

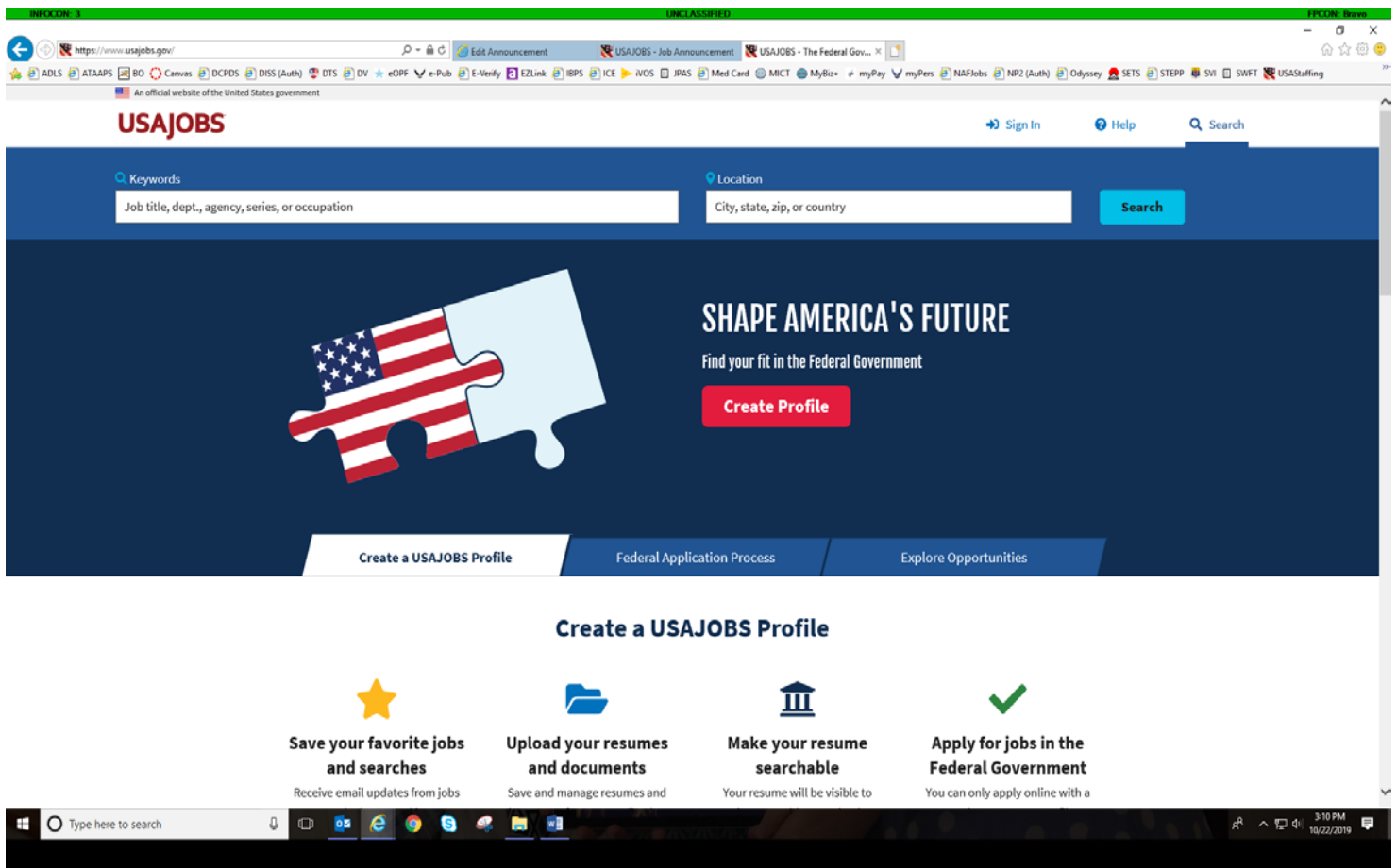
USAJobs Applicant's Guide

AF Nonappropriated Funds (NAF)

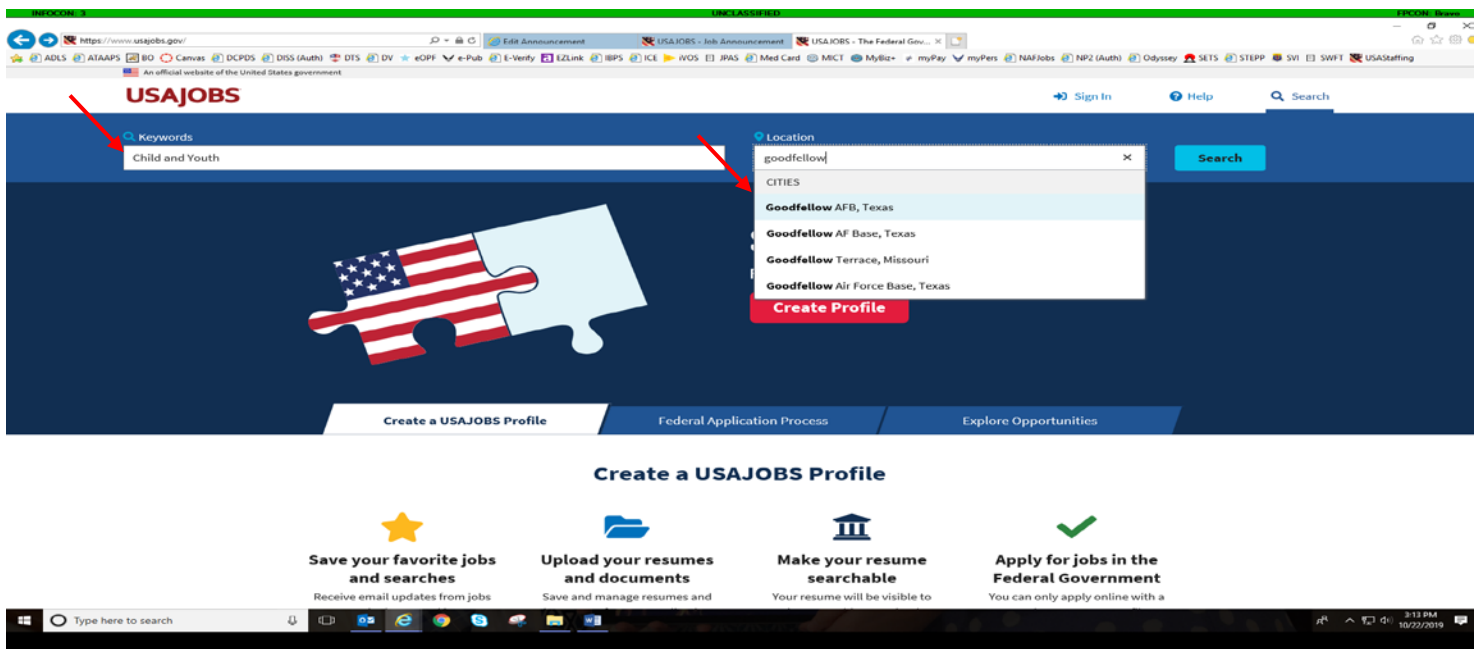
**10/22/2019
17 FSS NAF HRO**

Applicant Steps

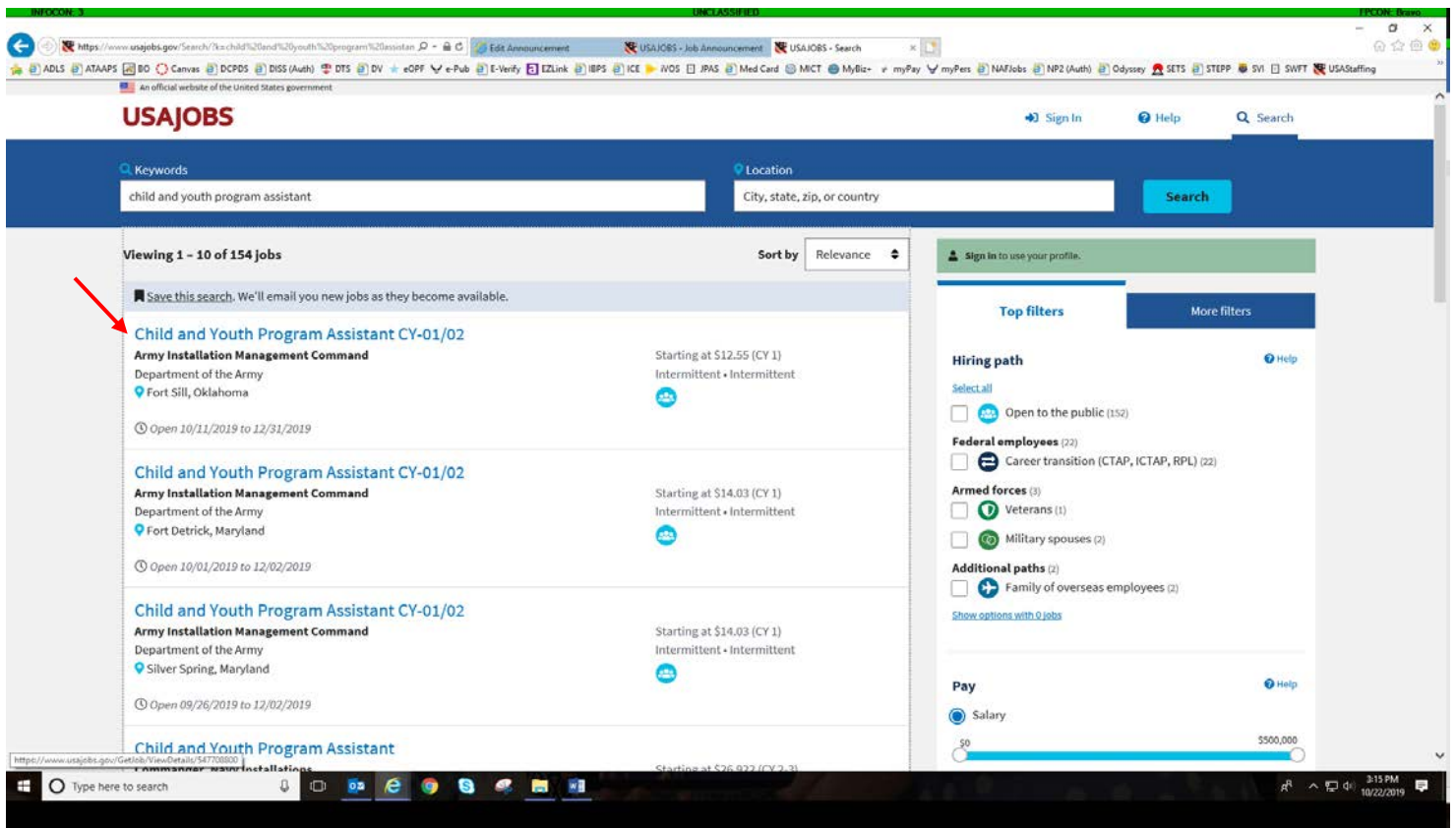
- Go to www.usajobs.gov/



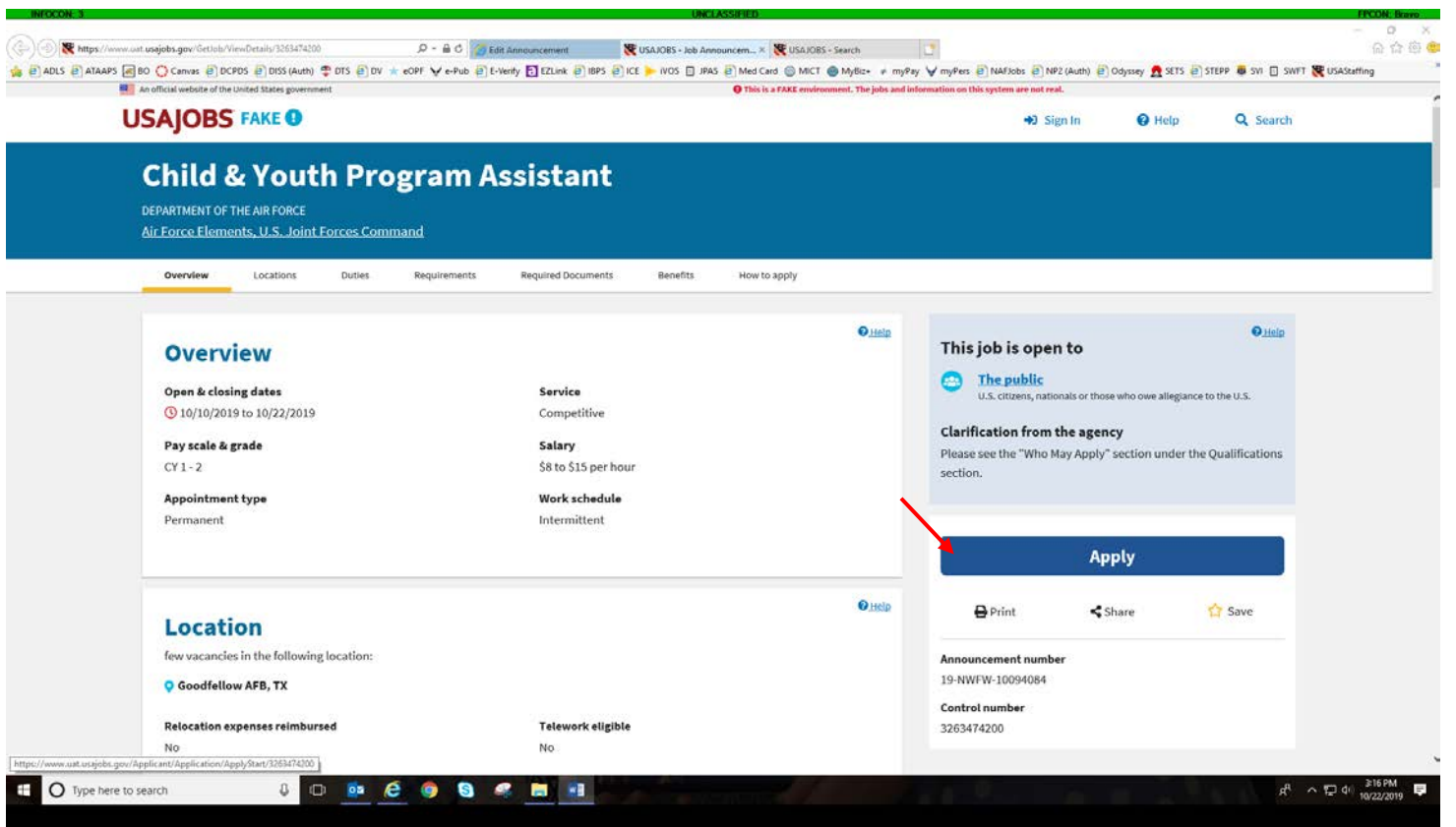
- Search for job announcements by typing in keywords and location



