



MISSILE DEFENSE  
A G E N C Y

**How to Set Up E-mail Alerts and  
Apply for MDA Jobs Via USAJOBS**

## **Introduction**

USAJOBS.gov is the most comprehensive job listings and search tools for Missile Defense Agency (MDA) government positions. If used properly, it can save you time and truly help in finding your ideal job. USAJOBS.gov will post all MDA government job announcements located in the United States and around the world. Once you set up an account by registering on USAJOBS.gov (and it is FREE), you can post up to five versions of your resume. This will give you flexibility in applying for different positions and aligning your resume with each job announcement. It is very important that you follow the directions as stated in the announcement:

- If they do not ask for a cover letter, do not submit one.
- If they ask for transcripts, you must submit them.

You must be sure to “cross all the T’s and dot all the I’s” when it comes to your MDA government application.

## **Job Search**

The USAJOBS.gov job search allows you to create up to five versions of your resume. Once it is set up, you will receive notifications via email that match your criteria. Be sure to utilize these features to take advantage of the database of job announcements, and act quickly once you do find an announcement that interests you.

When you get the alert/e-mail from the job search, it is critical that you read the announcement thoroughly. Note the deadline and be sure to get all of your materials in, preferably two days ahead of time so you have plenty of time to get confirmation and to allow for any system errors.

## **Your Applications**

USAJOBS.gov also tracks your USAJOBS.gov application history.

## How to Set Up E-mail Alerts and Apply for MDA Jobs Via USAJOBS

### I. CREATE YOUR USAJOBS ACCOUNT TO APPLY FOR MDA JOBS

- Create an Account
- Post your resume
- Set up alerts to get your application status

### II. CREATE JOB SEARCHES TO GET E-MAILS FOR MDA JOBS

- Create a customized MDA job search by location and agency
- Get e-mail notifications for MDA jobs as they become available

### III. SEARCH AND APPLY FOR MDA JOBS

- Search for MDA jobs using keywords and location
- Apply for MDA jobs online

To get started, follow these easy steps.

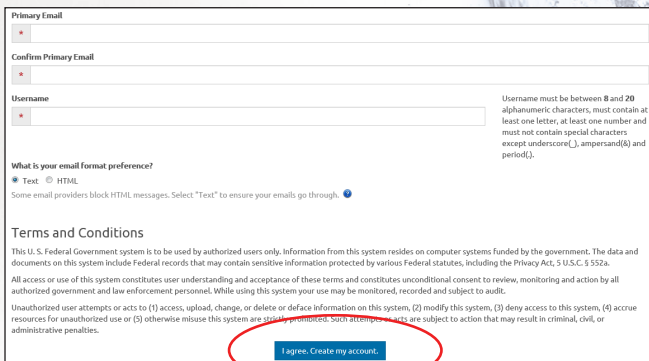
## I. CREATE YOUR USAJOBS ACCOUNT TO APPLY FOR MDA JOBS

1. Go to <https://www.usajobs.gov/> to set up your USAJOBS account. Click **Create an Account**.



The screenshot shows the USAJOBS homepage. At the top right, there is a navigation bar with links for Home, Search Jobs, My Account, Resource Center, and Support. A red circle highlights the "SIGN IN OR CREATE AN ACCOUNT" link in the top right corner. Below the navigation bar is the USAJOBS logo with the tagline "WORKING FOR AMERICA". Underneath the logo are search filters for Keyword (with a dropdown arrow) and Location (with a dropdown arrow). The Keyword field contains the text "Keywords, Job Title, Control #, Agency, Skills". The Location field contains the text "City, State, ZIP Code, or Country". There are radio buttons for "U.S. Citizens" (selected) and "Federal Employees". A blue "Search" button is located to the right of the filters. Below the Search button is a link for "Advanced Search >".

2. Complete the **Create an Account** section by providing your e-mail address and username. Click **I agree. Create my account**.



