



Information on How to Apply for Vacancies

Vacancies Requiring USAJobs Application

- DoDEA announces vacancies open to both internal and external applicants.
- This enables individuals who are on 'excepted service' appointments to apply to 'competitive service'
- Announcements are posted on USAJobs (<https://www.usajobs.gov/>) as vacancies occur. (Quick link for DoDEA only vacancies is: <https://www.usajobs.gov/JobSearch/Search/GetResults?OrganizationID=DD16>)

Applying through USAJobs

You must submit ALL documents required by the vacancy announcement through USAJobs. In order to do this:

- You must create an account
- You must create or upload your resume
- You must submit other required documents

(You may pre-load up to 5 resumes as well as other documents)

Go To

<https://www.usajobs.gov>

Click on Sign In

- Click on Sign In

USAJOBS



[Sign In](#)

[Help](#)

[Search](#)

[Create an account](#) to get started — build your profile, create or upload resumes and apply for jobs.

Keyword: [?](#)

Job Title, Skills, Agency (etc)

Location:

City, State, ZIP Code, or Country

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

Search

[Advanced](#) | [Map](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

Click on [Create a new account](#)



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.

Sign In

[Forgot your username or password?](#)

[Sign In](#)

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



Fill in blanks

USAJOBS Create Account
"WORKING FOR AMERICA"

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

All fields are required unless otherwise noted

Confirm Primary Email

Username

Username must be between **8** and **20** alphanumeric characters, must contain at least one letter (i.e. can't be all numbers), and may only contain the following special characters: 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. [?](#)

Read Terms and Conditions then

- **Terms and Conditions**
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I Agree. Create my Account

USAJOBS Welcome to Your Account

Welcome to USAJOBS - The Federal Government's official one-stop source for Federal jobs and employment information. You are one step closer to finding a new and exciting career!

Below is your personalized link to access your account.

<https://login.usajobs.gov:443/account/confirm?vid=386d3f5d-8165-44d2-9862-691b6a5869d2&vcd=pnx6pP3ZoyqkP8zrC95AwnvZcrsO%2BI71s%2B6SIMiiYRA%3D>

Once you have confirmed your account, you will then be able to:

- Create a Profile
- Create or Upload a Resume
- Save Jobs
- Create Saved Searches
- Apply for Jobs

Good luck in your search!

Sincerely,

The USAJOBS Team
U.S. Office of Personnel Management
1000 E. Capitol Mall, Suite 2000
Sacramento, CA 95833

Click on link in e-mail and compete activation

USAJOBS WORKING FOR AMERICA Activate New Account

Thanks for confirming that your email address is mabel.scharch@hq.dodea.edu. Your USAJOBS username is mabeljeanne. 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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Complete your account set-up

My Account

Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

My Account – [REDACTED]

Last Login:

08/11/2016 09:45 AM ET

Last Profile Update:

08/11/2016 09:45 AM 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 [Help 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

Recommend you pre-load resume(s) – up to 5

Each may be focused on specific skill sets

USAJOBS

mabel

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Application Status

Resumes

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

List Resumes

Build New Resume

Upload New Resume

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Renew: Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

[Sample Resume](#) | [What to Include](#)

You can build in USAJobs or upload a resume – Be sure to include required information on resume(see What to Include)

[Build New Resume](#)

[Upload New Resume](#)

You have created 3 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Renew: Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

[Sample Resume](#)

[What to Include](#)



RESUME

- Your resume needs to provide sufficient information to substantiate your responses in the self-assessments questionnaire (if required by announcement)
- Why more than 1 resume? You may want resume to focus on a particular area/expertise

You should also upload documents that are typically required for the positions you would be applying for (i.e., teaching certificates, SF-50 or other relevant documents (I have my SF-50s and appraisal uploaded))

- My Account
- Profile
- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents**
- Application Status

USAJOBS allows your application for employment maximum flexibility by giving you the ability to have up to 10 attachments along with your resume such as: DD-214, SF-15, SF-50, OF-306, Transcripts or other types of documents.

Encrypted and digitally signed documents cannot be saved in USAJOBS.

Do not include the following types of information in your uploaded documents: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

Important Note: Saved documents are NOT automatically attached to your application. You must select the documents when you apply. Refer to the "How to Apply" section of the job announcement for any required job application documents.

Document: 1	 Other - 2012 Appraisal View Delete	Date Uploaded: 7/24/2013
Document: 2	 SF-50 - SF-50 GS15 View Delete	Date Uploaded: 7/24/2013
Document: 3	 Cover Letter - Cover Letter View Delete	Date Uploaded: 7/26/2013
Document: 4	 SF-50 - Current SF-50 View Delete	Date Uploaded: 2/7/2015

PLEASE NOTE: Fields with an asterisk (✱) are required fields.

