INSTALLATION MANAGEMENT COMMAND
Enterprise Placement Program
How to apply for IEPP Positions

1. **PURPOSE.** To provide guidance to IMCOM employees on the process for applying for vacant positions posted on the IEPP Portal, located at https://www.us.army.mil/suite/page/662838.

2. **APPLICABILITY.** The IEPP will serve as a placement tool for IMCOM employees (US citizens) who are likely to be affected adversely by imposed structure and funding changes. This enclosure covers Appropriated Fund (APF) employees who meet the following conditions:

    a. Serving on appointments without time limitations; i.e. permanent positions

    b. Eligible to be appointed noncompetitively;

    c. Available and willing to relocate to positions for which they request consideration; *

    d. Have satisfactory performance and no current substantiated performance or conduct problems or other disciplinary action; and,

    e. Have no approved Voluntary Separation Incentive Pay (VSIP).

      *Relocating employees are entitled to receive PCS costs

3. **IMCOM ENTERPRISE PLACEMENT PORTAL USAGE.**

    a. Access to the IEPP Portal. All employees must access the portal through Army Knowledge Online (AKO). In order to access the webpage, employees must use either their username and password or Common Access Card (CAC) with pin.

       i. Log into AKO at www.us.army.mil
      ii. Once logged in, copy and paste this link into your browser https://www.us.army.mil/suite/page/662838. This will take you to the portal.

    b. Navigating the portal. The homepage of the portal should look like the screen below.

As you scroll down you'll notice four distinct sections.

1. <u>Vacancies section.</u> A screen shot of the Vacancy announcement section is below. This is where employees will scan for open positions and will find details on positions they may be interested in.

2. <u>IMCOM Enterprise Placement Program Community Documents:</u> This section is a resource portal for job seekers (screen below). They will find documents here to aid with Resume building and resources to help answer questions they have about the program.

3. <u>IMCOM Enterprise Placement Program Calendar:</u> This section will depict important dates and events for employees to be aware of. A screen shot is below.

4. <u>IMCOM Enterprise Placement Program Announcements:</u> This section of the portal is where important announcements will be posted to keep Employees up to date on any program changes. A screen shot is below.

c. Applying for a position. Once an employee has accessed the portal they use the vacancy section to search for positions.

1. <u>Searching:</u> Use the filter function at the top right area of the section to help narrow down their search (screen shot below). They also may sort

by simply clicking on the column title they wish to sort by (screen Shot below).

Filter:	▾	▾		Go

Closing Date ▲	Job Listing No.	△ Position Title	Grade	Salary

2. Applying: Once an employee has found a position they wish to apply for they need to build their resume. Then they simply email an attached copy of their resume to the POC email listed to the right of the position they wish to apply for. Below is an example of an email ready for consideration to submit. Please make sure to include your name, the job number, position title and contact information. If you need to attach additional documents, the vacancy announcement will list the requirement (i.e. minimum education requirements may require proof via transcripts or professional certifications).
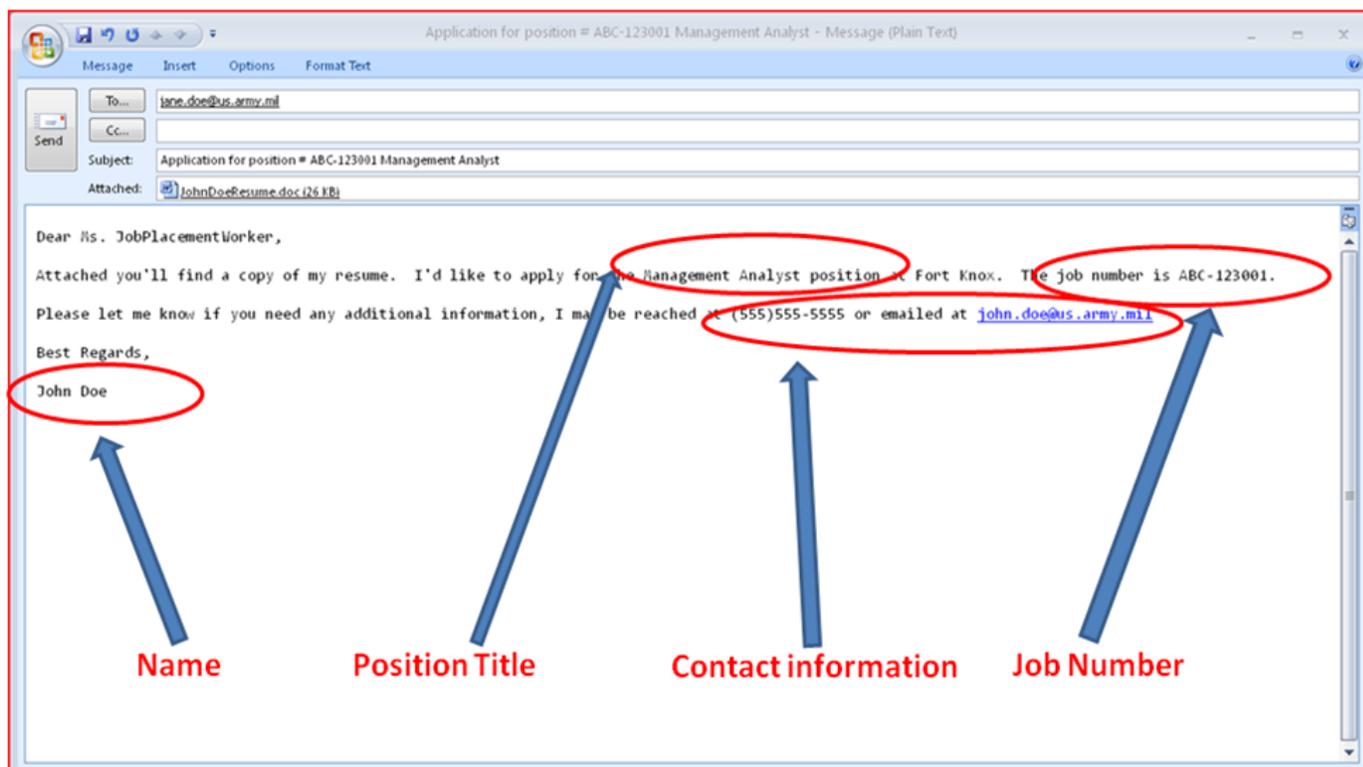
d.   Point of Contact: If you have any problems with the data base please send an email to IMCOM.HQ.CIVPER@conus.army.mil . If you have any questions concerning a particular job announcement please contact the job announcement POC.