## INSTRUCTIONS FOR SETTING UP AUTOMATIC EMAIL NOTIFICATIONS IN YOUR USAJOBS ACCOUNT

Log into USAJOBS at: <a href="http://www.usajobs.opm.gov/">http://www.usajobs.opm.gov/</a>



Click on "first time visitors"



Click on "create an account"

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Welcome to USAJOBS!		
USAJOBS is the official job site of the US Federal ' It's your one-stop source for Federal jobs and employ	Government.	
With your new account you'll be able	to:	
<ul> <li>Build and store up to five distinct resumes</li> <li>Save and automate job searches</li> <li>Save and apply for jobs</li> <li>Learn how to use USAJOBS</li> <li>Learn about the federal hiring programs</li> </ul>	<ul> <li>Search by Agency, Occupation, Location</li> <li>See which jobs are in demand</li> <li>Apply to Federal Agencies</li> </ul>	
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After completing the information, click on "create my account"

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Click on "create a new saved search"



Scroll down the page to the "Agencies" box



Select "Defense Logistics Agency" (under Defense Department)



Continue to scroll down to "applicant eligibility" and select "NO". (This is the filter that will result in only EXTERNAL job announcements to be provided in the search)

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Select DAILY under "How often do you want to receive email notification"

Name your search under "Saved Search Title" and then Click "save search"



The saved search will automatically search for jobs based on your search criteria, and then email you when there are new jobs entered into the database that meet your specifications. You will immediately receive an email with all EXTERNAL DLA job announcements that are currently open.

Click on "view" to see the search results in your account.

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<u>losing</u> 2/29/2010	Job Summary Staff Accountant	Lefet [v] Lafe to	Agency Defense Logistics A	Location Igency VA-Fairfax, Ft Belvoi	ir, Manassas	<u>Salary</u> \$74,872.00+	<ul> <li>Only Public Jobs Open To AL Citizens</li> <li>ALL Jobs (Public And Status)</li> </ul>	L U.S.	
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This is an example of the "view" that you will see in your USAJOBS account based on the search results.

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Supervisory Travel & Relocation Specialist	GS-0301-14	\$96,690- \$125,695	Department	Of Justice/U.S. Mar	shals Service	Alexandria, Arlington & Fall Church	s 11/8/20
Program Analyst GS-343-09	GS-0343-09/09	\$41,563-\$54,028	Department	Of Energy/Departme	ent Of Energy	Cincinnati Metro Area	10/12/2
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PROGRAM ANALYST	GS-0343-14	\$105,211- \$136,771	Department Of The	a Air Force/Departm	ent of the Air Force	VA-Arlington	10/5/20
Process Improvement Specialist	GS-0301-13/13	\$89,033-	Department Of The Army	/Field Operating Off	lice of Office of Secretary	VA - Fairfax, Ft Belvoir	10/8/2
PROGRAM MANAGEMENT SPECIALIST	GS-0301-13	\$81,823- \$106,369	Department Of The	a Air Force/Departm	ent of the Air Force	VA-Langley AFB	10/4/20
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Supervisory Management and Program Analyst	GS-0343-14	\$105,211- \$136,771	Dept of Homeland Sec	urity/Immigration an	d Customs Enforcement	VA-FALLS CHURCH	10/12/2

Your email message will appear similar to this. After you receive the first email resulting from this search, you will continue to receive an email each day that a new EXTERNAL DLA job announcement opens.

To view each job announcement, click on the title to open the announcement.

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OPEN PERIOD:	Wednesday, September 29, 2010 to Thursday, Octol	ber	Agency Information:	
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SERIES & GRADE:	GS-0018-12		Cumberland	
POSITION INFORMATION:	Full Time Career/Career Conditional		2001 Mission Drive Suite 3	
DUTY LOCATIONS:	2 vacancies - New Cumberland, PA		New Cumberland, PA 17070-5042	
WHO MAY BE CONSIDERED	: United States Citizens		USA Fax: (478)757-3144	
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JOB SUMMARY:	A HUMAN RESOURCES SERVICES		Brianna M. Walker	
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This is an example of the "view" you will see when opening each job announcement.