

USA Staffing

»» User Guide to Application
Manager

USA Staffing Application Manager

- ▶ USA STAFFING – OPM’s automated hiring tool for federal agencies
- ▶ APPLICATION MANAGER-Application Tool powered by USA Staffing
 - Allows applicants to:
 - Prepare, complete, and submit, application packages and questionnaires or other assessments
 - View, print, modify, and save questionnaires and assessments responses and documents
 - View the status of application packages you have in progress and correspondence addressed to you

How to Apply?

- ▶ WWW.USAJOBS.OPM.GOV

Info Center

SIGN IN OR CREATE AN ACCOUNT

USAJOBS
"WORKING FOR AMERICA"

What: (keywords) Where: (U.S. city, state or zip code) [Browse Jobs >](#)
[Advanced Search >](#)
[International Search >](#)

Search Jobs

[First Time Visitors](#) [Why Work for America?](#) [Special Hiring Events](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

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[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Create an Account

- ▶ Enter your information in required fields

Form Sections: [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

*** Required information**

Personal Information

* First Name

Middle Name

* Last Name

* Home Address

Home Address 2

* City/Town

* State/Territory/Province


* Postal/Zip Code

* Country

* Telephone Numbers

* Email

What is your email format preference? HTML Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

Account Information [Top](#)

* Username Use between **4** and **20** characters

* Password Your password must contain:
- At least 8 characters (20 maximum)

My Account

The screenshot shows the USAJOBS 'My Account' page. The browser title is 'USAJOBS - My Account: Main Page - Microsoft Internet Explorer'. The address bar shows 'https://my.usajobs.gov/Home.aspx'. The page has a navigation menu with 'Search Jobs', 'My Account', and 'Info Center'. A red banner at the top right says 'Welcome' and 'Sign out'. The main content area includes the USAJOBS logo, a search bar with 'What: (keywords)' and 'Where: (U.S. city, state or zip code)', and links for 'Browse Jobs', 'Advanced Search', and 'International Search'. The 'My Account' section features a profile picture, 'Current Goal', 'Last login: 6/10/2010', and an 'Edit Profile' button. Below this are links for 'Resumes', 'Saved Searches', 'Highlights from USAJOBS', 'Saved Jobs', 'Saved Documents', and 'Application Status'. The footer contains links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Employers', and 'Privacy Act and Public Burden Information', along with a statement: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

Click
'Resume'
to
Expand



Search Jobs

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". On the right, there is a "Welcome" message and a "Sign out" link. The main header features the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right of the logo is a search bar with two input fields: "What: (keywords)" and "Where: (U.S. city, state or zip code)". Below the search bar are three links: "Browse Jobs", "Advanced Search", and "International Search". A blue arrow points to the "Advanced Search" link. Below the search bar is a "Keyword Tips" link with a question mark icon. On the left side, there is a "My Account" section with a profile picture placeholder, a "Current Goal" field, and a "Last login" date of 5/31/2011. Below this are links for "Change Photo" and "Edit Profile". In the center, there is a "Highlights from USAJOBS" section with an envelope icon and a paragraph of text. Below this are three sections: "Saved Jobs", "Saved Documents", and "Application Status", each with a folder icon and a dropdown arrow. At the bottom, there is a footer with links for "Site Map", "Contact Us", "Help/FAQs", "Employers", "Privacy Act and Public Burden Information", "FOIA", "About Us", and "USA.gov".

Search Jobs → My Account → Info Center

Welcome Sign out

USAJOBS®
"WORKING FOR AMERICA"

Search Jobs Keyword Tips ?

What: (keywords) Where: (U.S. city, state or zip code)

Browse Jobs > Advanced Search > International Search >

My Account

Current Goal:

Last login: 5/31/2011

Change Photo

Edit Profile ▶

Highlights from USAJOBS

Have you ever applied for a job and been told that they are looking for people with more "experience"? Have you ever wondered what it is really like to work in a particular career field? Have you ever been curious about how the Federal Government works? If your answer is "yes" to any of these questions, Volunteer Service may be right for you. For more information, [click here](#).

