, DC 20507 and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503."

At the bottom of the form, there are three buttons: "Previous", "Save", and "Next".

USAJOBS PROFILE FINISH

NOTIFICATION SETTINGS:

These three boxes we suggest you click. The system will notify you of vacancy announcements that are about to close and you need to complete the questionnaire, or about to close on positions you are interested in or the status of your application. Click FINISH

USAJOBS - Profile - Account Information - Windows Internet Explorer provided by NIARNG 66

https://my.usajobs.gov/Profile/AccountInformation

File Edit View Favorites Tools Help


USAJOBS - Profile - Account Information

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

Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish to be made visible to recruiters.

Required information

- Username Use between 4 and 30 characters: melanieray
- Password ***** [Change Password](#)

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

- Password Question 1 What was your high school mascot? spartan
- Your Answer
- Password Question 2 How many bedrooms does your house/apartment have? 2
- Your Answer
- Password Question 3 What was the name of your first pet? peanut
- Your Answer

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

- When jobs I have applied to have closed.
- When jobs I have saved are scheduled to close in three days.
- When the status of an application I've submitted changes.

[Previous](#) [Save](#) [Finish](#)

Microsoft PowerPoint - ... USAJOBS - Profile - A...

Internet | Protected Mode: Off 100% 8:51 AM

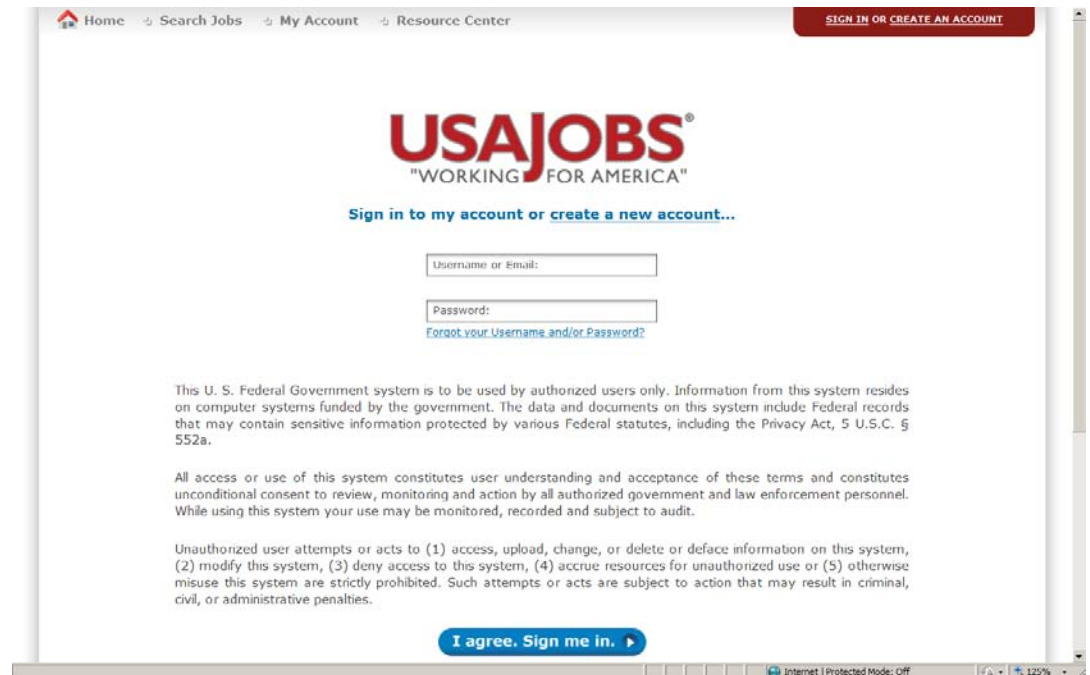
EDITING A PROFILE

In the bar type address type
in <https://www.usajobs.gov/>
Click on SIGN IN

The screenshot shows the top navigation bar of the USAJOBS website. It includes links for Home, Search Jobs, My Account, and Resource Center. A red button for SIGN IN OR CREATE AN ACCOUNT is on the right. Below the navigation bar is the USAJOBS logo with the tagline "WORKING FOR AMERICA". The search bar is divided into two sections: "What:" with a help icon and a text input field containing "Keywords, Job Title, Control #, Agency, Skills"; and "Where:" with a text input field containing "City, State, ZIP Code, or Country". A blue "Search" button is to the right of the "Where:" field. Below the search bar is a link for "Advanced Search >". At the bottom of the screenshot is a grey banner for NAVAIR with the text "Civilian Talent is Mission-Critical to NAVAIR" and "Civilian Talent is Mission Critical - Let's Get to Work!". The NAVAIR logo is at the bottom left of the banner.

EDITING PROFILE

Type in your USER NAME OR
E-MAIL and your PASSWORD.



