TEAMS
Transition Employment Assistance for Military Spouses

Federal Hiring for Military Spouses

Participant Guide

SEPTEMBER 2021

Transition Employment Assistance for Military Spouses (TEAMS)
DEPARTMENT OF LABOR
Veterans' Employment and Training Services (VETS)
Transition Assistance Program (TAP)

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Introduction to TEAMS

It is our pleasure to welcome you to this Transition Employment Assistance for Military Spouses (TEAMS) workshop. TEAMS was launched in September 2020 by the Department of Labor (DOL) Veterans' Employment and Training Service (VETS) as a part of the Department of Defense (DoD) Transition Assistance Program (TAP) and is designed specifically for the spouses of transitioning service members.

Whether you are a spouse of a service member who is relocating, retiring, or separating, or a member of the reserve component who is deactivating, demobilizing, or being released from active-duty orders, this workshop is designed to assist you with finding employment.

Providing employment assistance to transitioning service members and their spouses is part of the mission of DOL VETS TAP. Each year, approximately 90,000 military spouses are impacted by their service member's military transition (DoD 2018 Demographics Profile of the Military Community). While spouses are eligible to attend military TAP briefings and workshops, the majority do not participate for a variety of reasons (DOL VETS TAP Military Spouse Curricula Needs Analysis, 2020).

In early 2020, DOL VETS conducted extensive research to discover what military spouses want and need in both education and delivery methods as well as what employment resources are available and accessible to military spouses.

The research, which spanned 11 reports, five website analyses, over 700 individual military spouse surveys, and dozens of interactions and interviews with military spouse advocacy groups, confirmed a demand for employment-related workshops concentrated on the issues encountered by transitioning spouses.

The TEAMS workshops are adapted from the current DOL TAP curriculum that is provided to over 170,000 service members annually.

Thank you for your kind participation and for your support of our nation's service members.

Workshop Introduction

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Objectives

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Welcome to the Federal Hiring for Military Spouses workshop. This two-hour workshop is provided by the Department of Labor (DOL) to military spouses seeking employment with the federal government. In this workshop, you will focus on the following objectives:

- Describe the federal hiring process.

- Explain preferences and executive orders for vets and military spouses.

- Recognize differences in federal resumes and standard corporate resumes.

- Recognize where to obtain additional information on federal hiring.

Workshop Section Focus

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In this workshop you will learn about federal hiring for military spouses and focus on answering the following questions:

1. What is the federal employment system?

2. How do special hiring authorities affect military spouses?

3. Where can you search for federal jobs?

4. What are the parts of a federal job announcement?

5. How should you prepare your resume for a federal job application?

   How do USAJOBS features help you apply and manage your federal job applications?

Section 1: Federal Employment System
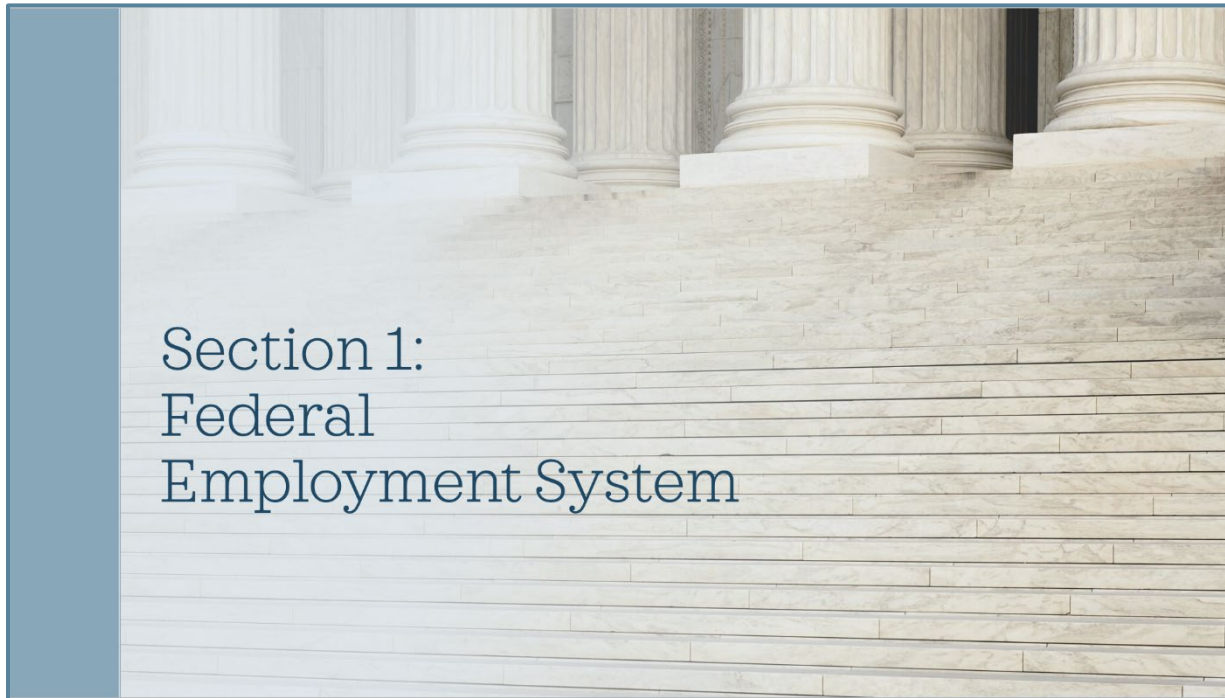
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Federal Employment System

The federal employment system is made up of multiple agencies that are governed by various rules and regulations. While the process of applying for federal jobs may be similar to the private industry, there are still significant differences due to the many laws, executive orders, and regulations that govern federal employment. This section will provide a broad overview of federal employment.

Before we get started, there are three sites that you should familiarize yourself with as you begin the path toward federal civil service:

- FedsHireVets.gov
- USA.gov
- USAJOBS.gov
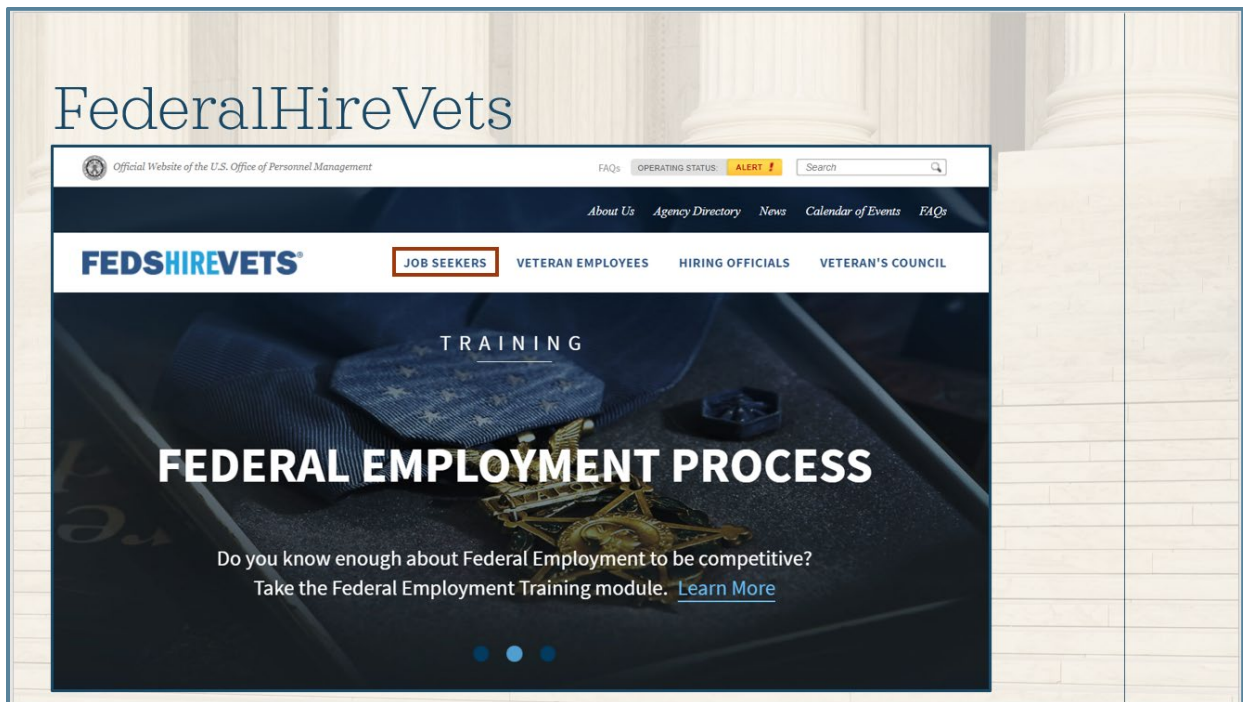
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FedsHireVets.gov is a one-stop resource for veterans and military spouses interested in working for the federal government. This website offers:

- Spotlight on new and on-going initiatives

- Agency Veteran Employment Program Office directory

- News relevant to veterans

- Success stories of those who have transitioned

- FAQs

- Monthly calendar of events

- Links to education and training (see OPM Online Training below)

- Links to featured jobs

- Information for spouses of active-duty military members

- Information on derived preference

OPM Online Training

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Many federal agencies particularly value veterans because they regard such candidates' skills as highly transferable to the work of those agencies. FedsHireVets.gov hosts an online training module, **Transitioning to Federal Employment**, from the U.S. Office of Personnel Management (OPM). This training provides information for spouses transitioning to civilian employment. Although this training module is designed for service members, it also offers useful information for military spouses.