Saved Jobs ▲

Saved Documents ▲

Application Status ▲

Resumes ▲

Saved Searches ▲

Site Map Contact Us Help/FAQs Employers Privacy Act and Public Burden Information FOIA About Us USA.gov

Search Jobs

The image shows a screenshot of the USAJOBS website search interface. The top navigation bar includes links for Search Jobs, My Account, and Info Center. The USAJOBS logo is prominently displayed. Below the logo, there are four search criteria sections: Keyword Search, Title Search, Series Number Search, and Occupational Series. A callout box points to the Keyword Search field, stating that users can search by Job Announcement Number, Title, Series, Geographic Location, or Agency. Below the search criteria, there is a section for Applicant Eligibility with a list of questions and radio button options for Yes/No. At the bottom, there are sorting options (Key Word Relevance, Date, Brief, Detailed) and a 'Search for Jobs' button. A second callout box points to the 'Search for Jobs' button, advising users to carefully view all information in the Applicant Eligibility section as their selection determines the jobs shown on the results page.

You can search by Job Announcement Number, Title, Series, Geographic Location or Agency

Applicant Eligibility

Are you a current or former Federal civilian employee who holds or held a non-temporary appointment? :

- In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
- In an [excepted service](#) position covered by an [interchange agreement](#), or
- Eligible for [reinstatement](#)?
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with non-competitive appointment eligibility?

No Yes

Carefully view all information in the Applicant Eligibility Section. Your selection here will determine the jobs that you see on the 'results' page

Sort Results by: Key Word Relevance Date Brief Detailed

Search for Jobs

If you would like to post a resume on USAJOBS to apply online, or would like to edit your posted resume, our simple [Resume Builder](#) will help in a few short steps.

Search Jobs

The screenshot shows the USAJOBS search results page. The browser title is 'USAJOBS - Search Jobs'. The navigation bar includes 'Search Jobs', 'My Account', and 'Info Center'. The USAJOBS logo is prominently displayed. The search criteria are 'What: Keyword Tips' and 'Where: (U.S. city, state or zip code) Carlisle, PA'. The search results are displayed in a table with columns for Closing, Job Summary, Agency, Location, and Salary. The first result is for 'ELECTRONICS MECHANIC' at the Army Aviation and Missile Command (AMC) in Pennsylvania-PA - Chambersburg, with a salary of \$20.81+/hr. Other results include 'INPATIENT PHARMACY SUPERVISOR', 'INDUSTRIAL ENGINEER', 'TOOLS AND PARTS ATTENDANT', 'Senior Clinical Expanded Function Dental Assistant', 'REGISTERED NURSE (ICU)', 'Mechanical Engineer', 'EDUCATION TECHNICIAN (OA)', and 'AIR CONDITIONING EQUIPMENT MECHANIC'. The page also features a 'Refine Your Search' section, a 'Current Search' section with filters for public jobs, and a 'You Added ...' section with 'Remove' buttons. The footer includes a 'DSS Feed Of This Search' link.

USAJOBS
"WORKING FOR AMERICA"

Search Jobs | My Account | Info Center

SIGN IN OR CREATE AN ACCOUNT

Refine Your Search

What: [Keyword Tips](#) ?

Where: (U.S. city, state or zip code) Carlisle, PA

[Browse Jobs >](#) [Advanced Search >](#) [International Search >](#) Radius: 20 miles

Save this search and email me jobs

Current Search

Only Public Jobs Open To ALL U.S. Citizens

ALL Jobs (Public And Status) ?

You Added ... ?

Carlisle, PA [Remove](#) X

20 miles [Remove](#) X

[Clear All And Start New Search](#) X

Refine Your Results

- Salary
- Grade
- Occupations
- Agencies
- Posting Date
- Work Schedule
- Tenure
- Exclude These

DSS Feed Of This Search ?

