



Puerto Rico National Guard



Hiring Reform Implementation

Application Process USAJOBS – Application Manager

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Puerto Rico National Guard



Introduction to USAJOBS

USAJOBS is the official job site of the U.S. Federal Government. In USAJOBS you can:

Create an Account

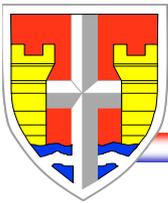
- Build and store up to five (5) distinct resume
- Create and save job searches to receive automatic notifications.
- Apply for jobs or save them to review later.

Look for a Job

- Search by Agency, Occupation, Grade, Location, etc.
- View jobs available to the general public and those available to Federal employees.
- Apply to Federal Agencies.

Create an Account

- Learn how to use USAJOBS by accessing their tutorials.
- Learn about the federal hiring process.
- Learn about special hiring programs.



Puerto Rico National Guard



Vacancy Announcement Location

Press the Position Title in our web site and it will take you to the vacancy announcement

PRNG Vacancy Announcement WebSite - Powered by PRNG WebServer - Windows Internet Explorer

https://www.pr.ngb.army.mil/hro/

File Edit View Favorites Tools Help

PRNG Vacancy Announcement WebSite - Powere...

Vacancy Announcements
powered by
Best viewed at 800X600 desktop resolution

AGR AND TECHNICIAN VACANCY ANNOUNCEMENTS

[ARNG Technician Announcements](#)
[ANG Technician Announcements](#)
[Army and Air AGR Announcements](#)

IMPORTANT INFORMATION

READ ME

[SF-52 Instructions](#)
[Technician Regulations \(TPRs\)](#)

EEO Program

Policies:
[EEO POLICY 04-09](#)
[EO POLICY 08-09](#)
[POSH POLICY 07-09](#)

[NEW NO FEAR DATA REPORT 2010](#)

HOW TO PREPARE THE OF 612 **READ ME FIRST**

ATVA #	PAY PLAN	POSITION TITLE	LOCATION	CLOSING
11-50 NEW	GS-11	SUPERVISORY HUMAN RESOURCES SPC (Health Systems)	G-1	27 APR 11

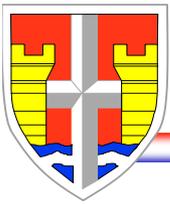
APPLICATION FORMS:
[Optional Form 612](#)
[PRNG Form 140R](#)

NEW
[HRO TELEPHONE DIRECTORY](#)

Acceptance of any military technician position may cause the termination of entitlements and eligibility for all military bonuses and student loan repayments. For further information you must contact the appropriate Military Education Office for orientation.

Trusted sites | Protected Mode: Off

12:40 PM



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- You will see the following tabs:
- Overview
- Duties
- Qualification & Evaluation
- Benefits & Other Info
- How to Apply

USAJOBS - Search Jobs - Windows Internet Explorer

http://jobview.usajobs.gov/GetJob.aspx?JobID=97004335&JobTitle=Program+Analyst&jbf574=8RNG&FedEmp=N&FedPub=Y&sort=rv%2c-dtex&v

USAJOBS - Search Jobs

Welcome Rossy! | Sign out

USAJOBS®
"WORKING FOR AMERICA"

Search Jobs Keyword Tips
What: (keywords) Where: (U.S. city, state or zip code)
Browse Jobs > Advanced Search > International Search >

< Back to Results OVERVIEW DUTIES QUALIFICATIONS & EVALUATIONS BENEFITS & OTHER INFO HOW TO APPLY

U.S. Army National Guard

Job Title: Program Analyst 
Agency: Army/Air National Guard
Job Announcement Number: 11-049-T-Army

SALARY RANGE: \$47,664.00 - \$61,959.00 /year
OPEN PERIOD: Tuesday, February 15, 2011 to Tuesday, March 15, 2011
SERIES & GRADE: GS-0343-09
POSITION INFORMATION: Full Time Excepted Service Permanent
DUTY LOCATIONS: 1 vacancy - Indianapolis, IN
WHO MAY BE CONSIDERED: United States Citizens

JOB SUMMARY:
The mission of the Indiana National Guard Full-Time Force is to maintain properly trained and equipped units available for prompt mobilization for war, national or state emergency. For information about membership call: 1.800.GO GUARD