Please enter a name for this attachment (100 characters max) ✱

Document Type:  Select Document: ✱
Cover Letter 

You have saved 4 of 10 possible documents. You are able to upload and store 10 documents to your My USAJOBS account.

How to Find Vacancies

- You can go onto the www.USAJobs.gov website and search for specific vacancies by location, title, etc. anytime you want;

OR

- You can set up search requests which will automatically notify you of vacancy announcement that meets your defined parameters – can be broad or narrow search.

Create a Search

My Account

Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

Saved Searches

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

[Create a new saved search](#)

Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria.

Edit: Make changes to your saved search any time.

Delete: Permanently removes your saved search.

Renew: Renews your search for another year.

Be sure to complete this section of Search correctly or you may miss job opportunities!

Who May Apply

Are you:

- a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement?](#)
- A Veteran eligible for [veterans' preference](#) or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- A person with [non-competitive appointment](#) eligibility?
 - No - I do not fall into one of these categories and only want to see jobs open to the **general public**.
 - Yes - I fall into one of these categories and want to see all jobs open to applicants with the above eligibilities, such as **federal employees**.

Results of search will be listed – If you want to **set up an automatic notification** for announced jobs that match this criteria you should click on

SAVE THIS SEARCH

You are currently searching on:

Grade: 15 - 15 [Remove](#)

Occupational Series: Human Resources Management [Remove](#)

Work Type: Permanent [Remove](#)

Work Schedule: Full-Time [Remove](#)

Agency: Department of Defense [Remove](#)

1 to 7 of 7 results

Superviso

About the Positio
the largest U.S

Salary:

Series & Grade:

Location(s):

Open Period:

**Announcement
Number:**

Superviso

Mission Statemer
resources and ot

Salary:

Series & Grade:

Location(s):

Open Period:

**Announcement
Number:**

Refine Your Results By:

Who May Apply:

U.S. Citizens

Federal Employees [?](#)

▶ Keyword [?](#)

▶ Location [?](#)

▶ Posting Date [?](#)

▶ Exclude These [?](#)

You can also: [?](#)

[Save This Search](#)

[Get RSS Feed](#)

[Edit Search Criteria](#)

The screen will return to the Advanced Search page and at the **bottom** you will **NAME your search** and check how often you want to be notified of vacancy postings. This will set up automatic notifications when a job is posted to USAJobs that meets the criteria of your saved search

Save this search

Name your Saved Search: *

Sort Results By:

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

 [My Account](#)

 [Profile](#)

 [Resumes](#)

 [Saved Searches](#)

 [Inbox](#)

 [Saved Jobs](#)

 [Saved Documents](#)

 [Application Status](#)

Saved Searches help you look for jobs in your area of interest. The saved search will automatically search for jobs based on your search criteria, and then email you at your primary email address when there are new jobs entered. You may employ up to 10 Saved Searches. Saved searches will expire one year after the date created unless they are renewed.

Saved Search 1: 201-14/15

Date Expires: 2/5/2016

[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

Saved Search 2: Educator Postions

Date Expires: 2/5/2016

[View Results](#) | [Edit](#) | [Duplicate](#) | [Delete](#) | [Renew](#)

[Create a new saved search](#)

You have created **2** of **10** possible saved searches.

Tips on Managing Your Saved Searches

View: This option will conduct a job search based on your saved criteria. Please note that there may be jobs that appear in these results that have not been emailed to you. These jobs are ones that are close to the location(s) you have selected and that match your other criteria

Edit: Make changes to your saved search any time

Delete: Permanently removes your saved search

Renew: Renews your search for another year

Sample notification of automatic search results sent to you by e-mail

From: notifications@usajobs.gov

Date: Sat, 7 Feb 2015 06:08:19 -0500

Subject: USAJOBS Daily Saved Search Results for 201-14/15 for 2/7/2015

Top 10 search results for 201-14/15 for 2/7/2015

To view the complete list of results on the USAJOBS web site, please click <http://www.usajobs.gov/JobSearch/Search/GetSavedSearchResults/149345>

SUPERVISORY ADMINISTRATIVE/TECHNICAL SPECIALIST

<http://www.usajobs.gov/GetJob/ViewDetails/393556800>

Department: Department of the Navy

Agency: Naval Sea Systems Command

Number of Job Opportunities & Location(s): 1 vacancies - Naval Base

Newport, Rhode Island

Salary: \$58,270.00 to \$140,174.00 / Per Year Series and Grade:

NT-0201-04/05 Open Period: Friday, February 6, 2015 to Monday,

February 16, 2015 Position Information: Permanent - Full-Time Who May

Apply: Current Permanent Civilian Employees at Naval Undersea Warfare Center (NUWC), Newport, UIC 66604 or Naval Undersea Warfare Center (NUWC), Headquarters, UIC 68934 serving under a Career or Career Conditional Appointment (Note: Your resume MUST include your position title, pay plan, series, grade level, agency worked for and dates of employment for all applicable federal work experiences. You are encouraged to submit an SF-50 to support your eligibility claim at the time of application).