The screenshot shows the "Create an Account" form. It has several input fields: "Primary Email" (with a red asterisk), "Confirm Primary Email" (with a red asterisk), and "Username" (with a red asterisk). To the right of the Username field, there is a note: "Username must be between 8 and 20 alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters except underscore(\_), ampersand(&) and period(.)." Below the input fields is a section for "What is your email format preference?" with radio buttons for "Text" (selected) and "HTML". Below that is a section for "Terms and Conditions" with a link to view the full terms. At the bottom of the form, there is a blue button labeled "I agree. Create my account." which is circled in red.

3. When you receive the confirmation e-mail in your inbox, click your personalized link to access your account.



4. Enter your account information to set up your new account.

Personal Information

First Name \*

Middle Name

Last Name \*

Phones \*

- SELECT -

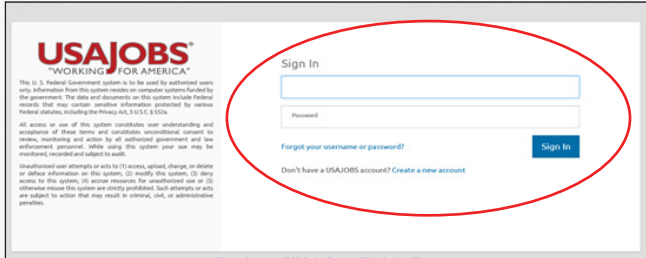
- SELECT -

- SELECT -

5. Click **I agree. Create my account.**

This will route you back to the USAJOBS login page. If the application closes for any reason during this process, you can go back to your original e-mail confirmation link to complete this process.

- When routed back to the USAJOBS login page, enter your username and password. Click **Sign In**.



**USAJOBS**  
"WORKING FOR AMERICA"

This U. S. Federal Government system is to be used by authorized users only. Information from this system makes an important contribution to the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access to use of this system constitutes user understanding and acceptance of these terms and conditions. User agreement consent to receive, installing and access to all data and documents on this system for enforcement purposes. While using this system your user may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, update, change, or delete or delete information on this system, (2) modify this system, (3) deny access to this system, (4) access resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

Sign In

Username

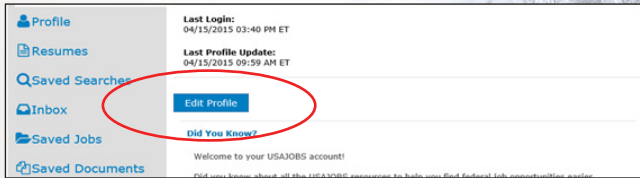
Password

Forgot your username or password?

Sign In

Don't have a USAJOBS account? [Create a new account](#)

- Click **Edit Profile**.



Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Last Login: 04/15/2015 03:40 PM ET

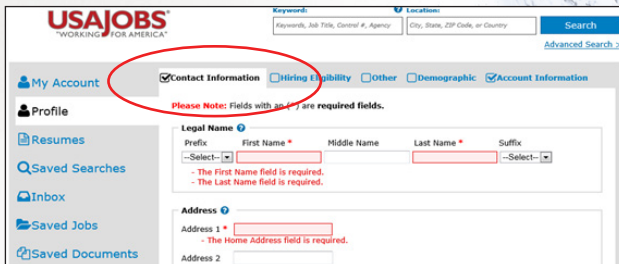
Last Profile Update: 04/15/2015 09:59 AM ET

[Edit Profile](#)

Did You Know?

Welcome to your USAJOBS account!

- Select **Contact Information**. Enter a secondary e-mail address.



**USAJOBS**  
"WORKING FOR AMERICA"

Keyword: Keyword, Job Title, Control #, Agency

Location: City, State, ZIP Code, or Country

Search

Advanced Search >>

My Account

**Contact Information** Hiring Availability Other Demographic Account Information

Please Note: Fields with an (\*) are required fields.

Profile

Legal Name

Prefix First Name \* Middle Name Last Name \* Suffix

--Select-- --Select-- --Select--

- The First Name field is required.  
- The Last Name field is required.