NATIONAL GUARD MEMBERSHIP IS REQUIRED - This position is located in an information management organization at Joint Forces Headquarters, Indianapolis, Indiana. Its purpose is to perform technical, life-cycle, trends, and cost-benefit analysis, develop information plans and programs for the state. The incumbent will manage the information management internal controls program, analyze proposed changes to determine program impact, determine resource requirements, and perform budget management functions and administrative actions for the

Go to section of this Job:
Apply Online ▶
Print Preview ▶
Save Job ▶
Share Job ▶

Agency Information:
Indiana National Guard
Joint Forces Headquarters-Indiana
Human Resource Office
Indianapolis, IN 46241
USA

Questions about this job:
Brandi L. Eason
Phone: (317)247-3460
Email: BRANDI.L.EASON@US.ARMY.MIL

Job Announcement Number:
11-049-T-Army
Control Number: 2181289

Done Internet | Protected Mode: Off 100%

Slide 4 of 12 "Office Theme" English (United States) 78%



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Job Announcement – Apply Online

Under the tab How to Apply you will find two options.

Option A: Online Qualification Questionnaire

Option B: Paper Qualification Questionnaire (By Fax)

The screenshot shows a web browser window displaying the USAJOBS website. The page title is "USAJOBS - Search Jobs - Windows Internet Explorer". The address bar shows the URL: <http://jobview.usajobs.gov/GetJob.aspx?JobID=97004335&JobTitle=Program+Analyst&jbf574=8RNG&FedEmp=N&FedPub=Y&sort=rv%2c-dtex&v>. The page content includes a "How To Apply" section with the following text:

HOW TO APPLY:
To apply for this position, you must provide **both** of the following parts:

1. Your responses to the Qualifications Questionnaire, and
2. Your resume and any other documents specified in the Required Documents section of this job announcement.

Use the *Online Qualifications Questionnaire* for convenience and quickest processing.

Option A: Online Qualifications Questionnaire.
Tips for using the Online Qualifications Questionnaire:

- You must click **both Finish and Submit** when you are done. Your Online Qualifications Questionnaire is not processed – and your résumé is not attached – until you click the *Submit* button, even if USAJOBS says it sent your résumé.
- You can upload or fax supporting documents after you *Submit* the Online Qualifications Questionnaire.
- You must complete the entire process by the closing date -- **Tuesday, March 15, 2011.**
- To make sure everything you submitted is successfully received, follow these steps:
 1. Go to <http://www.applicationmanager.gov/> and log in using the box on the right hand side of the page.
 2. Click the radio button for this Vacancy Identification Number: QH438934. Click *Select a Vacancy*.
 3. Verify that all of your documents appear on the table with a status of *Processed*.
- You can save your work and come back later. Just click both *Save* and *Logout*. (When you want to return, go to <http://www.applicationmanager.gov/> and log in using the box on the right hand side of the page.)
- If you *Submit* more than one Qualifications Questionnaire for this position, the most recent one *Submitted* is the one that is used. Therefore, it is important for you to complete it in its entirety.

To begin your Online Qualifications Questionnaire, choose one of these options:

- If your résumé is going to come **from** the USAJOBS *Resume Builder*, you begin the process by clicking the **Apply Online** button near the bottom of this page. Your résumé will be attached *only* to the Online Qualifications Questionnaire you complete and *Submit* from this session, not to any Questionnaires you may already have Saved or Submitted.
- If your résumé is going to be one you prepared **outside** of USAJOBS *Résumé Builder*, click this link to begin the process: [Online Questionnaire](#)

On the right side of the page, there is a "Go to section of this Job:" dropdown menu and four buttons: **Apply Online**, **Print Preview**, **Save Job**, and **Share Job**. Below these buttons is the "Agency Information:" section for the Indiana National Guard Joint Forces Headquarters-Indiana Human Resource Office, Indianapolis, IN 46241 USA. It also includes "Questions about this job:" with contact information for Brandi L. Eason (Phone: (317)247-3460, Email: BRANDI.L.EASON@US.ARMY.MIL) and "Job Announcement Number: 11-049-T-Army" and "Control Number: 2181289".



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Application Manager

With Application Manager you can:

- ❖ Work on, submit and track your application packages.
- ❖ Check the status of each application package (e.g., not submitted, complete, incomplete)
- ❖ Use the Application Package Checklist to keep track of an application's requirements.
- ❖ View and print your Assessment Questionnaire responses and any of the documents submitted with an application.
- ❖ Select and re-use documents submitted for previous applications in any new application.
- ❖ Review any correspondence sent to you by hiring agencies.
- ❖ Review and update your personal information at any time.