You can access the program through FedsHireVets.gov.
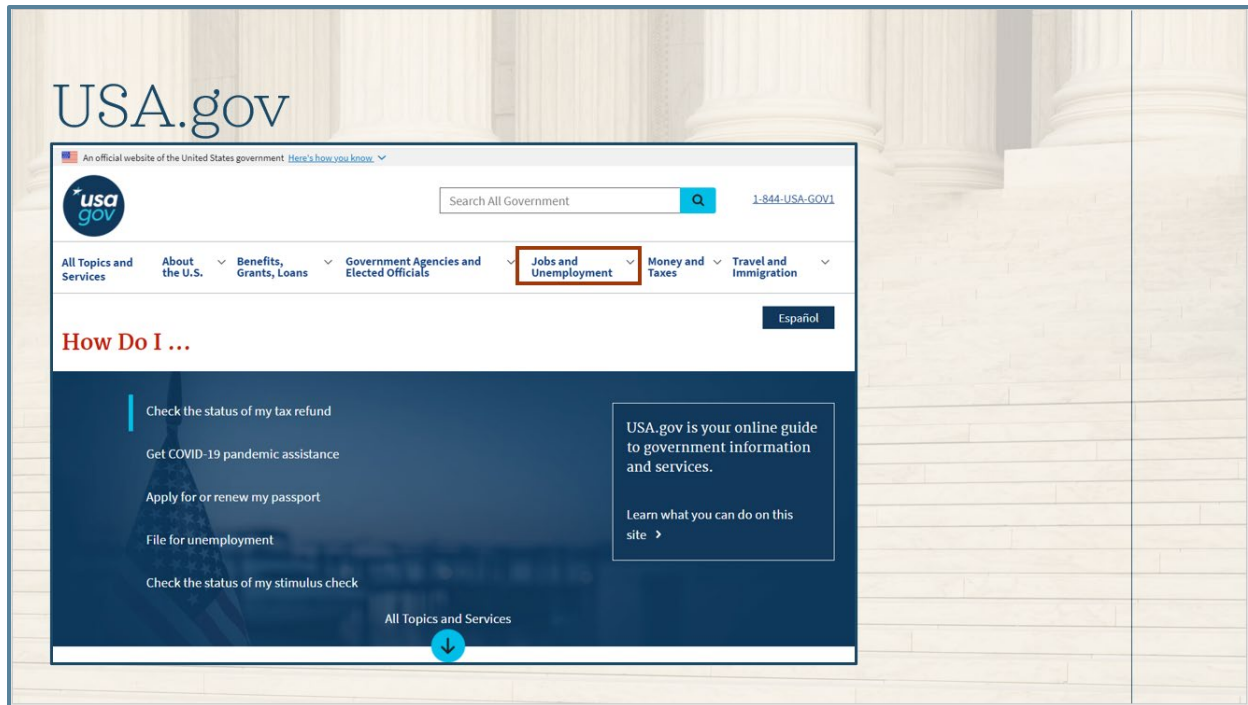
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USA.gov is the U.S. government's official web portal to all federal, state, and local government web resources and services. Their Jobs and Unemployment section provides information on:

- Labor laws and issues
- Looking for a new job
- Retirement
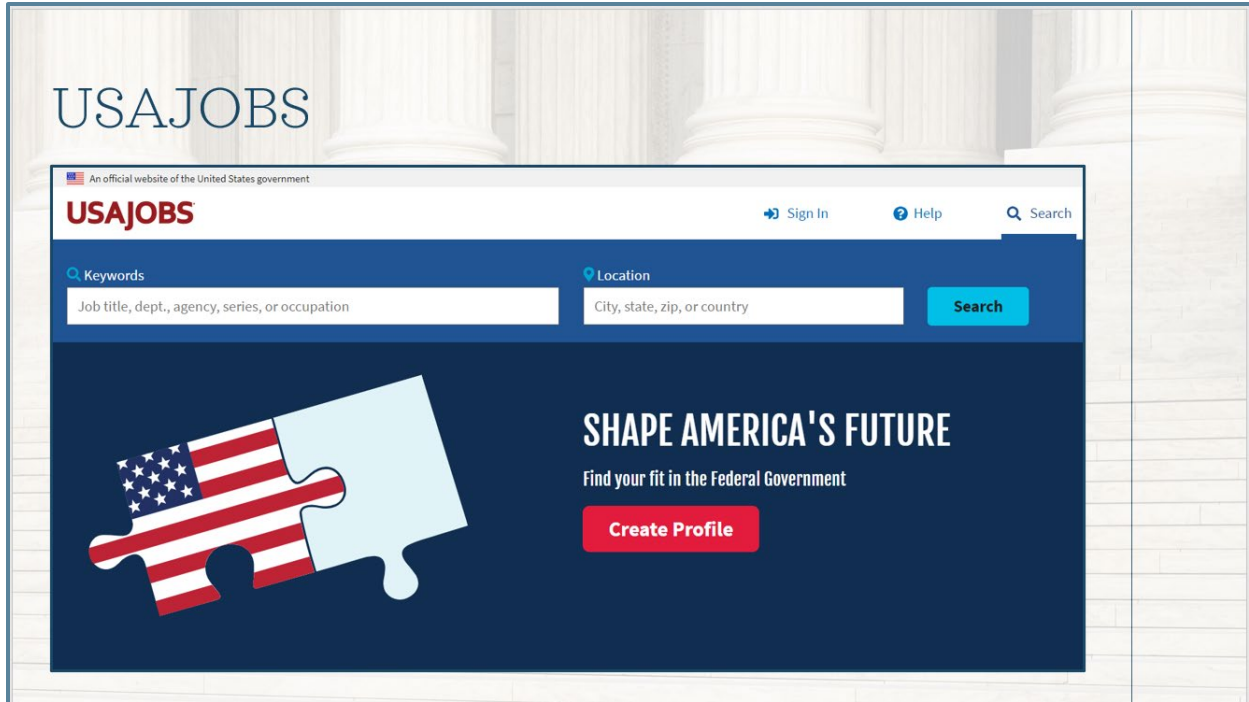- Small business
- U.S. government employees
- Unemployment help

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USAJOBS.gov is the federal government's official employment site. As a part of the U.S. Office of Personnel Management (OPM) site, OPM.gov, USAJOBS helps recruit and retain a world-class government workforce for the American people. Potential employees use this site to find federal jobs that match their skills, education, and experience. They use its tools to:

- Find job openings within hundreds of federal agencies.
- Connect job seekers with federal employment opportunities across the United States and around the world.

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Some jobs posted on USAJOBS are available to certain groups. As a military spouse, you are eligible for jobs in that hiring path. If a job is open to military spouses, you'll see this icon: ⊚ There may be other groups listed that apply to your situation.

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Various events posted on the USAJOBS site provide more information about specific positions. When applying for a job, check this section to see if there is an event relevant to you. There are also general information webinars hosted by the Office of Personnel Management to help you prepare for your job search.

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USAJOBS follows a process for all positions posted to ensure all applicants receive fair and equal opportunity. They provide a job status on your application dashboard instead of the individual application status. This gives you the most accurate information about your job applications.

Activity: Indicate Military Spouse Status in USAJOBS Account

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To indicate your status as a military spouse and exercise priority status through the application process, you must:

1. Create a login.gov account to sign in to USAJOBS (first-time users). Login.gov is a service that offers secure and private online access to government programs, such as Federal benefits, services, and applications.

2. Use the same email address (use your personal email address; never use a work email) for login.gov and USAJOBS. Note: Do not use a .gov, .mil, or .edu email address because you may lose access to these accounts.

3. Create a new password.

4. Have a working phone number. Login.gov will send a unique security code each time you sign into your account.
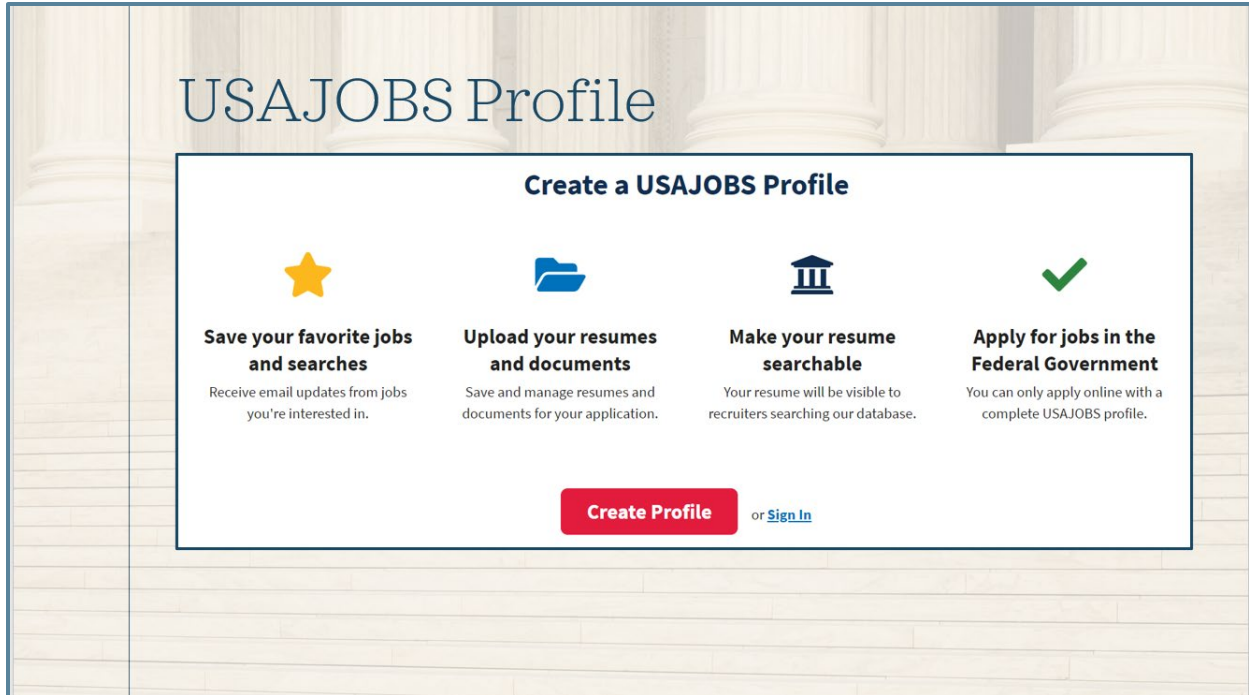
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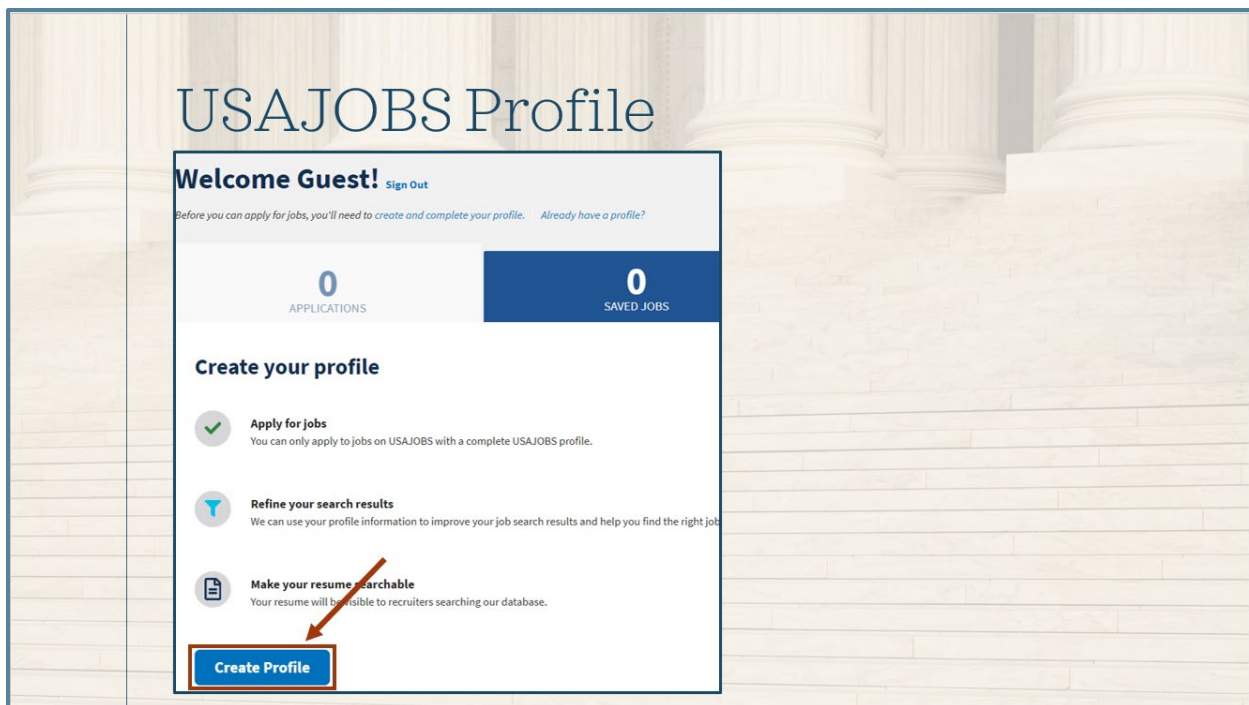
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5. Create a USAJOBS profile using the same email address for login.gov.