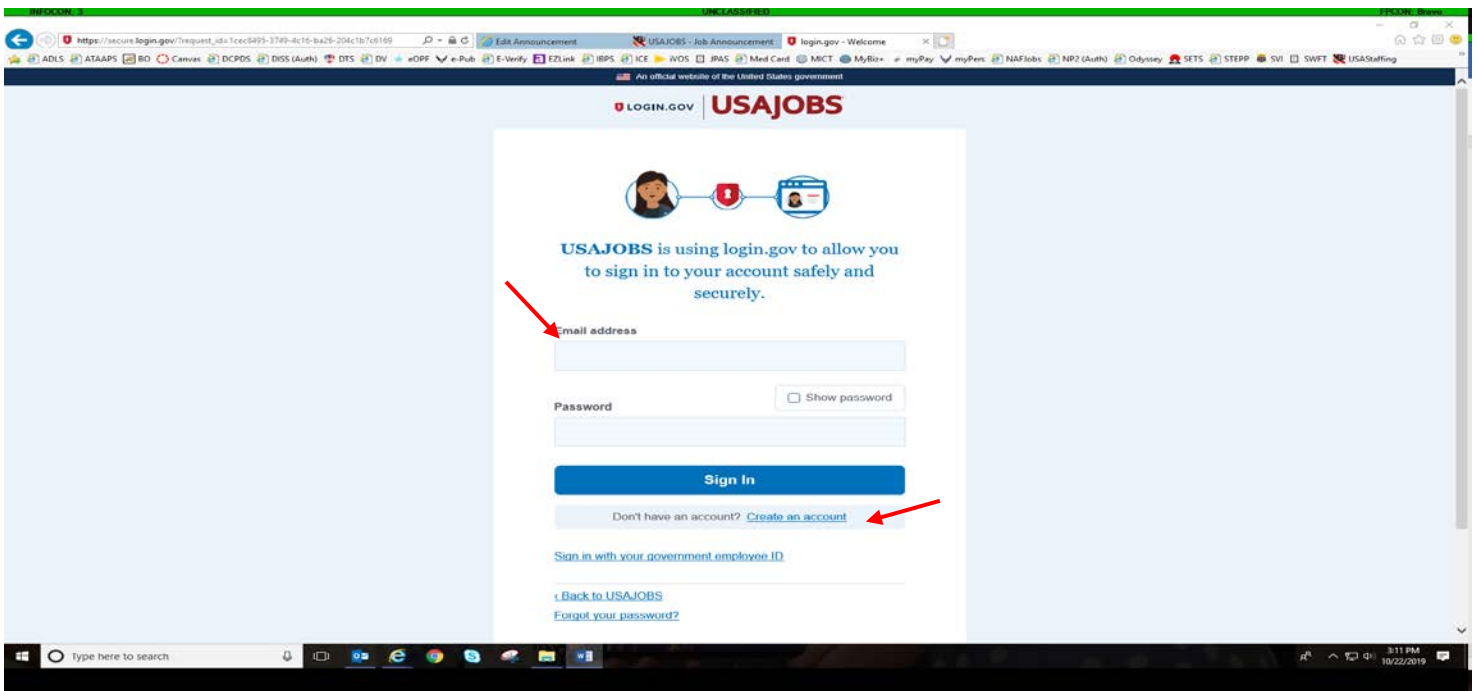
- When you find the position you want to apply for, click on the hyperlink of the position title



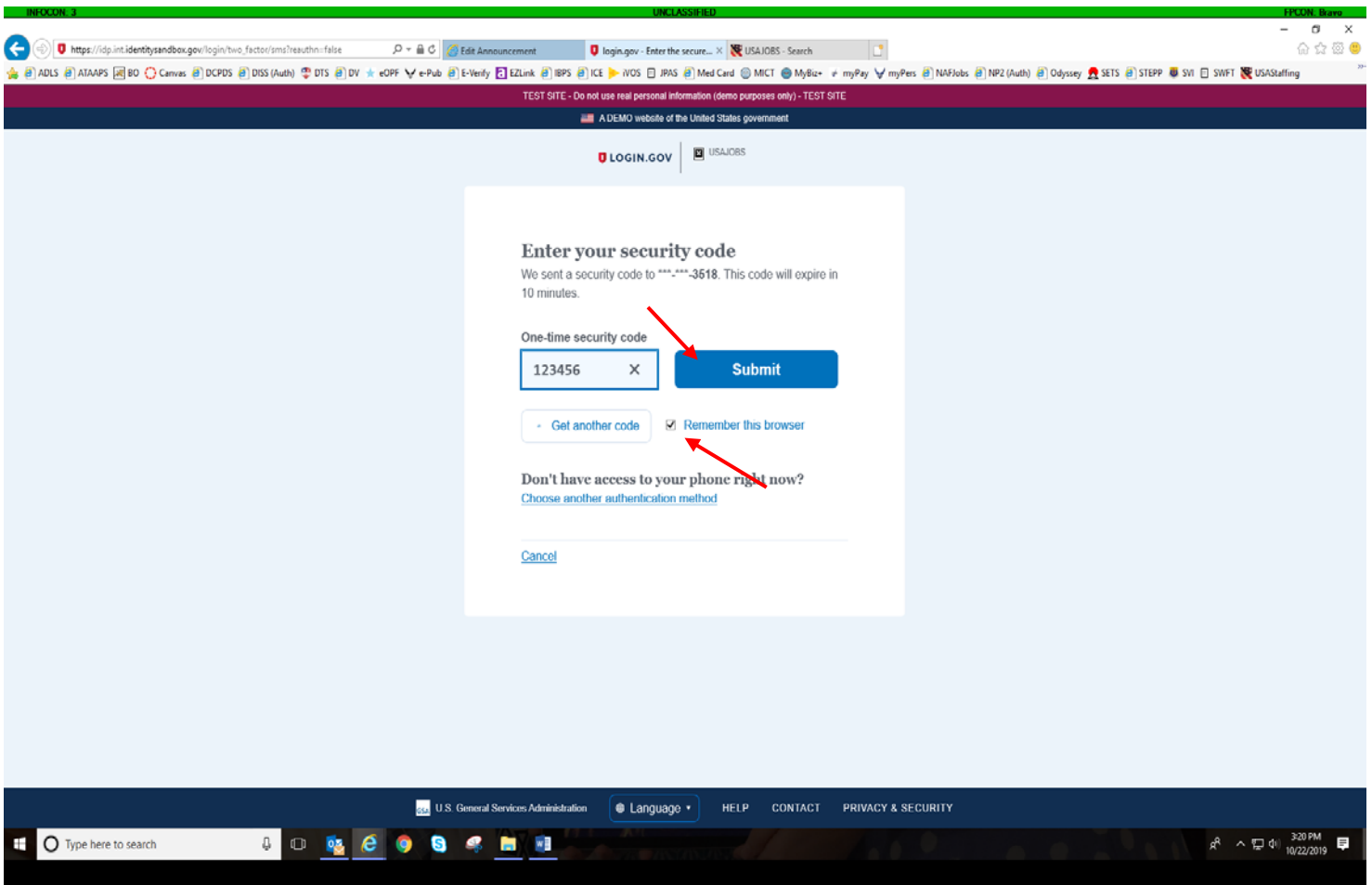
- Once you are within the job announcement, read the announcement in its entirety.
- When you are ready to apply, click “Apply”



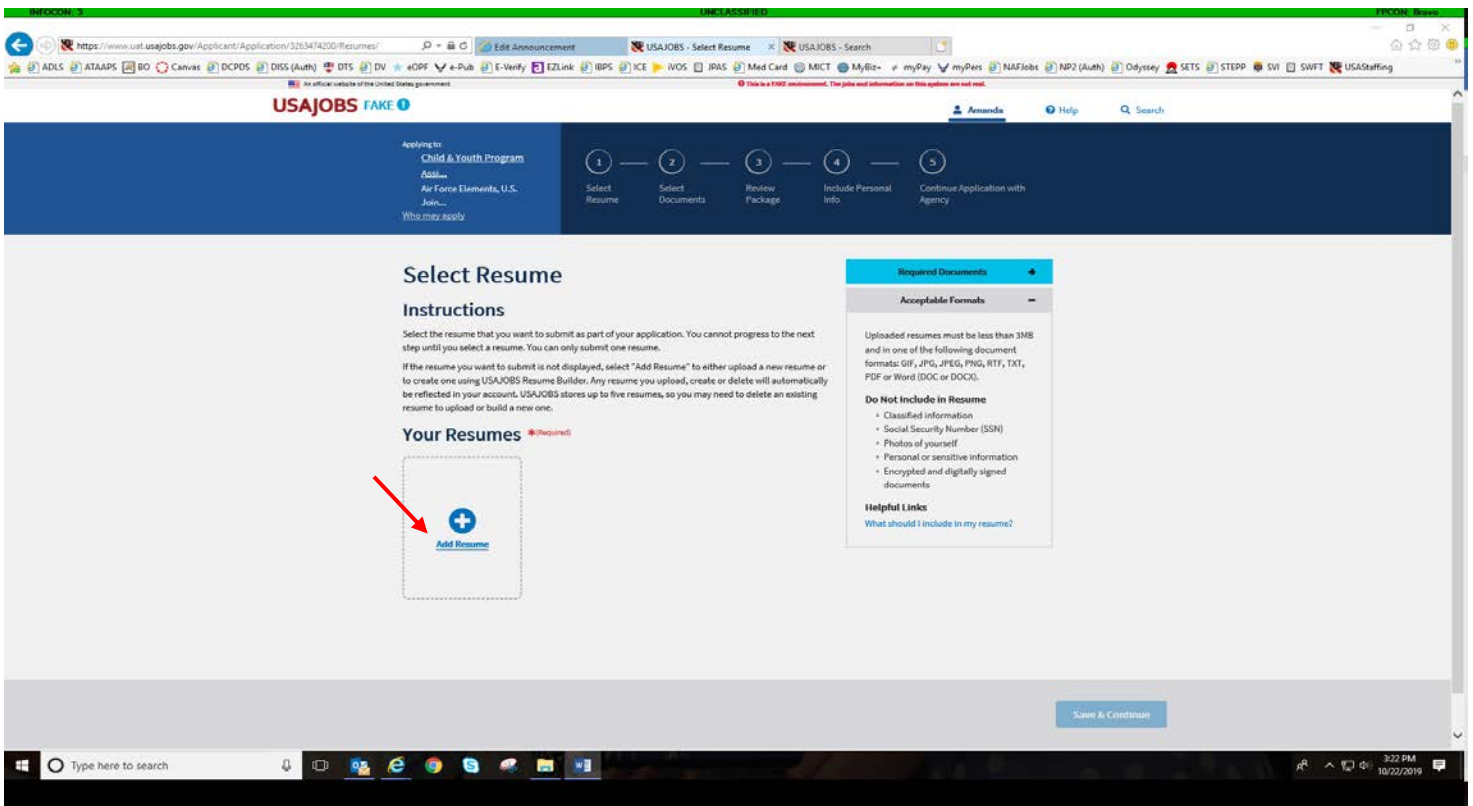
- This will prompt you to login to login.gov or create an account by clicking the “Create an account” link



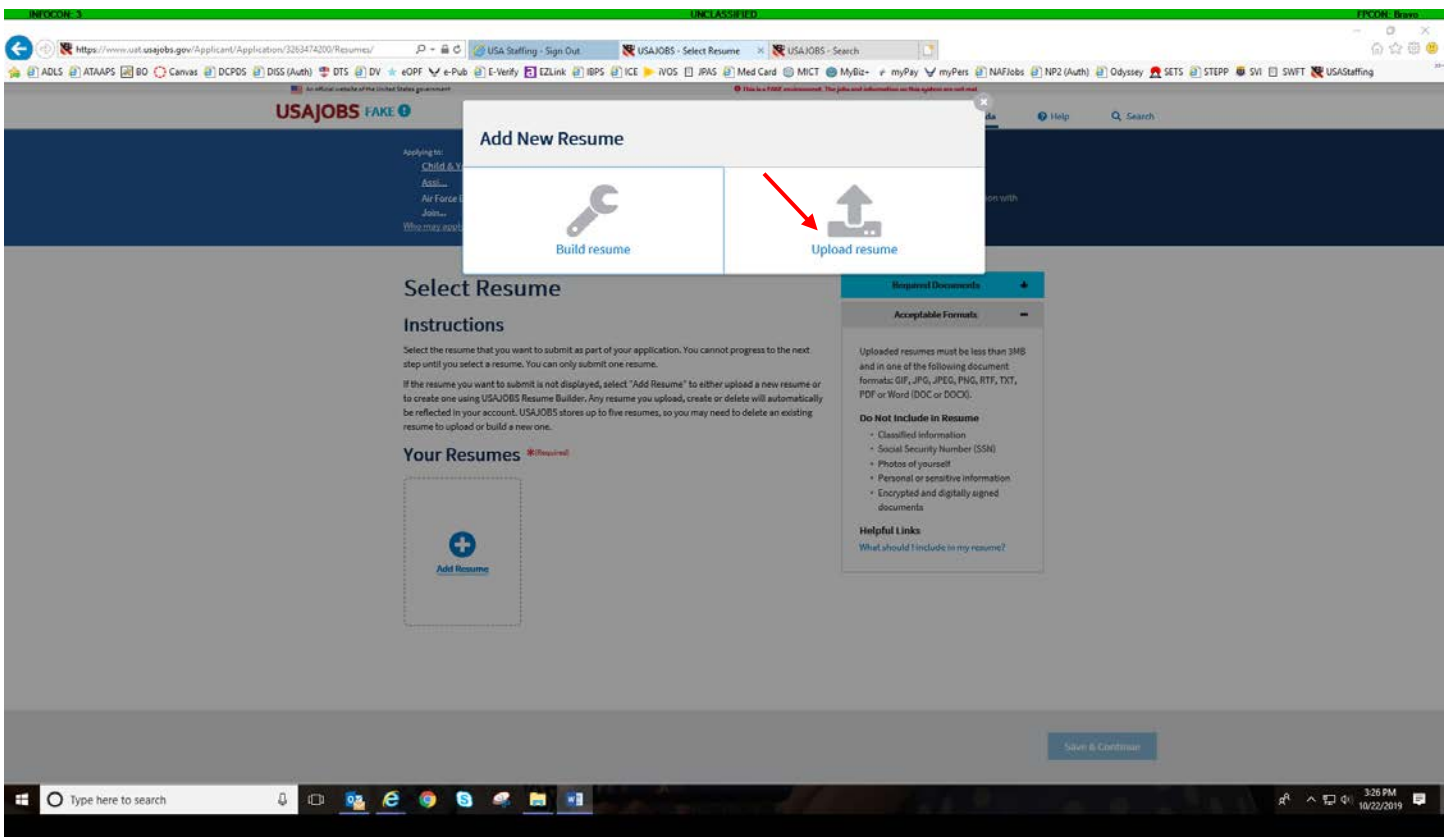
- A one-time security code will be sent to your telephone number or e-mail address on file
 - Enter security code
 - Check “Remember this browser”



