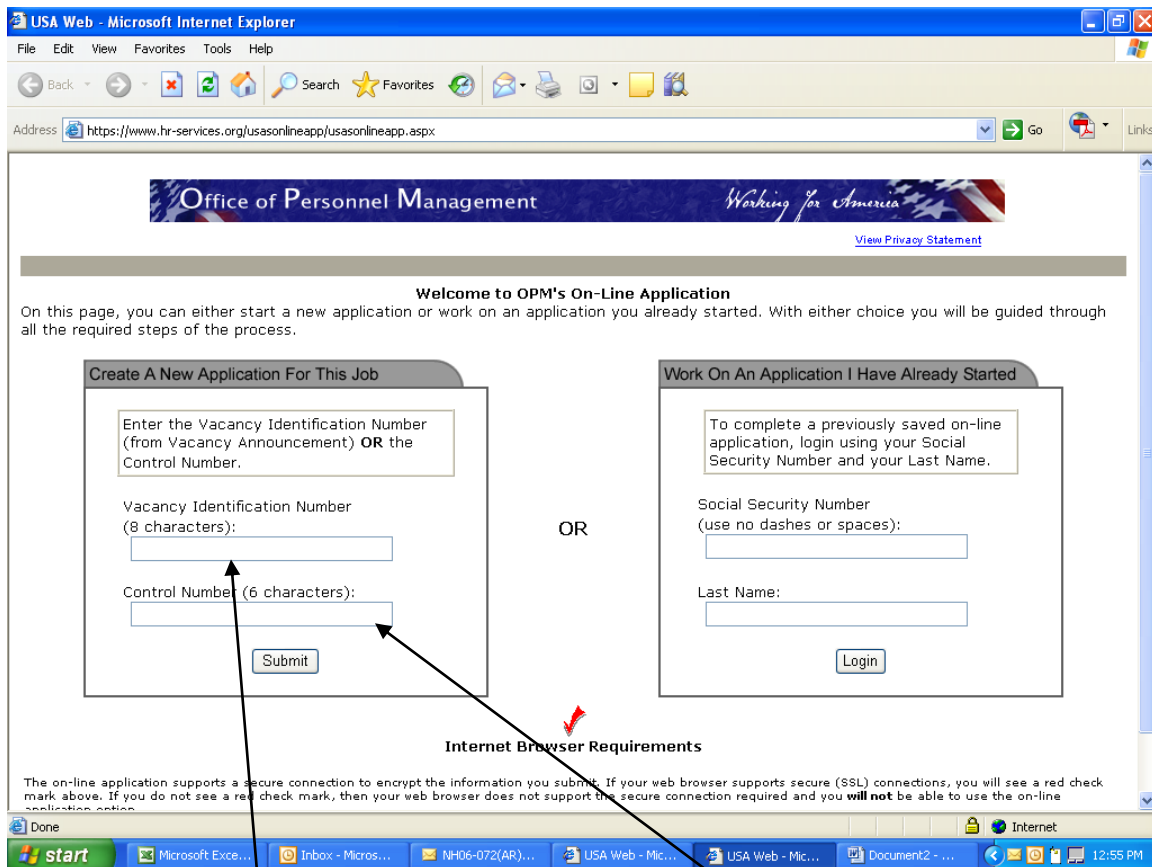


Applying for positions with the NH National Guard requires that applicants either submit an application through USA Jobs, or upload a personal resume via the link below. If you have completed an application on USA jobs, you **do not** have to upload a personal resume unless you wish to do so.

<https://ApplicationManager.gov>

Once there, your web browser should look like this:



Enter either the Vacancy Identification Number (VIN) or Control number in the spaces provided and click the submit button. The Control number is the OPM Control number listed in the link (i.e., **750863**, **750894**, etc) and will change with each different job posting. The VIN will be the last six numbers following the Job announcement number (i.e., NH06-072-**122897**) and will change with each position.