You received this email because you opted-in to receive customized job search results from USAJOBS. You can make changes or create additional saved searches via the Saved Searches section of your USAJOBS account. This area is located by logging into your USAJOBS account and clicking Saved Searches. Your Search(es) will have an option to modify the criteria. Simply click the Edit hyperlink under the name of the Saved Search to make changes.

This saved search shall expire on 2/5/2016.

Thank you for using USAJOBS!

Sincerely,

The USAJOBS Team

U.S. Office of Personnel Management

1900 E Street NW. Washington, DC 20415

APPLYING FOR VACANCIES

When you see an announcement for a vacancy you want to apply for, click **HOW TO APPLY**

NOTE: If you may be appointed under more than 1 authority then you need to apply under each category (i.e., Vet, Reinstatement, etc.)

Supervisory Human Resources Specialist (Employee Development)

NATIONAL CREDIT UNION ADMINISTRATION

[Agency Contact Information](#)

1 vacancy in the following location:

Alexandria, VA

Work Schedule is Full Time - Permanent

Opened Friday 8/5/2016
(6 day(s) ago)

Closes Friday 8/26/2016
(15 day(s) away)

Salary Range

\$113,479.00 to \$178,161.00 / Per Year

Series & Grade

CU-0201-14/14

Promotion Potential

14

Supervisory Status

Yes

Who May Apply

All current and former federal employees with competitive status, reinstatement eligibles, Interagency Career Transition Assistance Program (ICTAP) eligibles, Veterans (VEOA and 30% Disabled), and special non-competitive appointment eligibles (e.g., Persons with Disabilities, Certain Military Spouses, Peace Corps and Vista Volunteers, etc.).

Control Number

446740800

Job Announcement Number

OHR-16-MP-1769503

Print

Share

Save

Apply

Job Overview

Summary

At NCUA, differences make a difference. We value diversity of perspectives and backgrounds and

How to Apply

+

Required Documents

+



Be sure to submit everything...follow the directions on the announcement

- **HOW TO APPLY:** To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section below.
- **REQUIRED DOCUMENTS:** The documents you are required to submit vary based on the authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc.). Please review the following links to see which documents you need to provide to prove your eligibility to apply: [Applicant Merit Checklist](#) and [Proof of Eligibility](#). Ensure they are properly DATED.
- Submit by the Closing Date - The **complete** application package must be submitted by ...

If you set up **Notification of Application Status** on your Profile, after you apply for positions you can receive updates on the status your application

My Account

Profile

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

Application Status

IMPORTANT! Application Status is only available if you submit your resume through USAJOBS using the "Apply Online" button. Tracking your application is not possible if your applications have been posted directly to an agency's website or through any other job application method outside of your USAJOBS account.

- Each record will be deleted 36 months after the Last Application Date
- Applications you no longer wish to view may be hidden by selecting the "hide" link beside the application details
- You may want to print this page for future reference

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 the status of an application I've submitted changes.

[View Hidden Applications](#)

You currently do not have any active job applications.

[Begin your job search](#)

USAJobs – HELP provides information and How to...

The screenshot shows the USAJobs Help Center interface. At the top left is the USAJOBS logo. On the right, there are user options: 'mabel', 'Help', and 'Search'. The main header area is dark blue with the text 'Help Center' and a search bar containing 'Search for help' and a 'Search' button. Below this is a light grey banner with the text 'Welcome to the Help Center for USAJOBS.' The main content area features three columns, each with a colored circle icon and a title: 'FAQs' (blue circle), 'How to...' (green circle), and 'Working in Government' (yellow circle). Each column contains a brief description and a list of links. The 'FAQs' column includes a link for 'How does the application process work?'. The 'How to...' column includes links for 'How to create an application' and 'How to create a resume'. The 'Working in Government' column includes links for 'Appointments' and 'Benefits'. At the bottom left, there are social media icons for Facebook, Twitter, and LinkedIn, and a small red icon.

USAJOBS

mabel Help Search

Help Center

Search for help Search

Welcome to the Help Center for USAJOBS.

FAQs

Frequently asked questions on a broad range of topics related to the Federal hiring process. This section answers questions such as:

- [How does the application process work?](#)
- [What is a series or grade?](#)

How to...

How to complete any task on USAJOBS, step by step. This section includes help on...

- [How to create an application](#)
- [How to create a resume](#)

Working in Government

What is it like to work within the United States Government? Find out more in this section which includes information on:

- [Appointments](#)
- [Benefits](#)

Best wishes for success

