

# CREATING AN APPLICATION MANAGER ACCOUNT

To create an APPLICATION MANAGER account. Go back the vacancy announcement. Click on APPLY ONLINE.

The screenshot displays the USAJOBS website interface. The browser address bar shows the URL: <https://my.usajobs.gov/GetJob/ViewDetails/307680200>. The page features the USAJOBS logo and navigation tabs for Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The main content area is for a National Guard job announcement. A blue arrow points from the 'Apply Online' button in the right-hand sidebar to the job details.

**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).

**Right-hand sidebar:**

- Go to section of this Job: [Dropdown]
- [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.ML.
- Job Announcement Number:** T-12-84 (596451)
- Control Number:** 307680200

# CREATING AN APPLICATION MANAGER ACCOUNT

Click on the resume and each document you wish to include, click on the 3 boxes  
Click on APPLY FOR THIS POSITION.

Click APPLY FOR THIS POSITION.

**Resume** - Select one of your stored USAJOBS resumes to send (or first [Create or Upload a New USAJOBS resume](#)) :

- SELECT -  
Human Resources

**Attachment(s)** - Select one or more of your Saved Documents to send (or first [Upload New Saved Documents](#)). In order to select multiple items, you must use Ctrl+click (or Cmd+click on Mac) :

- SELECT -  
OTHER (appraisal)

**Fields below with an asterisks (\*) are required.**

\*  I have [previewed my resume](#) . The selected document includes the information I wish to provide with this application.

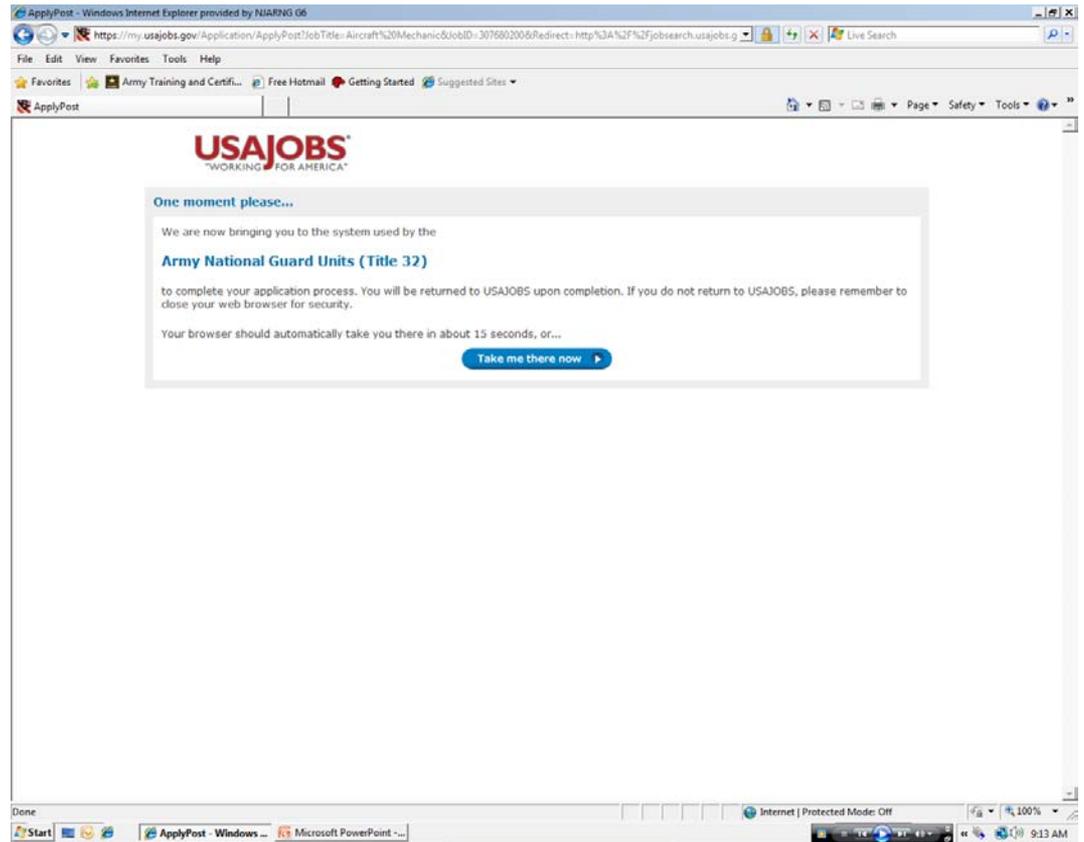
Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

\*  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).