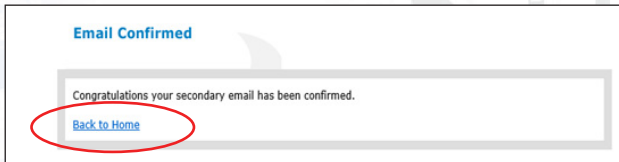
Address

Address 1 \* Address field is required.

Address 2

Once you receive the confirmation e-mail in your inbox, click the **Confirm email address** link. This will route you to the Email Confirmed page.

9. Click **Back to Home**. This will route you back to the USAJOBS homepage.



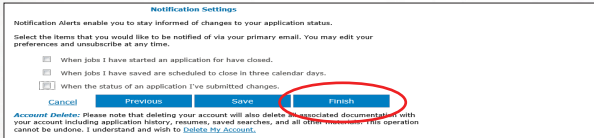
10. Click **Welcome** to go back into your account and continue creating your account.



11. Click and complete the **Profile** section.



- At the Notification Settings section, select the notification alerts you want, then click **Finish**.



**Notification Settings**

Notification Alerts enable you to stay informed of changes to your application status.

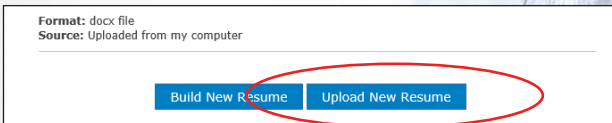
Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

- When jobs I have started an application for have closed.
- When jobs I have saved are scheduled to close in three calendar days.
- When the status of an application I've submitted changes.

Cancel **Save** **Finish**

Account deletion: Please note that deleting your account will also delete all associated documents with your account including application history, resumes, saved searches, and all other information. This operation cannot be undone. I understand and wish to delete my account.

- Click and complete **Build New Resume** and **Upload New Resume**. Once you complete this process, you can click Resumes to view, edit, or delete your resumes.



Format: docx file  
Source: Uploaded from my computer

**Build New Resume** **Upload New Resume**

Congratulations! You created your USAJOBS account. Now you can create your MDA job search to get e-mail notifications for MDA jobs as they become available.



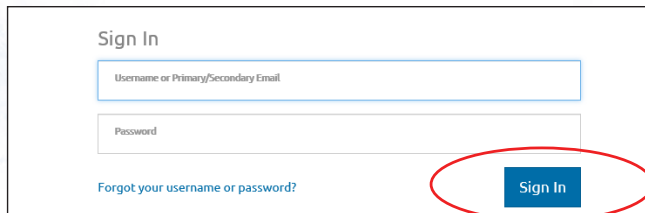
## II. CREATE JOB SEARCHES TO GET E-MAILS FOR MDA JOBS

1. Go to USAJOBS: <https://www.usajobs.gov/> and click **Sign In**.



The screenshot shows the USAJOBS homepage. At the top right, there is a red button labeled "SIGN IN OR CREATE AN ACCOUNT" which is circled in red. Below the navigation bar is the USAJOBS logo with the tagline "WORKING FOR AMERICA". There are search fields for "Keyword" and "Location", and radio buttons for "U.S. Citizens" and "Federal Employees". A "Search" button and a link for "Advanced Search" are also visible.

2. Enter your username and password. Click **Sign In**.



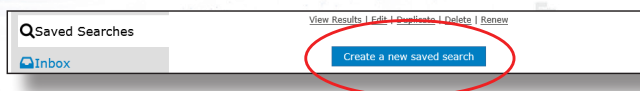
The screenshot shows the "Sign In" page. It has two input fields: "Username or Primary/Secondary Email" and "Password". Below the fields is a link that says "Forgot your username or password?". At the bottom right, there is a blue "Sign In" button circled in red.

3. Click **Saved Searches** to create a new job search.



The screenshot shows the "Saved Searches" page. On the left, there is a link for "Saved Searches" circled in red. On the right, there is a blue button labeled "Create a new saved search".

4. Click **Create a new saved search**:



The screenshot shows the "Saved Searches" page. At the bottom right, there is a blue button labeled "Create a new saved search" circled in red.