- Add a resume by clicking “Add Resume”

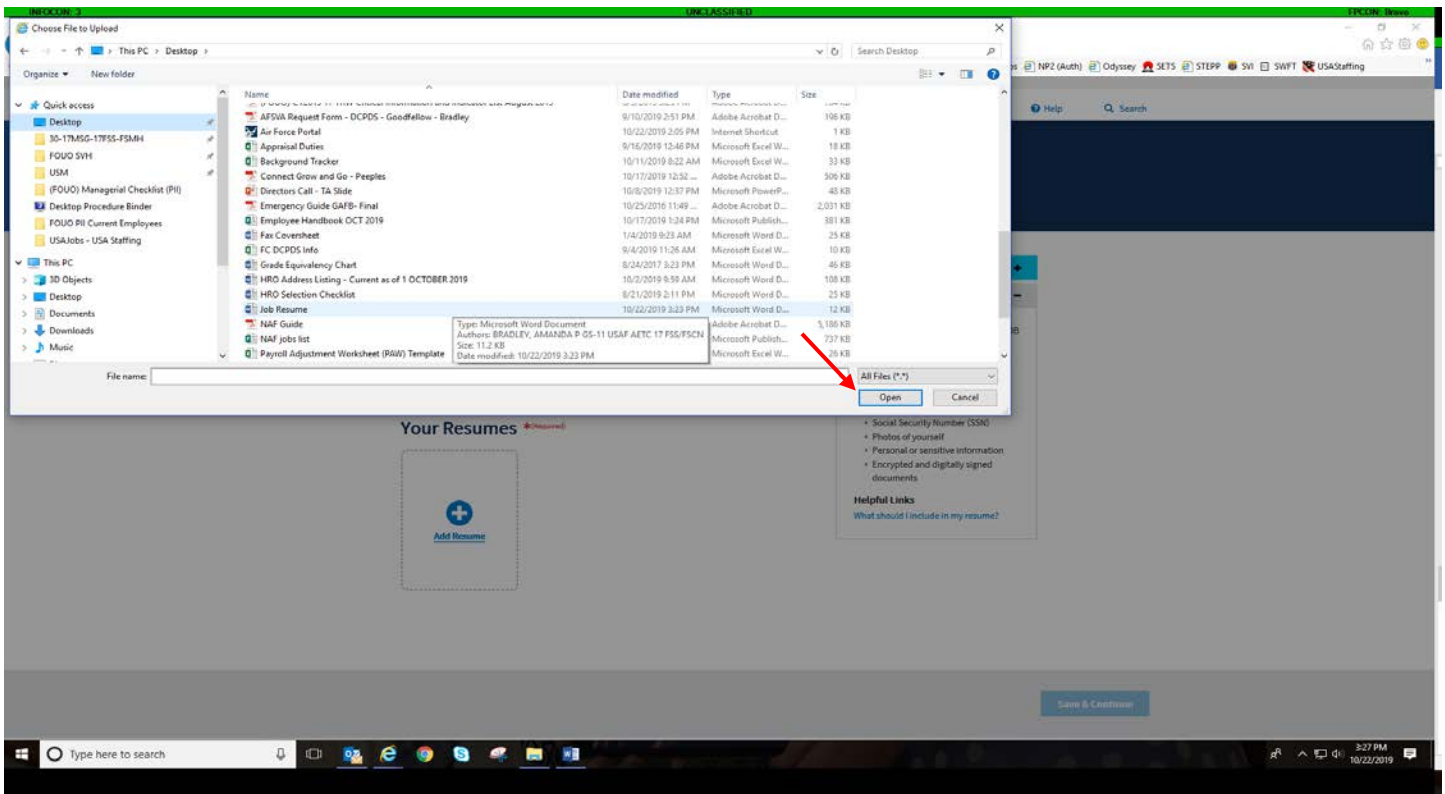


- You will have the option to build the resume into the system or upload a document
 - If you choose to add resume as a document the resume will need be in one of the following formats: GIF, JPEG, PNG, RTF, TXT, PDF, DOC or DOCX

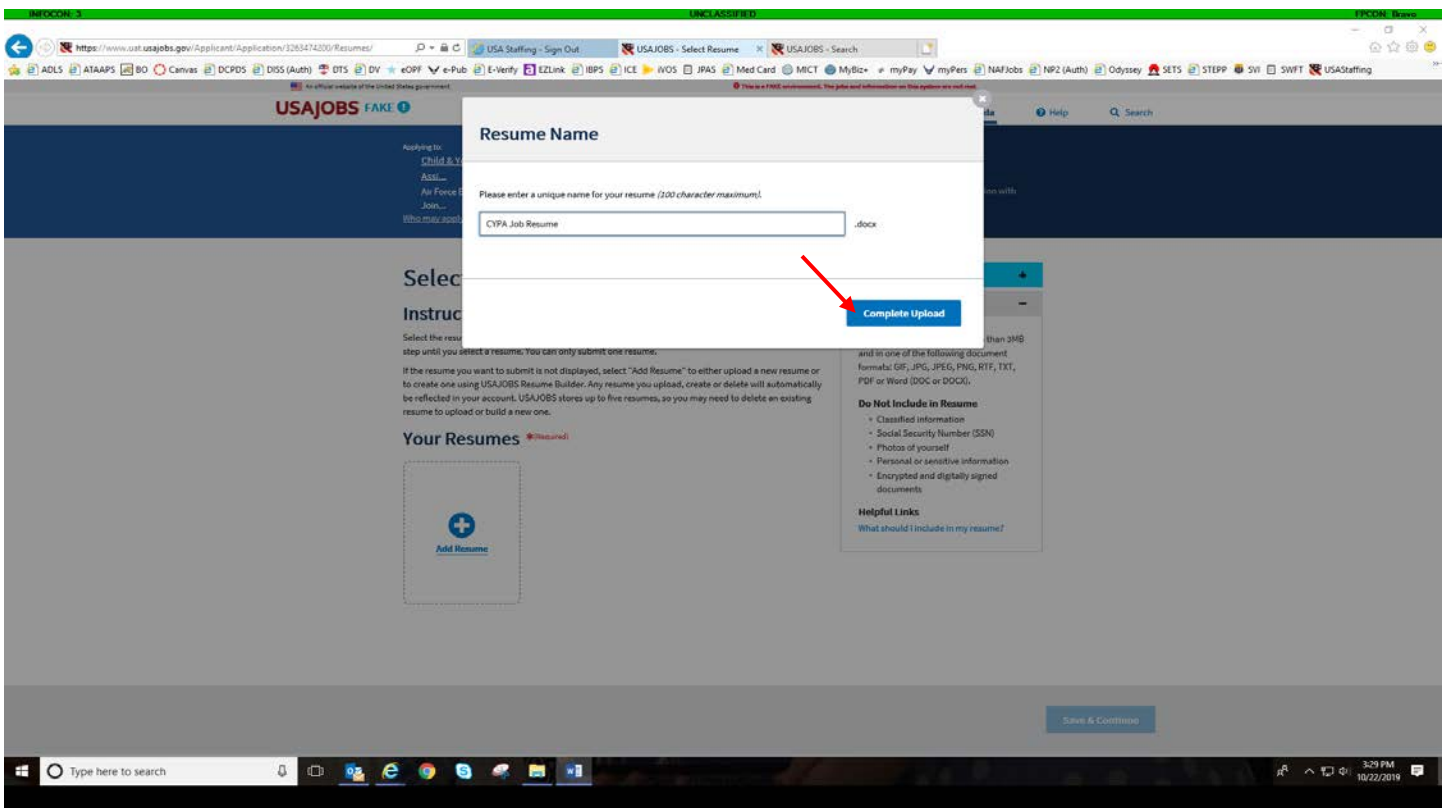


- **Uploading a Resume:**

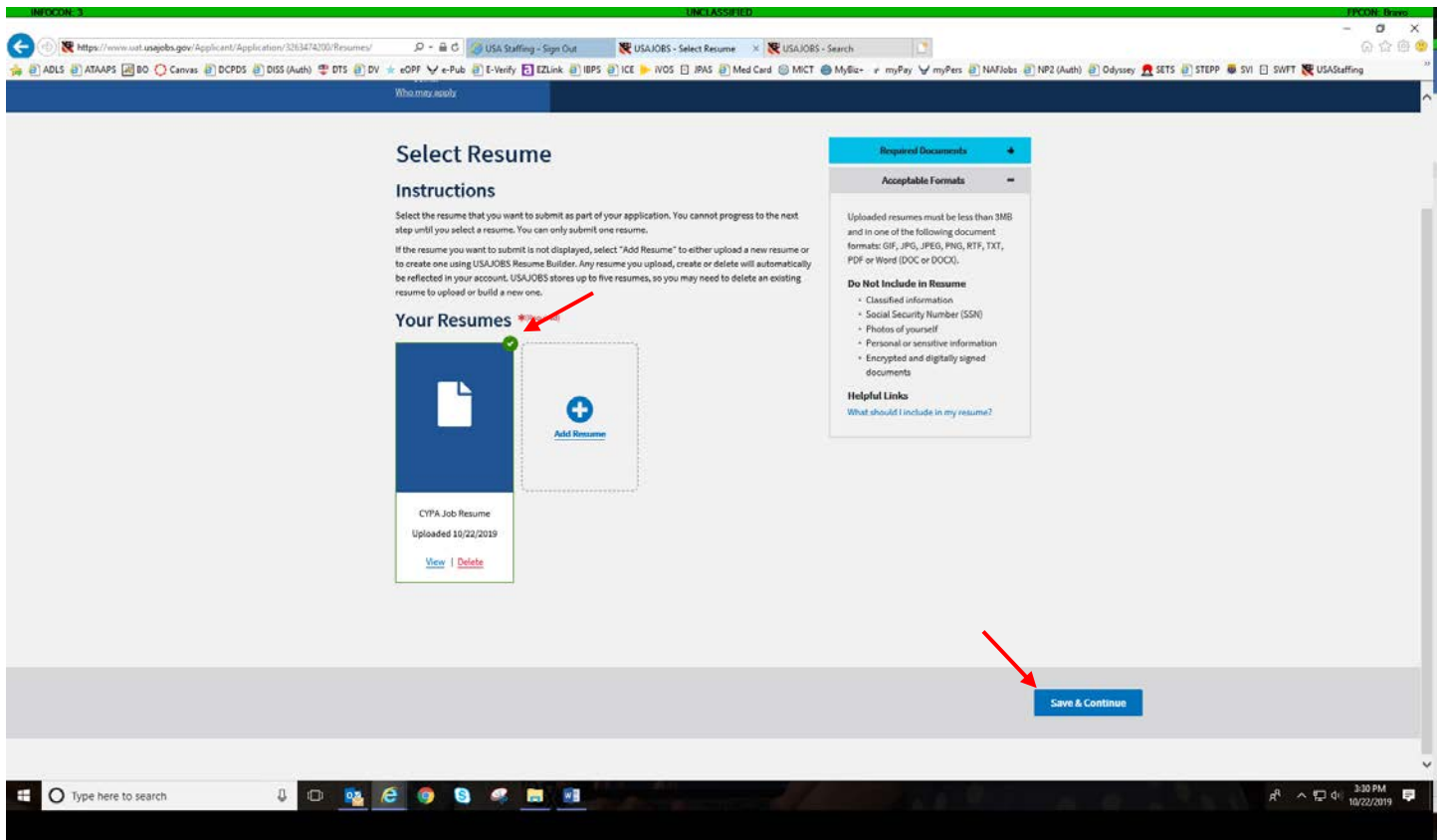
- Automatically opens a file search window
- Select your resume
- Click Open



- You can then give it a unique name and click “Complete Upload”



- Your resume will now be uploaded. You can view or delete from here. You can upload multiple resumes that are tailored to different positions you wish to apply for
 - To select the resume, click the circle in the top right corner of the resume to add a green check mark
 - Click “Save & Continue”



- To build a resume into the system: (if you are uploading documents, please skip to page #)

The screenshot shows the USAJOBS Resume Builder interface. A modal window titled "Resume Builder" is open. It contains a "Resume Name" input field with a red arrow pointing to it, and a "Next" button below it. The background shows the "Your Resumes" section with a resume titled "CYPA Job Resume" uploaded on 10/22/2019.

- Name your resume
- Click Next

The screenshot shows the USAJOBS Resume Builder interface. A modal window titled "Resume Builder" is open. It contains a "Resume Name" input field with the text "CYPA Resume #2" and an "Edit" button. Below this is a section for "Add Work Experience" with a red arrow pointing to the "Add Work Experience" button. There is also a checkbox for "I do not wish to provide work experience" and a "Next" button.