[Cancel](#) [Apply for this position now!](#)

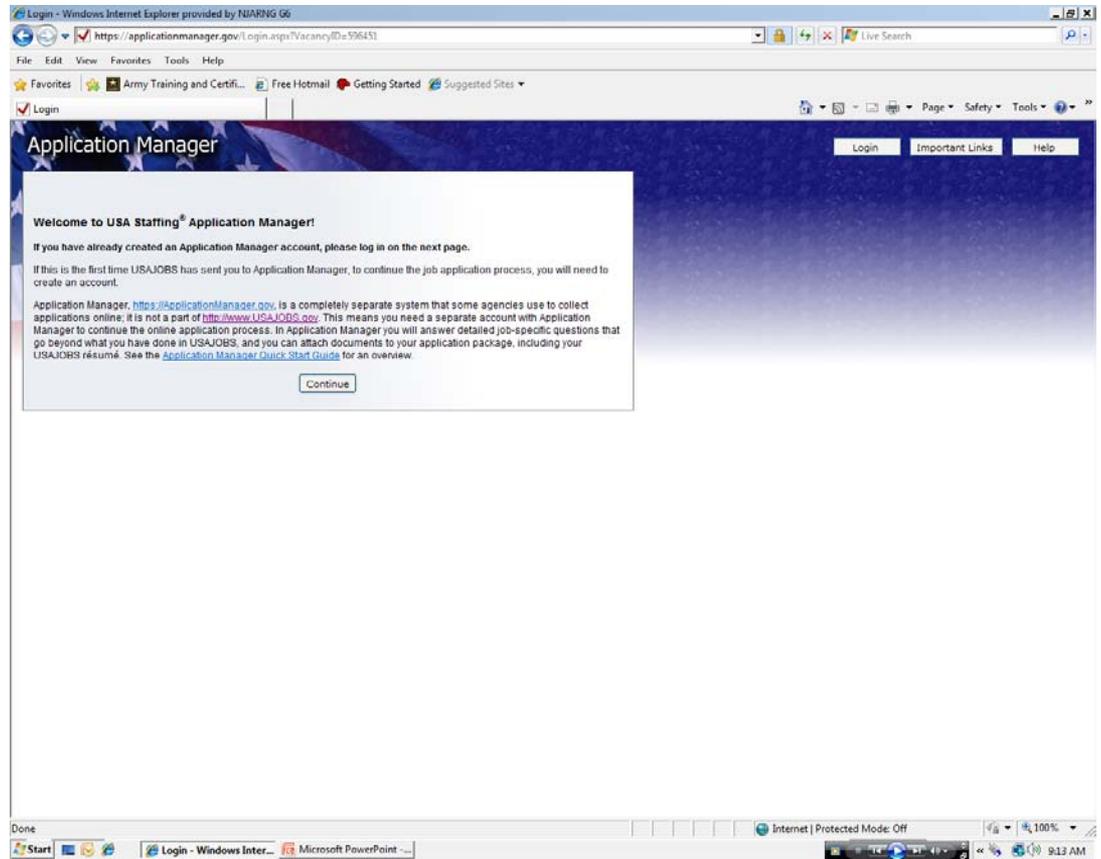
# CREATING AN APPLICATION MANAGER ACCOUNT

Click TAKE ME THERE NOW



# CREATING AN APPLICATION MANAGER ACCOUNT

Click CONTINUE



# CREATING AN APPLICATION MANAGER ACCOUNT

Click CREATE AN ACCOUNT

Application Manager

Welcome to USA Staffing® Application Manager

**Existing Account? Log In Here:**

User Name:

Password:

Go

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

[Forgot User Name or Password](#) [Problems Logging In?](#)

**Create an Account:**

Create one now - it's fast, convenient and easy to use all these [Application Manager features!](#)

Check out our [Quick Start Guide](#).