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Transition to Application Manager

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online applications and assessment for specific positions.

The screenshot shows the login page for the USA Staffing Application Manager. The browser window title is "Login - Windows: Internet Explorer" and the address bar shows "https://applicationmanager.gov/Login.aspx?ReturnUrl=%2f". The page features a blue header with "Application Manager" and navigation links for "Login", "Important Links", and "Help". The main content area is titled "Welcome to USA Staffing® Application Manager" and contains two primary sections: "Existing Account? Log In Here:" and "Create an Account:". The login section includes fields for "User Name:" and "Password:" with a "Go" button. A disclaimer states: "Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution." Below the login fields are links for "Notification of Scheduled Maintenance", "Forgot User Name or Password", and "Problems Logging In?". The "Create an Account:" section includes the text "Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)" and "Check out our [Quick Start Guide](#)." with a "Create an Account" button. At the bottom, there is a link for "Instructions on how to apply for a job without using Application Manager" and a section titled "Full Terms and Conditions of Use" with a disclaimer: "Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant."



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Application Manager

Follow the screen prompts to create an Application Manager account. Before you create an account, it is important to verify that you don't already have one on file. Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for account to proceed.

Application Manager

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name:

Password:

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

[Notification of Scheduled Maintenance](#) [Forgot User Name or Password](#) [Problems Logging In?](#)

Create an Account:

Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)

Check out our [Quick Start Guide](#).

[Instructions on how to apply for a job without using Application Manager](#)



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Create an Application Manager Account

Enter your email address to check if you have an account. Once you've verified no accounts are found, click I'm done checking for account to proceed.

The screenshot shows a web browser window titled "Application Manager - Windows Internet Explorer" with the URL "https://www.applicationmanager.gov/Login.aspx". The page features a navigation bar with "Login", "Important Links", and "Help" buttons. The main content area is titled "Application Manager" and contains a "Create an Account" section. This section includes a flow diagram with three arrows: a red arrow labeled "Email", a grey arrow labeled "User Name", and another grey arrow labeled "Security Info". Below the diagram, there is a warning: "Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured." Another warning states: "Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step." A prompt asks the user to "Please enter your email address. You will be able to check multiple addresses." Below this is an "Email:" input field and a "Check for account" button. At the bottom of the form, it says "This is a U.S. Government System." with a link to "Full Terms and Conditions". The browser's status bar at the bottom shows "Internet | Protected Mode: Off" and "100%". The Windows taskbar at the very bottom indicates "Slide 5 of 12", "Office Theme", and "English (United States)".



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Create an Application Manager Account

Once you've verified no accounts are found, click *I'm done checking for account* to proceed.

The screenshot shows a Windows Internet Explorer browser window displaying the 'Application Manager' website. The page title is 'Application Manager - Windows Internet Explorer' and the address bar shows 'https://www.applicationmanager.gov/LoginCreate.aspx'. The page content includes a navigation bar with 'Login', 'Important Links', and 'Help' buttons. The main content area features a 'Create an Account' section with a progress indicator showing three steps: 'Email' (highlighted in red), 'User Name', and 'Security Info'. Below the progress indicator, there is a warning: 'Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.' This is followed by another warning: 'Before you create an account, it is important to verify that you do not already have one on file. Creating a duplicate account will keep you from completing the application process at a further step.' The instructions state: 'Please enter your email address. You will be able to check multiple addresses.' There is an 'Email:' input field with a 'Check for account' button next to it. Below this, it says 'No account(s) found for: [redacted]@us.army.mil' with a red arrow pointing to the '@us.army.mil' part. Below that is an 'I'm done checking for accounts' button. At the bottom of the form, it says 'This is a U.S. Government System.' with a link to 'Full Terms and Conditions'. The browser's status bar at the bottom shows 'Done', 'Internet | Protected Mode: Off', and '100%' zoom level. The Windows taskbar at the very bottom shows 'Slide 6 of 12', 'Office Theme', 'English (United States)', and system tray icons including volume, network, and battery.



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Application Manager - Windows Internet Explorer

https://www.applicationmanager.gov/LoginCreate.aspx

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

No active accounts found. Please select an email address to use for your Application Manager account. Your selected address will receive status notifications for your applications, confirmation messages, and will serve as identification in case you forget your login credentials.

