

# **The Federal Hiring Process Using USAJOBS & Application Manager**

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# USAJOBS & APPLICATION MANAGER OVERVIEW

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Per the Office of Personnel Management (OPM) and Hiring Reform guidelines, individuals must use USAJOBS & Application Manager to apply for Idaho Army and Air National Guard Technician positions. Implementation date is June 1.

USA Jobs is where applicants find open positions and create their resume.

Application Manager (which is linked to USA Jobs) is where applicants go to physically apply for the position they found in USA Jobs.

# 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.

 <https://www.usajobs.gov/>

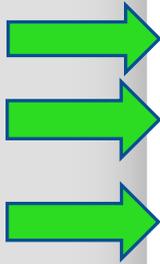


The screenshot shows the USAJOBS main page. At the top, there are navigation links: Search Jobs, My Account, and Info Center. On the right side, there is a red button labeled "SIGN IN OR CREATE AN ACCOUNT" with a green arrow pointing to it. The main content area features the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo are two search input fields: "What: (keywords)" and "Where: (city, state or zip code)". To the right of these fields are links for "Browse Jobs >" and "Advanced/International Search >". A blue "Search Jobs" button with a play icon is positioned below the search fields. At the bottom of the page, there are several links: "First Time Visitors", "Why Work for America?", "Special Hiring Events", "Individuals with Disabilities", "Veterans", "Students", and "Senior Executives". The footer contains links for "Site Map", "Contact Us", "Help/FAQs", "Employers", and "Privacy Act and Public Burden Information". A disclaimer at the bottom 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."

To create an account,  
you will need an:

-Email address (use  
the same email  
address for  
Application Manager)

-User name



## Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

**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.**

Primary Email

Confirm Primary Email

Username

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(.).

What is your email format preference?

Text  HTML

Some email providers block HTML messages. Select "Text" to ensure your emails go through. ?

## Terms and Conditions

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by 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 or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue 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.

I agree. Create my account.



## Thanks!

The personalized link to your new account will be sent to your email address, johndoe5802@gmail.com. Please check your email to log in to USAJOBS. This process may take up to 10 minutes.

If you are having trouble reaching your email or have not received your personalized link first check your spam folder, then please [Contact Us](#).

[Back to USAJOBS](#)

**-Once an account has been made, you will receive a message in your email. Click on the link in the email to activate your account.**

**-Fill out basic personal and account information.**

**-Incorrect information can affect your consideration for the positions you apply for.**

Thanks for confirming that your email address is johndoe5802@gmail.com. Your USAJOBS username is johndoe5802. To activate your new account, please provide the additional account information below and click "Finish creating my account".

Personal Information

First Name \*

Middle Name

Last Name \*

Phones \*

Account Information

Password \*

Confirm Password \*

To help remember and protect your password, supply some personal "hints" by selecting three different Password Questions and answers. Knowing this information can help you quickly reset your USAJOBS account using our automated account resetting tool.

Password Question 1 \*

Your Answer 1 \*

Password Question 2 \*

Your Answer 2 \*

Password Question 3 \*

Your Answer 3 \*

Please read our [Security Tips for Accounts and Passwords](#) before proceeding

I have read and understand the security tips.

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[I agree. Create my account.](#)



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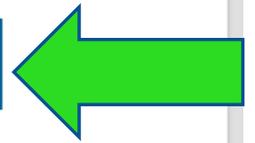
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## Sign In

[Forgot your username or password?](#)

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

Sign In



Sign in with the email/username and password that you just created.



Keyword:

Location:

Keywords, Job Title, Control #, Agency

City, State, ZIP Code, or Country

Search

[Advanced Search >](#)

My Account

Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

XXX YYYY

Last Login:

02/19/2015 03:23 PM ET

Last Profile Update:

02/19/2015 03:23 PM ET

Edit Profile

Did You Know?

Welcome to your USAJOBS account!

Did you know about all the USAJOBS resources to help you find federal job opportunities easier, faster and smarter?

Here's just a few ways USAJOBS can help you:

- Visit the [Resource Center](#) for all types of information including job search tips, federal job eligibility criteria, special hiring paths and how to use USAJOBS tools
- Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates
- Learn about the latest USAJOBS [enhancements](#) to improve your user experience

From here you can:

- update your personal profile
- Create/upload a resume
- View saved jobs
- Review letters from prior jobs
- Upload/view saved documents
- Check application status



Keyword:

Location:

Keywords, Job Title, Control #, Agency

City, State, ZIP Code, or Country

Search

[Advanced Search >](#)



My Account

Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

XXX YYYY

Last Login:

02/19/2015 03:23 PM ET

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- Join the conversation by visiting the USAJOBS [Facebook](#) page and following [Twitter](#) updates
- Learn about the latest USAJOBS [enhancements](#) to improve your user experience

-You can search for open jobs by job title, agency name, state etc.

