



**USA STAFFING®**  
Great Government Starts Here™

# Application Process USAJOBS – Application Manager

# Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

## Create an Account

- Build and store up to five distinct resumes.
- Create and save job searches to receive automatic notifications.
- Apply for jobs or save them to review later.

## Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- Apply to Federal Agencies.

## Be Informed

- Learn how to use USAJOBS by accessing their tutorials.
- Learn about the federal hiring process.
- Learn about special hiring programs.

# USAJOBS Main Page

To apply for jobs you must have a USAJOBS account. To begin, SIGN IN or CREATE AN ACCOUNT if you have not done so already.



The screenshot displays the USAJOBS main page. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner in the top right corner contains the text "SIGN IN OR CREATE AN ACCOUNT" with a hand cursor icon pointing to it. The central part of the page features the USAJOBS logo, which includes the text "USAJOBS" in large red letters and "WORKING FOR AMERICA" in smaller black letters below it. Below the logo are two search input fields: "What: (keywords)" and "Where: (city, state or zip code)". To the right of these fields are two links: "Browse Jobs >" and "Advanced/International Search >". A blue "Search Jobs" button with a right-pointing arrow is positioned below the search fields. Below the search area, there are three links: "First Time Visitors", "Why Work for America?", and "Special Hiring Events". A grey horizontal bar contains four links: "Individuals with Disabilities", "Veterans", "Students", and "Senior Executives". At the bottom of the page, there are several footer links: "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". Below these links is a small text block stating: "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

To create an account you must enter some basic Personal Information into the Form Sections.

**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.**

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**Account Information** [Top](#)

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

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

# USAJOBS – My Account Area

Search Jobs My Account Info Center Welcome Applicant! | Sign out

**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:  
[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.

**Resumes**  
[Build New Resume](#)  
[Upload New Resume](#)  
You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes.  
[View All Resumes](#)

[Job Search Agents](#)

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

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

Once you've filled out the basic profile information and created an account, you can Build a New Resume or Upload a New Resume by selecting one of the options in the Resumes area.

In your USAJOBS account you can:

- Build or upload a new *Resume*
- Upload and save *Documents* required to support your application
- Check your *Application Status*
- Create *Job Search Agents*
- Review any *Saved Jobs*

# Search Jobs

Once you've created an account, built or uploaded a resume, and uploaded any supporting documents, you can begin the job search.

To search for jobs you can go to the *Search Jobs* area located at the top left or you can *Search Jobs* directly from this page by using the Keyword and/or Location options at the top right of the screen. For example a keyword search might include the agency name or position title and/or a location such as Virginia.

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner on the right says "Welcome Applicant! | Sign out". Below the navigation, there is a search bar with "Auditor" in the keyword field and "Virginia" in the location field. A dropdown menu is open under "Search Jobs", listing options: "Search jobs - Main Page", "Browse Jobs", "Advanced/International Search", "Jobs in Demand", and "Most Popular Jobs". Below the search bar, there is a user profile section for "Applicant Three" with a "Current Goal" and "Last login: 2/16/2010". A blue "Edit Profile" button is visible. Below the profile, there are buttons for "Resumes" and "Job Search Agents". On the right side, there is a "Highlights from USAJOBS" section with a text box containing information about student jobs and a link to <http://www.usajobs.gov/studentjobs/>. Below this, there are buttons for "Saved Jobs", "Saved Documents", and "Application Status". At the bottom, there are links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A footer note states: "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."

# Job Search Results

The *Current Search* menu located on the right side of the screen tracks your current search and provides filters that allow you to further refine your search results. You can remove and add filters to expand or narrow your search. To open the job announcement, click on the job title.

