Greetings from the U.S. Office of Personnel Management! We are currently providing candidate referral services to the United States Department of Agriculture for a Writer/Editor, GS-1082-07, to be filled through the Federal Career Intern Program in Riverdale, MD.

TO COMPLETE YOUR APPLICATION FOR THIS POSITION, WE NEED YOU TO DO THE FOLLOWING by June 26, 2008.

Complete and Submit the Occupational Questionnaire:

To submit a "New" Online Occupational Questionnaire

insert the following link into your Internet Browser:

1. Enter www.applicationmanager.org to access "Application Manager" to start a "**New**" Online Occupational Questionnaire (or return to a "**Saved**" Occupational Questionnaire).

- To create a "**New**" account in "Application Manager" click the "Create an Account" button at the bottom of the screen.

- To access an "Existing Account" in "Application Manager" enter your **user name** and **password**.

2. To start a "**New**" Occupational Questionnaire scroll down the Application Manager screen until the "Vacancy Identification Number" box appears under the "Start a New Application for This Job" section on the left hand side. Insert the "Vacancy Identification Number – **CK194817**or "Control Number" and click the "**Go**" button.

Note: In order for your answers to be processed and for you to be considered for the position, you must click the "Submit my Answers" button. The on-line questionnaire is available up until midnight Eastern Time of the closing date of the announcement.

How to Properly Save and Return later to complete an Application/Occupational Questionnaire

3. If you want to "**Save**" an incomplete Occupational Questionnaire and return later, select the "**Save**" button at the top or bottom of each application page and click the "Logout" button.

4. If you have a "**Saved**" incomplete Occupational Questionnaire you may finish it by clicking on or inserting this link into your internet browser applicationmanager.org . Select the vacancy that you would like to complete by clicking on the "**Vacancy ID**" link listed under "My Application

Package." This questionnaire is **CK194817**.   After you have completed the questionnaire click on the "Complete Application Package."

For this job announcement the following documents are required:

1. Assessment Questionnaire

2. Résumé

3. Required Documents:

- Transcripts, unofficial or official (if using education to meet all or part of the qualification requirements)

- For Veterans: DD-214

- For Disabled Veterans: DD-214, SF-15 and VA letter dated 1991 or later.

You must upload your documents using the instructions in application manager or fax your documents to 478-757-3144. If you fax your documents, you must use the following fax coversheet or your package will not be processed. The form URL is:
http://staffing.opm.gov/pdf/usascover.pdf

We appreciate your interest in employment with USDA, and look forward to receiving your application...

Thank you,

Candice Schlicht

Office of Personnel Management

816-426-7015