-Another good way to view all of the Idaho Army and Air National Guard Technician positions is to visit <http://inghro.state.id.us/Jobs.htm>. All of the vacancies are linked directly to USA Jobs so that you may 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.

Home Search Jobs My Account Resource Center Welcome XXXX | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Keyword: Location: Search  
Keywords, Job Title, Control #, Agency City, State, ZIP Code, or Country

[Advanced Search >](#)

[< Back to Results](#)

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

**NATIONAL GUARD**

**Job Title:** Administrative Support Technician (OA)  
**Department:** Department of the Air Force  
**Agency:** Air National Guard Units (Title 32)  
**Job Announcement Number:** Air 15-036

**SALARY RANGE:** \$35,609.00 to \$46,294.00 / Per Year  
**OPEN PERIOD:** Tuesday, February 17, 2015 to Tuesday, March 3, 2015  
**SERIES & GRADE:** GS-0303-06  
**POSITION INFORMATION:** Full Time - Indefinite NTE 30 Sep 2015  
**DUTY LOCATIONS:** 1 vacancy in the following location:  
Salt Lake City, UT [View Map](#)  
**WHO MAY APPLY:** United States Citizens  
**SECURITY CLEARANCE:** Not Applicable  
**SUPERVISORY STATUS:** No  
**JOB SUMMARY:**

**UTAH NATIONAL GUARD**

**AIR TECHNICIAN VACANCY ANNOUNCEMENT**

Only open to current military members of the Utah Air and Army National Guard.

Upon completion of your application there is a page which reflects the following "Confirmation of your Submission to USA Staffing Application Manager". Please print this page and keep it in your records as completion of intent to apply for a vacancy. This page provides information about the job applied for and the date and time of submission.

Go to section of this Job:

Apply Online  
Print Preview  
Save Job  
Share Job

[Agency Contact Info](#)

**Job Announcement Number:** Air 15-036  
**Control Number:** 394880400



Keyword:

Location:

Keywords, Job Title, Control #, Agency

City, State, ZIP Code, or Country

Search

[Advanced Search >](#)

Check the appropriate boxes to show that you have reviewed your resume, attached your demographic information and that all information submitted is accurate.

**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 Announcement Number:** Air 15-036  
**Job Title:** Administrative Support Technician (OA)  
**Grade:** GS 06/06  
**Department:** Department of the Air Force  
**Agency:** Air National Guard Units (Title 32)  
**Job Location:** Salt Lake City, Utah  
**Closing Date:** Tuesday, March 3, 2015

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

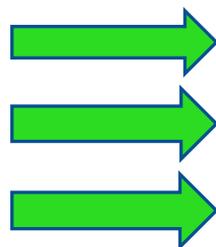
resume

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

\*  I have [previewed 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!

Cancel

# 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, Waiting on Human Resources Specialist Action, etc.)
- View and print your Assessment Questionnaire responses and any of the documents submitted with an application.
- Review any correspondence sent to you by the USA Jobs system.
- Review and update your personal information at any time (You may also do this on your USA Jobs account page).

# Application Manager

## Welcome to USA Staffing® Application Manager

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

Accept and Proceed



Click Accept and Proceed

USA Jobs will automatically take you to Application Manager.

## 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:

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

You are also prohibited from attempting to access, view, upload, change, or delete information on this system in any manner not consistent with and supported by its own menu options and controls, even if that information pertains to you. You are not permitted to modify the system, deny access to the system, accrue system resources for unauthorized use, or otherwise misuse this system, and if you do so, or try to do so, you may face criminal, civil, or administrative penalties.

If you use this system, that will be construed to mean you understand and agree to abide by these terms and constitutes unconditional consent to review, monitor, record, audit, and take action by all authorized government and law enforcement personnel.