Search Jobs My Account Info Center Welcome Applicant! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Refine Your Search What: (keywords) Auditor Where: (city, state or zip code) Virginia

[Browse Jobs >](#) [Advanced/International Search >](#) Select Radius

Save this search and email me jobs

**Current Search**

Only Jobs Open To ALL U.S. Citizens  
 ALL Jobs (I'll Determine If I Can Apply)

**You Added ...**

Auditor Remove  
Virginia Remove

[Clear All And Start New Search](#)

**Refine Your Results**

- Salary
- Grade
- Occupations
- Agencies
- Senior Executive Jobs
- Posting Date
- Work Schedule
- Exclude These

RSS Feed Of This Search

Closing	Job Summary	Agency	Location	Salary
2/17/2010	<a href="#">Supervisory Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$103,010.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$71,571.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	
3/1/2010	<a href="#">Auditor</a>	Defense, Office of the Inspector General	US-VA-Arlington	\$49,354.00+
	Expand	View Map	Save job   More like this	

# Job Announcement – Apply Online

Once you've located a job you are interested in, reviewed the job announcement and the How to Apply instructions, click the Apply Online button.

The screenshot shows the USAJOBS website interface. At the top, there are navigation links for "Search Jobs", "My Account", and "Info Center". A red banner says "Welcome Applicant! | Sign out". The USAJOBS logo is prominently displayed. Below the logo is a search bar with "What: (keywords)" and "Where: (city, state or zip code)" fields, and a "Search Jobs" button. There are also links for "Browse Jobs >" and "Advanced/International Search >".

The main content area has a navigation bar with tabs: "Back to Search Results", "OVERVIEW", "DUTIES", "QUALIFICATIONS & EVALUATIONS", "BENEFITS & OTHER INFO", and "HOW TO APPLY". The "OVERVIEW" tab is selected.

The job announcement is for the "DCAA DEFENSE CONTRACT AUDIT AGENCY" with the website "www.dcaa.mil/careercenter". The job title is "AUDITOR (CONTRACT AUDIT)", the department is "Department Of Defense", the agency is "Defense Contract Audit Agency", and the job announcement number is "PH-RS-170287".

Key details include:

- SALARY RANGE:** 38,790.00 - 50,431.00 USD /year
- OPEN PERIOD:** Saturday, August 29, 2009 to Saturday, August 28, 2010
- SERIES & GRADE:** GS-0511-07
- POSITION INFORMATION:** Full Time Career/Career Conditional
- PROMOTION POTENTIAL:** 12
- DUTY LOCATIONS:** Multiple duty locations - [click here for more info](#)
- WHO MAY BE CONSIDERED:** United States Citizens

The "JOB SUMMARY" states: "DCAA auditors have the opportunity to provide a unique service to their country while gaining an unprecedented level of expertise. DCAA provides accounting and financial advisory services for contracts and subcontracts to the Department of Defense and other Federal agencies. With DCAA, you have the opportunity to audit large scale, high visibility Defense contracts. An inclusive and employee-friendly work environment, challenging assignments, specialized training, rapid".


On the right side, there is a "Go to section of this Job:" dropdown menu and four buttons: "Apply Online" (with a star icon), "Print Preview", "Save Job", and "Share Job". Below these buttons, there is contact information for the Philadelphia Services Branch, including the address, phone number, and email. A "Control Number: 1663558" is also provided.



# Select Resume and Attachment(s)

Search Jobs My Account Info Center Welcome Applicant! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

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

**Please Note:** If you are resubmitting or updating a previous application you must re-submit all required documents!


**Apply Online** to the following job:

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Agency:** Defense Contract Audit Agency, Department Of Defense  
**Job Location:** RADFORD, Virginia

**Resume** - Select one of your stored resumes to send:  
  
Auditor

**Attachment(s)** - Select one or more of your attachments to send:  
  
DD-214  
SF-50

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).

[Apply for this position now!](#)  [Cancel](#) 

After you click Apply Online, you will have the option to select a Resume and any supporting documents (attachments) to be linked to your application.

**Please Note:** If you are updating a previously submitted application, you must re-submit your Resume and all applicable supporting documents.

After you click *Apply for this position now!*, USAJOBS will redirect you to Application Manager.

# Transition to USA Staffing® - Application Manager



## One moment please...

We are now bringing you to the system used by the

### Defense Contract Audit Agency

to complete your application process. You will be returned to USAJOBS upon completion.

Your browser should automatically take you there in about 5 seconds, or...

[Take me there now](#) ▶

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online applications and assessment information for specific positions.

## Application Manager

[Login](#)

[Important Links](#)

[Help](#)

### Welcome to USA Staffing® Application Manager!

If you have already created an Application Manager account, please log in on the next page.

If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.