6. Input contact information and citizenship status and answer service questions as requested.
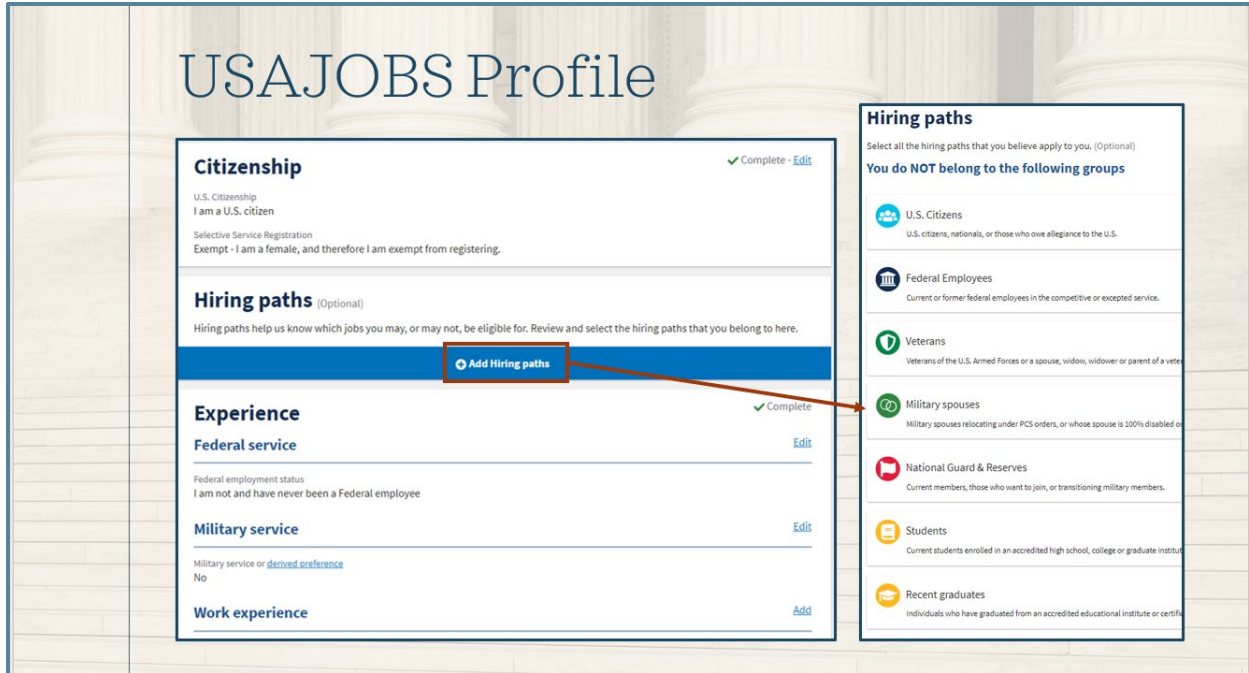
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7. Expand the Add Hiring Path bar to select your military spouse status. Select **Military spouses** and any other applicable category from the list.

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8. Complete the USAJOBS profile with information from work experience, education, etc.
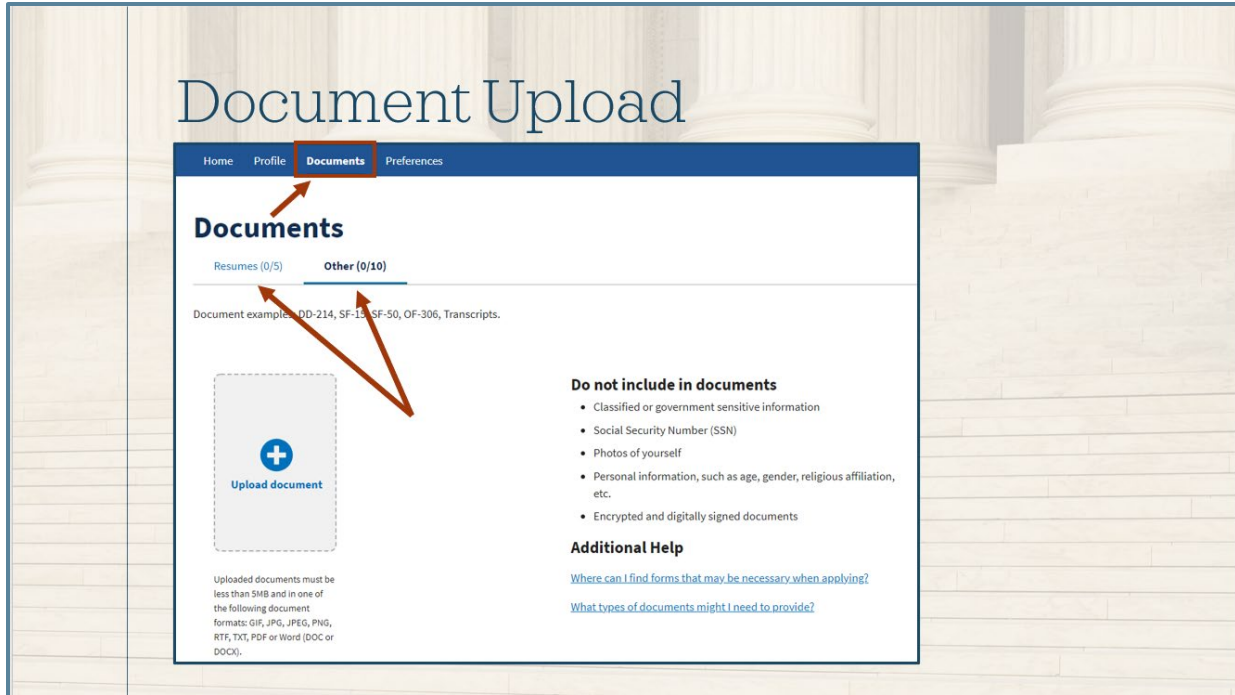
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9. Build or post a resume to the USAJOBS profile (covered in more detail in Section 5).

Upload essential documents, including a copy of your marriage certificate, a copy of your
sponsor's PCS orders, and other documents that may be required to verify your eligibility for a
special hiring authority.

Section 2: Special Hiring Authorities

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Federal Civil Service

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The federal civil service is comprised of three distinct services: competitive service, excepted service, and senior executive service.

Competitive Service

In the competitive service, individuals must go through a competitive hiring process (i.e., competitive examining) before being appointed. This process may consist of a written test, an evaluation of the individual's education and experience, and/or an evaluation of other attributes necessary for successful performance in the position to be filled.

Competitive service positions are, by far, the vast majority of jobs in the Federal Civil Service, open to all eligible applicants who meet the minimum qualifications. Competitive service positions are subject to the civil service laws passed by Congress to ensure that applicants and employees receive fair and equal treatment in the hiring process.

Excepted Service

Excepted service positions are federal or civil service positions which are not in the competitive service or the senior executive service. Excepted service positions are not subject to the appointment, pay, and classification rules, as excepted service agencies set their own qualification requirements. There are several ways to be appointed into excepted service, such as being appointed pursuant to an authority created by Congress, the president, or the U.S. Office of Personnel Management (OPM). There are entire agencies in which every position is considered an excepted service position, and other agencies in which only some positions are excepted service positions.