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

**-If it is your first time using Application Manager, you will need to create an account.**

**-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.**

# Application Manager

[Login](#)[Important Links](#)[Help](#)

## Welcome to USA Staffing® Application Manager

### Existing Account? Log In Here:

User Name:

Password:

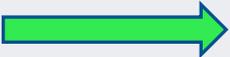
Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

[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](#)

-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 with a navigation bar containing 'Login', 'Important Links', and 'Help'. The main content area is titled 'Create an Account' and features a three-step process flow: 'Email' (highlighted with a red arrow), 'User Name', and 'Security Info' (both with grey arrows). Below the flow, there are three paragraphs of text: a warning about account uniqueness, a note about duplicate accounts, and a prompt to enter an email address. The form includes an 'Email:' label, a text input field, and a 'Check for account' button, with a green arrow pointing to the button. Below the input field, the text 'No account(s) found for: applicantnthree@opm.gov' is displayed, followed by an 'I'm done checking for accounts' button, also with a green arrow pointing to it. At the bottom, there is a footer stating 'This is a U.S. Government System.' with a link to 'Full Terms and Conditions'.

Application Manager

Login Important Links Help

### Create an Account

Email User Name Security Info

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.

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.

Please enter your email address. You will be able to check multiple addresses.

Email:  Check for account

No account(s) found for: applicantnthree@opm.gov

I'm done checking for accounts

This is a U.S. Government System.  
[Full Terms and Conditions](#)

Vacancy ID: 1331787

Job Title: Administrative Support Technician (OA)

Announcement Number: Air 15-036 USAJOBS Control Number: 394880400

Applicant Name:

Previous

Next

Save

\* Required information

### Social Security Number

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

Retype Social Security Number

### Name

First Name

Middle Initial

Last Name



Previous

Next

Save

**-If you do not enter the correct SSN, it will not link your USA Jobs and Application Manager accounts, and will affect your consideration for all positions that you apply for.**

Vacancy ID: 1331787

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
- Section 1
- Section 2
- Section 3
- Section 4
- Re-Use Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

**Job Title:** Administrative Support Technician (OA)  
**Announcement Number:** Air 15-036 **USAJOBS Control Number:** 394880400  
**Applicant Name:** XXX YYYY

Previous

Next

Save

\* Required information

### Biographic Data

\* Address

PO Box 1234 [Don't have a home address?](#)

\* City

Parma

State

Use Standard State Postal Codes. If you live outside the USA, fill in Country, leaving State blank.

ID

\* Zip Code

83660-

Country

US

Telephone Number

Use numbers only - no punctuation. Include area code if within United States.

(208)208-2088

Contact Time

- Make a Selection -

Fax Number

Fax Extension

### E-Mail Address

E-Mail Address

kylianne.k.lowe.mil@mail.mil

Previous

Next

Save

-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.

Vacancy ID: 1331787

Biographic Information

Eligibility Information

Assessment Questionnaire

Section 1

Section 2

Section 3

Section 4

Re-Use Documents

Upload Documents

Submit My Answers

View/Print My Answers

Job Title: Administrative Support Technician (OA)

Announcement Number: Air 15-036 USAJOBS Control Number: 394880400

Applicant Name: XXX YYYY

Previous

Next

Save

\* Required information

### Lowest Grade

\* Lowest Grade

06 ▾

### Occupational Specialties

\* Occupational Specialties

Administrative Assistant

### Geographic Availability

\* Geographic Availability

Salt Lake City, UT, United States

Previous

Next

Save

-There will be a few questions that you will be required to answer that will be specific to the position you are applying for. You will have to answer the questionnaire each time you apply for a different position.



Biographic Information
Eligibility Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: Administrative Support Technician (OA)  
 Announcement Number: Air 15-036 USAJOBS Control Number: 394880400  
 Applicant Name: XXX YYYY

**These are examples of some of the questions that you may be required to answer.**

Previous Next Save

\* Required information

**Section 1** Total Questions in this Assessment: 6

1. This vacancy is **RESTRICTED** to current military members of the Utah Air or Army National Guard. Are you currently a military member of the Utah Air or Army National Guard?

A Yes  
 B No

Previous  Next Save

Biographic Information
Eligibility Information
Assessment Questionnaire
Section 1
Section 2
Section 3
Section 4
Re-Use Documents
Upload Documents
Submit My Answers
View/Print My Answers

Job Title: Administrative Support Technician (OA)  
 Announcement Number: Air 15-036 USAJOBS Control Number: 394880400  
 Applicant Name: XXX YYYY

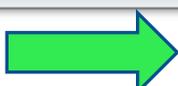
Previous Next Save

\* Required information

**Section 2** Total Questions in this Assessment: 6

2. Do you possess administrative or clerical experience, education, or training which demonstrates your ability to perform the duties of the position? Do you have experience using computer and automation systems?