Application Manager, <https://ApplicationManager.gov>, is a completely separate system that some agencies use to collect applications online; it is not a part of <http://www.USAJOBS.gov>. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the [Application Manager Quick Start Guide](#) for an overview.

[Continue](#)

# Application Manager

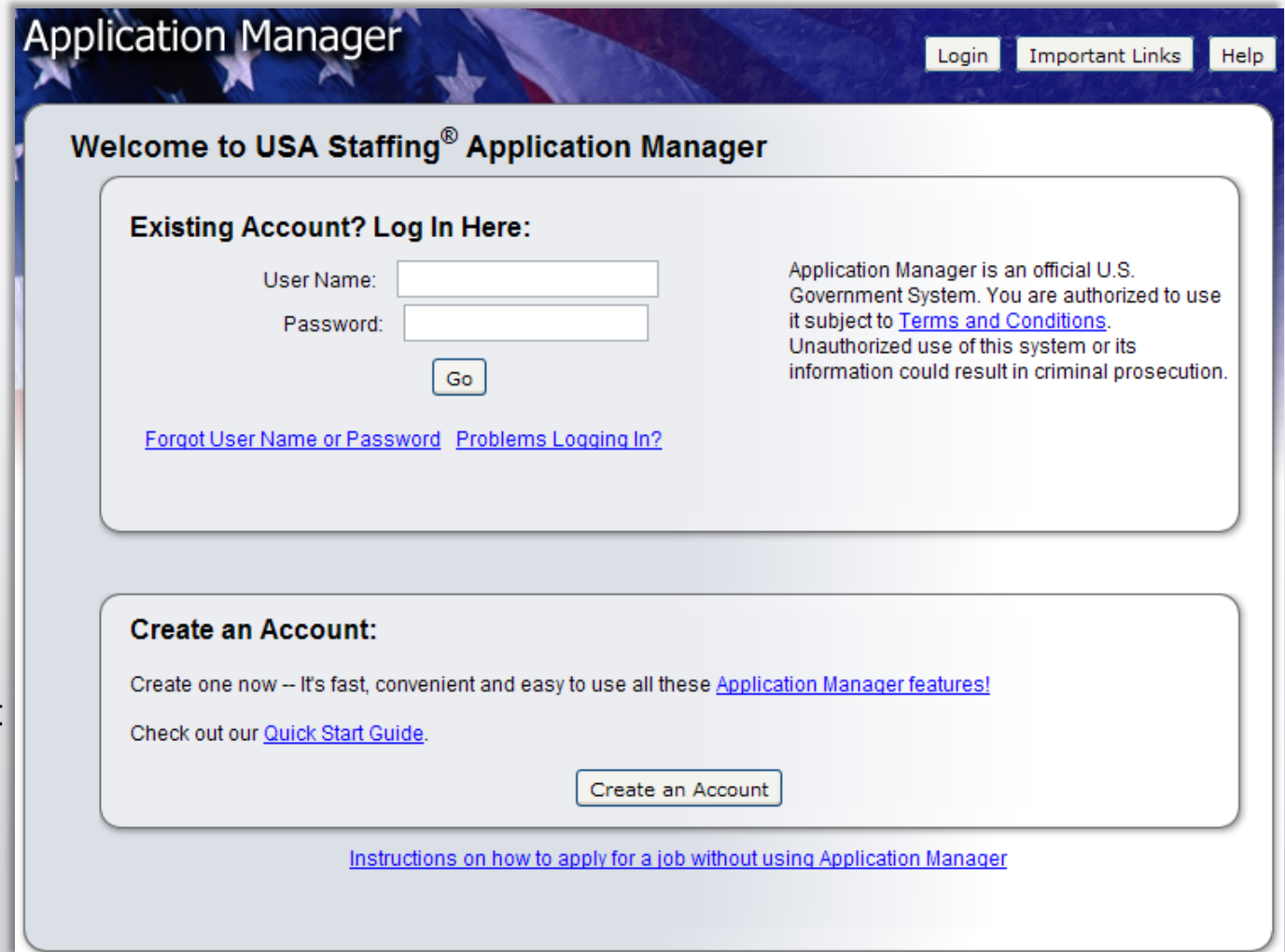
## With Application Manager you can:

- Work on, submit, and track your application packages.
- Check the status of each application package (e.g., not submitted, complete, incomplete)
- Use the Application Package Checklist to keep track of an application's requirements.
- View and print your Assessment Questionnaire responses and any of the documents submitted with an application.
- Select and re-use documents submitted for previous applications in any new application.
- Review any correspondence sent to you by hiring agencies.
- Review and update your personal information at any time.