- Add work experience

Resume Builder

All fields are required unless otherwise noted

Employer Name: Formal Job Title:

Employer Address 1: Start Date: Start Year:

Employer Address 2 (optional): End Date: End Year:

Country: Salary (optional): Currency: Salary Rate:

Postal Code: Average Hours per week:

City/Town: May we contact your supervisor? ☐ Yes ☒ No ☐ Contact me first

State/Territory/Province: Is this a Federal Civilian position? ☐ Yes ☒ No

Duties, Accomplishments, and Related Skills:
(3000 characters remaining)

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

[Cancel](#) [Save Work Experience](#) [Save & Continue](#)

- Click “Save Work Experience”
- Add any additional work experience

Resume Builder

Resume Name: *Required* [Edit](#)

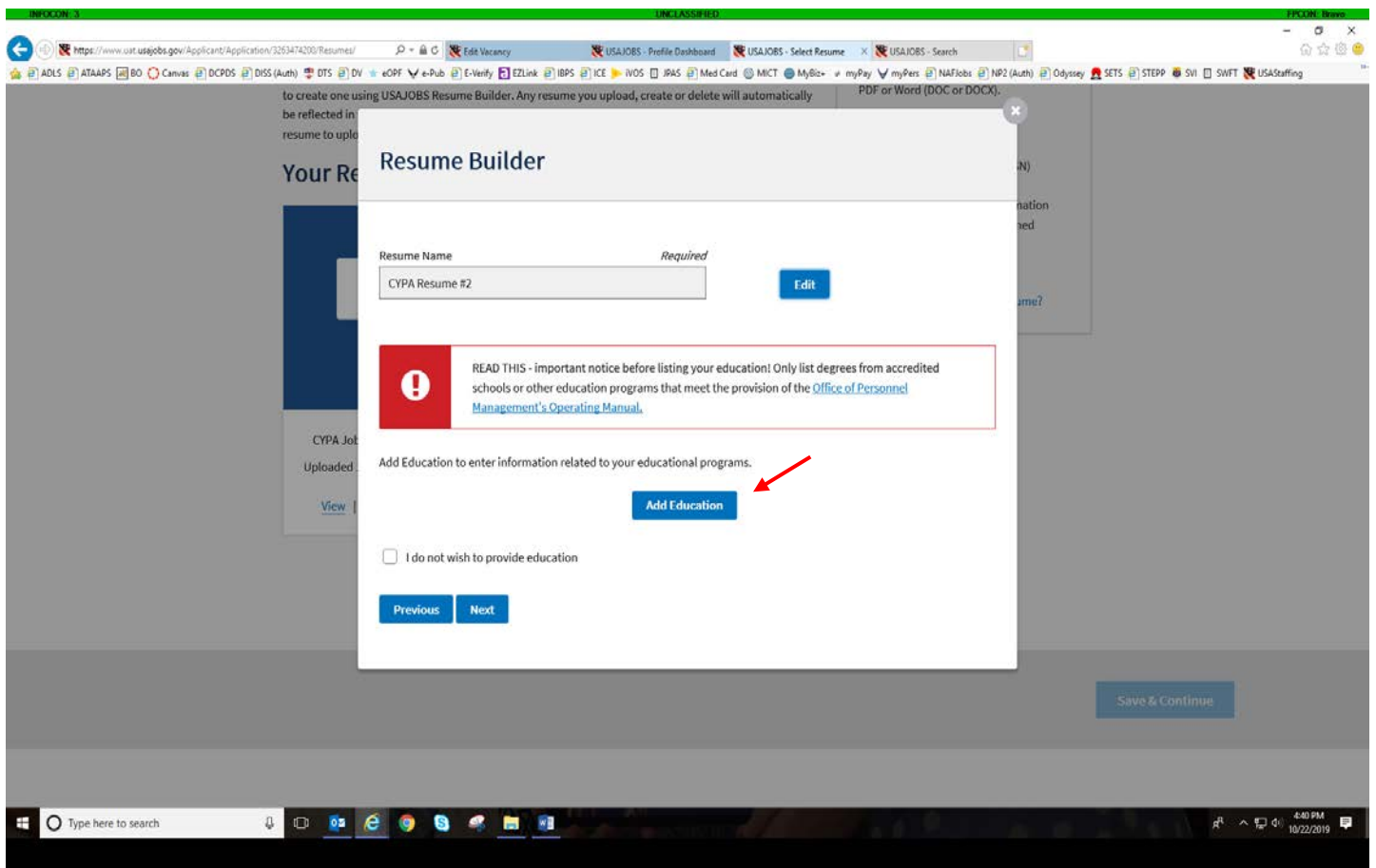
Click on Add Work Experience to enter information related to your jobs.

[Add Work Experience](#)

Employer Name: NAF
Job Title: CYP A Employment Dates: February/2014 to Present
[Edit](#) [Delete](#)

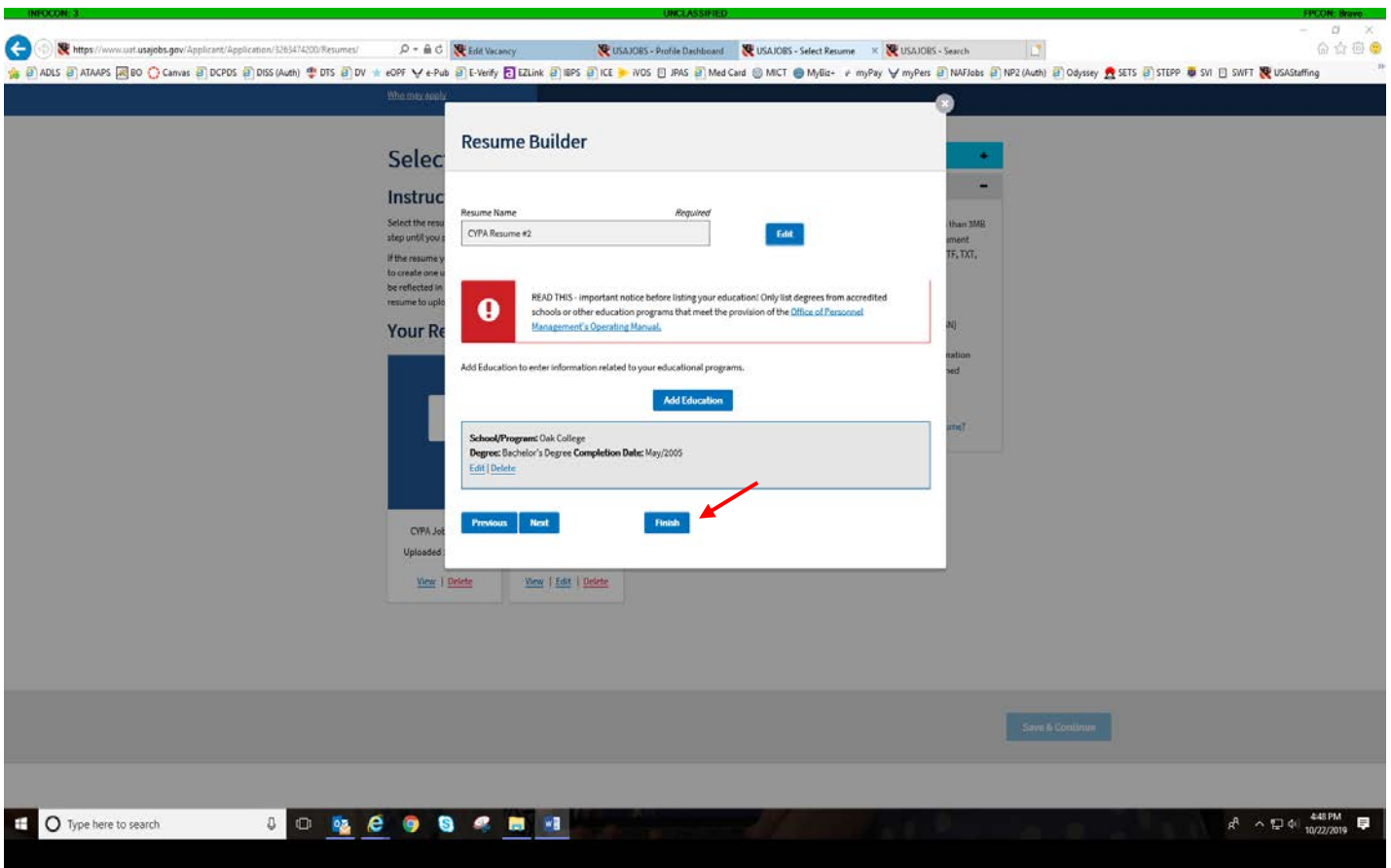
[Next](#) [Save & Continue](#)

- When finished click “Next”

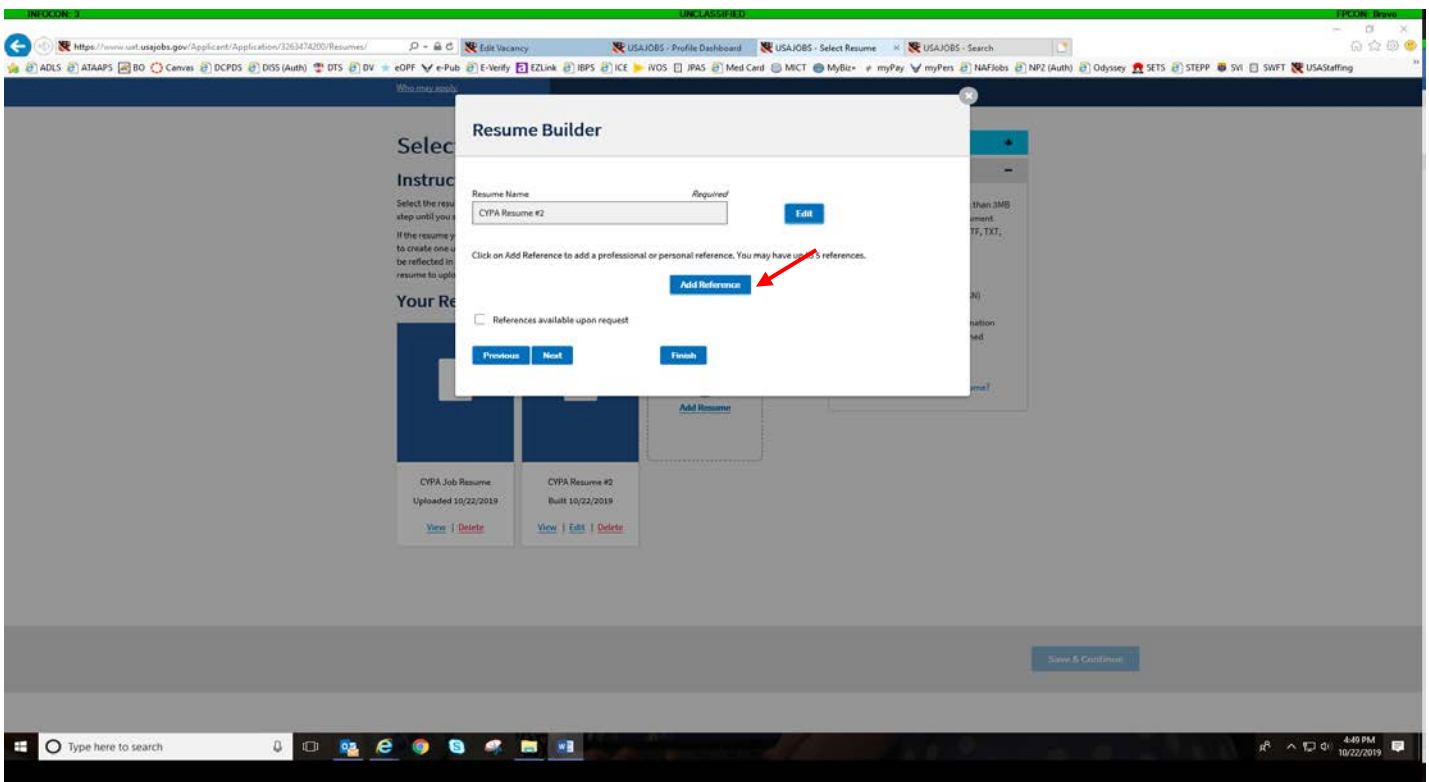


- You will then be given the opportunity to add education by clicking “Add Education”

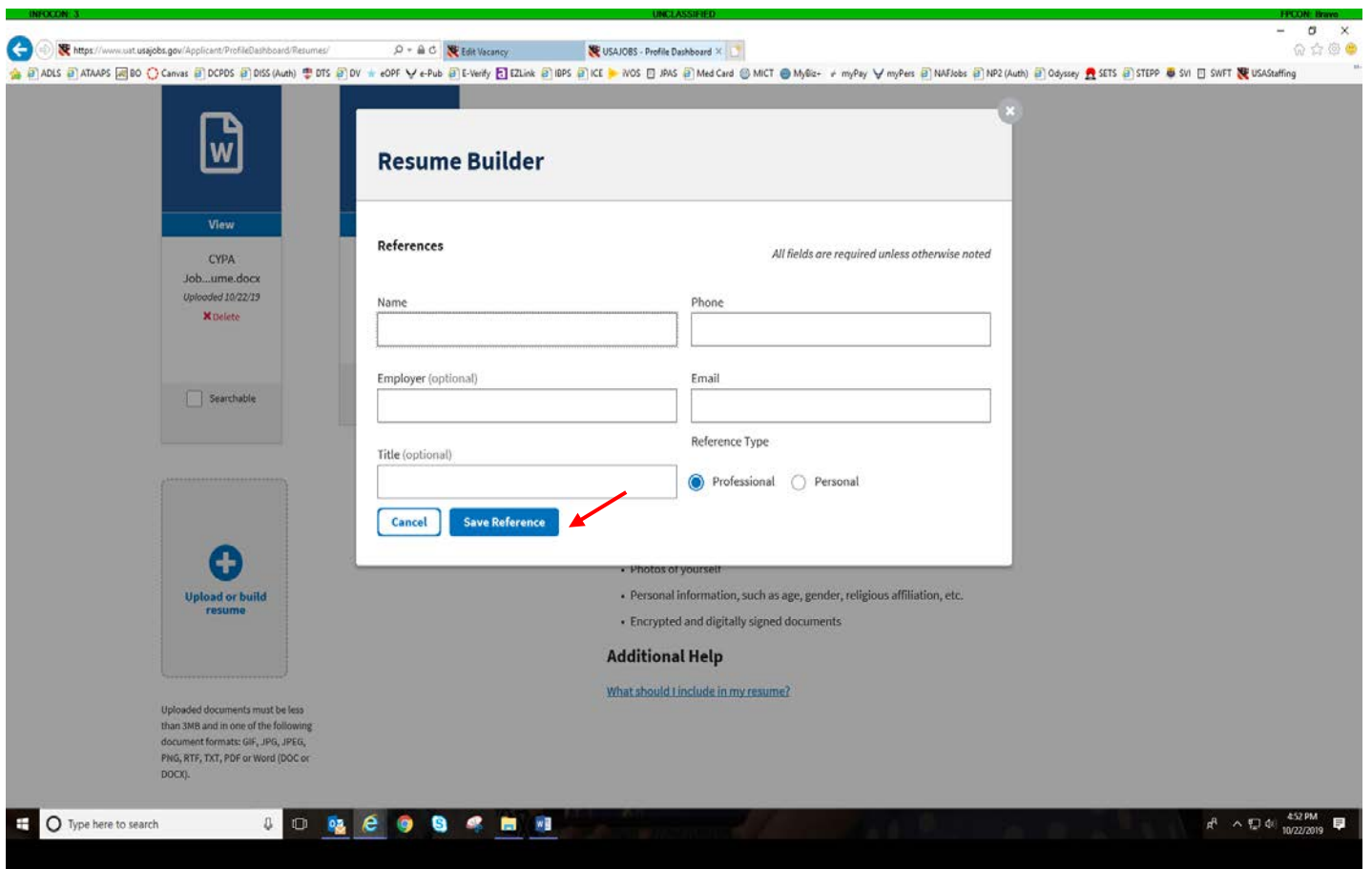
- Click “Save Education”



- Add additional education or click “Next”
- Add References or choose to select “References available upon request”



- To add, Click “Add Reference”