A Yes.  
 B No.

Previous  Next Save

Vacancy ID: 1331787

Biographic Information

Eligibility Information

Assessment Questionnaire

Section 1

Section 2

Section 3

Section 4

Re-Use Documents

Upload Documents

Submit My Answers

View/Print My Answers

Job Title: Administrative Support Technician (OA)

Announcement Number: Air 15-036 USAJOBS Control Number: 394880400

Applicant Name: XXX YYYY

Previous

Next

Save

\* Required information

## Re-Use Documents

[What documents are Accepted or Required?](#)

### Documents in Application Package for Vacancy:1331787

Document Type	Received	Source	Status	Original File Name
Resume	2/19/2015 4:18:28 PM	USAJOBS	Awaiting Retrieval from USAJOBS	resume

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

Previous



Next

Save

**-Review this screen carefully, and compare it with the Required Documents section of the announcement.**

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED, AND LATE DOCUMENTS CANNOT BE ACCEPTED!**

-This section allows you to upload any additional documents that may not be uploaded to your USAJOBS profile.

-Like your USA Jobs profile page, you will 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 in Application Manager.

# 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

**Click Next when all documents are uploaded**

### Upload Documents

- Select Document Type:
- Click "Browse" to locate a file and click "Open" to attach it:
- 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.

# -YOU MUST CLICK 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 shows the 'Application Manager' interface. On the left is a navigation menu with the following items: Vacancy ID: 1331787, Biographic Information, Eligibility Information, Assessment Questionnaire, Section 1, Section 2, Section 3, Section 4, Re-Use Documents, Upload Documents, Submit My Answers (highlighted), and View/Print My Answers. The main content area displays: Job Title: Administrative Support Technician (OA), Announcement Number: Air 15-036 USAJOBS Control Number: 394880400, and Applicant Name: XXX YYYY. Below this is a 'Submit My Answers' section with instructions: '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 '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, which is pointed to by a large green arrow. The 'Not ready?' column contains text: 'Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.' and 'What would you like to do next?' followed by a bulleted list: '• 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.' and '• Leave Application Manager. Close your browser.'

Ready to Submit?	Not ready?
<input type="button" value="Submit My Answers"/>	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>Leave Application Manager.</b> Close your browser.</li></ul>

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

-This message will also be sent to the email that you provided when setting up your USA Jobs account.

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

The screenshot shows the 'Application Manager' interface. At the top, there are navigation buttons for 'Main', 'Important Links', 'Help', and 'Logout'. On the left, a sidebar contains the 'Vacancy ID: 207966' and three links: 'ReUse Documents', 'Upload Documents', and 'View/Print My Answers'. The main content area features a confirmation message: 'Confirmation of your Submission to USA Staffing® Application Manager'. Below this, it states: '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.' It also includes a reminder: '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.' A note follows: 'If you have questions concerning this position or the application process, please contact the person identified in the job announcement.' The 'Submission Details' section lists: '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', and 'Application Manager User Name: applicantnthree'. At the bottom, it says: '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'.

**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>

If you choose to return to the USA Jobs website, you can look under “Application Status” to see information for the position you applied for. You can also call the human resources office and speak to a Human Resources Specialist about your application. If you do call, be ready to provide your name and the Job Announcement number of the position you applied for.



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 possibilities open in the government to the country's youth? Check out the brand new Students page at <http://www.usajobs.gov>. From here you can find information on Governmentwide students, entry level employment upon graduation, and opportunities including apprenticeships, cooperatives, internships, and scholarships.

Saved Jobs ▲

Saved Documents ▲

Application Status ▼

Initial Application Date	Job Summary	Job Status	Last Application Update
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 Status ▼

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](#)

**If you click on “more information”, it will take you directly to into the Details Tab of Application Manager.**

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.**

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](#)

# Remember...

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

Ensure that you submit an accurate resume and all required documents.

Complete Assessment Questionnaire in Application Manager and be sure to click the "Submit My Answers" Button.

Check your Application Status before the closing date of the job announcement.

You may visit USA Jobs Resource Center. There, you can find tutorials for using different areas of USA Jobs and information about Federal Employment, applying for federal jobs, and job search, among others.



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

U.S. Citizens  Federal Employees [?](#)

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# **Human Resources Office**

## **Contact Information**

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**\*?\*?\*?\*Questions\*?\*?\*?\*\***