



# 78th Air Base Wing



78TH AIR BASE WING



***USAJOBS – How do I get through it all?***

Presented By:  
78 FSS/FSMCP



# Objectives



**78TH AIR BASE WING**

- **Making an Account**
- **Saved Searches**
- **Applying for Jobs**
- **Resume**





# Home Screen



78TH AIR BASE WING

Home Search Jobs My Account Resource Center Welcome Rebecca! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.

Show: [All Expanded](#) [All Collapsed](#)

**Keywords** ?

Search for:

But none of these words:

Search by Job Title:

**Salary or Pay Grade** ?

Search by:

Salary ?  
From:  To:

Pay Grade (GS) ?  
From:  To:

Show Only Senior Executive Service Postings ?

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

**Occupational Series or Job Category** ?

**Location** ?

**Department and Agency** ?

**Type of Work or Work Schedule**

**Posting Options** ?

**Additional Search Options**



# ***Making an Account***



**78TH AIR BASE WING**

- **Click “Create Account” on the top right corner of the screen.**
- **You will then follow the steps.**
- **You can only have one account per e- mail address.**
- **Make sure to double check everything you enter, especially spelling of your name, SSN, and birthdate.**



# Searching for Job Openings



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- **Begin with typing Robins AFB, GA in the location space.**
- **You will notice some location(s) say “Multiple Locations”, which means it is not a Robins specific position.**





# Search Results

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https://www.usajobs.gov/Search?Keyword=&Location=Tinker+AFB%2C+OK&search=Search&AutoCompleteSelected=False

USAJOBS - The Federal Government's Official Job...

To help protect your security, Internet Explorer has blocked this website from displaying content with security certificate errors. Click here for options...

Home Search Jobs My Account Resource Center

**USAJOBS**  
"WORKING FOR AMERICA"

SIGN IN OR CREATE AN ACCOUNT

Keyword: Location: Search Advanced Search >

You are currently searching on:  
Location: Tinker AFB, Oklahoma Remove  
Radius: 20 miles

Refine Your Results By:  
Who May Apply:  
 U.S. Citizens  
 Federal Employees ?

- Keyword ?
- Salary ?
- Pay Grade ?
- Job Categories ?
- Department and Agency ?
- Work Schedule ?
- Work Type ?
- Posting Date ?
- Exclude These ?

You can also: ?

Save This Search

Get RSS Feed

Edit Search Criteria

1 to 25 of 115 results

Sort By: Relevance

**AF Pathways Internship Program (Student Trainee, Engineer, Multiple Series)** [Save Job](#) | [More Like This](#)

Are you looking for a unique internship opportunity to gain valuable work experience? An internship with the Department of the Air Force offers challenging work, and the satisfaction of knowing you've made a difference. We're offering you an exciting opportunity to gain "real world" experience as an

**Salary:** \$31,177.00 - \$52,852.00 / Per Year  
**Series & Grade:** GS-0899-04/04  
**Location(s):** [Multiple Locations](#) (9)  
**Open Period:** 11/17/2014 to 11/21/2014  
**Announcement Number:** BE15PTHWYS1253318-899-4-JDC

**Department:** Department of the Air Force  
**Agency:** Air Force Personnel Center  
**Position Info:** Multiple Schedules - Internships  
**Who May Apply:** Students accepted for enrollment/or attending college with at least 60 or more s...

**AF Pathways Internship Program (Electronics Engineering)** [Save Job](#) | [More Like This](#)

\*\*Area of Consideration \*\* Students considered must work within the commuting area of the location of the position. Generally, this is identified as the area within which employees can be reasonably expected to commute daily between their residence and the duty station. Are you looking for a unique

**Salary:** \$27,990.00 - \$36,384.00 / Per Year  
**Series & Grade:** GS-0899-04/04  
**Location(s):** Tinker AFB, Oklahoma  
**Open Period:** 11/17/2014 to 11/21/2014  
**Announcement Number:** BC15-1208613-0899-AR

**Department:** Department of the Air Force  
**Agency:** Air Force Personnel Center  
**Position Info:** Full Time - Internships  
**Who May Apply:** Students accepted for enrollment/or attending college in the local commuting are...