Create an Account

[Instructions on how to apply for a job without using Application Manager](#)

**Full Terms and Conditions of Use**

Application Manager powered by USA Staffing® is a U.S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant:

- View application packages, questionnaires, and other assessments.
- View application packages you have in progress and correspondence addressed to you.
- View notices and assessment responses and documents.

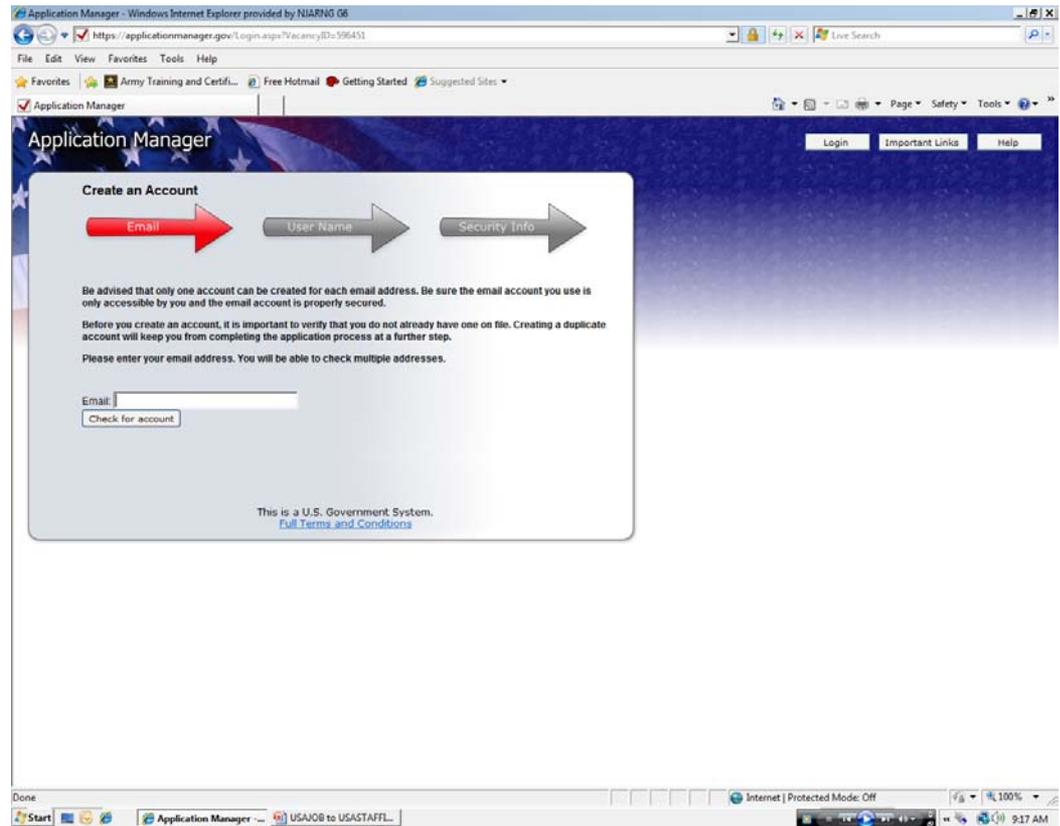
You are prohibited from accessing or attempting to access this system or records if it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, or use system resources for unauthorized purposes.