If you need to verify either of these numbers, go to the NH National Guard Position vacancy page and click on the announcement to get this information.

https://www.nh.ngb.army.mil/hro/job_hunters.htm

Once you've pressed submit, your screen should look like this:

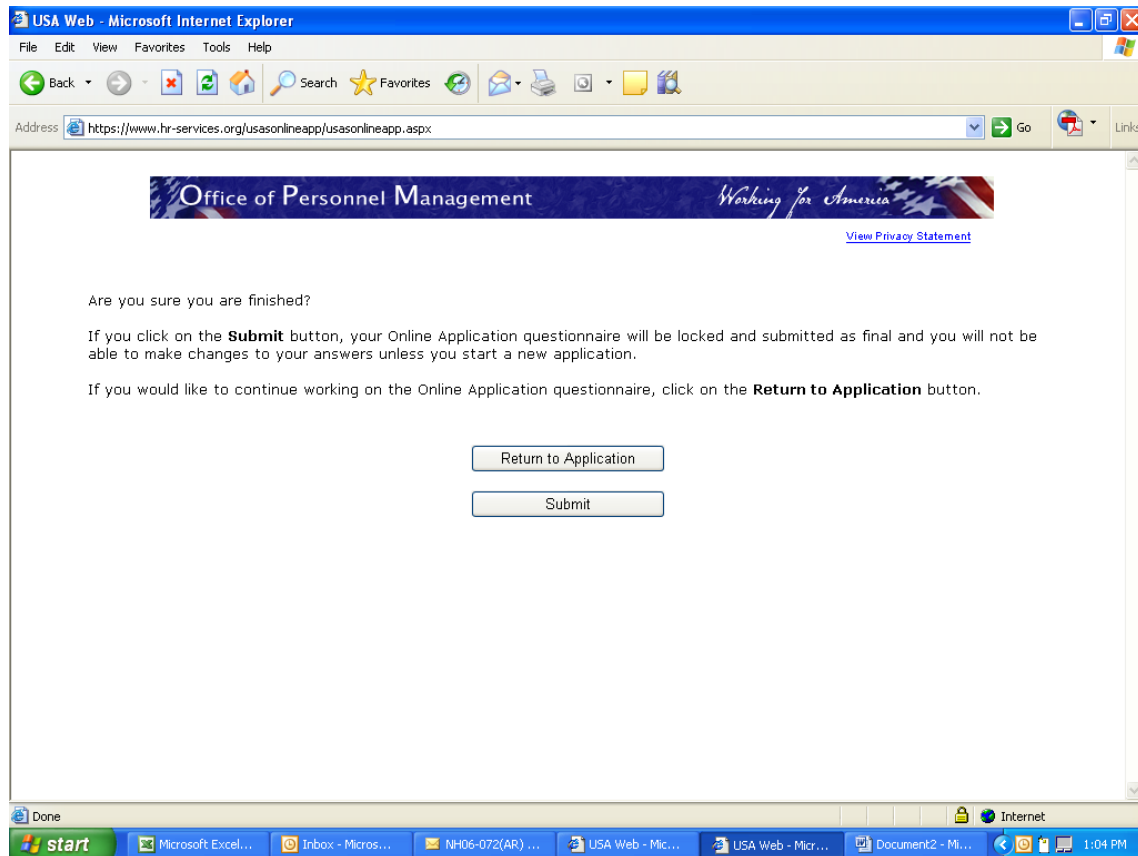
The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Office of Personnel Management' website. The address bar shows the URL: <https://www.hr-services.org/usasonlineapp/usasonlineapp.aspx>. The page header includes the text 'Office of Personnel Management' and 'Working for America' with an American flag graphic. Below the header, there are navigation buttons: 'Save', 'Finish', 'Log Out', 'Previous', and 'Next'. A link for 'View Privacy Statement' is also present. The main content area contains three sections:

- Position Title:** A dropdown menu showing 'Human Resources Specialist (Military)'.
- Social Security Number:** A form with the label 'Social Security Number' and three input fields separated by dashes.
- Biographic Data:** A form with the following fields:
 - First Name
 - MI
 - Last Name
 - Address (three stacked input fields)
 - City
 - State

The Windows taskbar at the bottom shows the Start button and several open applications, including Microsoft Explorer, Outlook, and multiple instances of Internet Explorer.