**Western U.S. Store Associate** [Save Job](#) | [More Like This](#)

The DeCA operates a worldwide commissary system that provides quality grocery products at cost to active duty military personnel and retirees, members of the Reserve and National Guard, and their families. The agency employs about 18,000 people and its annual sales exceed \$6 billion.

**Salary:** \$11.87 - \$15.42 / Per Hour  
**Series & Grade:** GS-1101-04/04  
**Location(s):** [Multiple Locations](#) (83)  
**Open Period:** 9/1/2014 to 12/9/2014  
**Announcement Number:** DECA-14-1187793-DE

**Department:** Department of Defense  
**Agency:** Defense Commissary Agency  
**Position Info:** Part Time - Permanent  
**Who May Apply:** United States Citizens

**VA VETS**  
YOUR GATEWAY TO VA CAREERS

"The Installation of Excellence ... The Place to Live, Learn, Work and Play"



# ***What the Announcement Numbers Mean***



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- **Announcement: 9R-ROBINS-XXXXXXX-XXXXXX-XX or WRXXXXXXX**
  - **Robins AFB Civilian Announcements**
  
- **Announcement: SEU-15-0134**
  - **Air Reserve Technician (ART) Announcement**
  
- **Announcement: AFPC-MED-1214631-0640**
  - **Expedited Hiring Authority (EHA)**



# Who May Apply



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USAJOBS

Sign In

Help

Search

Keywords

Location

Job title, Skills, Agency

City, State, ZIP, or Country

Search

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

You are currently searching on:

Location: Robins AFB, Georgia

[Remove](#)

Radius:

20 miles

Refine Your Results By:

Who May Apply:

U.S. Citizens

Federal Employees

Keyword

Salary

Pay Grade

Job Categories

Department and Agency

Work Schedule

Work Type

Posting Date

Exclude These

1 to 25 of 129 jobs

<< < 1 2 3 4 5 6 > >>

Sort By:

Relevance

## PROTOCOL SPECIALIST

[Save Job](#) | [More Like This](#)

To achieve that mission, the Air Force has a vision of Global Vigilance, Reach and Power. That vision orbits around three core competencies: Developing Airmen, Technology-to-Warfighting and Integrating Operations. Core competencies and distinctive capabilities are based on a shared commitment to thr

**Salary:** \$71,012.00 - \$92,316.00 / Per Year  
**Series & Grade:** GS-0301-12/12  
**Location(s):** Robins AFB, Georgia  
**Open Period:** 8/5/2016 to 8/11/2016  
**Announcement Number:** 9R-ROBINS-1769899-710825-CC

**Department:** Department of the Air Force  
**Agency:** Headquarters, Air Force Reserve Command  
**Position Info:** Full Time - Permanent  
**Who May Apply:** Please see section titled "Who May Apply" for selection eligibilities

## FINANCIAL MANAGEMENT SPECIALIST

[Save Job](#) | [More Like This](#)

To achieve that mission, the Air Force has a vision of Global Vigilance, Reach and Power. That vision orbits around three core competencies: Developing Airmen, Technology-to-Warfighting and Integrating Operations. Core competencies and distinctive capabilities are based on a shared commitment to thr

**Salary:** \$71,012.00 - \$92,316.00 / Per Year  
**Series & Grade:** GS-0501-12/12  
**Location(s):** Robins AFB, Georgia  
**Open Period:** 8/8/2016 to 8/12/2016  
**Announcement Number:** 9R-ROBINS-1770624-735198-BO

**Department:** Department of the Air Force  
**Agency:** Air Force Materiel Command  
**Position Info:** Full Time - Permanent  
**Who May Apply:** PLEASE SEE SECTION TITLED "WHO MAY APPLY" FOR SELECTION ELIGIBILITIES