# CREATING AN APPLICATION MANAGER ACCOUNT

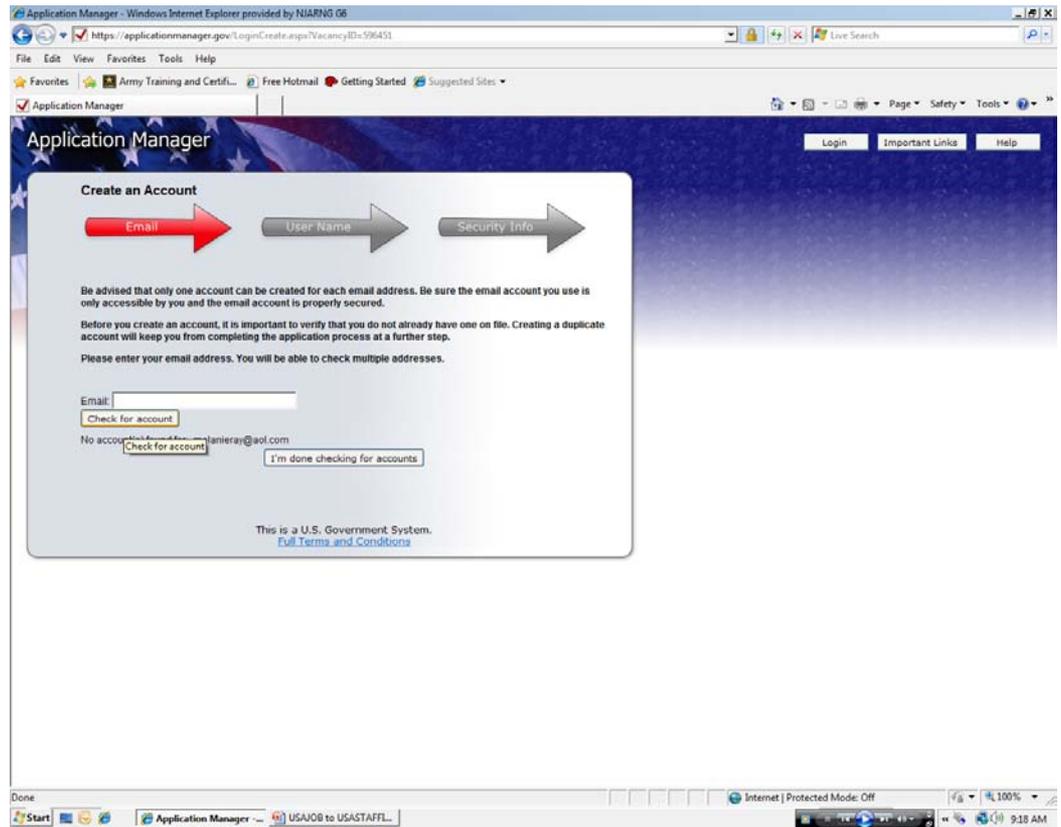
Notice the red arrows, as you complete one area the arrow will move to the next arrow to complete. Type in you e-mail, as stated in USAJOBS Account you may use the same one and you may use your military e-mail. Remember to remember your e-mail.

Type in the e-mail address to be used. Click CHECK FOR AN ACCOUNT



# CREATING AN APPLICATION MANAGER ACCOUNT

The following message will appear. If you already have an account the message will state an account is already established with this e-mail. If you do not remember your login you may need to create another account with a different e-mail. Click I'm DONE CHECKING FOR ACCOUNTS