- Click "Save Reference" and "Next" when you have added all your references

- You now have the opportunity to add any additional information to your resume in the sub-sections listed below

The screenshot shows the USAJOBS Profile Dashboard with the Resume Builder modal open. The modal contains the following sections:

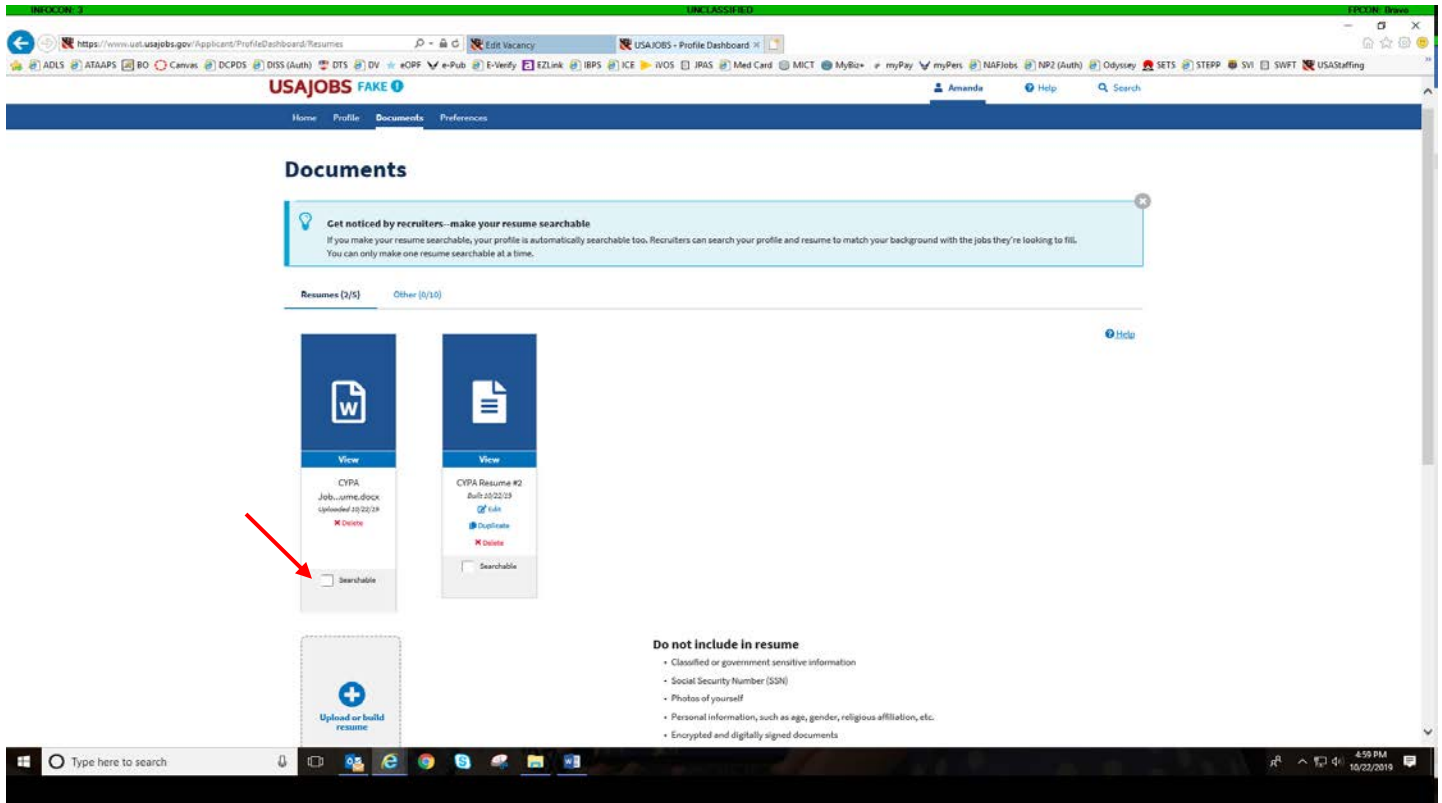
- Resume Name Required:** A text input field containing "CYPA Resume #2" and an "Edit" button.
- Job Related Training:** A section with an "Add Job Related Training" button.
- Language Skills:** A section with an "Add Language" button.
- Organizations/Affiliations:** A section with an "Add Affiliation" button.
- Professional Publications:** A section with an "Add Publication" button.
- Additional Information:** A section with an "Add Information" button and two buttons at the bottom: "Previous" and "Finish". A red arrow points to the "Finish" button.

On the left side of the dashboard, there is a sidebar with a "View" button, a document icon, and a "Searchable" checkbox. Below this is a section for "Upload or build resume" with a plus icon and a note: "Uploaded documents must be less than 10MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX)." Below the note is a "Return to top" link.

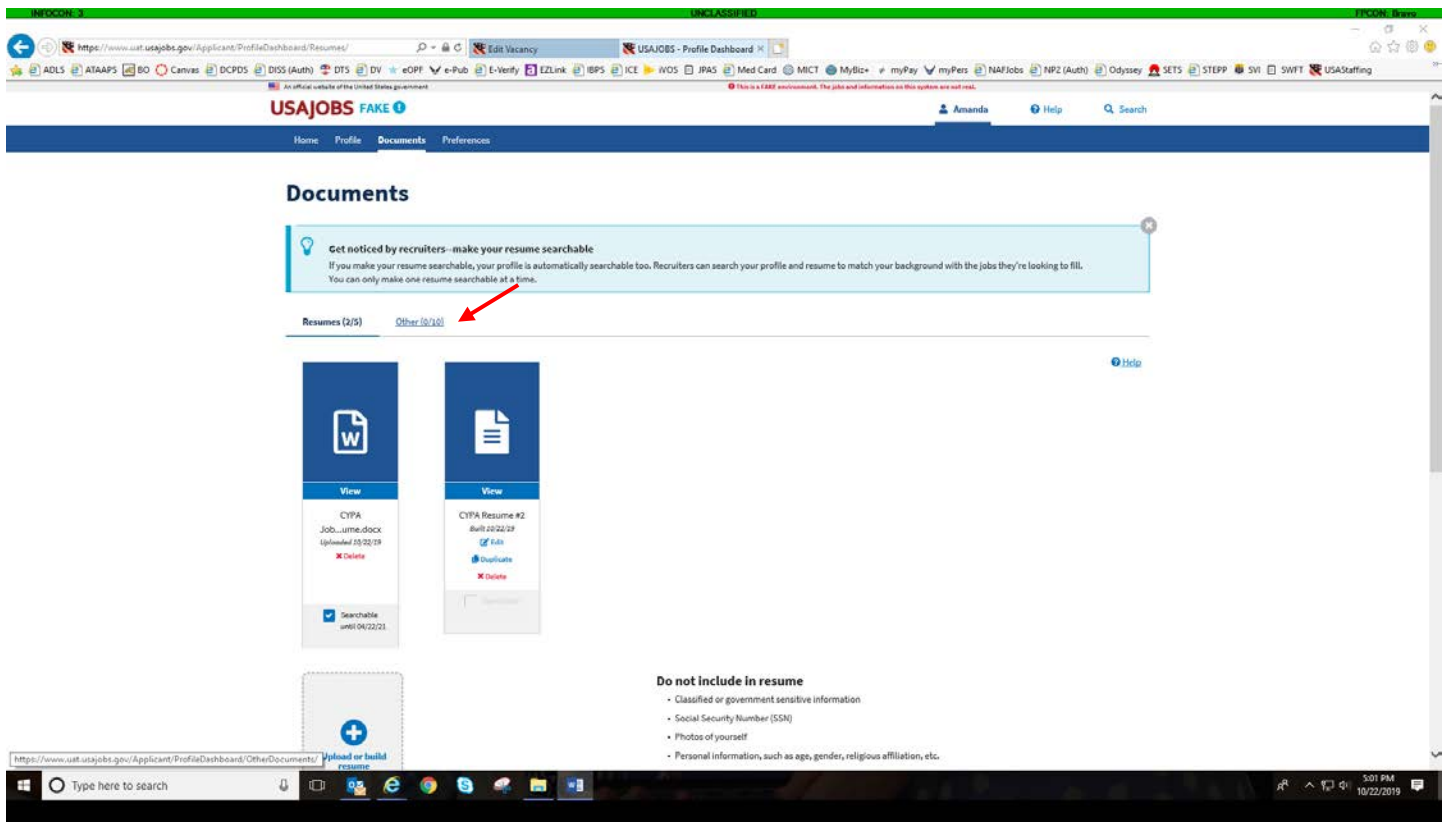
At the bottom of the dashboard, there are three main sections: "Job Applications" (with links for All, Advancing, Paused, Stopped), "Account" (with links for Home, Profile, Documents, Saved Jobs), and "Help" (with links for Help Center, About USAJOBS, Contact Us, FAQs, Get Started).

- When you have finished, click “Finish”

- You now have the option make your resume “Searchable”, meaning hiring managers can search and see your resume



- Other documents (i.e. DD-214, AF Form 2545, SF-50, PCS Orders, etc.) can be added to your “profile”



- Click the hyperlink “Other”

Browser window showing the USAJOBS profile dashboard. The URL is <https://www.usajobs.gov/Applicants/ProfileDashboard/OtherDocuments/>. The page title is "Documents".


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](#)

Resumes (2/5) **Other (0/10)**

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

 Upload document

Uploaded documents must be less than 2MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

[Return to top](#)

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

Additional Help

[Where can I find forms that may be necessary when applying?](#)

[What types of documents might I need to provide?](#)

Job Applications

[All](#)
[Advancing](#)

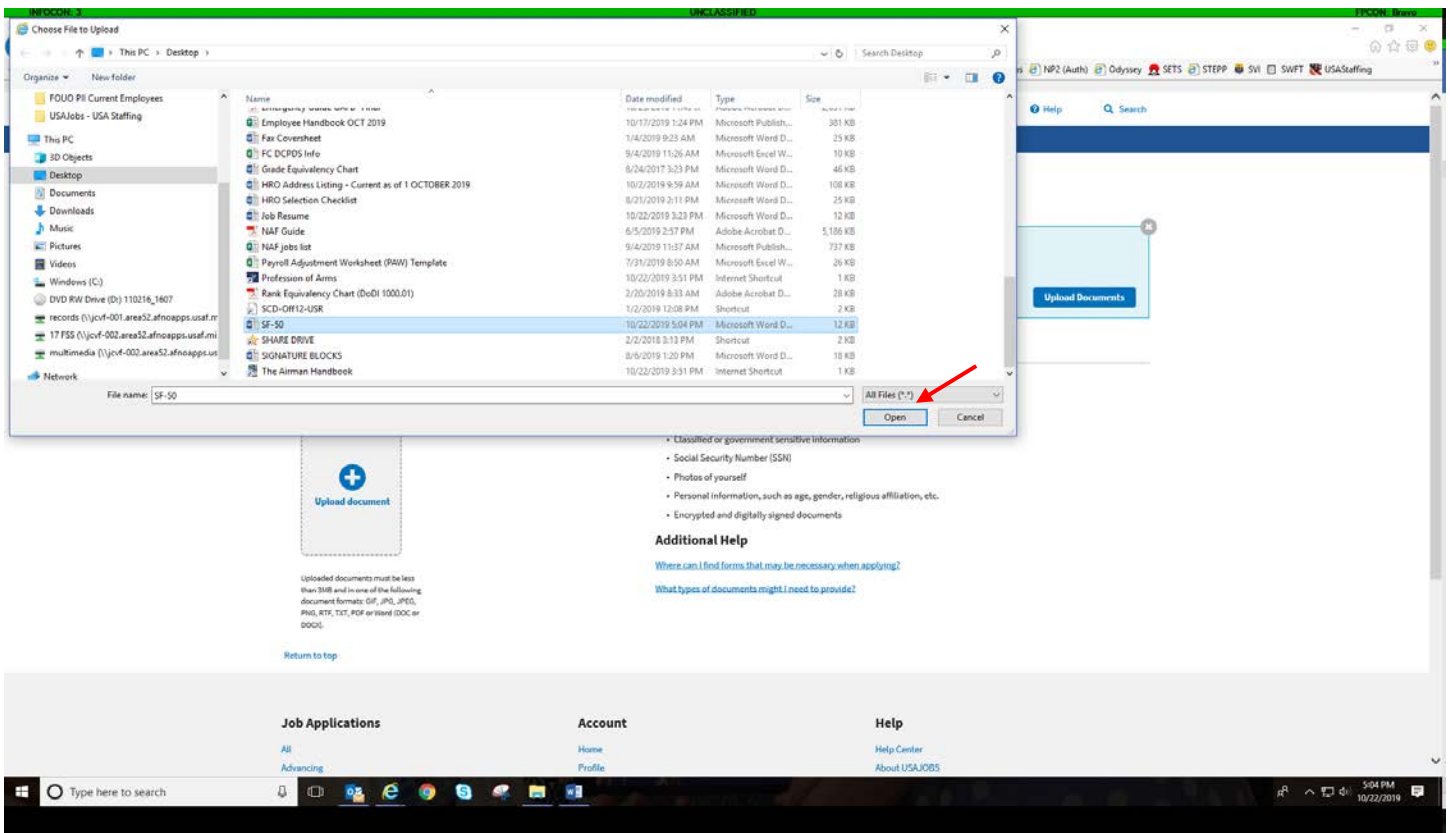
Account

[Home](#)
[Profile](#)