# Application Manager

If you have an Application Manager account, you can log in by entering your User Name and Password or if you don't already have an account, you can create one.

After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.



The screenshot shows the 'Application Manager' login page for USA Staffing. The page has a blue header with the title 'Application Manager' and three buttons: 'Login', 'Important Links', and 'Help'. Below the header is a white box with a blue border containing the following content:

**Welcome to USA Staffing® Application Manager**

**Existing Account? Log In Here:**

User Name:

Password:

[Forgot User Name or Password](#) [Problems Logging In?](#)

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

**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](#)

# Create an Application Manager Account

Follow the screen prompts to create an Application Manager account. Before you create an account, it is important to verify that you don't already have one on file.

Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for accounts to proceed.



The screenshot shows the 'Application Manager' interface. At the top, there are links for 'Login', 'Important Links', and 'Help'. The main heading is 'Create an Account'. Below this, there is a progress indicator with three arrows: a red arrow labeled 'Email', a grey arrow labeled 'User Name', and another grey arrow labeled 'Security Info'. The 'Email' step is currently active. Below the progress indicator, 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, there is a prompt: 'Please enter your email address. You will be able to check multiple addresses.' There is an input field for 'Email:' and a 'Check for account' button. Below the input field, the text reads 'No account(s) found for: applicantnthree@opm.gov'. There is an 'I'm done checking for accounts' button. At the bottom, it says 'This is a U.S. Government System.' with a link to 'Full Terms and Conditions'.

# Application Manager

The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

If you do not enter the correct SSN, it will affect your consideration for this and future applications.

**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

**Social Security Number**  
Social Security Number [Why is this required?](#)  
  
Retype Social Security Number

**Name**  
First Name  
  
Middle Initial  
  
Last Name

Previous Next Save

# Biographic Data – Eligibility Information

The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You may need to complete a few more informational pages before you begin your Assessment Questionnaire.

The menu on the left tracks your progress as you complete the application.

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with links for 'Main', 'Important Links', 'Help', and 'Logout'. Below this, the 'Vacancy ID: 207966' is shown. A left-hand menu lists various sections: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', and 'Section 1' through 'Section 8'. Below the menu are options for 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The main content area shows the 'Biographic Data' section, which is currently selected. It displays the following information: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE' with a 'Change Name' button. Below this information are 'Previous', 'Next', and 'Save' buttons. The 'Biographic Data' section itself contains a heading and a note: 'All biographic information is required, except for your telephone number and the contact time.' Below this note is an 'Address' field with the value '1900 E St NW' and an empty field below it.

# Assessment Questionnaire

The Assessment Questionnaire is divided into sections.

The assessment questions are job specific and change for each job announcement and position.

The screenshot shows the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. The main content area is divided into two columns. The left column is a sidebar menu with the following items: 'Vacancy ID: 207966', 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1', 'Section 2', 'Section 3', 'Section 4', 'Section 5' (highlighted with a red arrow), 'Section 6', 'Section 7', 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The right column displays the assessment details: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE' with a 'Change Name' button. Below this are 'Previous', 'Next', and 'Save' buttons. The main assessment area is titled 'Section 5' and 'Total Questions in this Assessment: 8'. It contains a question: '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.' There are three radio button options: '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.', and 'C Collaborate with others or work on teams to accomplish work-related activities.' Below the options is a 'Narrative' section with the instruction: 'Please provide a brief narrative description of your experience performing the type of work described in number 5.' and a large text input area with a scroll bar. At the bottom of the main area are 'Previous', 'Next', and 'Save' buttons.



# ReUse Documents

The upper table displays the USAJOBS documents for this application. The status will be Awaiting Retrieval from USAJOBS. Once you submit your application, the system will retrieve the documents.