Closing	Job Summary	Agency	Location	Salary
6/1/2011	ELECTRONICS MECHANIC Expand	Army Aviation and Missile Command (AMC) View Map	Pennsylvania-PA - Chambersburg	\$20.81+/hr Save job More like this
6/2/2011	INPATIENT PHARMACY SUPERVISOR Expand	Veterans Affairs, Veterans Health Administration View Map	Pennsylvania-Lebanon	\$86,391.00+ Save job More like this
6/2/2011	INDUSTRIAL ENGINEER Expand	Army Aviation and Missile Command (AMC) View Map	Pennsylvania-PA - Chambersburg	\$68,809.00+ Save job More like this
6/2/2011	TOOLS AND PARTS ATTENDANT Expand	Army Aviation and Missile Command (AMC) View Map	Pennsylvania-PA - Chambersburg	\$18.08+/hr Save job More like this
6/3/2011	Senior Clinical Expanded Function Dental Assistant Expand	Veterans Affairs, Veterans Health Administration View Map	Pennsylvania-Lebanon	\$42,960.00+ Save job More like this
6/3/2011	REGISTERED NURSE (ICU) Expand	Veterans Affairs, Veterans Health Administration View Map	Pennsylvania-Lebanon	NA Save job More like this
6/3/2011	Mechanical Engineer Expand	Defense, Washington Headquarters Services View Map	Pennsylvania-Adams	\$74,872.00+ Save job More like this
6/3/2011	EDUCATION TECHNICIAN (OA) Expand	Army Installation Management Command View Map	Pennsylvania-PA - Harrisburg	\$31,315.00+ Save job More like this
6/3/2011	AIR CONDITIONING EQUIPMENT MECHANIC	Army Aviation and Missile Command (AMC)	Pennsylvania-PA - Chambersburg	\$20.12+/hr

Search Jobs

The screenshot shows the USAJOBS search results page. A search for 'ELECTRONICS MECHANIC' in Chambersburg, PA is active. The results table lists several jobs, with the first one being 'ELECTRONICS MECHANIC' at the Army Aviation and Missile Command (AMC) in Chambersburg, PA, with a salary of \$20.81+/hr. A callout box points to the 'Save job' link for this position. Another callout box points to the 'Save this search and email me jobs' link in the right-hand sidebar.

Click here to receive e-mail notifications when Jobs matching this search criteria open

Click on 'save job' to add the job to your "Saved Jobs" section of your account

Closing	Job Summary	Agency	Location	Salary
6/1/2011	ELECTRONICS MECHANIC Expand	Army Aviation and Missile Command (AMC)	Pennsylvania-PA - Chambersburg	\$20.81+/hr
6/2/2011	INPATIENT PHARMACY SUPERVISOR Expand		Pennsylvania-Lebanon	\$86,391.00+
6/2/2011	INDUSTRIAL ENGINEER Expand		Pennsylvania-PA - Chambersburg	\$68,809.00+
6/2/2011	TOOLS AND PARTS ATTENDANT Expand		Pennsylvania-PA - Chambersburg	\$18.08+/hr
6/3/2011	Senior Clinical Expanded Function Dental Assistant Expand		Pennsylvania-Lebanon	\$42,960.00+
6/3/2011	REGISTERED NURSE (ICU) Expand		Pennsylvania-Lebanon	NA
6/3/2011	Mechanical Engineer Expand	Defense, Washington Headquarters Services	Pennsylvania-Adams	\$74,872.00+
6/3/2011	EDUCATION TECHNICIAN (OA) Expand	Army Installation Management Command	Pennsylvania-PA - Harrisburg	\$31,315.00+
6/3/2011	AIR CONDITIONING EQUIPMENT MECHANIC	Army Aviation and Missile Command (AMC)	Pennsylvania-PA - Chambersburg	\$20.12+/hr

View an Announcement

- ▶ After locating a position of interest, open and review the entire announcement by clicking on the title

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for 'Search Jobs', 'My Account', and 'Info Center', along with a 'SIGN IN OR CREATE AN ACCOUNT' button. The USAJOBS logo is prominently displayed. A search bar is visible with fields for 'What: (keywords)' and 'Where: (U.S. city, state or zip code)'. Below the search bar, there are tabs for 'Back to Results', 'OVERVIEW', 'DUTIES', 'QUALIFICATIONS & EVALUATIONS', 'BENEFITS & OTHER INFO', and 'HOW TO APPLY'. The 'OVERVIEW' tab is selected, showing the job title 'U.S. Army Missile Command'. The job details include: Job Title: INDUSTRIAL ENGINEER, Department: Department Of The Army, Agency: Army Aviation and Missile Command, Army Materiel Command, Job Announcement Number: NEAB11058490D. A salary range of \$68,809.00 - \$89,450.00 /year is listed, along with an open period from May 26, 2011 to June 02, 2011. The position is a permanent, full-time role with a promotion potential of FPL12. The duty location is Chambersburg, PA. A box highlights the 'Apply Online' button with the text 'Click 'Apply Online' when ready to submit application'. Other buttons include 'Print Preview', 'Save Job', and 'Share Job'. The agency information and contact details for the Army Materiel Command are also visible.