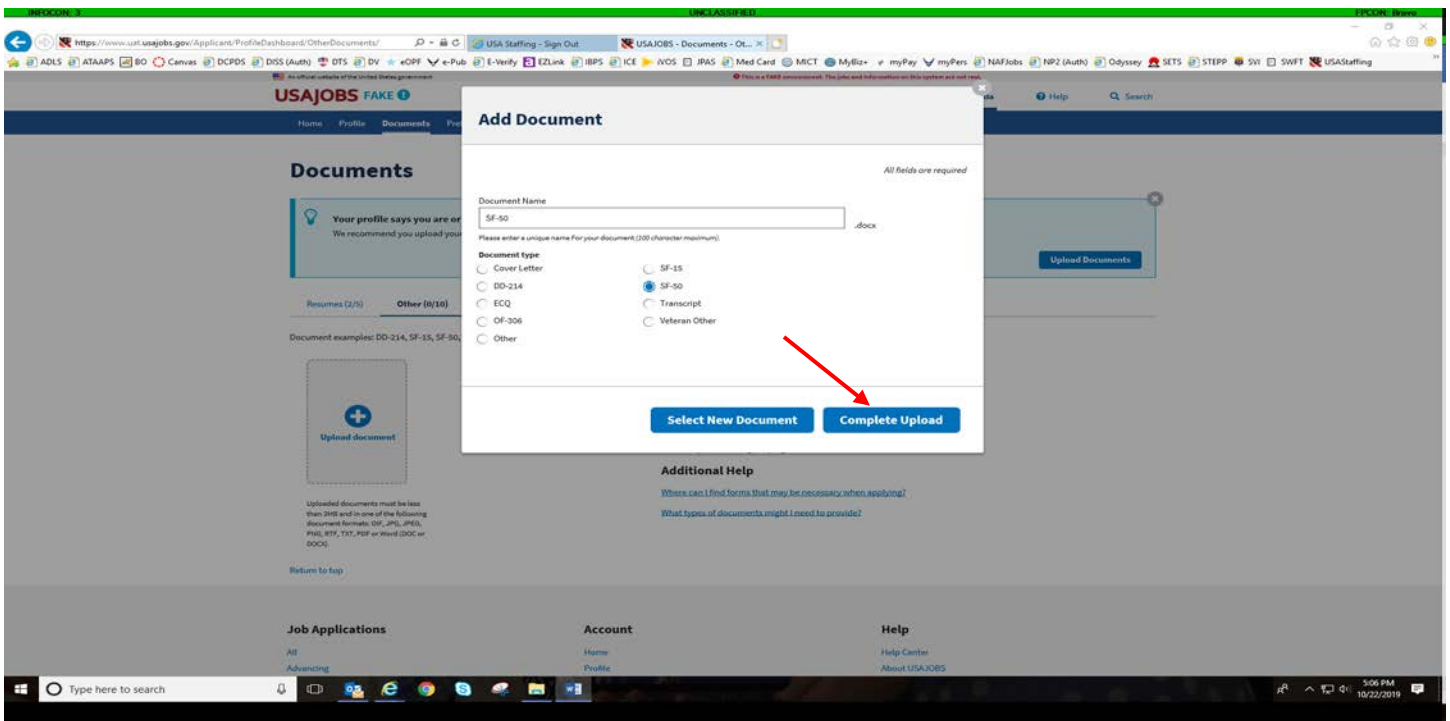
Help

[Help Center](#)
[About USAJOBS](#)

- Click "Upload document"
- Automatically opens a file search window
- Select your document
- Click Open



- Select Document Name
- Select Document Type
- Click “Complete Upload”



- When you have completed uploading any additional documents, click “Preference” link at top of page

INFOCON 3 UNCLASSIFIED FPCOM: Brown

https://www.usajobs.gov/Applicant/ProfileDashboard/Resumes/ USA Staffing - Sign Out USAJOBS - Profile Dashboard

ADLS ATAAPS BO Canvas DCPDS DISS (Auth) DTS DV eOPF e-Pub E-Verify EZLink IBPS ICE IVOS JPAS Med Card MICT MyBiz myPay myPers NAFJobs NP2 (Auth) Odyssey SETS STEPP SWI SWFT USAStaffing

USAJOBS FAKE 1 Amanda Help Search

Home Profile Documents Preferences

Documents

Get noticed by recruiters—make your resume searchable
If you make your resume searchable, your profile is automatically searchable too. Recruiters can search your profile and resume to match your background with the jobs they're looking to fill. You can only make one resume searchable at a time.

Resumes (2/3) Other (1/16)

View

CYPA Job...ume.docx
Uploaded 10/22/19
[Delete](#)

☒ Searchable until 04/22/21

View

CYPA Resume #2
Built 10/22/19
[Edit](#) [Duplicate](#) [Delete](#)

[Help](#)

Upload or build resume

Do not include in resume

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

Type here to search

5:08 PM 10/22/2019

- Complete all the fields listed below of how they pertain to you

INFOCON 3 UNCLASSIFIED FPCOM: Brown

https://www.usajobs.gov/Applicant/Profile/Preferences/ USA Staffing - Sign Out USAJOBS - Profile Dashboard

ADLS ATAAPS BO Canvas DCPDS DISS (Auth) DTS DV eOPF e-Pub E-Verify EZLink IBPS ICE IVOS JPAS Med Card MICT MyBiz myPay myPers NAFJobs NP2 (Auth) Odyssey SETS STEPP SWI SWFT USAStaffing

USAJOBS FAKE 1 Amanda Help Search

Home Profile Documents Preferences

Preferences

All fields are optional.

Travel & Relocation

Are you willing to travel?

☒ Yes
☐ No

What percentage of duty time will you travel?

70% or greater

Are you willing to relocate?

☐ Yes
☒ No

Desired work locations

Location

City, State, Region or Country

Selected Locations

Goodfellow AFB, Texas

Appointment type & work schedule

What type of work are you willing to accept?

☒ All
☒ Permanent
☒ Temporary
☒ Term

Help

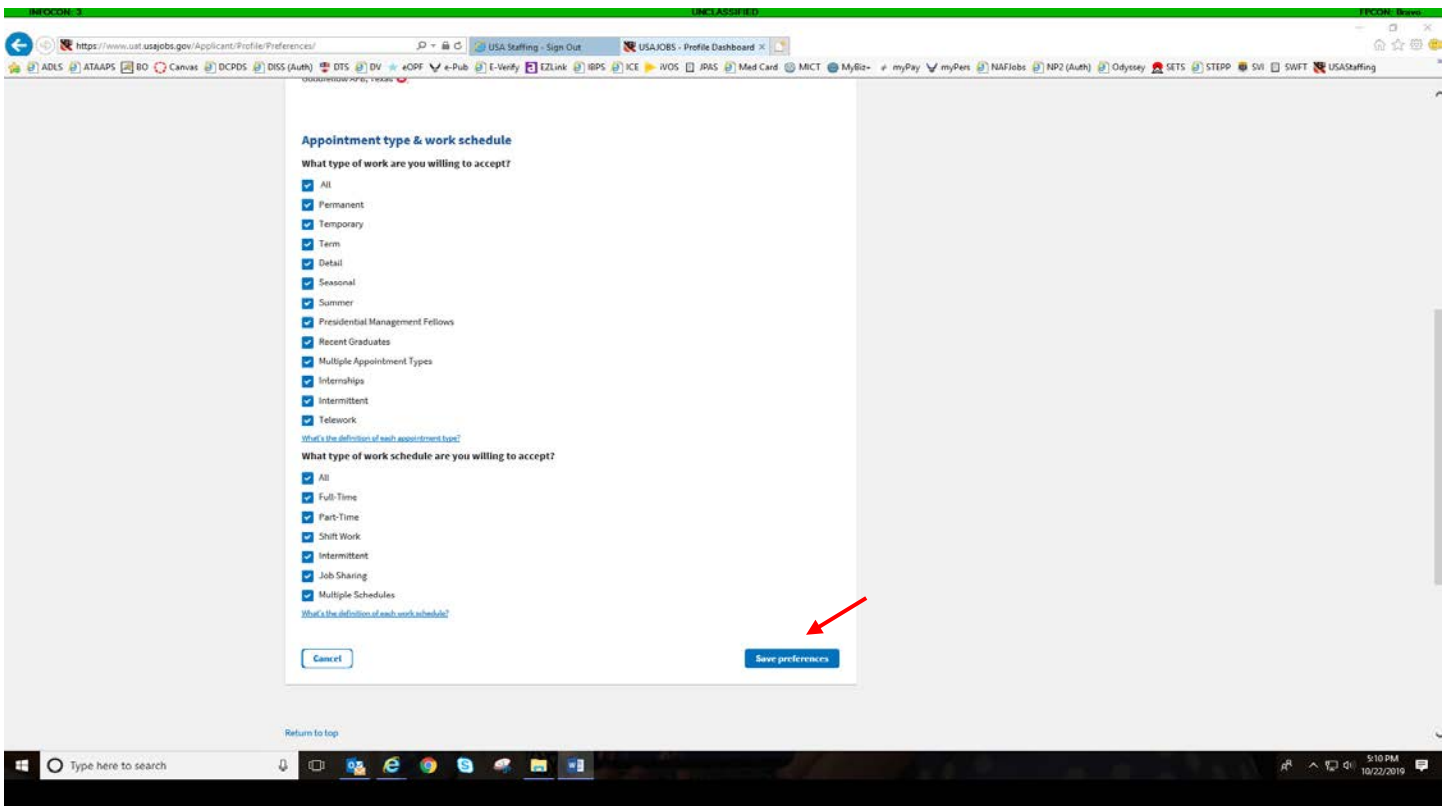
Why are we asking for your preferences?

We'll use your preferences to improve your job search results by only showing you jobs that match your work preferences. You can always turn your preferences off, or back on, when you search for a job.

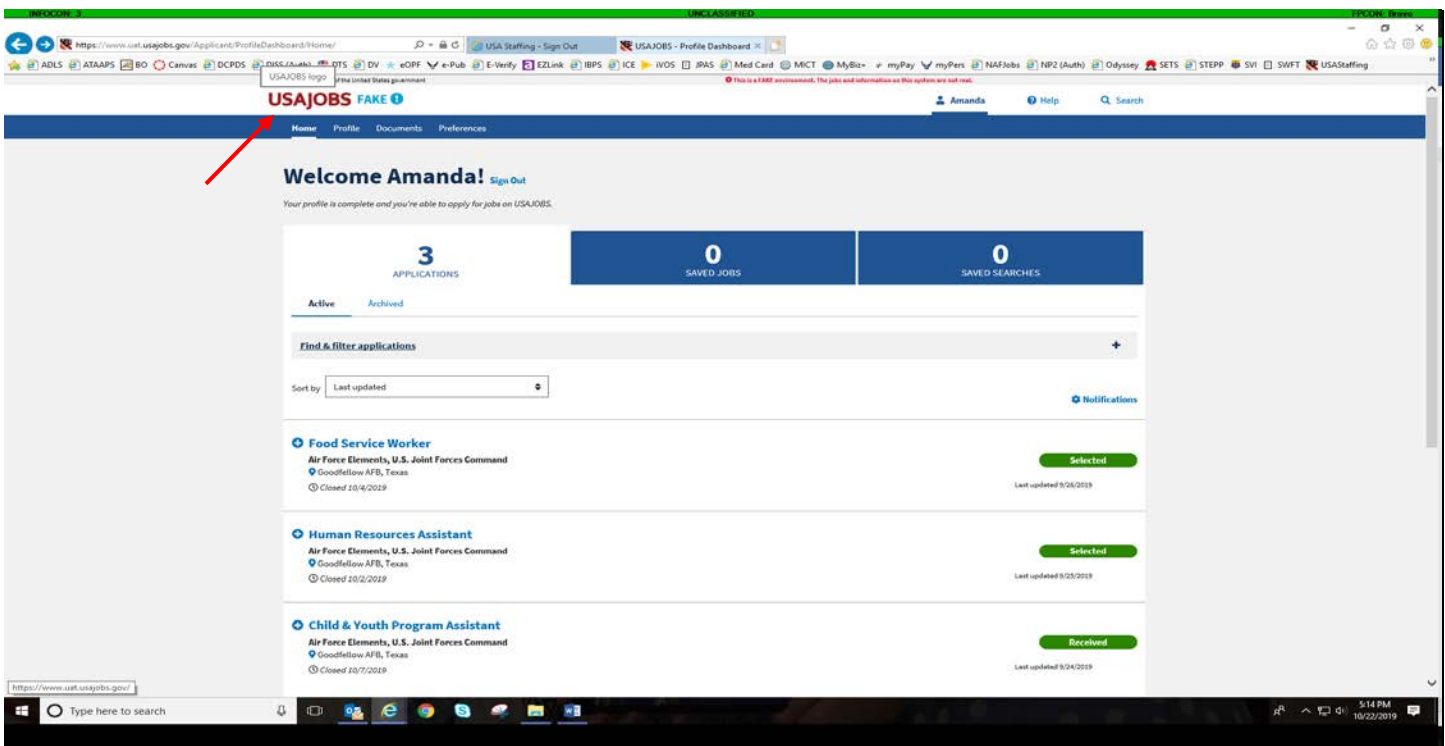
If you [make your profile searchable](#), recruiters can look at your preferences to see if they match the jobs they're looking to fill.