Senior Executive Service

The Senior Executive Service (SES) is the corps of executives, selected for their leadership qualifications, and charged with leading the continuing transformation of government. These leaders possess well-honed executive skills and share a broad perspective of government and a public service commitment which is grounded in the Constitution. As the leaders of our federal civilian workforce, senior executives strive each day to create a more citizen-centered, results-oriented federal government. SES positions include those classified above GS-15 that encompass duties identified as executive or managerial.

Special Hiring Flexibilities

Special non-competitive hiring flexibilities are established by law or Executive Order. Agencies may, but are not required to, use a variety of appointing authorities to hire job applicants.

Examples of appointing authorities include:

- Military spouse appointing authority

- Direct-hire authority

- People with disabilities

- 30% Disabled veterans appointing authority

Veterans, individuals with disabilities, many current and former federal employees, and returning Peace Corps volunteers are all examples of individuals eligible for non-competitive appointment.

There are special hiring authorities specifically for veterans, such as Veterans' Preference, Veterans' Recruitment Appointment (VRA) and Veterans Employment Opportunity Act (VEOA). Applicants are encouraged to mark all preferences for which they qualify. If you are a veteran, or can use a derived preference such as VEOA, continue your research and attend additional training to fully understand the preferences and benefits available to you.

Military Spouse Hiring Flexibilities

Agencies can use two different hiring flexibilities to target, recruit, retain and employ military spouses. They are the Military Spouse Preference (MSP) hiring authority and the Military Spouse Noncompetitive Appointing Authority. You may be eligible to use one of these two hiring flexibilities when applying for positions.

Military Spouse Preference

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The Military Spouse Preference is a Department of Defense program applicable to positions being filled both in the continental United States and at overseas locations.

Applicants for competitive service positions today are generally rated and ranked using a category ranking system. Under a category ranking selection process, candidates are placed in broader quality categories such as "Best Qualified" and "Qualified." If a qualified candidate has a military spouse preference, he or she may be placed in a quality category and listed ahead of non-preference eligible people within that quality category.

The MSP was established in 2008 under EO 13473, "To Authorize Certain Noncompetitive Appointments in the Civil Service for Spouses of Certain Members of the Armed Forces." This DoD hiring authority applies to competitive service positions. Agencies are not required to use this hiring authority, nor does it take precedence over the use of other appointment mechanisms. To be eligible for an MSP when applying for DoD positions you must:

- Reside within the commuting area of your sponsor's permanent duty station (PDS).

- Provide proof of marriage to the active-duty sponsor, proof of military member's active-duty status, and other documentation required by the job to which you are applying.

- Meet all pre-employment criteria and be determined to be among the best qualified for the position.

- Be eligible for immediate noncompetitive appointment to a position in the competitive service.

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Military Spouse Appointing Authority

The Military Spouse Noncompetitive Appointing Authority allows agencies to appoint certain military spouses without using traditional competitive examining procedures. Under the 2018 Executive Order (EO) 13832 "Enhancing Noncompetitive Civil Service Appointments of Military Spouses," the provisions requiring spouses to be a relocating military spouse (PCS move) or be in the same geographic area of the permanent duty station have been removed. Military spouses now have more flexibility when seeking employment, either stateside or overseas.

Agencies can choose to use this authority when filling competitive service positions on a temporary (not to exceed 1 year), term (more than 1 year but not more than 4 years), or permanent basis. The authority does not entitle spouses to an appointment over any other applicant; it is used at the discretion of an agency.

Military Spouse Appointing Authority applies to the following categories of military spouses:

- Spouses of service members of the armed forces on active duty
- Spouses of service members who incurred a 100% disability because of the service member's active-duty service
- Spouses of service members killed while on active duty

Military spouses may now independently exercise their preference for a greater variety of positions without contacting a Human Resources Office (HRO) or waiting to be notified about Job Opportunity Announcements (JOAs).

MSP and priority status for permanent positions may be used only once for each PCS move and only apply to positions in the commuting area of your sponsor's PDS. MSP and priority placement eligibility terminates if one of these situations applies to you:

- You accept or decline permanent Federal employment in the commuting area of your sponsor's PDS.

- You lose your spousal status due to divorce, death of your sponsor, or your sponsor's retirement or separation from active duty.

- You no longer meet the requirements for noncompetitive appointment eligibility.

Note: MSP and priority placement do not apply to positions covered by a mandatory mobility agreement; positions in the Defense Civilian Intelligence Personnel System (DCIPS) and those in organizations that have as a primary function intelligence, counterintelligence, or national security; and positions filled through noncompetitive procedures.

More Information for Military Spouses

For more details, refer to the following:

- **The Defense Civilian Personnel Advisory Service (DCPAS)** develops, implements, and monitors DoD civilian human resources (HR) policies and programs across the world. https://www.dcpas.osd.mil/EC/Advise
- **Feds Hire Vets** offers information for military spouses and family members of veterans. https://www.fedshirevets.gov/job-seekers/spouses-of-active-duty-military-members/#contenthttps://www.fedshirevets.gov/job/shams/

- **Military One Source** offers tips on logistics, such as transferring your professional licenses and certifications to another state or country, running a home business, and taking advantage of the Military Spouse Preference program and other benefits. https://www.militaryonesource.mil/education-employment/for-spouses/managing-your-career/

- **U.S. Department of Labor** provides information on professional license and certification portability. https://dol.gov/agencies/vets/veterans/military-spouses

- **USAJOBS** provides lists of live events from OPM in which job candidates can learn more about their job hunt. https://www.usajobs.gov/Notification/Events

Section 3: Finding Federal Jobs
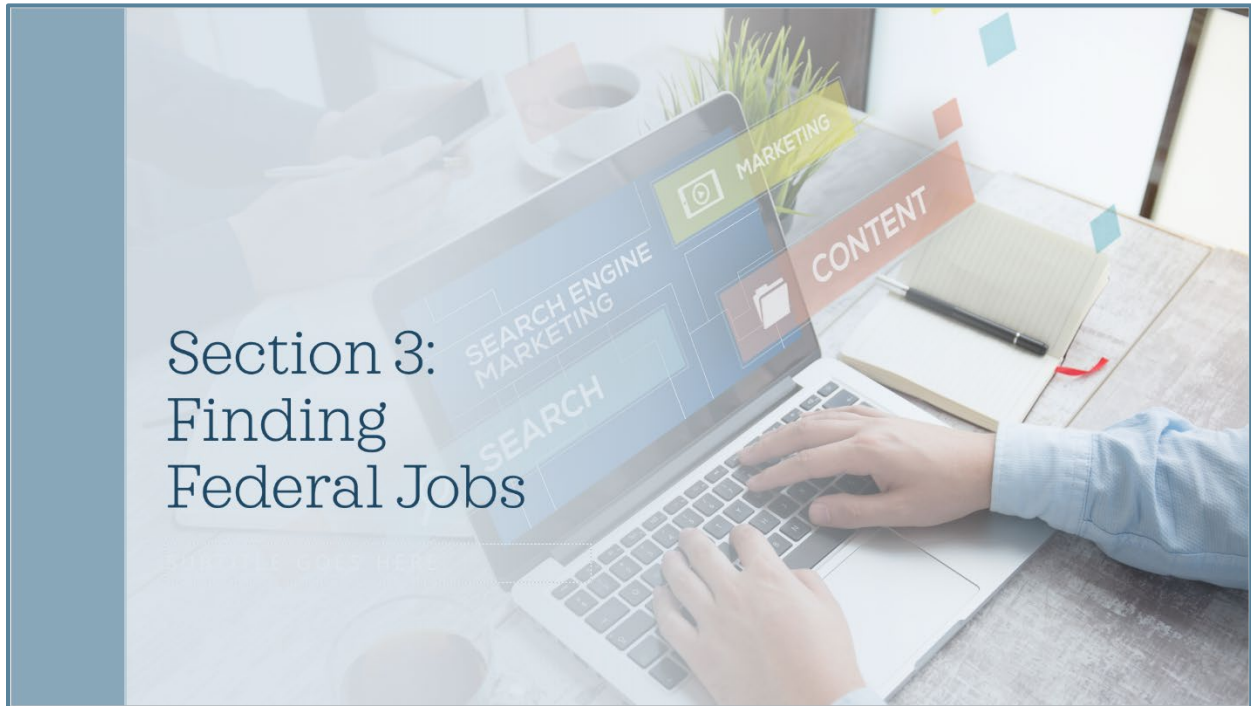
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Deciding What Positions to Apply For

Follow these guidelines when deciding which jobs to pursue:

- You must meet all established Federal and DoD qualifications requirements.

- You may include any or all DoD installations and organizations within the commuting area of your sponsor's new PDS.

- You may apply for permanent as well as temporary/term positions (i.e., intermittent, seasonal or NAF "flexible" schedules). There is no limit to the number of times you can exercise your MSP and priority placement for temporary and term positions.
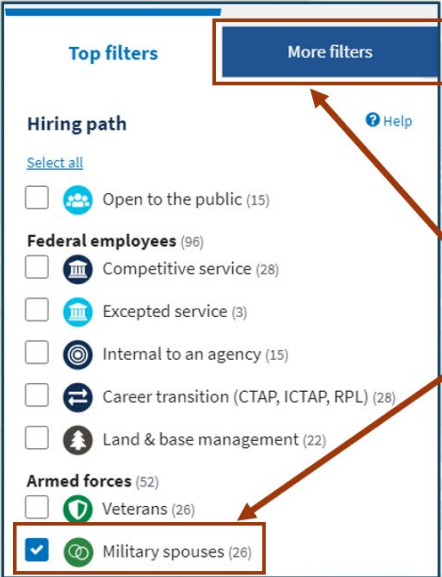
In all cases when you apply for DoD positions as MSP eligible, you must follow all instructions as required by the JOA. This process is necessary for the HRO to determine if you rank among the best-qualified candidates for the position. The evaluation factors used to rank you are the same factors that apply to all competitive candidates. If you do not apply, you will not be considered for the position.

Activity: Find a Job through USAJOBS

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1. Select the **Profile** tab in the top navigation bar on USAJOBS.