## 5. Select **Department and Agency**.

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show: [All Expanded](#) [All Collapsed](#)

- ▶ Keywords ?
- ▶ Salary or Pay Grade ?
- ▶ Occupational Series or Job Category ?
- ▶ Location ?
- ▶ **Department and Agency ?**
- ▶ Type of Work or Work Schedule
- ▶ Posting Options ?
- ▶ Additional Search Options

## 6. Next to **Show Available Jobs In**, enter Missile Defense Agency. Click Department of Defense, Missile Defense Agency.

- ▶ Keywords ?
- ▶ Salary or Pay Grade ?
- ▶ Occupational Series or Job Category ?
- ▶ Location ?
- ▼ **Department and Agency ?**

Show Available Jobs In:

[Show Additional Department and Agency Search Options](#)

You Have Added:

## 7. Click **Location** and add MDA locations for Redstone Arsenal, Alabama; Fort Belvoir, Virginia; Colorado Springs, Colorado; and/or Dahlgren, Virginia.

- ▼ **Location ?**

[Show Additional Location Search Options](#)

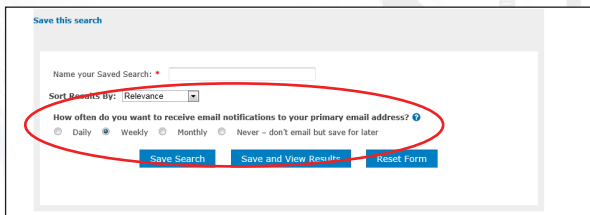
You Added:

- Redstone Arsenal, Alabama Remove
- Fort Belvoir, Virginia Remove
- Colorado Springs, Colorado Remove
- Dahlgren, Virginia Remove

You may make up to 10 selections.

- ▶ Department and Agency ?

8. Select how often you want to receive e-mail notifications and click **Save Search**.



Save this search

Name your Saved Search: \*

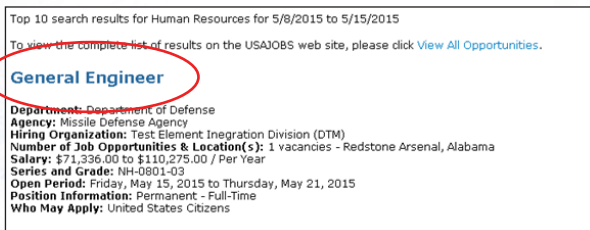
Sort Results By: Relevance

How often do you want to receive email notifications to your primary email address? ⓘ

Daily  Weekly  Monthly  Never - don't email but save for later

[Save Search](#) [Save and View Results](#) [Reset Form](#)

9. Now that you set up your job alerts, you will receive e-mail notifications of Missile Defense Agency jobs as they become available. You can click directly on the job title in your e-mail notification to apply.



Top 10 search results for Human Resources for 5/8/2015 to 5/15/2015

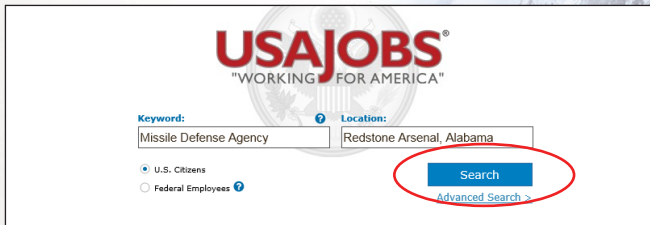
To view the complete list of results on the USAJOBS web site, please click [View All Opportunities](#).

**General Engineer**

~~Department:~~ Department of Defense  
~~Agency:~~ Missile Defense Agency  
**Hiring Organization:** Test Element Integration Division (DTM)  
**Number of Job Opportunities & Location(s):** 1 vacancies - Redstone Arsenal, Alabama  
**Salary:** \$71,336.00 to \$110,275.00 / Per Year  
**Series and Grade:** NH-0801-03  
**Open Period:** Friday, May 15, 2015 to Thursday, May 21, 2015  
**Position Information:** Permanent - Full-Time  
**Who May Apply:** United States Citizens

### III. SEARCH AND APPLY FOR MDA JOBS

1. Go to the USAJOBS homepage: <https://www.usajobs.gov/>.
2. Under Keyword, enter Missile Defense Agency. Select U.S. Citizens or Federal Employees. Enter your desired Missile Defense Agency location (Redstone Arsenal, Alabama; Fort Belvoir, Virginia; Colorado Springs, Colorado; and Dahlgren, Virginia). Click **Search** to view results.