Type here to search

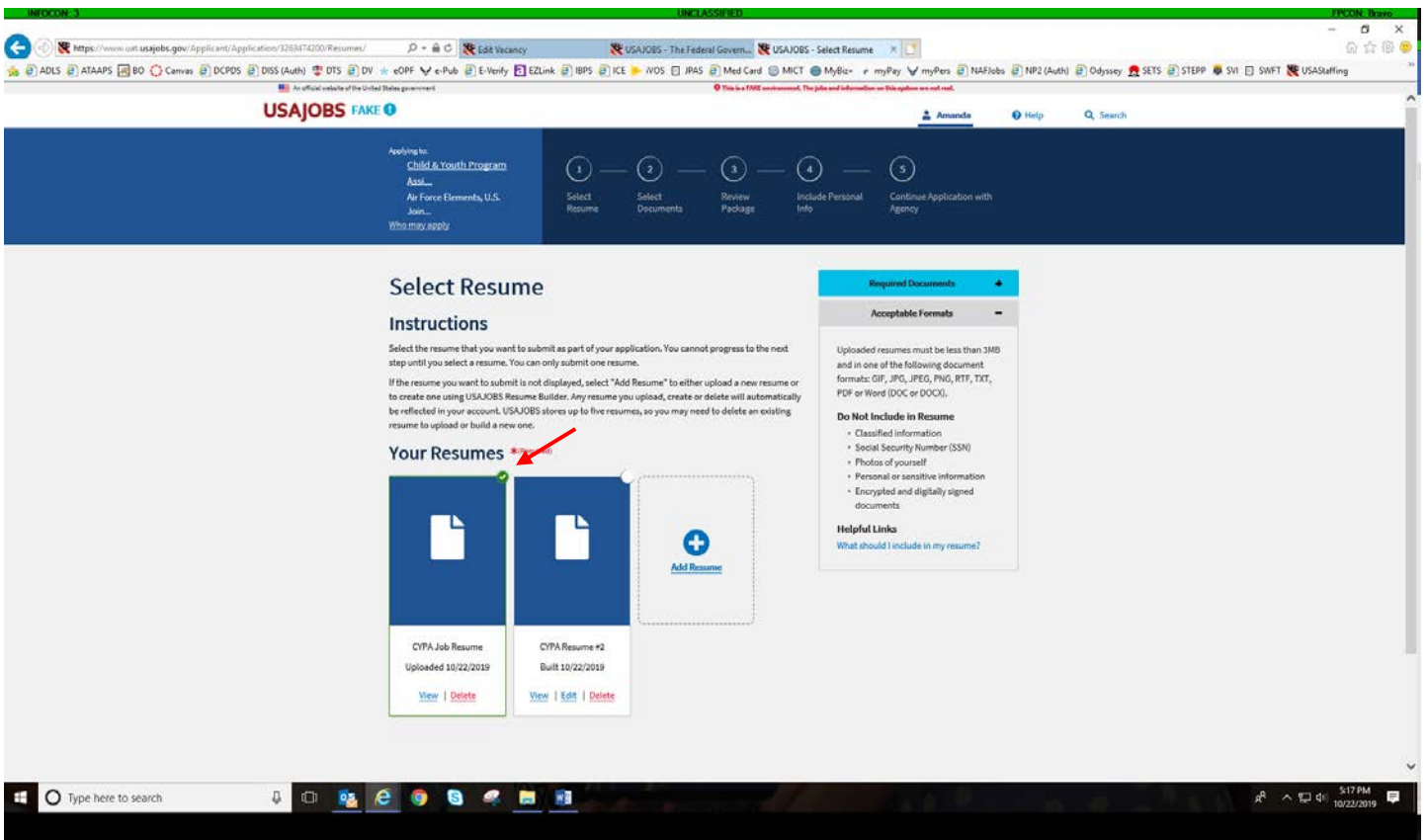
5:09 PM 10/22/2019



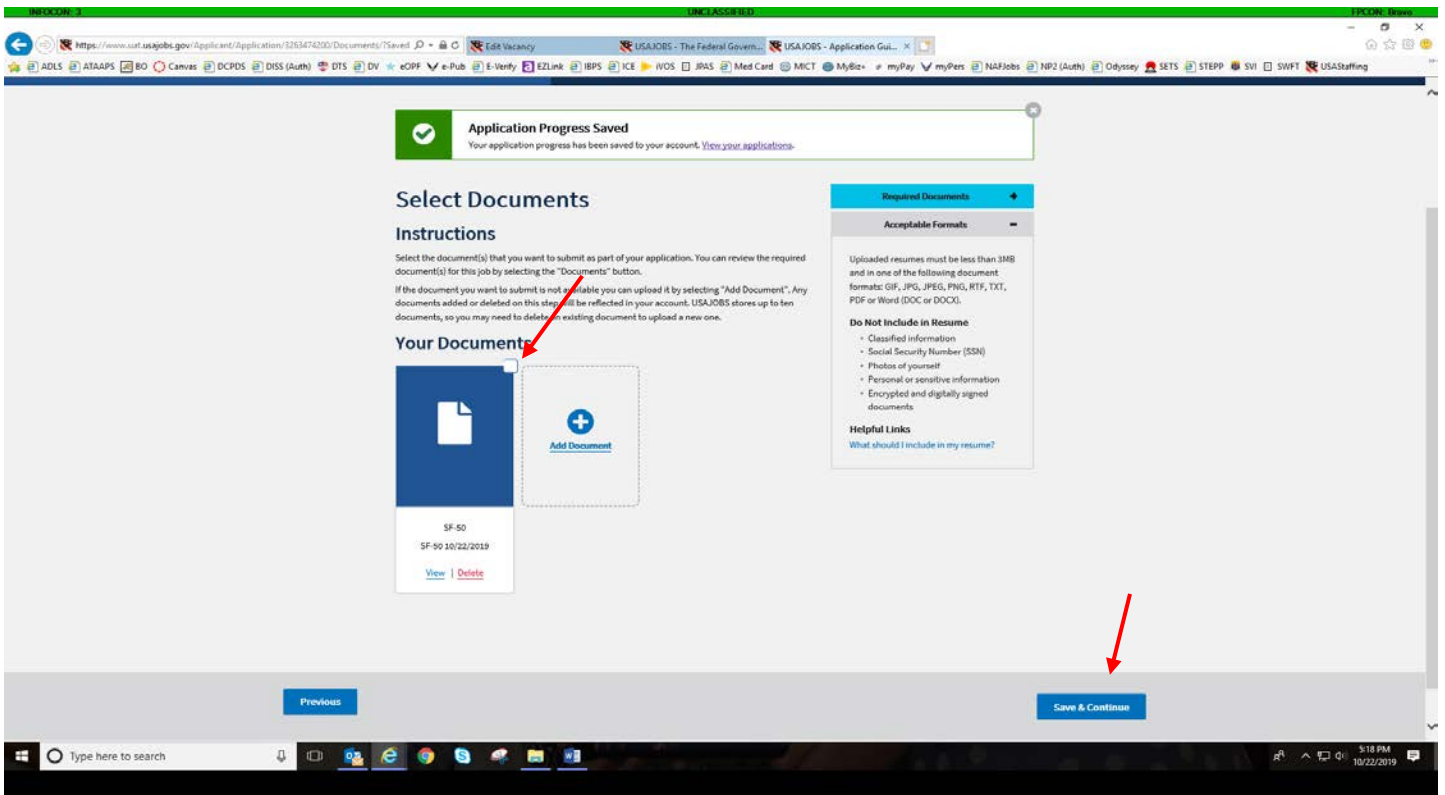
- When completed, click “Save preferences”
- Now you are ready to apply for the position
 - Click “USAJobs” link at the top of the page



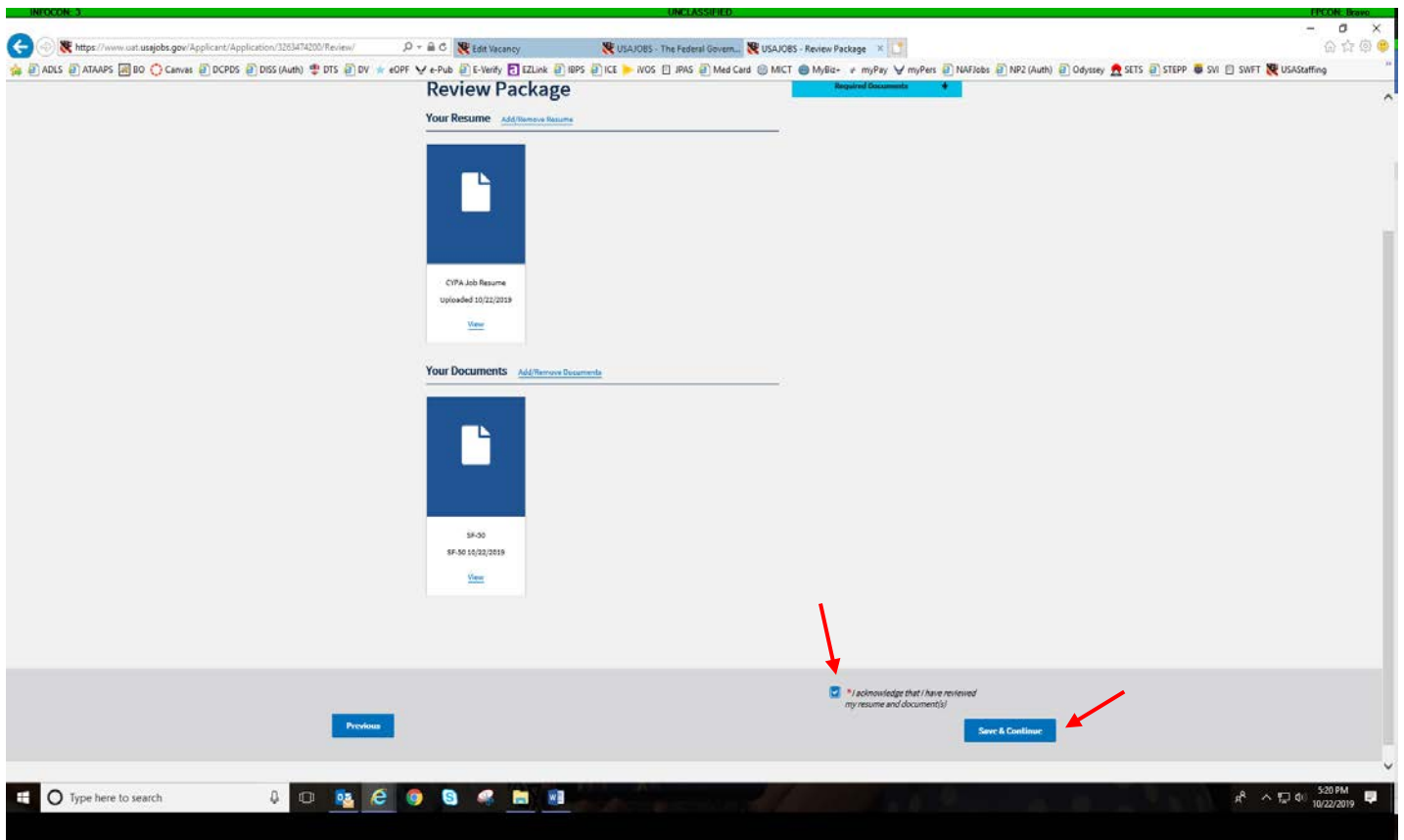
- Search for the position you are applying for
 - Click Apply within the announcement



- Select which resume you want to attach to your application
- Click “Save & Continue”



- Select which documents you want to attach to your application
- Click “Save & Continue”
- Review your package (resume and documents)



- Check “I acknowledge that I have reviewed my resume and document(s)”
- Click “Save & Continue”

UNCLASSIFIED

https://www.usajobs.gov/Applicant/Application/3263474200/PersonalInfo/

USAJOBS - The Federal Government

USAJOBS - Include Personal Information

This information will never be used for hiring decisions or sent to the hiring manager. Information about you helps us improve the hiring process.

Include Personal Information

☐ I do not volunteer to provide my demographic information to help improve the hiring process.

So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.

☐ I searched the USAJOBS website.

☐ I received a USAJOBS saved search email.

☐ I saw it on social media.

☐ I saw it on an agency website.

☐ An agency employee told me about it.

☐ I went to a recruitment event (Job fair, Meetup, etc.).

☐ I found it on a job board or search agent other than USAJOBS.

☐ I heard it on the radio or saw a TV advertisement.

☐ I found it through a professional organization.

☐ I saw it on a school or university announcement.

☐ Other

☐ I prefer not to answer

Previous Save & Continue

Type here to search

5:21 PM 10/22/2019

- You can choose to include personal information, or not to include
- You can choose to answer how you found the position to apply for, or not to answer
- Click “Save & Continue”

UNCLASSIFIED

https://www.usajobs.gov/Applicant/Application/3263474200/Continue/

USAJOBS - The Federal Government

USAJOBS - Continue Application

USAJOBS FIVE

Applying to: Child & Youth Program Asia, Air Force Elements, U.S. Joint...

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

Previous

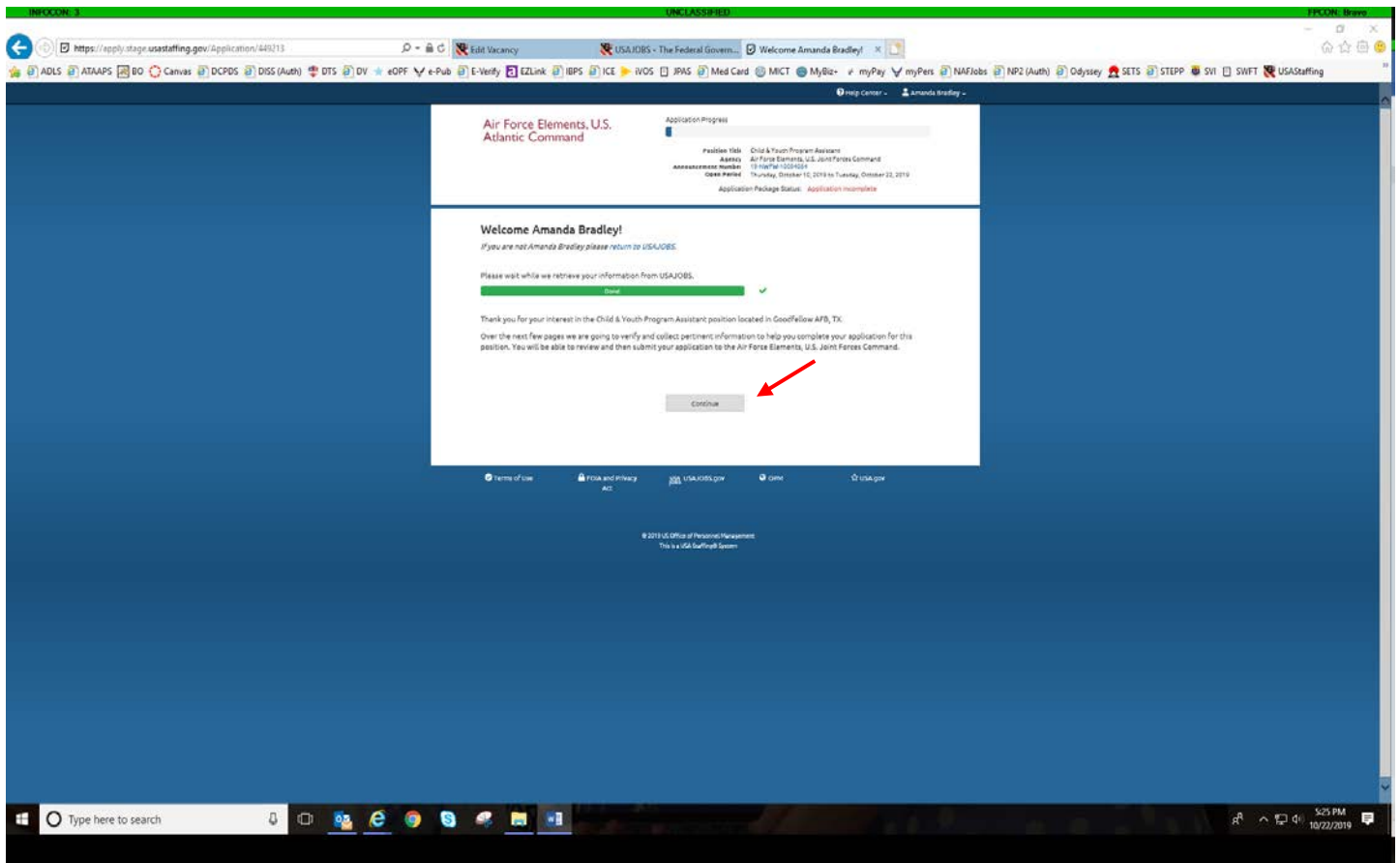
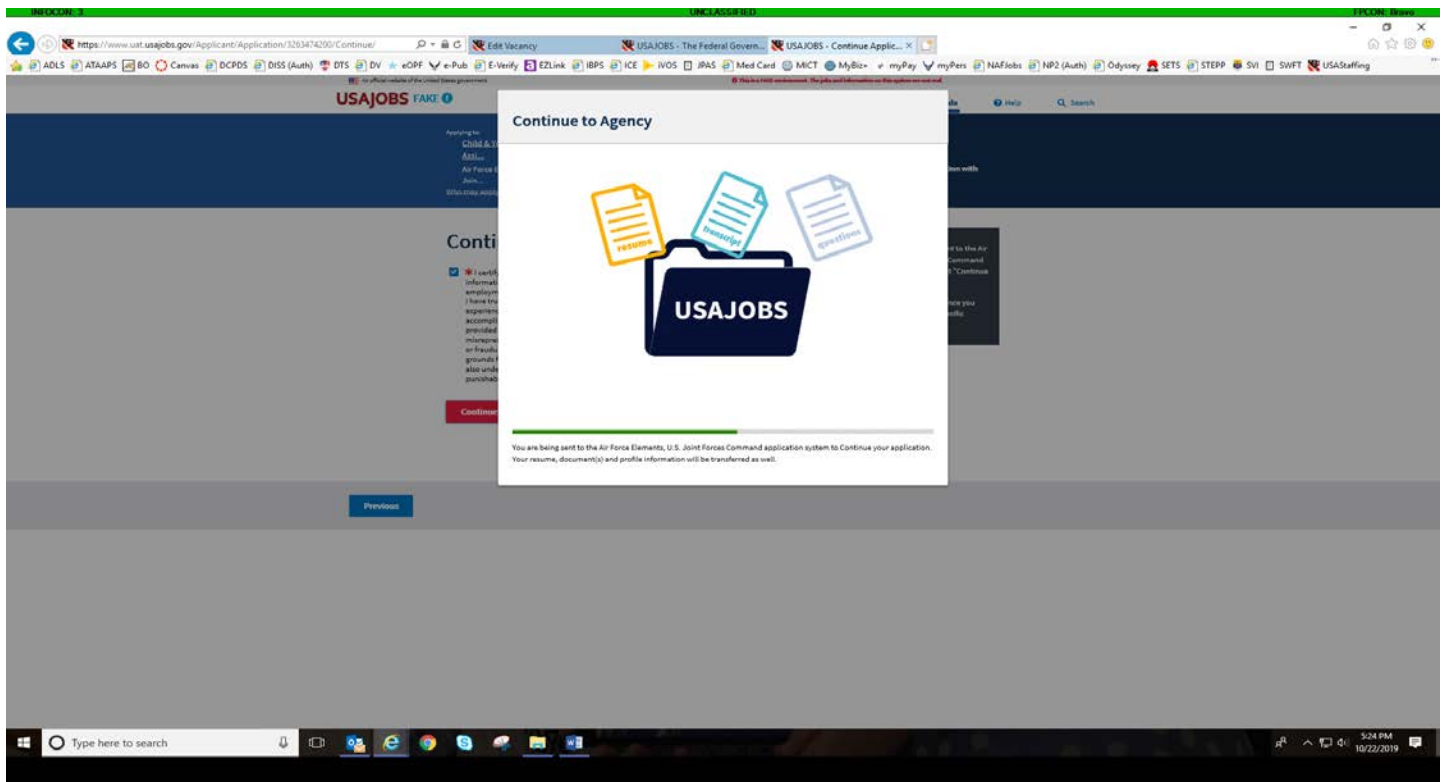
You will leave USAJOBS and be sent to the Air Force Elements, U.S. Joint Forces Command application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

