



## How to Apply

- Search for current Army vacancies at [www.armycivilianservice.com](http://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 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 and skills
- Locate supporting documents such as DD214, transcripts and licenses and upload to USAJOBS account in appropriate sections.

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### Looking for a Nonappropriated Fund (NAF) Job?

- Army NAF—(210)466-1720/1471
- Air Force NAF—(210)808-7577
- US Army Veterinary Command (VETCOM) NAF, Fisher House and Army Recreation Machine Program—(210) 808-2873 or (210) 221-7289

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Department of the Army  
Fort Sam Houston  
Civilian Personnel Advisory Center  
2438 Stanley Road, Ste. B  
Fort Sam Houston, Texas 78234

<http://www.samhouston.army.mil/cpac/>  
**210.221.2526**

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## Road Map for Federal Jobs on Fort Sam Houston



### USAJOBS Tips for Applicants

Real opportunities.  
Important work.  
Army Civilian Service.  
Join us.

[www.armycivilianservice.com](http://www.armycivilianservice.com)

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Fort Sam Houston  
Civilian Personnel Advisory Center





# Applicant Tips for Applying via USAJOBS



The Department of Army, Ft Sam Houston CPAC, has a new online process to fill our vacant positions. You may access via [www.armycivilianservice.com](http://www.armycivilianservice.com) or [www.usajobs.gov](http://www.usajobs.gov)

Fort Sam Houston offers abundant opportunity for challenging and rewarding civilian employment in virtually all career fields and many parts of the world. Whether you are a student, a recent graduate, a veteran, a current Federal employee, or a citizen seeking information about opportunities at Fort Sam Houston, this road map should help.

## 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](http://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](http://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. Separate log in will not be required for any future applications.

## 2. Prepare your Application Package In Advance

### Create Your Resume(s)

Create and store up to 5 resumes in your USAJOBS account. Storing your resume(s) allows you to pick the resume that you want to include with a specific vacancy.

### Upload Supporting Documents

Some documents are regularly required and should be pre-positioned in your USAJOBS account. To upload supporting documents, scan and save the files to your computer. From within your USAJOBS account, complete the "Upload a New Document" section, choosing the applicable choice from the drop down list.

The following are commonly required documents:

#### Current or Former Federal Employees:

Your most recent (non-Award) Notification of Personnel Action (SF-50)

#### Veterans:

- Latest DD214 (member 4 copy); SF-15 - if 30% or more disabled veteran
- Eligibility for Civilian Service letter from VA-if claiming veteran's preference based on disability. Obtain a copy by contacting the VA at 1-800-827-1000
- Documentation of terminal leave status-if still on active duty

#### Military Spouses:

- Service Member's PCS orders with amendments

#### Other Frequently required documents:

- Transcripts if you apply to positions with education requirements or you qualify based on education
- Certifications or licenses that are routinely required for the types of positions you seek

You are able to add other documents during the application process. Documents are available for reuse once uploaded.

## 3. Create/Save Job Searches

Create and save job searches for the types of positions that you frequently seek. Request automatic e-mail updates for positions that match your search criteria maximizing your awareness of job opportunities. You can create and save up to 10 different "saved searches."

## 4. Keep Your Account Updated

Make sure your account always has your current contact information, especially your e-mail address. Applicant notifications are sent to the e-mail address on record so it is important that any changes in your e-mail address are reflected in your USAJOBS account.