The screenshot shows the USAJOBS login page. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A red button in the top right corner says "SIGN IN OR CREATE AN ACCOUNT". The main heading is "USAJOBS" with the tagline "WORKING FOR AMERICA". Below this is a link that says "Sign in to my account or create a new account...". There are two input fields: "Username or Email:" and "Password:". Below the password field is a link that says "Forgot your Username and/or Password?". A large block of text provides a disclaimer: "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." This is followed by a paragraph stating that using the system constitutes user understanding and acceptance of terms, including consent to review, monitoring, and action by authorized personnel. A final paragraph lists prohibited actions: (1) access, upload, change, or delete or deface information; (2) modify the system; (3) deny access; (4) accrue resources for unauthorized use; (5) otherwise misuse the system. At the bottom, there is a blue button that says "I agree. Sign me in. ▶". The browser's address bar shows "Internet | Protected Mode: Off" and the zoom level is set to 125%.

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS[®]

"WORKING FOR AMERICA"

[Sign in to my account or create a new account...](#)

Username or Email:

Password:

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

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.

[I agree. Sign me in. ▶](#)

Internet | Protected Mode: Off 125%

EDIT PROFILE

Click on EDIT PROFILE

The screenshot shows a web browser window displaying the USAJOBS 'My Account' page. The browser's address bar shows the URL <https://my.usajobs.gov/Applicant/MyAccount/Home>. The page features the USAJOBS logo with the tagline 'WORKING FOR AMERICA'. A search bar is visible at the top right with fields for 'What:', 'Where:', and 'Radius: 20 miles'. The main content area is titled 'My Account' and includes a user profile for 'Melanie' with a 'Current Goal' field and a 'Last login' timestamp of '02/03/2012 08:40 AM'. A blue arrow points to the 'Edit Profile' button. Below the profile information are sections for 'Resumes', 'Saved Searches', 'Saved Jobs', 'Saved Documents', and 'Application Status'. The footer contains links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'EEO/AA', 'About Us', and 'USA.gov', along with a statement: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

EDITING PROFILE

Edit any of the information.
Go through all the sections
Click NEXT

The screenshot shows a web browser window displaying the USAJOBS profile editing interface. The browser's address bar shows the URL <https://my.usajobs.gov/Profile>. The page title is "USAJOBS - Profile - Personal Information". The navigation menu includes "Home", "Search Jobs", "My Account", and "Resource Center". The USAJOBS logo is prominently displayed at the top left. A search bar is located at the top right. The main content area is titled "Profile" and contains a list of sections: "1. Personal Information", "2. Hiring Eligibility", "3. Preferences", "4. Demographic", and "5. Account Information". A "PLEASE NOTE" section states: "Fields with an asterisk (*) are required fields. Do not include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters." The "Personal Information" section includes the following fields: "First Name" (Melanie), "Middle Name" (empty), "Last Name" (Ray), "Home Address" (empty), "Home Address 2" (empty), "Country" (United States), "Postal Code" (empty), "City/Town" (empty), and "State/Territory/Province" (- SELECT -). A checkbox labeled "Use this postal code as the default radius for my job searches" is present below the "Postal Code" field. The browser's taskbar at the bottom shows the Start button, Microsoft PowerPoint, and the USAJOBS profile page. The system tray indicates the time is 8:40 AM.

EDITING PROFILE


Click FINISH when completed.

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

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Required information

- Username Use between 4 and 20 characters:
- Password ***** [Change Password](#)

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

- Password Question 1
- Your Answer
- Password Question 2
- Your Answer
- Password Question 3
- Your Answer

Notification Settings

Notification Alerts enable you to stay informed of changes to your application status.

Select the items that you would like to be notified of via email. You may edit your preferences and unsubscribe at any time.

- When jobs I have applied to have closed.
- When jobs I have saved are scheduled to close in three days.
- When the status of an application I've submitted changes.

[Previous](#) [Save](#) [Finish](#)

USAJOBS ACCOUNT/PROFILE

MOVE TO BUILD RESUME

The screenshot shows the USAJOBS 'My Account' page in Internet Explorer. The browser address bar shows the URL <https://my.usajobs.gov/Applicant/MyAccount/Home>. The page features the USAJOBS logo with the tagline 'WORKING FOR AMERICA'. A navigation bar includes links for Home, Search Jobs, My Account, and Resource Center. A red banner at the top right says 'Welcome Melanie! | Sign out'. Below this is a search bar with 'What:' and 'Where:' fields, and a 'Radius: 20 miles' dropdown. The main content area is divided into two columns. The left column contains a 'My Account' profile for 'Melanie' with a 'Current Goal' field, a 'Last login: 02/03/2012 08:40 AM' timestamp, and buttons for 'Change Photo' and 'Edit Profile'. Below the profile are buttons for 'Resumes', 'Saved Searches', 'Saved Jobs', 'Saved Documents', and 'Application Status'. The right column contains a 'Highlights from USAJOBS' section with a welcome message and a list of benefits: 'Save time during a job application', 'Get your resume discovered by recruiters, if you opt to make your resume searchable', and 'Customize your search experience'. At the bottom, there are links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'FOIA', 'About Us', and 'USA.gov'. A footer note states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.' The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time '8:40 AM'.