U.S. Army Missile Command

Job Title: INDUSTRIAL ENGINEER
Department: Department Of The Army
Agency: Army Aviation and Missile Command, Army Materiel Command
Job Announcement Number: NEAB11058490D

SALARY RANGE: \$68,809.00 - \$89,450.00 /year
OPEN PERIOD: Thursday, May 26, 2011 to Thursday, June 02, 2011
SERIES & GRADE: GS-0896-12/12
POSITION INFORMATION: - This is a Permanent position. -- Full Time
PROMOTION POTENTIAL: FPL12
DUTY LOCATIONS: 1 vacancy - PA - Chambersburg
WHO MAY BE CONSIDERED: US Citizens

JOB SUMMARY:
Challenge Yourself - Be an Army Civilian - Go Army!
Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but are needed to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

Organization(s):
Letterkenny Army Depot, Directorate of Maintenance, Production Engineering Division, Chambersburg, Pennsylvania

Go to section of this Job:

- Apply Online
- Print Preview
- Save Job
- Share Job

Agency Information:
Army Materiel Command
General Resume Processing Center
Johnson Street
Aberdeen Proving Ground, MD 21005-5000

Questions about this job:
General Resume Processing Center
Phone: (410) 306-0137
Email: applicanthehelp@conus.army.mil

Job Announcement Number: NEAB11058490D
Control Number: 2276647

Apply Online

- ▶ After you click 'Apply Online' you will have the options to select your resume/upload a resume

Apply Online to the following job:

Job Announcement Number: VHA-595-11-JLS-YC480208
Job Title: REGISTERED NURSE (ICU)
Grade: VN 00
Agency: Veterans Health Administration, Department Of Veterans Affairs
Job Location: Lebanon, Pennsylvania

Resume - Select one of your stored resumes to send:

Select
resume1

- ▶ Read and verify the certification question(s) and click on the 'Apply for this position now!' button

I have reviewed my resume. The selected document includes the information I wish to provide with this application.

I certify, to the best of my knowledge and belief, all the information in and 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).

Application Manager

The screenshot shows the USA Staffing Application Manager interface. At the top, it says "Application Manager" and "Welcome to USA Staffing® Application Manager". There are two main sections: "Existing Account? Log In Here:" and "Create an Account:". The login section has fields for "User Name:" and "Password:" with a "Go" button. The create account section has a "Create an Account" button. Two callout boxes with blue borders and arrows point to the login fields and the "Create an Account" button respectively. The callout boxes contain text explaining the login process and account creation options. There are also links for "Forgot User Name or Password" and "Problems Logging In?".

Application Manager

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name:

Password:

[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](#).

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

If you have an Application Manager Account, you will be prompted to log in by entering your user name and password

If you do not have an account, you can create one here

Application Manager

- ▶ To check if you have an account or to create an account, enter your E-mail address where prompted and click “check for account”