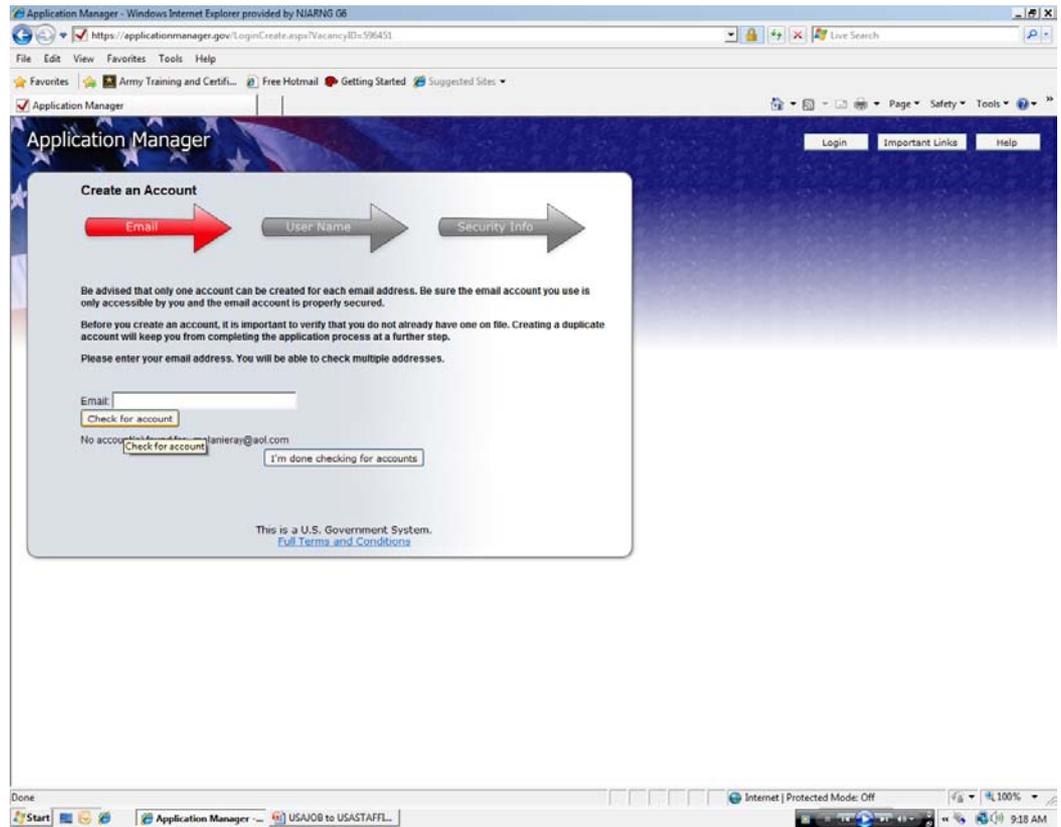
# CREATING AN APPLICATION MANAGER ACCOUNT

Click the radial button next to your e-mail address. Click CREATE ACCOUNT WITH THIS ADDRESS