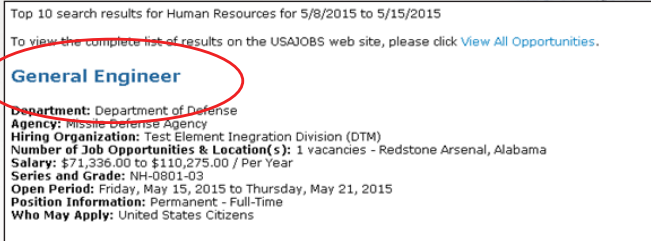
**USAJOBS**  
"WORKING FOR AMERICA"

**Keyword:**  **Location:**

U.S. Citizens  
 Federal Employees

[Advanced Search >](#)

3. Click the job title to view the job announcement. Review the entire job announcement to determine whether you qualify for the job.



Top 10 search results for Human Resources for 5/8/2015 to 5/15/2015

To view the complete list of results on the USAJOBS web site, please click [View All Opportunities](#).

**General Engineer**

**Department:** Department of Defense  
**Agency:** Missile Defense Agency  
**Hiring Organization:** Test Element Integration Division (DTM)  
**Number of Job Opportunities & Location(s):** 1 vacancies - Redstone Arsenal, Alabama  
**Salary:** \$71,336.00 to \$110,275.00 / Per Year  
**Series and Grade:** NH-0801-03  
**Open Period:** Friday, May 15, 2015 to Thursday, May 21, 2015  
**Position Information:** Permanent - Full-Time  
**Who May Apply:** United States Citizens

- If you think you qualify for the job, click **Apply Online** to apply.

Overview | Duties | Qualifications & Evaluations | Benefits & Other Info | How to Apply

MISSILE DEFENSE AGENCY  
**MDA**

Job Title: Operations Research Analyst  
Department: Department of Defense  
Agency: Missile Defense Agency  
Hiring Organization: Cost Estimating and Analysis Directorate (DOC)  
Job Announcement Number: MDA-EH-15-1452765

**SALARY RANGE:** \$71,336.00 to \$110,275.00 / Per Year  
**OPEN PERIOD:** Friday, July 24, 2015 to Thursday, July 30, 2015  
**SERIES & GRADE:** NH-1515-03  
**POSITION INFORMATION:** Full Time - Permanent

Go to section of this Job:

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

**Agency Contact Info**

**Job Announcement Number:** MDA-EH-15-1452765  
**Control Number:** 409433900

- Select one of your resumes to send.

**Resume - Select one of your stored USAJOBS resumes to send (or first [Save Job and Create, Edit, or Upload a resume](#)) :**

- Select the boxes that apply and click **Apply for this position now!** This will route you to the USA Staffing Application Manager.

**Fields below with an asterisks (\*) are required.**

- \*  I have [reviewed my resume](#) . The selected document includes the information I wish to provide with this application.
- Allow me to attach demographic information to the application. [Review or update your demographic information.](#)
- \*  I certify, to the best of my knowledge and belief, all the information 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).

**Apply for this position now!**

7. Read the terms and conditions and click **Accept and Proceed**.

Click Accept and Proceed to accept the Full Terms and Conditions of Use and continue with the application process.

**Accept and Proceed**

**Full Terms and Conditions of Use**

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant.

8. Complete the application information.

\* Required information

**Biographic Data**

\* Address \* Required

[Don't have a home address?](#)

9. Complete the assessment questionnaire.

\* Required information

**Section 1**

1. From the description below, select the letter that best describes your level of general experience.

A I have three years of generalized experience at the next lower grade (NH-01) or equivalent in the federal service (experience may have been gained effectively orally and in writing).