2. Select **Finish my profile** to make your profile searchable.

   a. Making your profile searchable makes your work experience searchable and agencies can find you based on the experience you include in this section. The site uses this information to prepopulate a new resume, if you create one using the resume builder.

   b. If you want to update an existing resume with new work experience, you'll need to manually go into our resume builder and make the updates or upload a new resume.

3. Open the **Find a job** dropdown and select **Start your search** to being searching for positions that you can apply for.

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USAJOBS is the federal government's official source for federal job listings. Because it has thousands of job postings, you will need to filter your search to yield a manageable list of jobs to review.

In the federal hiring process, you should indicate if you are part of a particular group of people that an agency wants to hire – whether it's a current federal employee, a military spouse, or a recent graduate. These different eligibilities in the Federal Government are identified as hiring paths.
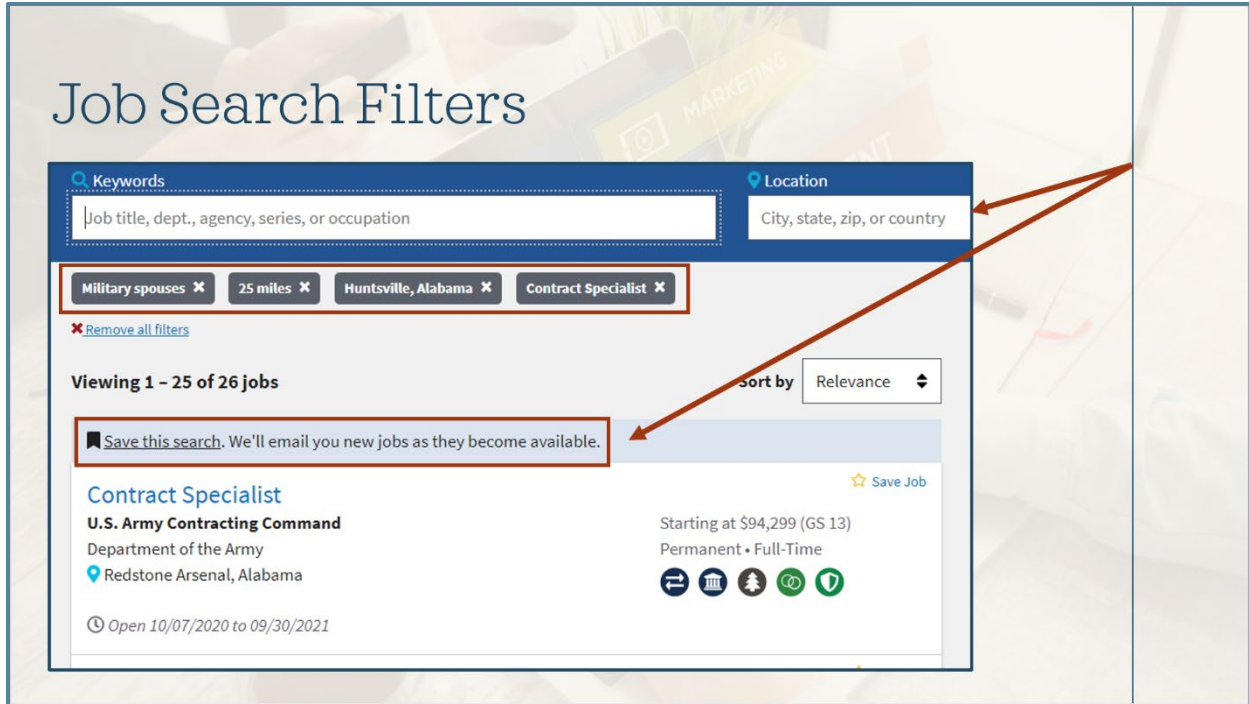
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To search for job postings, enter job title or keywords, enter your location, and select **Search**. You can save your search parameters and get email notifications when new jobs meeting your criteria become available.

Section 4: Federal Job Announcements

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Understanding the Job Announcement

Select the job title to view the job announcement. The most important component of a successful federal job search is to have a clear understanding of the requirements outlined in the job announcement. While these job announcements can be lengthy, they provide valuable information about the job, and it's important that you read each section before applying.

The job announcement includes the following seven sections:

Overview: Tells you how long you have to apply, the salary, the work schedule, and the type of appointment and service. Pay close attention to these details which may determine whether you want to apply for the position.

Nonappropriated Fund (NAF) jobs are considered federal employment but differ from regular civil service positions because the monies for salaries come from a different source. NAF funds are self-generated through programs such as bowling centers, restaurants, retail, and child development centers. In January 2018, there were more than a hundred thousand employees in the NAF workforce. There are two types of NAF positions: flexible and regular. Regular NAF employees can work full-time or part-time and receive benefits.

Refer to these sites for information on pay scales:

https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/

https://www.dcpas.osd.mil/BWN/NAFWageSchedules/

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Location: Lists the work location(s). Many jobs have multiple locations, so it's important that you verify the location is somewhere you want to work.

Duties: Describes the job's daily activities and responsibilities.

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Requirements: Describes the type of experience you need, certain conditions you need to agree to for the job, and how the hiring agency will evaluate your application.

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Required Documents: Lists all the documents you may need to include with your application to prove you're eligible and qualified for the job. It's very important that you submit the right documentation; the hiring agency may disqualify you if you're missing information. Some examples of required documents include:

- Cover letter

- Transcript

- SF-15 (if appropriate) – application for 10-Point Veterans' Preference

- DD-214 (if appropriate) – a service member's proof of military service. This Certificate of Release or Discharge form is issued through the Department of Defense and is typically issued at the final out-processing appointment prior to retirement or separation.

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How to Apply: This section explains:

- Directions for completing the application

- Agency contact information

- Next steps, including information on how your application will be evaluated

USAJOBS Questionnaire

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Most federal government job applications require completing a USAJOBS occupational questionnaire. Job announcements may have links to previews of the job questionnaires in the

Requirements or **How to Apply** sections. Assessment questionnaires vary depending on the job positions. It might have 10 questions or dozens.

You can expect to encounter:

- Multiple choice questions

- Yes/No questions

- Questions asking you to rate yourself

Hiring managers have adopted occupational questionnaires to facilitate screening candidates. Because a job might attract hundreds of applicants, recruiters use the scores from questionnaires to identify qualified candidates from the pool.

Read all parts of the questionnaire and consider your responses carefully. When evaluating your skills or competency, don't hesitate to give answers that reflect your abilities. Your work history and education should support your answers, but do not underestimate yourself. The best advice about how to fill out the occupational questionnaire on USAJOBS involves confidence. Subtle techniques could steer you toward a lower score when in all honesty you could have done better.

If you possess the skills and experience necessary for the job, indicate it in your responses. Remember the assessment is designed to deflate your score and reduce the pile of applications for recruiters to consider.

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USAJOBS integrates with the third-party site ApplicationManager.gov. When you are completing the application, you will be directed to this site to complete the assessment. If you've never been to the site before, you'll need to create an account. If you have an account, you should be automatically connected by USAJOBS.

When answering the questionnaire, **remember to complete the questionnaire honestly but confidently.**

Section 5: Basic Federal Resumes
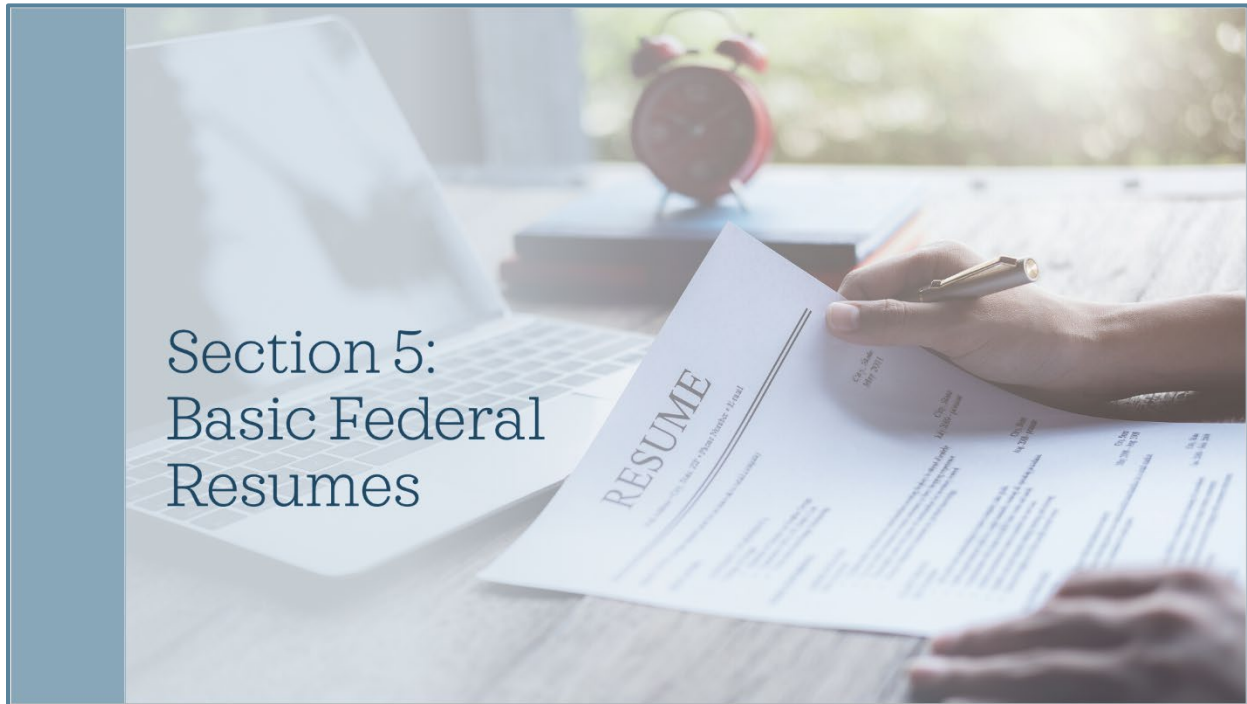
Section 5:
Basic Federal
Resumes

RESUME

Slide 36

Differences Between Federal and Standard Resumes

Federal vs.
Standard Resume

Federal resumes differ from standard
resumes in four main ways:

- Length

- Format

- Required information

- Additional documentation

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A federal resume is a career document that details the specialized skills and qualifications for a targeted federal job. Federal jobs require a different type of resume than private sector jobs because federal resumes serve as the job application and can include an examination. A human resources specialist assesses and grades your federal resume to determine your level of qualifications for the position. Be sure to:

- Provide as much information as you can on the federal resume; otherwise, it may be considered an incomplete application.