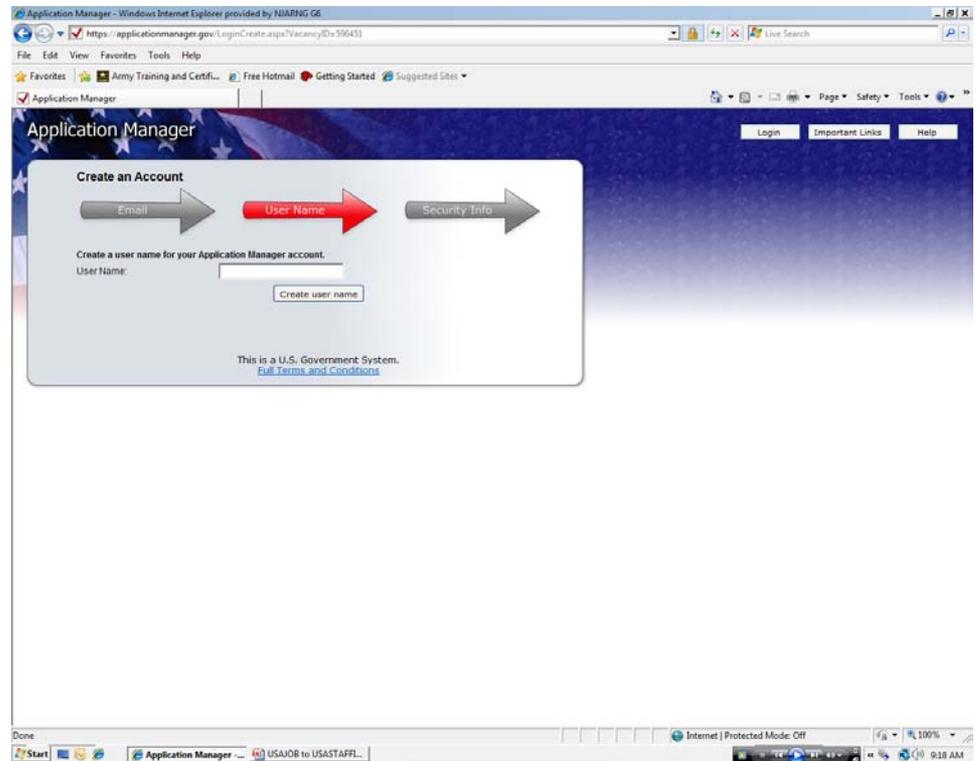
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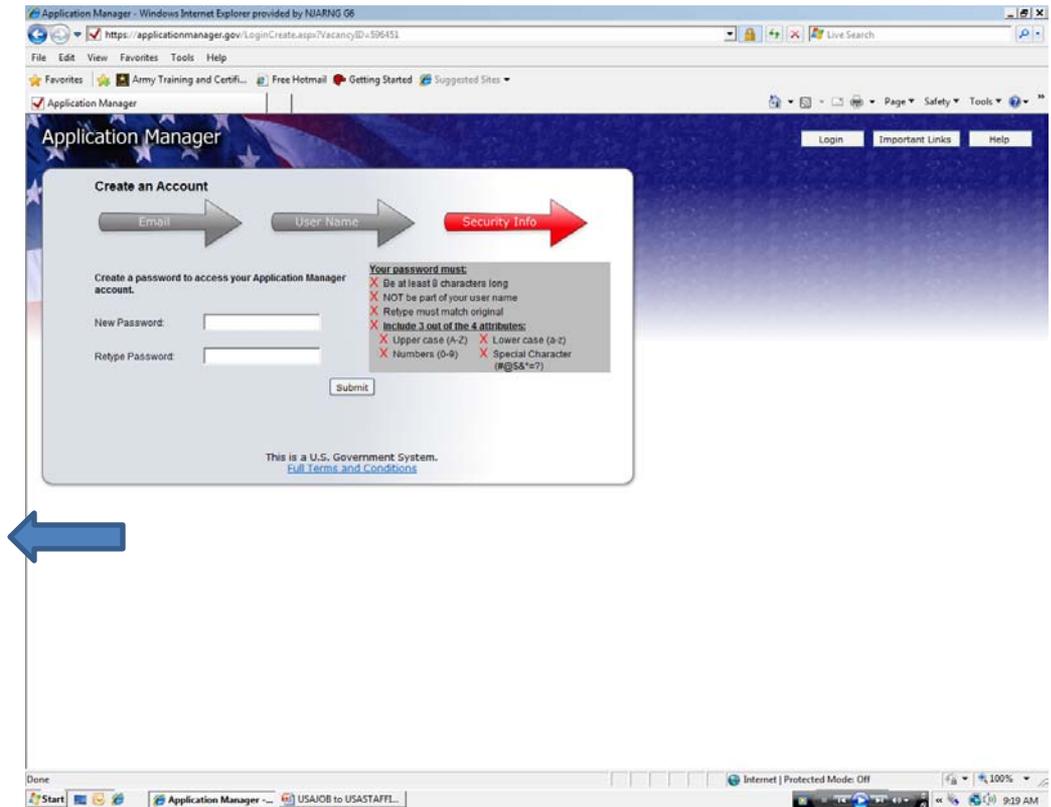
# CREATING AN APPLICATION MANAGER ACCOUNT

Type in your user name. You may use the same user name in USAJOB Account. If you are using anything Peter.Pan take out the period.



# CREATING AN APPLICATION MANAGER ACCOUNT

PASSWORD: Again you can use the same password in USAJOBS but the system does not like !. Notice as you are typing your password the red X will change to green checks. When complete click SUBMIT. If the Xs do not change check the characters. There may be other characters the system does not like.



# CREATING AN APPLICATION MANAGER ACCOUNT

Choose a question and type in answer and then retype answer. As in USAJOBS account the and the answers are case sensitive. Click SUBMIT

Application Manager - Windows Internet Explorer provided by NIARNG 06  
https://applicationmanager.gov/Login/Create.aspx?VacancyID=596451

Application Manager

Create an Account

Email → User Name → Security Info →

Choose your Secret Question  
Please select a question you want us to ask you if you forget your password, and then give the answer.  
[\(Explain this.\)](#)

Secret Question \*  
What was the name of your high school mascot?