Type here to search

5:24 PM 10/22/2019

- Check the certify box
- Click “Continue to Agency Site”



- Click "Continue"

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https://apply.stage.usastaffing.gov/Application/BiographicInformation/449213

Edit Vacancy USAJOBS - The Federal Government Biographic Information

Application Progress

Position Title: Child & Youth Program Assistant
 Agency: Air Force Elements, U.S. Joint Forces Command
 Appointment Number: 19-000000000000000000
 Open Period: Thursday, October 18, 2018 to Tuesday, October 22, 2019
 Application Package Status: Application incomplete

Biographic Information

First Name: Amanda Middle Name: Last Name: Bradley Suffix:

Home Address: Home Address 2:

City/Town: San Antonio State/Territory/Province: Texas Postal Code: Country: United States

Email Address: amanda.bradley3@us.af.mil Country of Citizenship: United States

Phone Numbers: Mobile: Add Phone Number

CONTINUE

Terms of Use Privacy Policy USAJOBS.gov Info USA.gov

© 2019 US Office of Personnel Management
This is a USA Staffing System

Type here to search

5:26 PM 10/22/2019

- Click "Continue"

INFOCON 3 UNCLASSIFIED PPSCON: Brown

https://apply.stage.usastaffing.gov/Applications/Questionnaire/449213/210808

Edit Vacancy USAJOBS - The Federal Government Eligibilities

Application Progress

1. Are you a Department of Defense (DoD) Air Force appropriated fund (AUF) employee separated by a business-based action within the last year? If claiming yes, a copy of the AF Form 2346 or notice of separation due to business-based action must be uploaded with your application to receive priority consideration.
☐ A. Yes
☐ B. No

2. Are you a current Department of the Defense (DoD) Appropriated Fund employee serving in a continuous position with at least one year of continuous Department of the Defense (DoD) AUF service? If claiming yes, a copy of your most recent Personnel Action (e.g., SF 63 or equivalent) will be requested to validate this claim. If you cannot provide a copy of your recent personnel action at the time of application, then your resume must clearly indicate your last experience.
☐ A. Yes
☐ B. No

3. Are you a current or former Department of the Defense (DoD) Appropriated Fund (AUF) employee? If claiming yes, a copy of your most recent Personnel Action (e.g., AF Form 2346, or equivalent) will be requested to validate this claim. If you cannot provide a copy of the AF Form 2346 with your application, your resume must clearly indicate your last experience.
☐ A. Yes
☐ B. No

4. Are you a spouse of an active duty military member? A military spouse is defined as the wife or husband of an active duty member of the US Armed Forces, including the US Coast Guard and the full-time National Guard or Reserves. For the purpose of this preference, the marriage must have occurred while the service member's relocation via a permanent change of station (PCS) move to the military sponsor's new duty station. If claiming yes, a copy of your spouse's permanent change of station (PCS) Orders along with proof of marriage (if applicant's name does not appear on spouse's orders, must be uploaded with your application to receive preference).
☐ A. Yes
☐ B. No

5. Are you a Veteran? If claiming yes, a copy of the DD 214 (member 4 or service 3 copy) or equivalent must be uploaded with your application to receive priority consideration.
☐ A. Yes
☐ B. No

6. Are you the spouse, widow/widower or parent of a veteran who was disabled or killed in action? If claiming yes, you will need to provide proof to validate this claim prior to a tentative job offer.
☐ A. Yes
☐ B. No

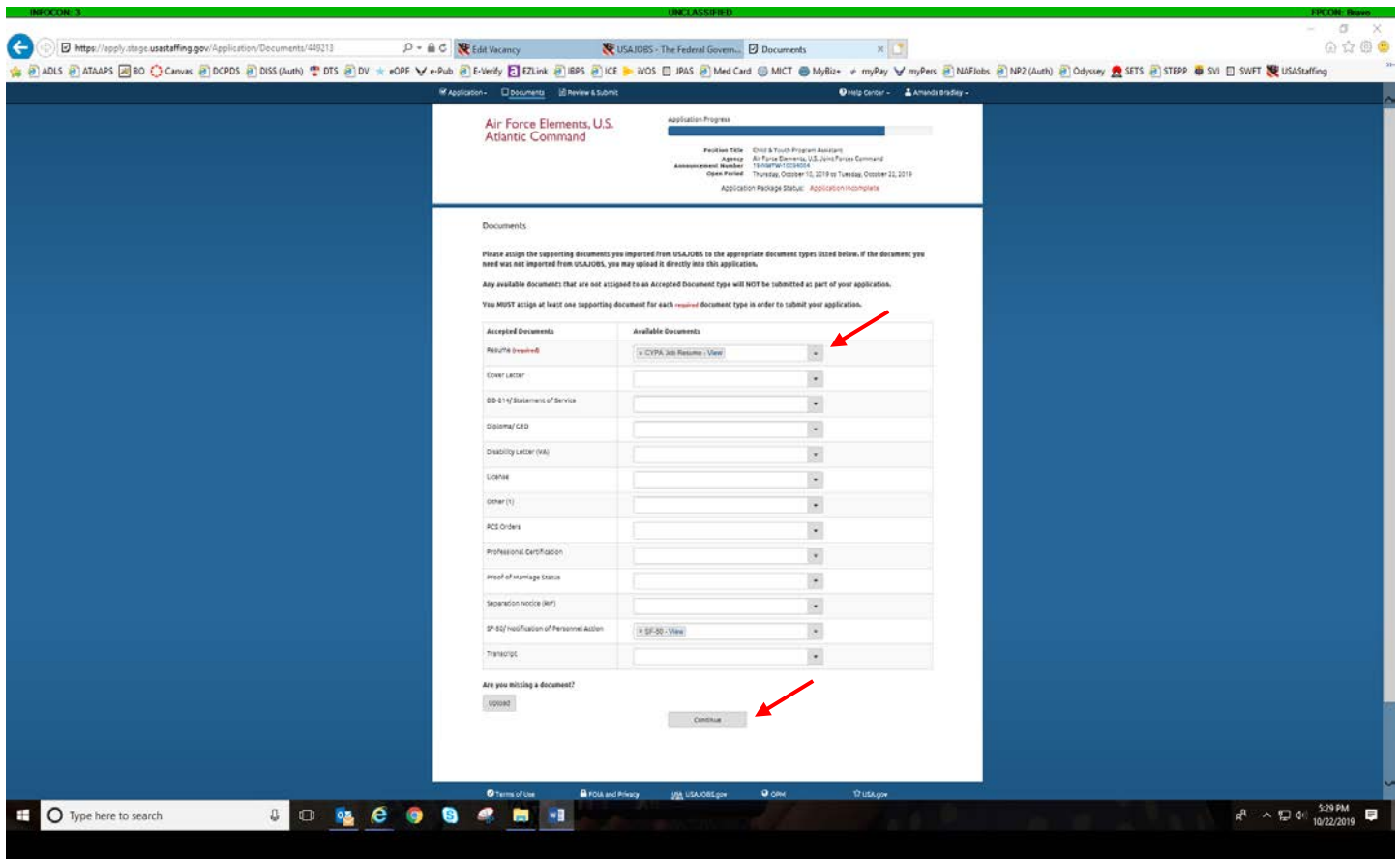
7. Have you been involuntarily separated from the Armed Services with an honorable or general under honorable conditions discharge within the last year? If claiming yes, a copy of your transition assistance identification card must be uploaded with your application to receive preference.
☐ A. Yes
☐ B. No

Continue

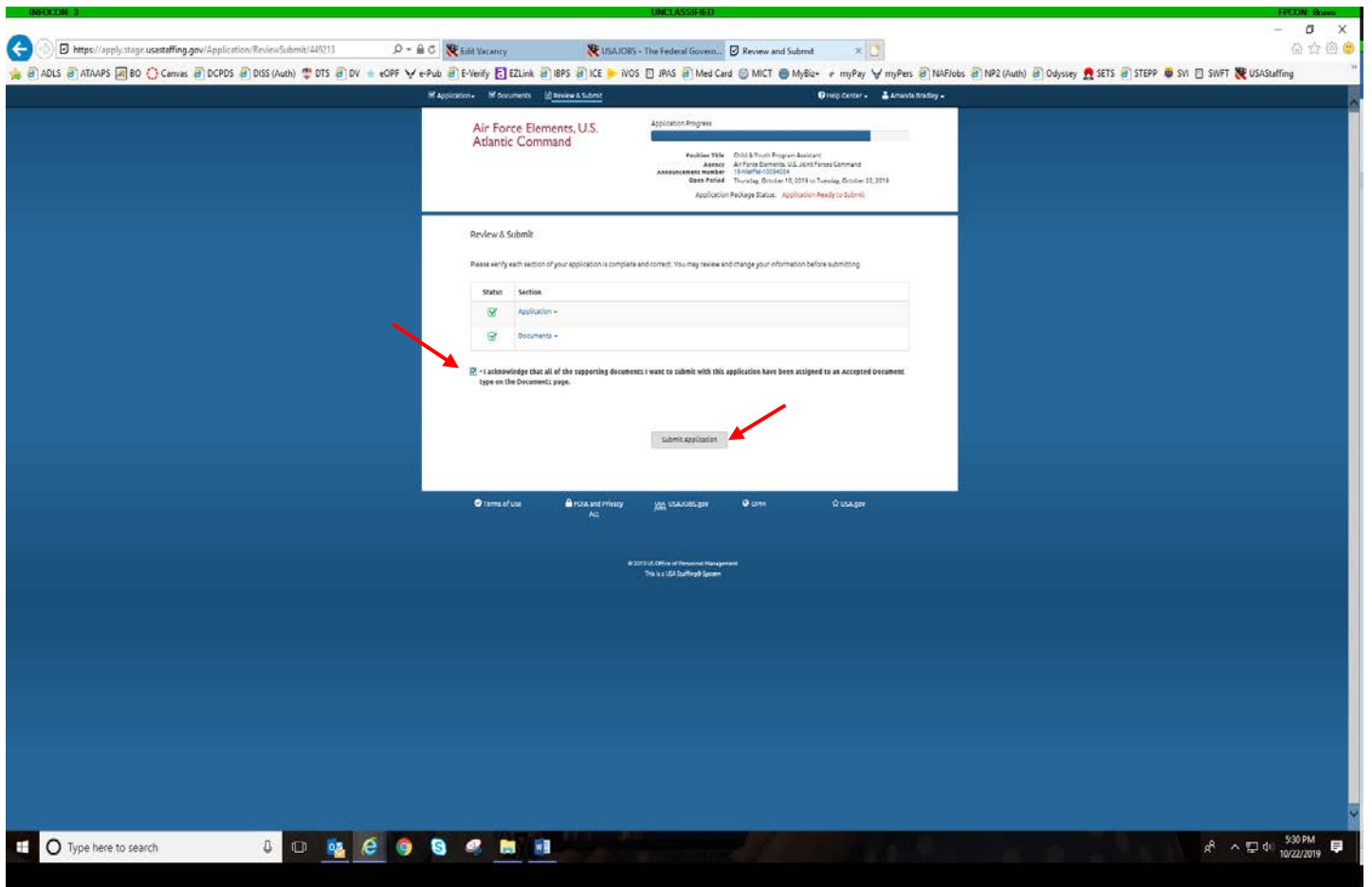
Type here to search

5:27 PM 10/22/2019

- Select your eligibility(s) if applicable
- Click "Continue"



- Select documents in the drop down boxes and click “Continue”



- Check “I acknowledge” statement
- Click Submit Application

- Congratulations, you have completed your job application!
- Please remember to log back into the system to see the status of any application you have submitted.