- Highlight your Knowledge, Skills, and Abilities (KSAs) that are in line with the job announcement.

Length: The length may be the biggest difference between federal resumes and standard resumes, as federal resumes are typically much longer. They require more detailed descriptions of work experience which provides a way for the human resources specialist to assess what tasks and duties were performed and at what specific level to ensure you are qualified for the position.

Format: The format of a federal resume needs to be easy to read and concise like a standard resume; however, it can include more details and descriptions of experience. It will also include keywords from the job announcement.

Required Information: Federal resumes require specific information, such as job start and end month; average hours worked each week (part- or full-time employment); employer addresses; salary information; supervisor names and phone numbers; college GPA and graduation dates; high school education; all training, including course name, date, and number of hours; and other information typically not included on standard resumes. If this information is not included, it will be considered an incomplete application and may be rejected.

Additional Documentation: Many federal announcements require additional essay questions. These questions are one- to two-page statements specifying specific examples from an applicant's experience related to the job announcement. Federal resume applications will often ask applicants to send or upload additional information, including transcripts, evaluations, and military service forms. If you fail to provide these documents, you will be marked as having an incomplete application package, and you will not be considered any further.

Military Spouse Information on Federal Resumes

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Indicate your military spouse preference on your federal resume to make human resources personnel aware you are eligible for special consideration for the applied position.

- Add military spouse preference statement to federal resume.

MILITARY SPOUSE PREFERENCE: Spouse of active-duty U.S. Army soldier.

Eligible for consideration under Executive Order 13473, Noncompetitive Appointment for Certain Military Spouses.

- Provide PCS history with spouse.

- Add any volunteer experience or school experience relevant to the job requirements to the

  work history section of your resume, focusing on skills acquired.

Section 6: Resume Builder

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How to build a resume
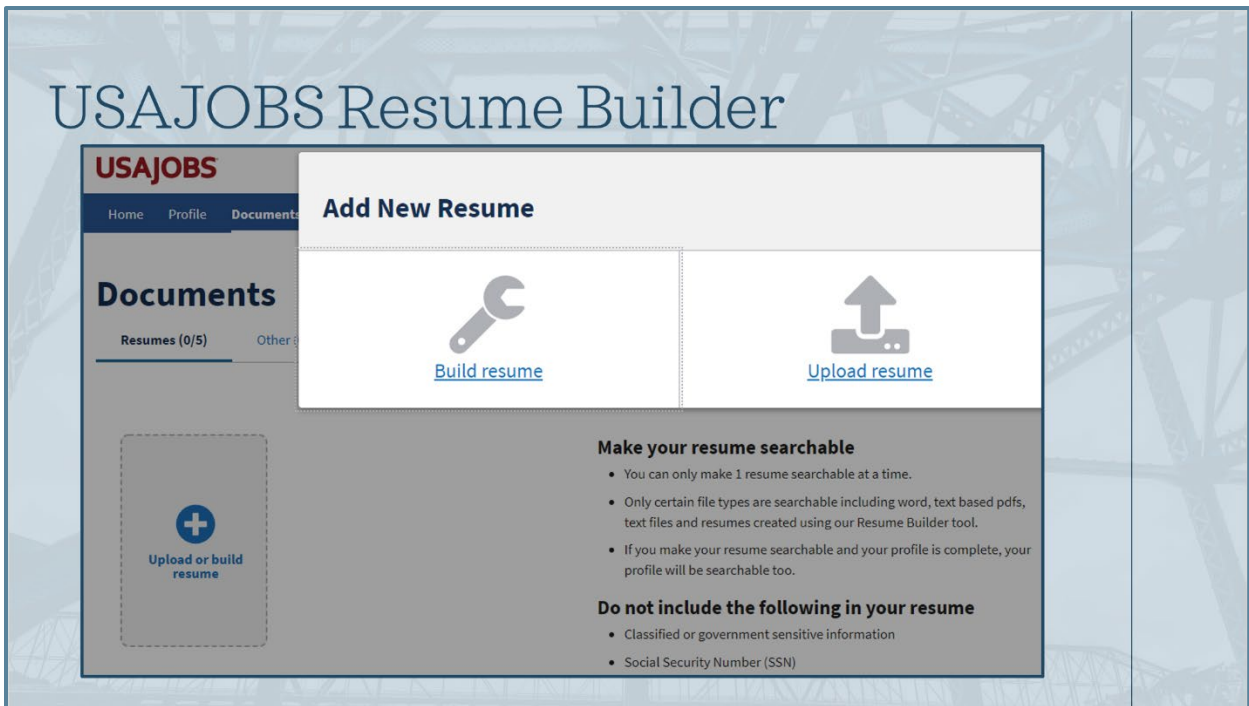
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USAJOBS offers a resume builder tool to ensure candidates complete basic application information required by federal agencies. The resume builder enables you to create a document in a standard federal resume format. USAJOBS also gives you the option to upload your own document. If you choose to do so, submit your resume document as a PDF.

Using the resume builder, however, will make searching and evaluating your resume easier for federal human resources specialists. The resume builder tool mitigates the risk of the application being rejected due to formatting issues or missing information. The tool also increases the likelihood of your resume being scanned and viewed. It helps you ensure your resume is communicating and matching your competencies, knowledge, skills, abilities and experience and education to the requirements for each job.

Save your work periodically. For security reasons, your session will time out after a period of inactivity. **Save** periodically so that you do not lose any work.

To build a resume in USAJOBS:

1. Sign into USAJOBS and go to your **Documents**.

2. Make sure you're in the **Resumes** section and select **Upload or Build Resume** button.

3. Select **Build resume**.

4. Name your new resume and select **Next**.

5. Select **Add Work Experience**, enter the required information, and select **Save Work Experience**. Repeat this step to add additional work experience or select **Next** to continue to your education information.

6. Select **Add Education**, enter the required information, and select **Save Education**. Repeat this step to add additional education or select **Next** to continue to your references. You may also select **Finish** if you don't want to add more information.

7. Select **Add Reference**, enter the required information, and select **Save Reference**. Repeat this step to add an additional reference or select **Next** to continue to the next step.

8. Enter additional information on your resume such as job-related training, language skills, organizations/affiliations, professional publications, and other information. Select the corresponding button under each section to add your information. Enter your information and select **Add** or **Save** for each section once completed.

9. Select **Finish** to save your resume.
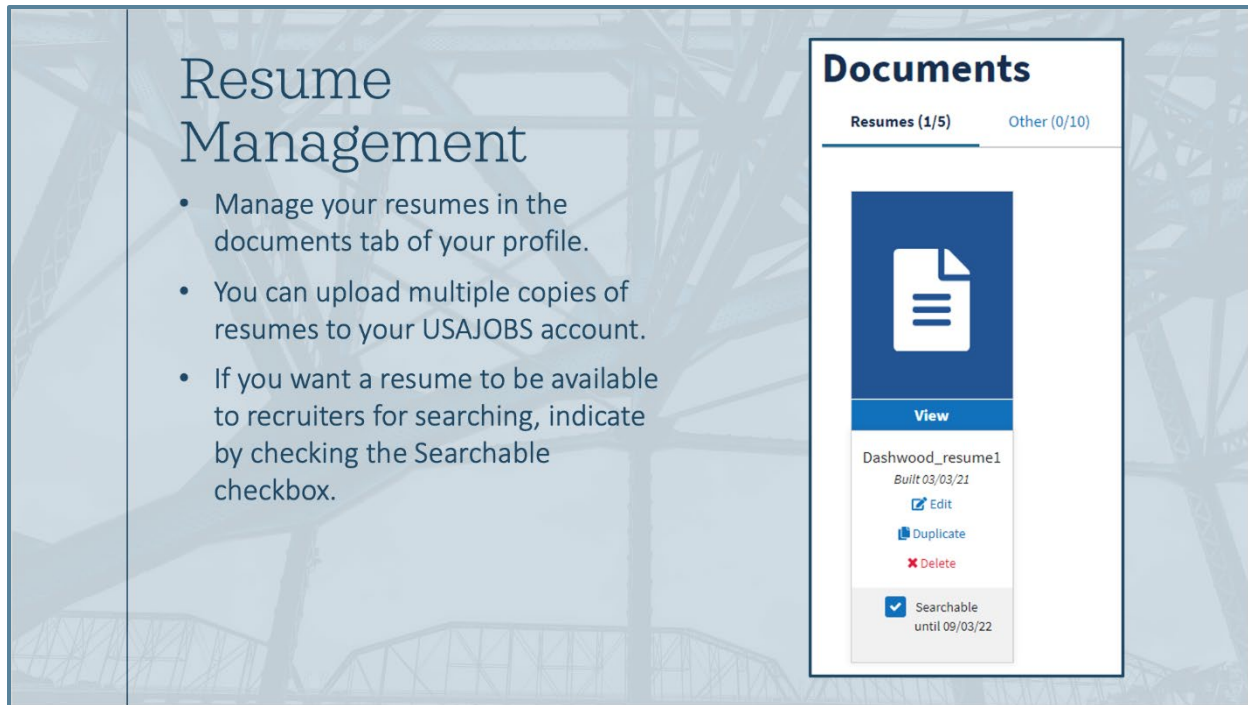
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Your new resume will appear in your **Documents** list. Select **View** on the resume icon to preview your resume. To edit your resume select **Edit** on the resume icon and it will bring you to the first page of your resume in the resume builder tool. Check the **Searchable** checkbox to enable recruiters to search your profile and resume and match your background with the jobs they're looking to fill. Only certain file types are searchable including Word, text-based PDFs, text files, and resumes created using the resume builder tool.

