How to Apply

- Search for current Army vacancies at www.armycivilianservice.com and click on Job Search
- Each vacancy has complete instructions for submitting your application package, just click How to Apply
- Start the application process by clicking on APPLY ONLINE
- Login or create your USAJOBS account
- Complete the assessment questionnaire
- After uploading all required documents, submit your responses by clicking Submit My Answers
- You will receive an email confirming your submission

PLAN AHEAD

- Take time to develop a strong resume
  - Clearly describe your duties and level of experience
  - Avoid jargon and acronyms
  - Check grammar and spelling
  - Include beginning and ending dates for each job
  - Tailor resume content if you have different types of experience/skills and plan to apply for different types of positions
  - Review and update to reflect current assignment
- Locate supporting documents such as DD214, transcripts and licenses and upload to USAJOBS account

U.S.ARMY

April 2011

USAJOBS
Tips for Military Spouses

New procedures for Priority Placement Program (PPP)-Program S and USAJOBS

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Tips for Military Spouses-USAJOBS and PPP

The Department of Army is introducing a new online process to fill our vacant positions. This results in some changes in the procedures for military spouses who are registered in PPP

As a Program S registrant, when you are matched in PPP to a vacancy being filled using USA Staffing Procedures, an HR Professional will contact you to provide instructions on how to apply to the vacancy. This entails providing a complete application package including your resume, any required supporting documents and responses to the associated assessment questionnaire that was completed by competitive applicants.

By completing this step, your application will address the same specific job requirements and your experience can be evaluated on the same basis.

You will be required to take the following steps at the time of a match, but doing so in advance will minimize the necessary steps at the time of a PPP match:

1. Create your USAJOBS and Application Manager Accounts in Advance

A USAJOBS account is needed to apply for all Army positions. Within www.usajobs.gov click on "First time Visitors" and then "Create An Account" and follow the instructions.

An Application Manager account may also be required for some positions. Within www.applicationmanager.gov, click on "Create An Account" and follow the instructions.

After the first time you progress from USAJOBS to Application Manager, USAJOBS will create an automatic link between your accounts. A separate log in will not be required for any future applications.

2. Prepare your Application Package In Advance

Your application package includes your resume, responses to the assessment questionnaire and supporting documents. You can pre-position some of these items in your USAJOBS account to save time.

Pre-position Your Resume(s)

Create and store up to 5 resumes in your USAJOBS account. Pre-positioning your resume(s) allows you to simply pick the resume you want included with specific application packages.

Upload Supporting Documents

Some documents are regularly required and should be pre-positioned in your USAJOBS account. To upload supporting documents, scan and save them to your computer. From within your USAJOBS account follow the "Upload a New Document" instructions.

Some commonly required documents:

- Your most recent (non-Award) Notification of Personnel Action– if you are a current or former federal employee
- DD214 (member 4 copy)- if claiming veteran's preference
- Documentation of disability percentage- if claiming veteran's preference based on Disability
- Transcripts- if you apply to positions with positive education requirements or you intend to qualify based in whole or part on education
- Certifications or licenses that are routinely required for the types of positions you seek

You are able to add other documents required for specific vacancies during the application process. When you correctly upload a document once, it is available for reuse in all future applications.

Following these advance steps will also provide you with an opportunity to readily apply for other positions through competitive procedures

If it is not feasible for you to complete online applications at the time of a PPP match, the HR Professional who contacts you will be able to advise you on alternate application methods.

Contact your local Civilian Personnel Advisory Center for additional information or assistance.