Once you have uploaded documents directly into Application Manager (explained in the next page), these documents will be available for re-use in a table located on the lower part of this same screen.

The screenshot shows the 'Application Manager' interface. On the left is a navigation menu with options like 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1' through 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The 'ReUse Documents' option is highlighted. The main content area shows application details: Vacancy ID: 207966, Job Title: AUDITOR (CONTRACT AUDIT), Announcements: PH-RCS-207966 and USAJOBS Control Number: 1663560, and Applicant Name: APPLICANT N THREE. Below this are 'Previous', 'Next', and 'Save' buttons. The 'ReUse Documents' section contains a table titled 'Documents in Application Package for Vacancy:207966' with columns for Document Type, Received, Source, Status, and Original File Name. The table lists two documents: 'Qualifications' and 'Resume', both received on 2/16/2010 at 5:16:35 PM, with a status of 'Awaiting Retrieval from USAJOBS'. At the bottom, a message states 'You do not have any documents available for re-use. Click Next to continue.' with 'Previous', 'Next', and 'Save' buttons.

**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

**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.

Previous Next Save

# Upload Documents

This section allows you to upload documents that may not be in your USAJOBS account.

Select a document type, browse, and attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File table.

Documents uploaded in this area will be available in the ReUse Documents section (previous slide) for any future applications.

**Application Manager**

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

**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 USAJOBS. If we are unable to retrieve portfolio documents, you will be notified at the email address in your Application Manager profile.

# Upload Documents

This section provides a Fax Cover Page for documents you are unable to upload.

This fax cover page is pre-populated with the information required for the fax to be processed for this specific vacancy. The fax number is provided in the How to Apply section of the announcement.

It is important to remember that faxed documents must have this cover page with the correct information filled in, or your documents cannot be associated with this application.

### 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 USJA OBS. 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

Once all required questions have been completed, you will be able to click the Submit My Answers button to submit your application. **You must select Submit My Answers or your application will not be received.**

If you have skipped any of the required sections, you will receive a warning to go back and complete any missed section before you can submit your answers.

The screenshot displays the 'Application Manager' interface. At the top, there is a navigation bar with links for 'Main', 'Important Links', 'Help', and 'Logout'. The main content area is divided into two columns. The left column contains a sidebar with a 'Vacancy ID: 207966' and a list of navigation options: 'Biographic Information', 'Eligibility Information', 'Other Information', 'Assessment Questionnaire', 'Section 1' through 'Section 8', 'ReUse Documents', 'Upload Documents', 'Submit My Answers' (highlighted), and 'View/Print My Answers'. The right column displays application details: 'Job Title: AUDITOR (CONTRACT AUDIT)', 'User: applicantnthree', 'Announcement Number: PH-RCS-207966', 'USAJOBS Control Number: 1663560', and 'Applicant Name: APPLICANT N THREE' with a 'Change Name' button. Below this is the 'Submit My Answers' section, which includes a warning message: '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.' and a note: 'After you click *Submit My Answers*, provide any required Supporting Documents and be sure the *Application Package Status* page shows all steps are complete.' At the bottom, there is a table with two columns: 'Ready to Submit?' and 'Not ready?'. The 'Ready to Submit?' column contains a 'Submit My Answers' button with a mouse cursor hovering over it. The 'Not ready?' column contains a message: 'Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.' and a question: 'What would you like to do next?' followed by three bullet points: 'Work on this Application Package some more.', 'Work on a different Application Package.', and 'Leave Application Manager'. Each bullet point has a corresponding button ('Main', 'Logout', and 'Logout' respectively).