NOTE: You can make only one resume searchable at a time.

Formatting Resumes
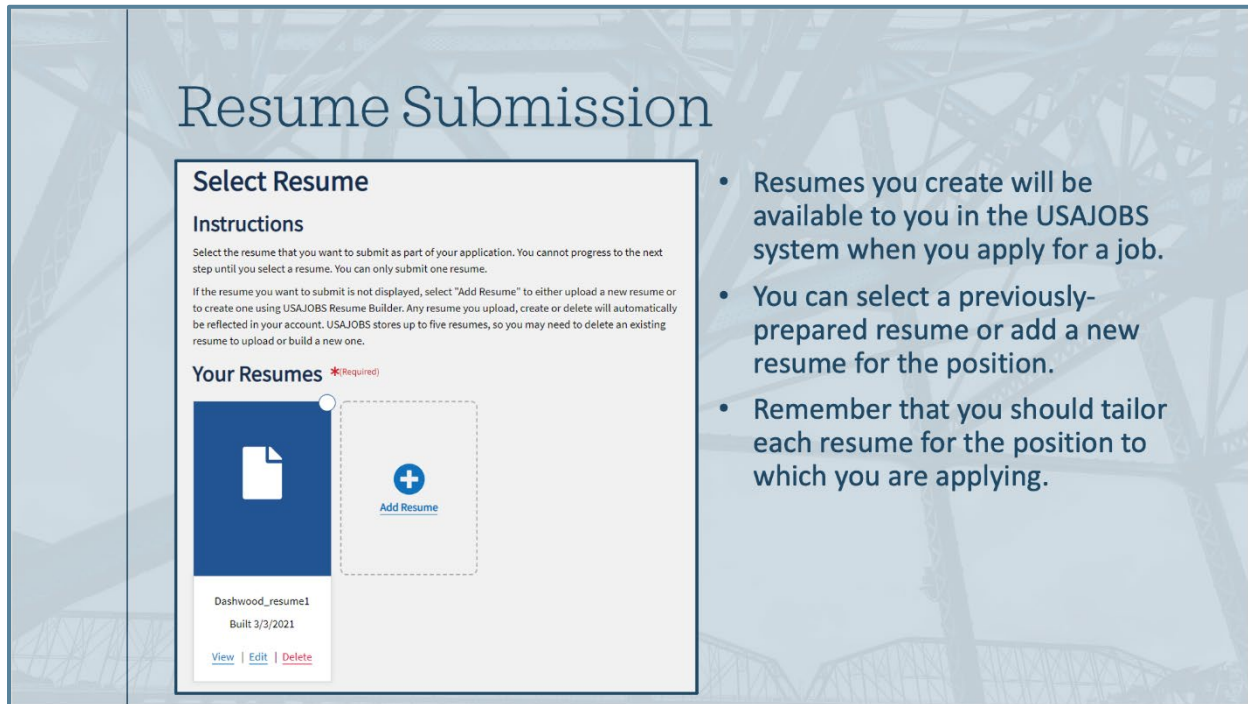
When you copy and paste text from Word documents into the USAJOBS resume builder, some formatting in these documents may not work in the resume builder. To fix formatting errors inside your resume, you must first save the original file in a .txt format.

To copy and paste from Word:

1. Open your Word document or other word processing tool.

2. Select the **File** tab at the top.

3. Go to the **Save As** option.

4. Choose to save it as a **Plain Text (.txt)** file.

5. Open the new file and ensure the text appears in an acceptable format.

6. Copy and paste your resume text into the resume builder.

Submitting Resumes with Applications

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Some agencies accept uploaded resumes and resumes created using the USAJOBS resume builder, while some may only accept one or the other. Even though you may have both types of resumes in the **Document** section of your profile, the agency determines which ones to accept when you are applying online. The **Apply** button displayed on the job announcement page activates the process for a job seeker to complete an application.

USAJOBS automatically provides a list of available resumes and other documents to attach to your application and will only display resumes and documents the hiring agency is willing to accept. For example, if the hiring agency only accepts resumes created using the USAJOBS resume builder, your uploaded resumes will not be available to add to your application. Pay special attention to the **How to Apply** section of the job announcement to find out which resume format and documents are accepted and how to submit them to the hiring agency.

Application Management

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After submitting your application, it will be screened and evaluated by the Federal Human Resources Specialist. You can track the status of your application through your USAJOBS account.

The hiring agency is responsible for providing the status of your application (for example, application received or referred). You can check your application status by selecting the **Track this application** link for each application. The hiring agency may also send you emails with updates on your application.

Follow these steps to see your application status:

1. Sign into your USAJOBS profile.

2. Go to your Applications located on your **Home** page—your active applications display automatically by the date they were last updated.

3. Review your list of applications. The job status is highlighted for each application.

4. Select **Track this application** to view your application status. The link will take you to the hiring agency application system, which has the most up-to-date status of your application.

5. Select the **+** sign to see more application details.

Job Status
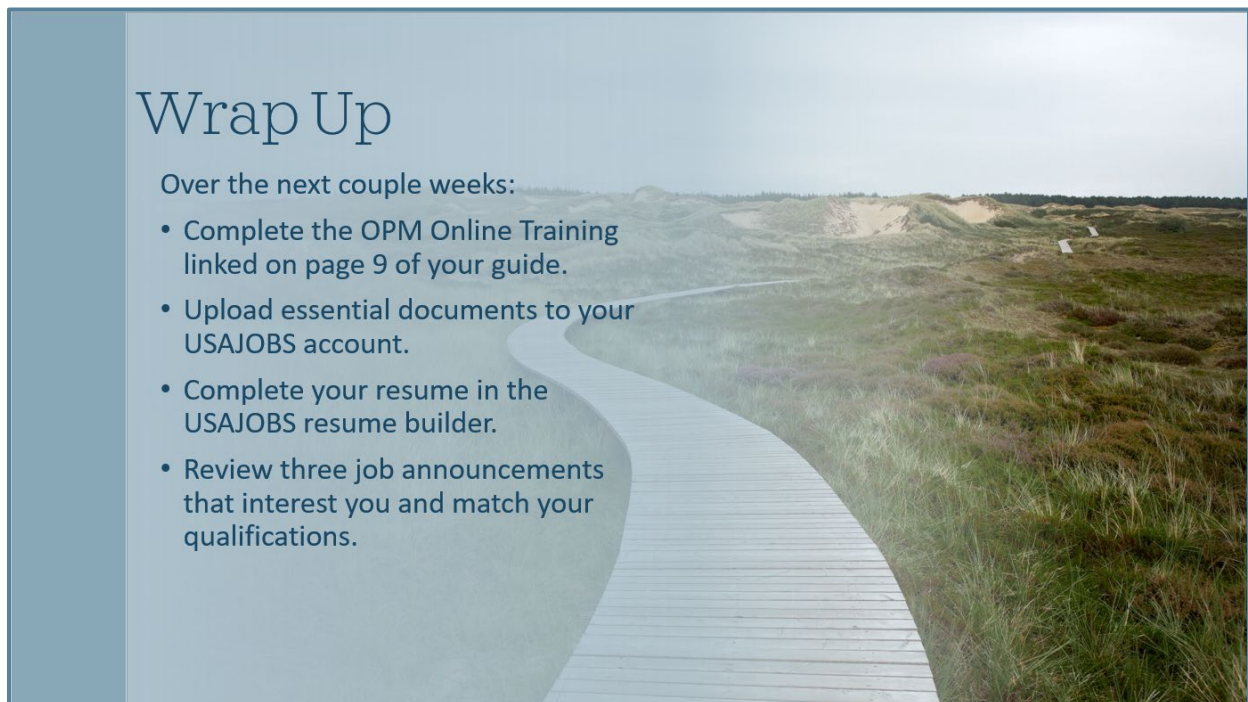
A job status tells you where the job is in the hiring process—whether a hiring agency is accepting applications, reviewing applications, has completed the hiring process, or has canceled the job.

- **Accepting applications:** This job announcement is open and accepting applications. You can apply now.

- **Reviewing applications:** The job announcement is closed, and the hiring agency is reviewing applications. This status will display until the hiring process is complete.

- **Hiring complete:** Hiring is completed, and the position is filled.
  NOTE: Currently, you will see **Reviewing applications** even if the hiring is complete. The hiring agencies are responsible for marking a position as "hiring complete" and are updating their application systems to show this status in mid-2021.

- **Job canceled:** The agency withdrew the job announcement and did not hire anyone. An agency can cancel a job announcement any time after they post a job.

Wrap Up

Wrap Up

Over the next couple weeks:

- Complete the OPM Online Training linked on page 9 of your guide.

- Upload essential documents to your USAJOBS account.

- Complete your resume in the USAJOBS resume builder.

- Review three job announcements that interest you and match your qualifications.

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Thank You for Attending

The brick walls are there for a reason.
The brick walls are not there to keep us out.
The brick walls are there to show us how
badly we want something.
— Randy Pausch

Feel free to provide any additional thoughts, comments or suggestions by email to milspouse@dol.gov.

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Congratulations! You have taken significant steps toward setting yourself up for success. There will be many more steps you need to take but know that you have a network of supporters to assist you on your journey. You are not alone. You are informed, prepared, and well on your way to a successful transition to a new and rewarding career.

In this training you have:

- Reviewed the federal hiring process.

- Explained preferences and executive orders for vets and military spouses.

- Recognized differences in federal resumes and standard corporate resumes.

- Recognized where to obtain additional information on federal hiring.

Thank you for your participation and your support of your service member. The DOL recognizes your dedication and the sacrifices that you, your service member, and your family members make each day to protect and defend our freedom. We are committed to supporting you in your transition and beyond.

Visit https://www.dol.gov/teamsworkshops to register for all TEAMS Workshops and download the Website Guide. Feel free to provide any additional thoughts, comments, or suggestions by email to MilSpouse@dol.gov.

Appendix

Portions of USAJOBS Position Announcement

NOTE: Hyperlinks and radio buttons are inactive in the following Position Announcement and Posting Questionnaire examples.

