



## Applicant Tips for USA Jobs and Application Manager



Department of Army vacancies can be accessed via [www.armycivilianservice.com](http://www.armycivilianservice.com) or [www.usajobs.gov](http://www.usajobs.gov)

### 1. Setting up Accounts

Create your USAJobs and Application Manager Accounts in Advance

- Within [www.usajobs.gov](http://www.usajobs.gov) click on "Create an Account" and follow the instructions
- Within <https://www.applicationmanager.gov> click on "Create an Account" and follow the instructions

GOOD TO KNOW: USAJobs and Application Manager may have separate login usernames and passwords. After the first time you progress from USAJobs to Application Manager, USAJobs will create an automatic link between your accounts and the separate login will not be required for future applications.

### 2. Prepare your Application Package

- Scan and save documents to your computer
- Log into USAJobs and access the "My Account" page.
- Resume: You can either "Build New Resume" or "Upload New Resume." You can store up to 5 resumes within your USAJobs account.
- Upload Documents: Click the "Saved Documents" link and follow the procedures to Upload Documents.

#### A Complete Application Package contains:

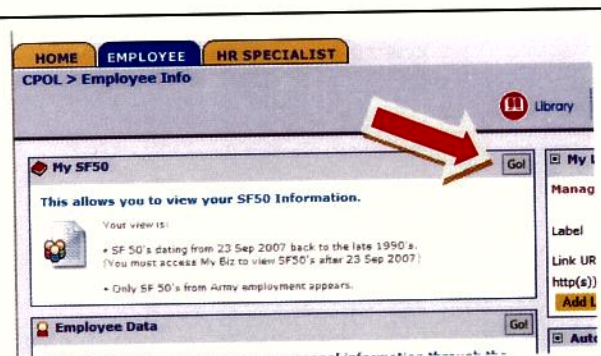
1. Resume
2. Proof of Eligibility  
(SF-50 for current employees)
3. Veterans Documentation  
DD-214, SF-15, VA Letter documenting disability
4. Transcripts (unofficial is accepted)
5. Proof of any other licenses or certifications
6. Completed Occupation Questionnaire

GOOD TO KNOW: Resumes and other documents stored in your USAJobs account are accessible within Application Manager. Once documents are uploaded, they are available for reuse in future applications.

#### Where can I find my SF-50?

- Go to [www.acpol.army.mil](http://www.acpol.army.mil)
- Click on EMPLOYEE PORTAL LOGIN (CAC)
- Click on the EMPLOYEE tab
- Within the My SF50 box, click the Go!

Locate the PDF of your most recent non-award SF-50 and save the PDF file to your computer so that you are able to locate it for upload to either USA Jobs or Application Manager.





## Applicant Tips for USA Jobs and Application Manager



USAJOBS  
Working for America

Agency Job Opportunity Announcement

Job Title: Procurement Analyst  
Department: Department of the Army  
Agency: U.S. Army Corps of Engineers  
Job Announcement Number: NEGE12083154736962

SALARY RANGE: GS-07-00 to GS-13-00 (Per Annum)  
OPEN PERIOD: Tuesday, September 04, 2012 to Thursday, September 13, 2012  
SERIES & GRADE: GS-1302-13/12  
POSITION INFORMATION: Full Time Permanent  
PROMOTION POTENTIAL: 12  
DUTY LOCATIONS: 1 vacancies in the following location:  
Hagerstown, MD (vacant Station - 3208 MB)  
Status: Candidates (Must be U.S. Citizen and U.S. Army Employee)

WHO MAY BE CONSIDERED:  
JOB SUMMARY:

Apply Online  
Print Preview  
Save Job  
Share Job

### 3. How to Apply

- Search for current vacancies at [www.usajobs.gov](http://www.usajobs.gov)
- Ensure that you Refine Your Results to find Jobs For: Federal Employees (not U.S. Citizens)
- For each specific vacancy, full application instructions are stated in the 'How to Apply' section of the announcement. Pay special attention to the REQUIRED DOCUMENTS section.
- Start the application process by clicking the Apply Online button.
- You will be redirected to Application Manager, click Proceed With My Application.
- Follow the directions on the screen in order to complete your application to include providing responses to the Occupational Questionnaire.
- Once you have answered all questions and attached required eligibility documents, click Submit My Answers.
- You will receive an email confirming your submission.

Application Manager

Vacancy ID: 736962

Biographic Information  
Eligibility Information  
Other Information  
Assessment Questionnaire  
Section 1  
Assessment Questionnaire  
Section 1  
Section 2  
Section 2  
Section 4  
Section 5  
Section 6  
Section 7  
Section 8  
Section 9  
Section 10  
Re-Use Documents  
Upload Documents  
Submit My Answers  
View/Print My Answers

Job Title: Procurement Analyst  
Job Number: 32551

City: Timonium  
State: MD  
Use Standard State Postal Codes. If you live outside the USA, fill in Country, is  
Zip Code \* Required  
Telephone Number  
Use numbers only - no punctuation. Include area code if within United States.

E-Mail Address

Navigate through these sections by entering necessary information and clicking Next.

### GOOD TO KNOW:

When completing the **OCCUPATIONAL QUESTIONNAIRE**

- ✓ Answer multiple choice questions honestly
- ✓ GS Positions: Include Position, Organization and Title in the text box if you answer any questions with E, the expert level response.
- ✓ If you believe that you have made a mistake, submit a new questionnaire. We look at your most recent submission.

**Important**

### Highlights of USA Jobs

- Create and Store up to 5 different resumes
- Upload documents once and reuse them for future applications
- Create/Save Job Searches – Receive automatic email updates

### Highlights of Application Manager

- Single source for managing and tracking Army Job Applications
- Receive timely feedback at multiple stages during application process

**It is the applicant's responsibility to ensure that he has submitted a complete application package. Failure to submit required documents in a legible format will result in an ineligible rating.**