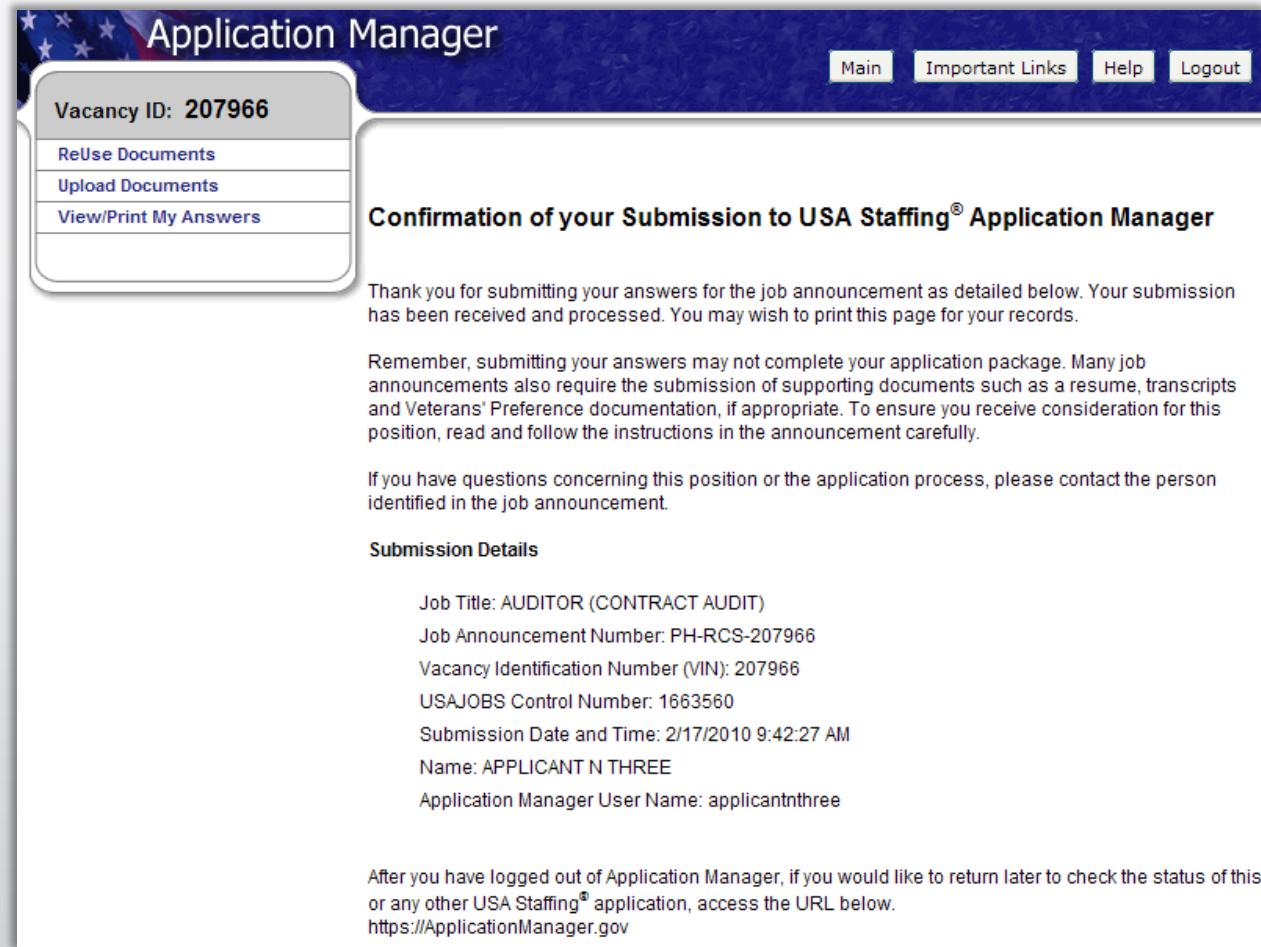
Ready to Submit?	Not ready?
<a href="#">Submit My Answers</a>	Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready. What would you like to do next? <ul style="list-style-type: none"><li>• <b>Work on this Application Package some more.</b> Use the Navigation Box in the upper left to go to the part you want to work on or review.</li><li>• <b>Work on a different Application Package.</b> Go to Application Manager Main. <a href="#">Main</a></li><li>• <b>Leave Application Manager</b> <a href="#">Logout</a></li></ul>

# Confirmation Message

Once you click the Submit My Answers button, you will receive an on-line confirmation message.

Submitting your questionnaire responses may not complete your application. It is important that you review the How to Apply section of the vacancy announcement to ensure you comply with all the requirements for your application to be considered as complete.

You may log out or return to USAJOBS at this point.