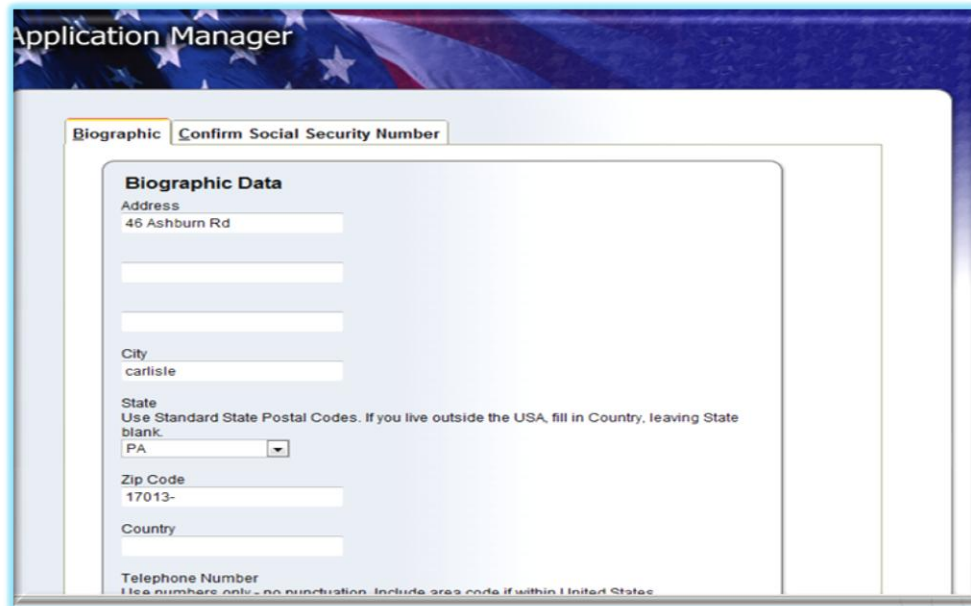


The screenshot shows a web interface titled "Application Manager" with a blue header and a background of an American flag. Below the header, the text "Create an Account" is displayed. A progress bar consists of three arrows: a red arrow labeled "Email", a grey arrow labeled "User Name", and another grey arrow labeled "Security Info". Below the progress bar, there is a warning: "Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured." This is followed by another warning: "Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step." Below these warnings, the text reads: "Please enter your email address. You will be able to check multiple addresses" with a red arrow pointing to the text. At the bottom, there is an "Email:" label, a yellow input field, and a "Check for account" button.

- ▶ Once you have verified you don't have an account, click “I'm done checking for accounts” to proceed

Application Manager

- ▶ Biographic Data will pre-populate based on the information entered in your USAJOBS account



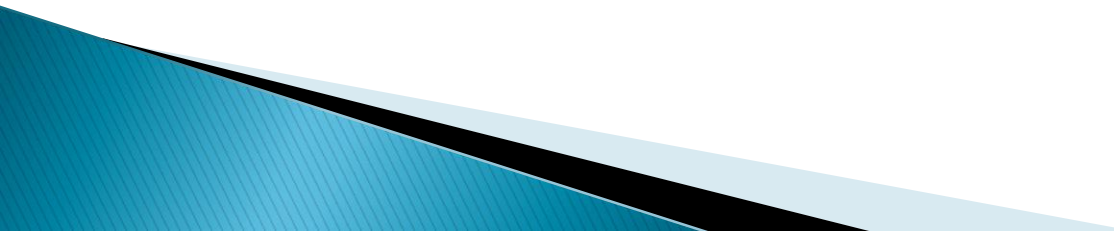
The screenshot shows the 'Application Manager' interface with a blue header and an American flag background. Below the header, there are two tabs: 'Biographic' (selected) and 'Confirm Social Security Number'. The 'Biographic Data' section contains the following pre-populated information:

- Address:** 46 Ashburn Rd
- City:** Carlisle
- State:** PA (selected from a dropdown menu)
- Zip Code:** 17013-
- Country:** (empty field)
- Telephone Number:** (empty field)

Small text instructions are visible below the fields: 'Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.' and 'Use numbers only - no punctuation. Include area code if within United States.'

- ▶ Review this data for accuracy

Biographical Data

- ▶ First time users will be required to enter their information
 - ▶ All users **MUST** enter their Social Security Number **AND** full name
 - ▶ Failure to provide correct and consistent information could affect your consideration for all applications through USAJOBS
- 

Assessment Questionnaire

- ▶ The Assessment questionnaire is comprised of two sections:
 - Eligibility Assessment-How are you applying for the job?
 - Ex: Current Federal Employee, VEOA, DVAAP, ICTAP etc.
 - Read each option carefully and select those which apply to you
 - Remember to submit all required documents requested in the eligibility assessment

Assessment Questionnaire

- ▶ Occupational Questionnaire Assessment- Assesses your level of experience based on how you answer the questions

The screenshot displays the 'Application Manager' interface. On the left, a navigation menu lists various sections, with 'Section 5' highlighted by a blue arrow. The main content area shows the details for 'Section 5' of the assessment. The interface includes a header with 'Application Manager' and navigation links (Main, Important Links, Help, Logout). The left sidebar shows 'Vacancy ID: 207966' and a list of sections (Section 1 through Section 8). The main content area displays 'Job Title: AUDITOR (CONTRACT AUDIT)', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE'. Below this, there are 'Previous', 'Next', and 'Save' buttons. The 'Section 5' content includes a question about interpersonal skills, three radio button options (A, B, C), and a narrative description field. The total number of questions in this assessment is 8.