Your Answer: spartan

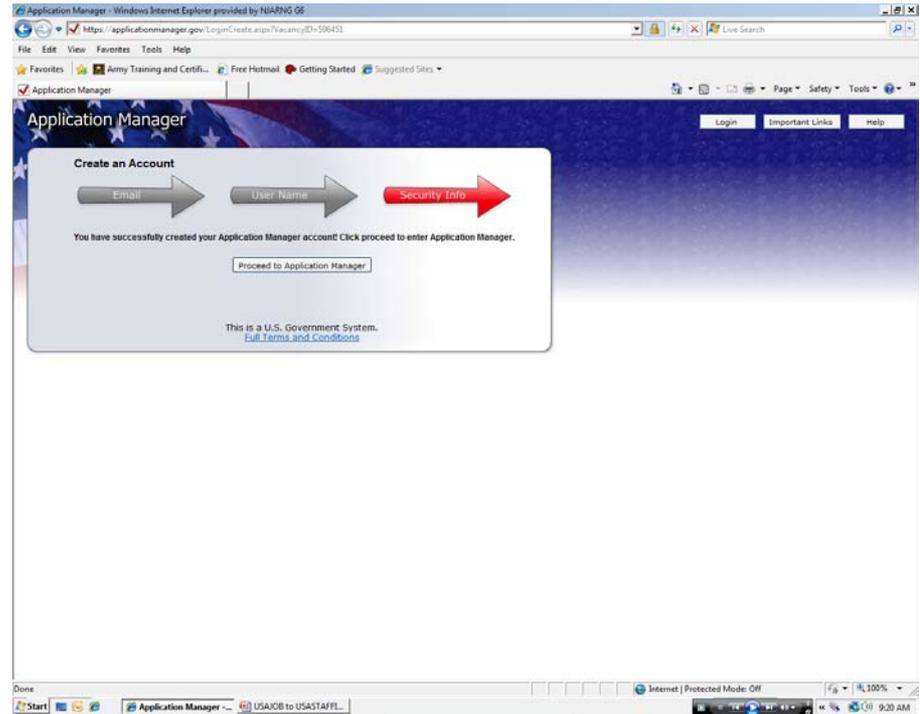
Retype Answer: spartan

Submit

This is a U.S. Government System.  
[Full Terms and Conditions](#)

# CREATING AN APPLICATION MANAGER ACCOUNT

Click PROCEED TO APPLICATION MANAGER



# CREATING AN APPLICATION MANAGER ACCOUNT

Click PROCEED WITH MY  
APPLICATION



# CREATING AN APPLICATION MANAGER ACCOUNT

You have created your account and now you will start to answer questions. Go to USA Staffing Questionnaire

The screenshot shows a web browser window displaying the Application Manager website. The browser's address bar shows the URL: <https://applicationmanager.gov/LoginCreate.aspx?VacancyID=596451>. The website header includes the title "Application Manager" and navigation links for "Main", "Important Links", "Help", and "Logout". The user is identified as "User: MELANIERAY".

The main content area is titled "Vacancy ID: 596451" and contains a sidebar with navigation options: "Biographic Information", "Eligibility Information", "Other Information", "Assessment Questionnaire", "Section 1", "Section 2", "Section 3", "Section 4", "Section 5", "Reuse Documents", "Upload Documents", "Submit My Answers", and "View/Print My Answers".

The main content area displays the following information:

- Job Title: Aircraft Mechanic
- Announcement Number: T-12-84 (596451)
- USAJOBS Control Number: 307680200

Navigation buttons include "Previous", "Next", and "Save".

The "Social Security Number" section contains the following fields:

- Social Security Number: [You or this required?](#)
- Retype Social Security Number

The "Name" section contains the following fields:

- First Name
- Middle Initial
- Last Name

Navigation buttons include "Previous", "Next", and "Save".

The browser's status bar at the bottom shows "Done", "Internet | Protected Mode: Off", and the system tray with the time "9:21 AM".