The screenshot shows the 'Application Manager' interface. At the top, there is a navigation bar with 'Main', 'Important Links', 'Help', and 'Logout' buttons. A sidebar on the left contains a 'Vacancy ID: 207966' and three links: 'ReUse Documents', 'Upload Documents', and 'View/Print My Answers'. The main content area features a heading 'Confirmation of your Submission to USA Staffing® Application Manager'. Below this, there are three paragraphs of text: a thank-you message, a reminder about supporting documents, and contact information for questions. A 'Submission Details' section lists job title, announcement number, VIN, control number, submission date, name, and user name. At the bottom, there is a note about logging out and a URL to return to the application.

**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: applicantthree

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>

# USAJOBS – Application Status

The Application Status Area of your USAJOBS account serves as the main source of information for the status of your online applications. You may use the [more information](#) link located under the **Application Status** column to learn more about the status of your application or view correspondence sent to you by the hiring agency. This link takes you directly into the Details Tab of Application Manager for the selected Application Package.

Initial Application Date	Job Summary	Job Status	Last Application Update	Application Status	USAJOBS Uploaded Document Status
2/16/2010	<a href="#">AUDITOR (CONTRACT AUDIT)</a> 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 <a href="#">more information...</a>	Uploaded & Retrieved

[Notification Settings](#)

# Details Page

From the Details Page you can:

- View the Job Announcement
- Change your Answers\*
- Add Documents\*
- Update Biographic Information
- View/Print Your Answers
- Review Status of your Assessment and Documents.
- View Messages sent by Hiring Agency
- View Application Package History

\* Changing and resubmitting Answers or adding documents is permitted during the open period only. Once the announcement is closed these features are no longer available.

**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
<a href="#">View</a>	Processed	Qualifications	USAJOBS	02/16/2010 05:16 PM	SF-50 DOD
<a href="#">View</a>	Processed	Resume	USAJOBS	02/16/2010 05:16 PM	Auditor
<a href="#">View</a>	Processed	Miscellaneous	Upload	02/17/2010 09:28 AM	SF-50.pdf

**Messages**

	Message Type	Date Emailed	Date Printed
<a href="#">View</a>	Acknowledgement Letter	2/17/2010 9:44:07 AM	

**Application Package History**

	Status	Date Submitted
<a href="#">View</a>	Complete	2/17/2010 9:42:27 AM

# Checklist Page

The Checklist Tab allows you to perform the same functions as the Details Tab. Also it offers a simple view of the status of your Assessment Questionnaire and any Required documents. If the document Status indicates “Not Received” and the document is marked as “Yes” Required, your Application Package Status will indicate: Incomplete.

**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**

Status	Item	Required?
√ Ok	Assessment Questionnaire	Yes
√ Ok	Resume	Yes
Not Received	Veterans Documentation	Consult Job Announcement
√ Ok	Qualifications	Consult Job Announcement
√ Ok	Transcript	Yes



# Remember...

Carefully review Job Announcement and instructions provided in the How to Apply section

Create USAJOBS and Application Manager Accounts if you haven't done so already

Complete Assessment Questionnaire in Application Manager and submit all required supporting documents online or via fax

Check your Application Status before and after the closing date of the job announcement

# More Information

You may visit USAJOBS' Information Center – Main Page where you can find tutorials for using different areas of USAJOBS and information about Federal Employment, Applying for Federal Jobs, and Job Search, among others.

Search Jobs My Account Info Center

**USAJOBS**  
"WORKING FOR AMERICA"

Info Center

Info Center - Main Page  
Supplemental Forms Feature  
Individuals with Disabilities Searchable FAQs  
Veterans  
Students  
Senior Executives

**BROWSE ADVICE ON:**

USING USAJOBS  
FEDERAL EMPLOYMENT  
APPLYING FOR A FEDERAL JOB  
MORE

**SPECIAL INFO FOR:**

INDIVIDUALS WITH DISABILITIES  
VETERANS  
STUDENTS  
SENIOR EXECUTIVES

**Search Jobs**

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

[Browse Jobs >](#) [Advanced/International Search >](#)

**Tutorials (Interactive)**

- Job Search
- Job Opportunity Announcements
- My Account
- Resumes
- Saved Documents
- Saved Searches
- Alternative Tutorial Format (Documents)

The Job Search  
Using Keywords to Maximize Your Search Results  
Security Center