Application Manager Main Important Links Help Logout

Vacancy ID: 207966

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree
Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560
Applicant Name: APPLICANT N THREE Change Name

Previous Next Save

Section 5 Total Questions in this Assessment: 8

5. Think about an example that best represents your experience and capability in the area of Interpersonal Skills. For the following set of activities requiring Interpersonal Skills, choose the ONE example that best corresponds to the type of activity represented by your own personal example.

- A Promote working relationships with key individuals or groups to discuss results, problems, plans, suggestions, terms or conditions.
- B Establish and maintain ongoing working relationships with external groups and/or key individuals to gain their cooperation and acceptance of studies, findings, recommendations, etc.
- C Collaborate with others or work on teams to accomplish work-related activities.

Narrative
Please provide a brief narrative description of your experience performing the type of work described in number 5.

Previous Next Save

ReUse Documents

Application Manager Main Important Links Help Logout

Vacancy ID: 207966


Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree
Announcement Number: PH-RCS-207966 **USAJOBS Control Number:** 1663560
Applicant Name: APPLICANT N THREE

ReUse Documents

Documents in Application Package for Vacancy:207966

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor



You do not have any documents available for re-use. Click Next to continue.

Shows current status of documents

Uploading Documents

Application Manager Main Important Links Help Logout

Vacancy ID: 207966

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
Upload Documents
Submit My Answers
Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree

Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560

Applicant Name: APPLICANT N THREE

Upload Documents

1. Select Document Type:

2. Click "Browse" to locate a file and click "Open" to attach it:

3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.
Faxed Documents may take 2-3 days to appear as *Processed*.

Documents On File

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

Understanding This Table:
Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USJAOPS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Upload
new
documents
here

Or, use
documents
previously
uploaded by
clicking here

Uploading Documents

Upload Documents

1. Select Document Type:

Miscellaneous

2. Click "Browse" to locate a file and click "Open" to attach it:

C:\Documents and Sett

3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

Documents On File

Document Type	Received	Source	Status	Original File Name
Qualifications	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	SF-50 DOD
Resume	2/16/2010 5:16:35 PM	USAJOBS	Awaiting Retrieval from USAJOBS	Auditor

Understanding This Table:

Documents on the table above with a Status of *Processed* have been successfully received and attached to your application; no further action on them is required. Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour. Faxed documents may take 2-3 days to appear as *Processed*. USAJOBS portfolio documents are retrieved after you press the "Submit My Answers" button. Please allow 6-8 hours for USAJOBS portfolio documents to be retrieved from USJAOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

Document Upload and Faxing Tips:

- The "How to apply" section or tab in the Job Announcement contains a list of the required supporting documents for this position.
- For important details about Document Uploading and Faxing, click [Help](#). Then, if you need a Fax Cover Page, [click here](#).



Submit My Answers

Application Manager

Main Important Links Help Logout

Vacancy ID: 207966

Biographic Information
Eligibility Information
Other Information
Assessment Questionnaire

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
ReUse Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: AUDITOR (CONTRACT AUDIT) User: applicantnthree
Announcement Number: PH-RCS-207966 USAJOBS Control Number: 1663560
Applicant Name: APPLICANT N THREE

Submit My Answers
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 below.

After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.

Ready to Submit?

Not ready?
Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.
What would you like to do next?

- **Work on this Application Package some more.** Use the Navigation Box in the upper left to go to the part you want to work on or review.
- **Work on a different Application Package.** Go to Application Manager Main.
- **Leave Application Manager**

Click on the "Submit My Answers" button to submit your application.

Confirmation of Submission

Application Manager

Main Important Links Help Logout

Vacancy ID: 207966

[ReUse Documents](#)

[Upload Documents](#)

[View/Print My Answers](#)

Confirmation of your Submission to USA Staffing® Application Manager

Thank you for submitting your answers for the job announcement as detailed below. Your submission has been received and processed. You may wish to print this page for your records.