B I possess a 4-year course of study leading to a bachelor's degree.

C I have a combination of post-high school education and experience as listed above.

D My education and/or experience do not meet the requirements listed above.

10. Upload your required documents (as defined in the announcements) such as transcripts, resume, or proof of Veteran's preference or current federal government employee.

Required information

**Upload Documents**  
Protect your privacy! DO NOT include privacy information, such as Social Security Number, in your uploaded documents unless directly required. The file size must be 3MB or less and the acceptable formats are non-encrypted .JPG, .PDF, .TXT, .RTF, .DOC, .DOCX, and .WPD.

1. Select Document Type  
2. Click "Browse" to locate a file and click "Open" to attach it  
3. Click "Upload"

Documents uploaded in Application Manager are automatically converted to Adobe PDF.  
Uploads Documents move from Received/Pending Virus Scan to Processed within Other Veterans Document

Select a Document Type:  [What documents are Accepted or Required?](#)

Resume  
Transcript  
SF-50  
SF-214  
SF-15  
SF-336

Please do not use third-party software to convert documents to PDF.

11. For consideration for the job, click **Submit My Answers**.

**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?
<a href="#">Submit My Answers</a>	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? <ul style="list-style-type: none"><li>• <b>Work on this Application Package some more.</b> Use the Navigation Box in the upper left to go to the part you want to work on.</li><li>• <b>Leave Application Manager.</b> Close your browser.</li></ul>

12. Once you receive confirmation of your submission, click **Return to USAJOBS**.

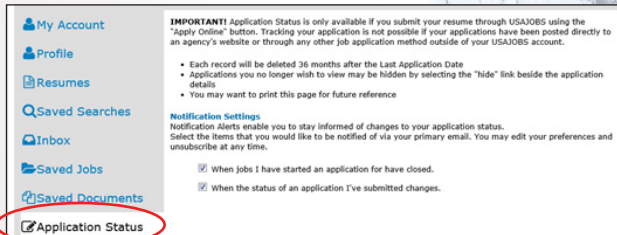
After you have logged out of Application Manager, if you would like to return later to check the status of this or any other USA Staffing® application, click [Return to USAJOBS](https://www.usajobs.gov/Account/Login)

## IV. CHECK YOUR APPLICATION STATUS

13. Click **Welcome** to view your application status.



14. Click **Application Status** to view your application status.





15. Carefully review your application status to ensure your application process is complete.

**Application Status**

Search:  [View Hidden Applications](#) Show 10 entries

1 to 4 of 4 results | < > | 1 | 30 | Sort By: --Select-- | ascending

**Hide Procurement Analyst**

Job Number:	MDA-EP-15-1352989	Job State:	Open
Pay Plan:	NH-1102-03	Close Date:	04/30/2015
Location:	US-Alabama-Redstone Arsenal	Last Apply:	04/29/2015
Organization:	Department of Defense, Missile Defense Agency, Contracting Agency (DAC)	Last Status Update:	04/29/2015
Status:	Received		
	<a href="#">More Information...</a>		

**Hide Program Analyst**

Job Number:	MDA-EP-15-1293090	Job State:	Open
Pay Plan:	NH-0543-03	Close Date:	05/01/2015
Location:	US-Alabama-Redstone Arsenal	Last Apply:	04/29/2015
Organization:	Department of Defense, Missile Defense Agency, Contracting Agency (DAC)	Last Status Update:	04/29/2015
Status:	Application Incomplete		
	<a href="#">More Information...</a>		

Once you complete the application process, the Defense Logistics Agency will review your application and determine whether you qualify for the position, based on the information you provided in your application in comparison to the job announcement.

The Defense Logistics Agency will submit qualified applicants to the Missile Defense Agency to begin the consideration process.



**Notes**

**Notes**



[jobs.MDAcareers.com](https://jobs.MDAcareers.com)

Missile Defense Agency is an Equal Opportunity Employer. U.S. Citizenship required.

Approved for Public Release  
15-MDA-8351 (6 August 15)