Supervisory Store Associate

[Save Job](#) | [More Like This](#)





# ***Who May Apply Contd.***



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- **If “U.S. Citizens” is checked you will only see those jobs that are**
  - **Open to the public**
- **If “Federal Employees” is checked you will see jobs open to**
  - **Internal Air Force Employees Only**
  - **VEOA**
  - **VRA**
  - **Transfer**
  - **Reinstatement**

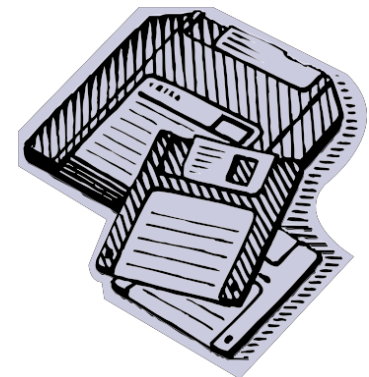


# Saved Searches



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- **What is a saved search?**
  - **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 e-mail you when there are new jobs entered into the database that meet your specifications.**





# ***Making a Saved Search***



**78TH AIR BASE WING**

- **Under your account click on “Saved Searches”.**
- **Next you will click on “Create a new saved search”.**
- **You will then be taken to a page where you decide what you want your search to be about.**
- **You can create up to 10 searches.**



# Saved Search Contd.



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Home Search Jobs My Account Resource Center Welcome Rebecca! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Please enter at least one of the following in order to perform a search: Keyword, occupational series or job category, location, or agency.  
Show: [All Expanded](#) [All Collapsed](#)

**Keywords**

Search for:

But none of these words:

Search by Job Title:

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Search by:

Salary  
From:  To:

Pay Grade (GS)  
From:  To:

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NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

**Occupational Series or Job Category**

**Location**

**Department and Agency**

**Type of Work or Work Schedule**

**Posting Options**

**Additional Search Options**



# Saved Search Contd.



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## 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**.

## 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

Save Search

Save and View Results

Reset Form



# *Applying for a Job*



**78TH AIR BASE WING**

- **Click Apply Online**
- **You will be redirected to Application Manager, click “Accept and Proceed”**
- **You will then begin answering the questionnaire for the job to which you are applying.**
- **Read all answers as some answers can seem like the right answer at first glance but may end up being just the opposite.**



# ***Building a Resume***



**78TH AIR BASE WING**

- **Once you sign in, click “Resumes”.**
- **You can create five resumes.**
- **If you use the USAJOBS Resume Builder, you will be prompted to put in work experience, education, references, and additional information as necessary.**
- **You can use your own resume but you must make sure it is a federally formatted resume.**



# Resume Contd.



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- **Do's**

- Do be **DETAILED** – Explain everything you did.
  - Detailed job experiences really carry weight.
- Do attach all related documents listed in the job announcement.

- **Don'ts**

- Don't use bullets or vague/generic statements.
- Don't copy the Knowledge, Skills, and Abilities (KSAs), job duties or the OPM standards verbatim into your resume.







# ***Resume Contd.***



**78TH AIR BASE WING**

- **Resume must contain specific information i.e. Employer's name, dates (mm/yyyy), hours worked per job (40, 50+ etc.)”**
- **Specify which aircraft, type of engines, and/or parts you worked on, the tools, machines, process used, metals, radar, databases, computer systems, etc.**
- **If you use Acronyms please be sure to spell them out at least once in your resume.**
- **Position Specialty language – explain what it is, do not assume everyone understands.**
- **Un-named attached documents.**



# ***Veteran's Preference***



**78TH AIR BASE WING**

- **Documents for Veterans Preference:**
- **5 POINT PREFERENCE – DD214 that shows character of service**
- **10 POINT PREFERENCE - DD214 that shows character of service, signed SF-15, and VA letter dated after 1991**
- **To CALL VA FOR LETTER 1-800-827-1000 or access the VA benefits system**



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# Questions?