Remember, submitting your answers may not complete your application package. Many job announcements also require the submission of supporting documents such as a resume, transcripts and Veterans' Preference documentation, if appropriate. To ensure you receive consideration for this position, read and follow the instructions in the announcement carefully.

If you have questions concerning this position or the application process, please contact the person identified in the job announcement.

Submission Details

Job Title: AUDITOR (CONTRACT AUDIT)
Job Announcement Number: PH-RCS-207966
Vacancy Identification Number (VIN): 207966
USAJOBS Control Number: 1663560
Submission Date and Time: 2/17/2010 9:42:27 AM
Name: APPLICANT N THREE
Application Manager User Name: applicantnthree

After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, access the URL below.
<https://ApplicationManager.gov>

USA Jobs Application Status

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USAJOBS
"WORKING FOR AMERICA"

Search Jobs
What: (keywords) | Where: (city, state or zip code) | Browse Jobs > | Advanced/International Search >

My Account
Applicant Three
Current Goal:
Last login: 2/19/2010
[Edit Profile](#)

Highlights from USAJOBS
Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Governmentwide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

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[Saved Documents](#) ▲
[Application Status](#) ▲

Initial Application Date	Job Summary
2/16/2010	AUDITOR (CONTRACT AUDIT) Defense Contract Audit Agency Job Announcement Number: PH-RCS-207966 Pay Plan: GS-0511/09 Location: US-VA-RADFORD

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This is a United States Office of Personnel Management
USAJOBS is the Federal Government's official one-stop source for Federal jobs

Application Status ▼

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status ?	USAJOBS Uploaded Document Status ?
2/16/2010	AUDITOR (CONTRACT AUDIT) Defense Contract Audit Agency Job Announcement Number: PH-RCS-207966 Pay Plan: GS-0511/09 Location: US-VA-RADFORD	Active	2/19/2010	Application Received more information...	Uploaded & Retrieved

[Notification Settings](#)

USA Jobs Application Status

Application Manager Main Important Links Help Logout
user: applicantnthree

Application Package Status: Complete

Job Title: AUDITOR (CONTRACT AUDIT)
Vacancy Identification Number: 207966 **Closing Date:** Saturday, August 28, 2010
Announcement Number: PH-RCS-207966 **Contact:** Philadelphia Services Branch - (215)861-3074
USAJOBS Control Number: 1663560 [View Announcement](#)
Applicant: APPLICANT N THREE

[Change My Answers](#) [Add Documents](#) [Update Biographic Information](#) [View/Print My Answers](#)

Most information below pertains to the most recent version of your Application Package. ([Explain This.](#))

[Details](#) [Checklist](#)

Assessments

Status	Name	Date Submitted	Due Date
Complete	Assessment Questionnaire		

Documents

* Security Alert: Protect your privacy

	Status	Document Type	Source	Date Received	Original File Name
View	Processed	Qualifications	USAJOBS	02/16/2010 05:16 PM	SF-50 DOD
View	Processed	Resume	USAJOBS	02/16/2010 05:16 PM	Auditor
View	Processed	Miscellaneous	Upload	02/17/2010 09:28 AM	SF-50.pdf

Messages

	Message Type	Date Emailed	Date Printed
View	Acknowledgement Letter	2/17/2010 9:44:07 AM	

Application Package History

	Status	Date Submitted
View	Complete	2/17/2010 9:42:27 AM

USA Staffing Overview



Review the Job Announcement

- Read the “How to Apply” section carefully
- Print a copy for your records



Create a USAJOBS and Application Manager Account

- Become familiar with the system to search for jobs
- Explore system functions



Assessment Questionnaires

- Understand how to complete the questionnaire
- Understand how to upload/submit documentation



Checking your Application Status

- Check it before and after the closing dates
- Review the notifications from HR

USA Staffing-References

- ▶ Local CPAC Office
 - ▶ US Army Time to Change Website
<http://www.chra.army.mil/usas/guides.htm>
 - ▶ USA Staffing Application Manager:
www.applicationmanager.gov
 - ▶ USAJOBS: www.usajobs.opm.gov
 - ▶ Technical Assistance:
<http://www.usajobs.gov/contactus.asp>
- 

USA Staffing- Questions?