Program Manager (Assistant Program Manager Acquisition)

DEPARTMENT OF THE ARMY

U.S. Army Acquisition Support Center

Overview

- **Accepting applications**

Open & closing dates 07/14/2021 to 07/22/2021

Service	Competitive
Pay scale & grade	NH 3
Salary	$87,198 to $134,798 per year
Appointment type	Term - Term NTE 13 months.
Work schedule	Full-time
Location	1 vacancy in the following location: Fort Detrick, MD
Relocation expenses	No
Telework eligible	Yes as determined by agency policy
This job is open to	U.S. citizens, nationals or those who owe allegiance to the U.S.
Announcement number	NEAD211454289326HQ

Duties

Summary

This is a Direct Hire Authority (DHA) solicitation utilizing the DHA with Public Law 116-92, Section 1109 to recruit and appoint qualified candidates to positions in the competitive service.

About the Position: This Assistant Program Manager (Acquisition) position is assigned to the Joint Program Executive Office for Chemical, Biological, Radiological and Nuclear Defense (JPEO-CBRND) with the Joint Project Lead for CBRND Enabling Biotechnologies.

Responsibilities

- Exercises management control of all functional inputs to the program.
- Analyzes the impact that contemplated budget revisions, proposed adjustments, legislative changes, economic trends or directives.
- Establishes priorities, maintains and controls all project milestones and takes necessary action to ensure that all milestones are met.
- Maintains liaison with appropriate representatives of DA, industry, supporting organizations and involved foreign governments to assure up-to-date awareness of the planning of all actions.
- Oversees coordination between assigned program(s) and other systems.
- Attends high level conference and meetings with representatives of DoD, DA, AMC and other commands and agencies, private industry and foreign countries on matters pertaining to all aspects of assigned programs.

Qualifications

Who May Apply: U.S. Citizens

Applicants must meet basic eligibility requirements such as minimum qualifications, and other regulatory requirements within 30 days of the closing date of the announcement.

Education

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

Required Documents

The documents you are required to submit vary based on whether or not you are eligible for preference in federal employment. A complete description of preference categories and the associated required documents is in the Applicant Checklist (External).

As described above, your complete application includes your resume, your responses to the online questionnaire, and documents which prove your eligibility to apply. **If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.**

Your Resume

- Your resume may be submitted in any format and must support the specialized experience described in this announcement.

- If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.

- For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as incomplete, and you may not receive consideration for this position.

For additional information see: <u>What to include in your resume</u>.

Other Supporting Documents:

- Cover Letter, optional

- Most recent performance appraisal, if applicable

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

How to Apply

To apply for this position, you must complete the online questionnaire and submit the documentation specified in the **Required Documents** section above.

The complete application package must be submitted by 11:59 PM (EST) on 07/22/2021 to receive consideration

- To begin, select **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application (https://apply.usastaffing.gov/ViewQuestionnaire/11169326).

- Follow the prompts to **select your résumé and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and select to continue with the application process.

- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application. **You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.**

- It is your responsibility to verify that your application package (resume, supporting documents, and responses to the questionnaire) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan.

- Additional information on how to complete the online application process and submit your online application may be found on the USA Staffing Applicant Resource Center.

Agency contact information	Army Applicant Help Desk
Website	https://portal.chra.army.mil/hr_public?id=app_inq
Address	AD-APF-W6DZAA JPEO CHEM BIO DEF DO NOT MAIL Aberdeen Proving Ground, MD 21005 US

Next steps

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking (as applicable) for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

USAJOBS Posting Questionnaire

U.S. Army Acquisition Support Center

Program Manager (Assistant Program Manager Acquisition)	**Position Title**
U.S. Army Acquisition Support Center	**Agency**
NEAD211454289326HQ Opens in new window	**Announcement Number**
Wednesday, July 14, 2021 to Thursday, July 22, 2021	**Open Period**

Assessment 1

Thank you for your interest in Program Manager (Assistant Program Manager Acquisition) NH-340-03 position with Department of the Army. We will evaluate your resume and your response to this Occupational Questionnaire to determine if you are among the best qualified for this position. Your responses are subject to verification. Please review your responses for accuracy before you submit this questionnaire.

1. Select the one statement that best describes the experience that you possess that demonstrates your ability to perform the work of Program Manager (Assistant Program Manager Acquisition) at the NH-03 grade level or equivalent pay band in the Federal Service.

    A. ◉ I have one year of specialized experience equivalent to at least the NH-02 grade level in the Federal service which includes 1) Executing cost, schedule, performance, and risk activities within the acquisition lifecycle framework 2) Coordinating acquisition support activities necessary to meet program objectives and 3) Supporting development of complex acquisition strategy planning/documentation to manage the product portfolio.

    B. ○ My experience is not reflected in the above statement.

2. Your responses to the Announcement and Assessment Questionnaires, along with your resume and all supporting documentation are subject to evaluation and verification to ensure accuracy. Please take this opportunity to review your responses to ensure their accuracy.

A. ◉   Yes, I verify that all of my responses to this questionnaire are true and accurate. I accept that if my supporting documentation and/or later steps in the selection process do not support one or more of my responses to the questionnaire that my application may be rated lower and/or I may be removed from further consideration.

B. ○   No. I do not accept this agreement and/or I no longer wish to be considered for this position.

Corporate Resume

PROJECT MANAGER

Certified professional project manager with ten years of proven effectiveness in managing multiple simultaneous projects and teams to budget and schedule while maintaining quality. Strong mentor and leader, with experience working with internal and external customers; able to generate detailed, yet digestible, reports using various software packages to exceed standards and expectations. Focused on delivering exceptional customer service, managing diverse teams, and increasing revenue while maintaining quality. A quick learner who uses new information and leverages knowledge and experiences to identify opportunities for both organizational and process improvement while mitigating risk. Skilled in Microsoft Office, MS Project, Google Suite Apps, Salesforce, and various proprietary software packages.

Unisys Corporation   **Feb 2018 - Current**
Contractor offering services in project management, facilitation, and training services.

Trainer
- Create instructor materials, ex. course outlines, background material, instructional materials, training aids, etc.
- Conduct multi-day workshops for 700 military personnel and spouses.
- Educate military personnel and spouses by delivering training courses and effectively engaging both eager and disassociated students.
- Observe and interpret attitude, behavior, and non-verbal communication to tailor delivery style and fulfill unspoken needs and assist transition from comfortable perspective in gaining new skills.
- Communicate proactively with individual site supervisors and staff in finding student and technical issues across multiple services.
- Research and report the status of U.S. and international economies, markets, and legal practices.
- Participate in virtual group trainings and status meetings monthly.

Crunchbase   **Feb 2015 – Jan 2018**
Virtual assistance in public relations, business strategy, bookkeeping, digital marketing, and web design.

Project Manager
- Virtually manage digital marketing, virtual administration, and website build projects and technical teams in the United States, passing schedule gateways and meeting profit goals of 40%.

- Set and communicate schedules, budgets, and statement of work (SoW) to teams and management via emails, slack messaging, and teleconference calls as needed.
- Manage customer expectations and adhere to SoW while providing excellent customer service.
- Document project workflow, task assignment, and tracking to create historical record for future reference and post-project reporting.

Federal Resume

PROJECT MANAGER

Certified professional project manager with ten years of experience exercising management control of multiple, simultaneous projects, programs, and teams. Able to analyze the impact of cost and budget revisions, proposed adjustments, and research and report the status of United States and international economic trends, markets, and legal practices. Project budgets ranged from $90K - $2.5M. A quick learner who uses new information and leverages knowledge and experiences to identify cost, performance, support activities, and strategy planning while mitigating risks. Skilled in Microsoft Office, MS Project, Google Suite Apps, Salesforce, and various proprietary software packages.

Unisys Corporation   **Feb 2018 - Current**

Global IT solutions company. Department of Defense (DoD) contractor offering services in project management, facilitation, and training services.

Trainer

- Design and build instructor-led materials, ex. course outlines, background material, instructional materials, training aids, etc. within established contract performance work statement and framework to support activities necessary to meet program objectives.
- Develop and conduct strategy planning with individual site supervisors and staff to find, manage, and document student and technical performance issues across multiple services.
- Attended teleconferences and meetings on matters pertaining to all aspects of assigned programs, to include schedules, budgets, and statement of work (SoW).
- Conduct multi-day workshops for over 700 U.S. military personnel and spouses ranging in size from 5 to 50 participants.
- Identified U.S. vendors and European project stakeholders, planned communications, and maintained liaison with appropriate representatives by distributing information and reporting performance to assure up-to-date awareness of the planning of all actions.
- Participate in virtual group trainings and status meetings monthly to evaluate support activities necessary to meet program objectives and goals.

Crunchbase   **Feb 2015 – Jan 2018**

Virtual team of professionals who help small businesses fulfill their needs in public relations, business strategy, bookkeeping, digital marketing, web design, and more.

Project Manager

- Execute schedules, costs, budgets, activities, and communicate statement of work (SoW) to teams and management via emails, slack messaging chat rooms, and teleconference calls within lifecycle framework.
- Managed virtual technical teams in the U. S., passing project gateways or milestones while meeting program objectives and profit goals of 40%.
- Oversaw coordination, administration, and streamlined logistics between assigned programs and other manufacturing systems including customs clearance and system transportations.
- Managed up to 40 new installation projects within the lifecycle framework with individual costs ranging $90K - $2.5M.
- Clarified and documented scope and completion of product portfolio criteria to meet program objectives while remaining within the acquisition lifecycle framework.
- Turn lifecycle business goals and priorities into historical records, gaining consensus across the organization and documenting project strategy planning, workflow, task assignment, and tracking to manage product portfolio post-project reporting for future reference.
- Cover all activities for risk identification, risk mitigation, and risk avoidance to reduce likelihood of negative situations that could adversely affect the work of teams by managing customer expectations and adhering to SoW.
- Virtually manage digital marketing, administration, website build projects, and technical teams in the United States, passing schedule gateways and milestones, and achieving profit goals of 40%.
- Oversee the execution of highly targeted, complex workflows and ad-hoc campaigns to reach goals: promotions, seasonal campaigns, etc.