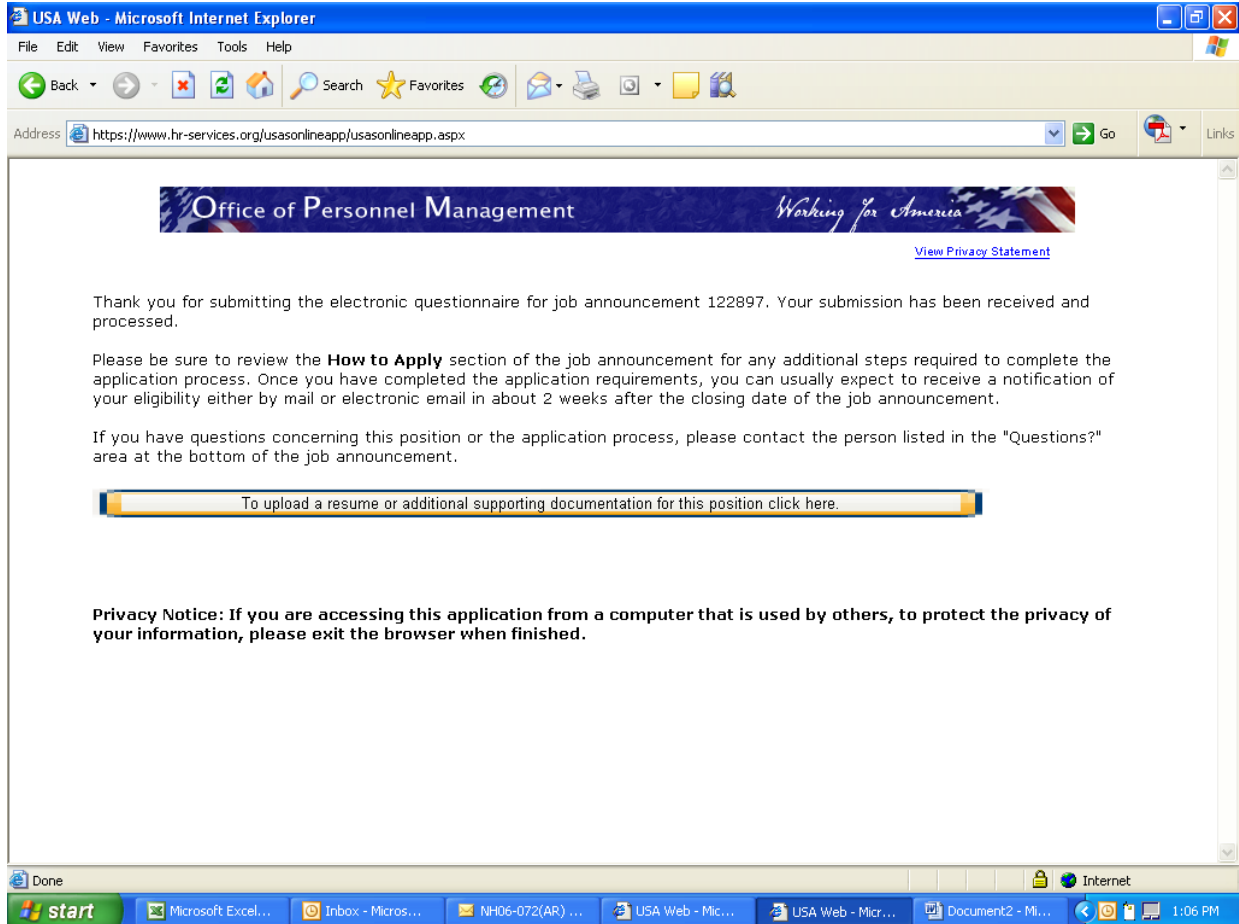
Complete the on-line questionnaire (even if you have already done so). Use caution when completing the form. You should click the Next button even if you believe you are finished answering questions. This will ensure that you have answered all of the questions required for the vacancy announcement. If you click next and are returned to the same page, click on the Finish button.

