

HOW TO APPLY:

- Search for current Air Force civilian vacancies at www.afciviliancareers.com
- Search for additional civilian vacancies at www.usajobs.gov
- Each vacancy has complete instructions for submitting your application package
- Log in or create your USAJOBS account
- Locate announcement
- Click “Apply Online”
- Select your resume
- Complete the eligibility questionnaire
- Ensure you select Military Spouse of a Active Duty Military Member Registered in the DoD Priority Placement Program (PPP) - I am registered in the DoD Priority Placement Program (PPP) Program S as a Military Spouse of an active duty military member of the U.S. Armed Forces Complete the qualification assessment
- After uploading all required documents, submit your responses
- You will receive an email confirming your submission
- Failure to apply using this procedure will result in lack of consideration for the positions



Air Force Civilian Service

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 DD 214, transcripts and licenses and upload to USAJOBS account



**One Team,
One Family,
One Mission.**



www.afciviliancareers.com

AIR FORCE CIVILIAN SERVICE CAREERS

TIPS FOR MILITARY SPOUSES

Procedures for Priority Placement Program (PPP)-Program S and USAJOBS



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TIPS FOR MILITARY SPOUSES:

The Department of Air Force is implementing an online application process to consider Program S military spouse preference registrants. This results in some changes in the procedures for military spouses registered in PPP. Failure to apply using this procedure will result in lack of consideration for vacant AF positions.

As a Program S registrant, when you are matched in PPP to a vacancy being filled using a vacancy announcement, an HR Professional will make contact with you to provide the vacancy announcement information. This requires military spouse preference eligible's to submit a complete application package including your resume, any required supporting documents and all required responses to the associated assessment questionnaire.

Be prepared! Follow the steps below in advance, to minimize delays when you are notified to apply to a vacancy announcement:

1. Create your USAJOBS and Application Manager Accounts in Advance.

A USAJOBS account is needed to apply for all Air Force 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.

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 and supporting documents. You will be required to complete an eligibility and qualification assessment questionnaire each time you apply for a positions. 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 five 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 "Upload a New Document" instructions.

Some commonly required documents:

- PCS Orders
- Your most recent (non-Award) Notification of Personnel Action (SF 50)- if you are a current or former federal employee
- DD 214 - if claiming veteran's preference
- Documentation of disability percentage - if claiming veteran's preference based on disability
- Transcripts - if you apply for positions with positive education requirements or you intend to qualify based in whole or part on education. Transcripts must show degree awarded
- Certifications or licenses

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 Section for additional information or assistance.



MANAGE YOUR AF CIVILIAN SERVICE CAREER:

New USAJOBS Applicant:

www.usajobs.gov/firsttimers.asp

Writing a Resume?

www.usajobs.gov/infocenter/resumetips.asp
Click on USAJOBS Resume Builder

Forms required:

www.usajobs.gov/forms.asp

Total Force Service Center:

1-800-525-0102