

WHAT'S NEXT?

SEARCH JOBS

Search for current AF Civilian vacancies at

www.afciviliancareers.com

Search for additional Civilian vacancies (throughout all Department of Defense) via

www.usajobs.gov

Use basic search to enter in job and location keyword information from the USAJOBS home page or the advanced search function.

Review the job opportunity announcements and note those of interest.

Carefully review the **"QUALIFICATION AND EVALUATION"** section to determine whether you will qualify for the position.

APPLY FOR JOBS

Carefully follow the instructions in the "How to Apply" section for each announcement. Submit any additional documentation to verify your qualifications such as transcripts, SF-50 Notification of Personnel Action, and/or Veterans' Form DD-214.

MANAGE YOUR CAREER

Log into your account to obtain application status for positions for which you have applied. Contact the agency for specific follow-up questions or those related to the particular job. The agency contact information is listed on the right-hand side of the announcement.

Contact the Civilian Personnel Section for additional information or assistance at DSN 315-226-4621 or misawastaffing@us.af.mil



Civilian Personnel Section INFORMATION FOR MILITARY SPOUSES



Civilian Personnel Section

INFORMATION FOR MILITARY SPOUSES

SOME HELPFUL TIPS:

PLAN AHEAD

Take time to develop a strong resume. Federal resumes are different from other civilian organizations. Need help with a resume? The Airman & Family Readiness Center offers classes and counseling to assist.

LEARN ABOUT THE SYSTEM

As a military spouse, relocating due to a PCS (permanent change of station) move, you could be eligible for Military Spouse Preference. This preference comes with stipulations. As a military spouse, you must:

- Be authorized to relocate on the PCS orders
- Actually relocate to the new duty station.

Military spouses can only be appointed within the reasonable daily commuting distance of the new duty station and the appointment must be made within 2 years of the PCS.

LOCATE SUPPORTING DOCUMENTS

Transcripts and Certification documentation could be essential. A copy of your sponsoring spouse's PCS orders is a must.

UTILIZE ALL RESOURCES AVAILABLE

- Airman & Family Readiness Office
- Misawa Civilian Personnel Section
- USAJOBS Resource Center Online
- AF Civilian Service Online

PROCEDURES FOR USAJOBS

CREATE YOUR USAJOBS/APPLICATION MANAGER ACCOUNTS:

A USAJOBS account is needed to apply for all Air Force positions. With www.usajobs.gov, click on "Create an Account" and follow the instructions. The first time you progress from USAJOBS to Application Manager, an automatic link will be created between your accounts.

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 position. You can pre-position some of these items in your USAJOBS account to save time included with specific application packages.

Pre-position your resume:

Create and store up to five resumes in your USAJOBS account. Pre-positioning your resume(s) allows you to simply pick the resume you would like 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, click the "Saved Documents" section and follow the directions for uploading new documents. You can upload up to 10 documents for storage.

Some commonly required documents:

- PCS Orders
- 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, it is available for reuse in all future applications.