Once you are finished, click the “finish” button. Your screen should look like this:



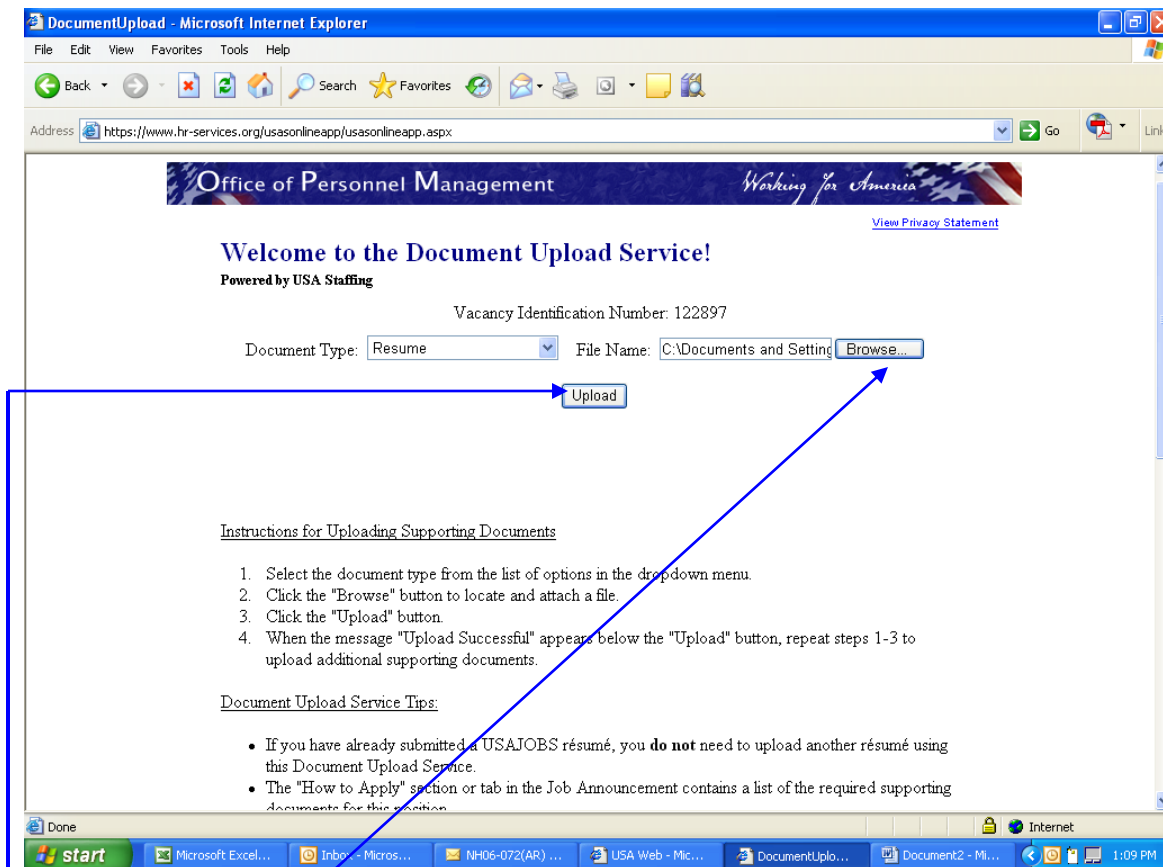
Click on the “Submit” button if you’re sure that you have answered all of the questions.

Your screen will now look like this:



From this screen you can upload your resume or other documents that you would like the selecting official to view. You may want to create a folder on your personal computer called "Job Application" or something similar and save your resume, electronic copies of 214's, letters of recommendation, etc in it so that you can access them easily for uploading. To upload a document, click on the "To upload.....click here" Button.

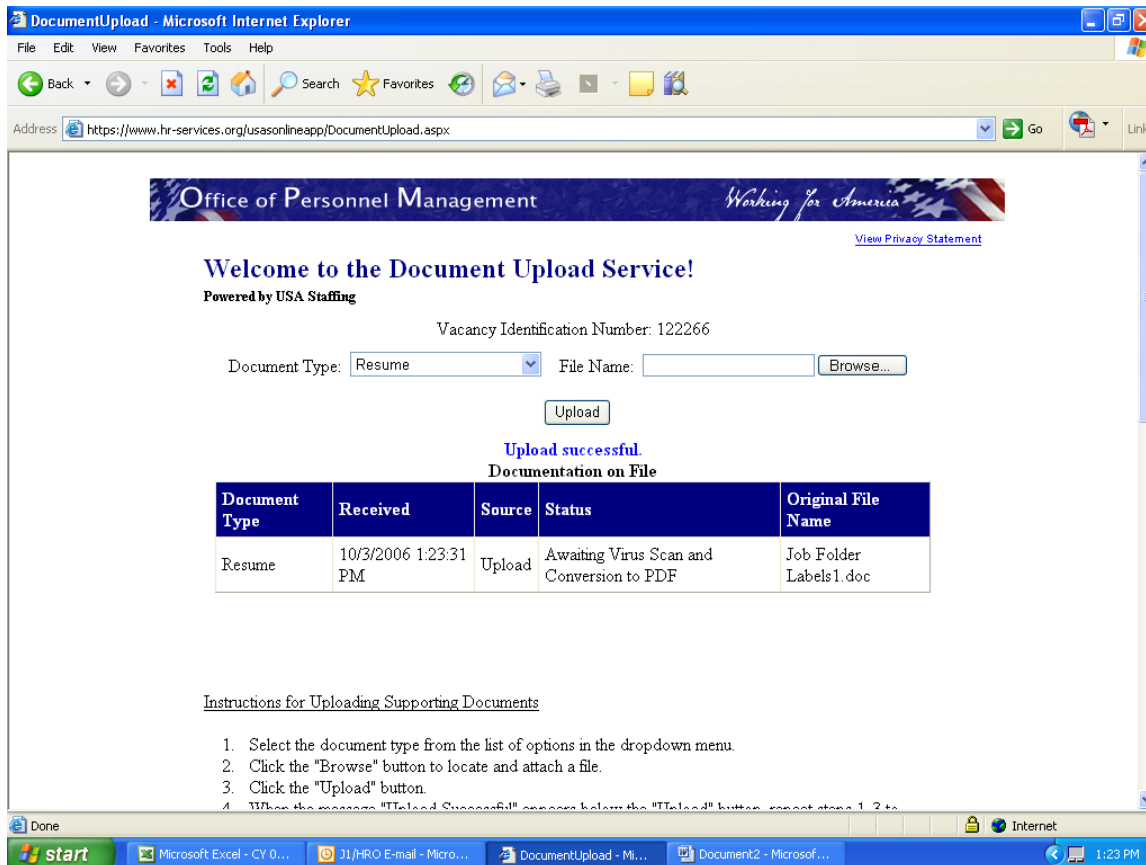
Your screen will now look like this:



Click on the Browse button and locate the file that you wish to upload from your computer or network. Once you have selected the file you want, click on the Upload button. When the file has uploaded, the message "Upload Successful" will appear below the Upload button. Repeat these steps to upload any additional supporting documents you wish to submit.

You can change the document type by clicking on the drop-down menu next to "Document Type" and choosing the type of document it is from the list (i.e., Resume, Veterans documentation, etc)

When you have uploaded all of the documentation you would like to submit, your screen will look like this, giving you a list of all of the documents that are on file for the vacancy announcement you have applied for.



If you have additional supporting documentation that is not electronic, you may submit it via fax by completing the following:

- (1) Download and print the required fax cover page, available at the website above
- (2) Fill in the fax cover page accurately and neatly.
- (3) Fax the cover page and the supporting documents to **478-757-3144**.

Note: Please do not fax this to the NH Human Resources Office.

Once you have verified that the documents have been successfully uploaded or you have faxed the required documentation. You're done!!

If you have questions or need additional assistance, please contact the NH Human Resources Office at (603) 227-1507 or DSN 684-9507. You can also e-mail joanne.desruisseaux@us.army.mil