Select one:

@us.army.mil

Create account with this address

This is a U.S. Government System.
[Full Terms and Conditions](#)

Internet | Protected Mode: Off

Slide 7 of 12 "Office Theme" English (United States) 78%



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Application Manager - Windows Internet Explorer

https://www.applicationmanager.gov/LoginCreate.aspx

Certificate Error

Live Search

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

Create a user name for your Application Manager account.

User Name:

Create user name

This is a U.S. Government System.
[Full Terms and Conditions](#)

Done

Internet | Protected Mode: Off

Slide 8 of 12 "Office Theme" English (United States) 78%



Puerto Rico National Guard



Application Manager - Windows Internet Explorer

https://www.applicationmanager.gov/LoginCreate.aspx

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

Create a password to access your Application Manager account.

New Password:

Retype Password:

Your password must:

- X Be at least 8 characters long
- X NOT be part of your user name
- X Retype must match original
- X **Include 3 out of the 4 attributes:**
 - X Upper case (A-Z)
 - X Lower case (a-z)
 - X Numbers (0-9)
 - X Special Character (#@\$&*=?)

Submit

This is a U.S. Government System.
[Full Terms and Conditions](#)

Done

Internet | Protected Mode: Off

Slide 9 of 12 "Office Theme" English (United States)



Puerto Rico National Guard



Application Manager - Windows Internet Explorer

https://www.applicationmanager.gov/LoginCreate.aspx

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

Create a password to access your Application Manager account.

New Password:

Retype Password:

Your password must:

- ✓ Be at least 8 characters long
- ✓ NOT be part of your user name
- ✗ Retype must match original
- ✓ **Include 3 out of the 4 attributes:**
- ✓ Upper case (A-Z)
- ✓ Lower case (a-z)
- ✓ Numbers (0-9)
- ✗ Special Character (#@\$&*=?)

Submit

This is a U.S. Government System.
[Full Terms and Conditions](#)

Done

Internet | Protected Mode: Off

Slide 11 of 12 "Office Theme" English (United States) 78%



Puerto Rico National Guard



Application Manager - Windows Internet Explorer

https://www.applicationmanager.gov/LoginCreate.aspx

Certificate Error Live Search

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

Create a password to access your Application Manager account.

New Password:

Retype Password:

Your password must:

- ✓ Be at least 8 characters long
- ✓ NOT be part of your user name
- ✓ Retype must match original
- ✓ **Include 3 out of the 4 attributes:**
 - ✓ Upper case (A-Z)
 - ✓ Lower case (a-z)
 - ✓ Numbers (0-9)
 - ✓ Special Character (#@\$&*=?)

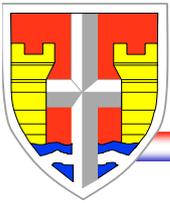
Submit

This is a U.S. Government System.
[Full Terms and Conditions](#)

Done

Internet | Protected Mode: Off

Slide 10 of 12 "Office Theme" English (United States) 78%



Puerto Rico National Guard



Application Manager - Windows Internet Explorer

https://www.applicationmanager.gov/LoginCreate.aspx

Certificate Error Live Search

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

Choose your Secret Question

Please select a question you want us to ask you if you forget your password, and then give the answer.
[\(Explain this.\)](#)

Secret Question: *

- Please make a selection. -
- Please make a selection. -
- What is the first name of your grandmother on your father's side?
- What is the first name of your favorite uncle?
- What is the last name of your dentist?
- What is the name of the elementary school you attended?
- What was the name of your high school mascot?
- What are the last four digits of your driver's license or state ID?
- What are the last four digits of your best friend's phone number?
- What are the call letters of your favorite radio station?
- What is the name of your pet?

This is a U.S. Government system.
[Full Terms and Conditions](#)

Internet | Protected Mode: Off

Slide 14 of 19 "Office Theme" English (United States) 78%



Puerto Rico National Guard



Application Manager - Windows Internet Explorer

https://www.applicationmanager.gov/LoginCreate.aspx

Certificate Error Live Search

Application Manager

Application Manager

Login Important Links Help

Create an Account

Email → User Name → Security Info

You have successfully created your Application Manager account! Click proceed to enter Application Manager.

[Proceed to Application Manager](#)

This is a U.S. Government System.
[Full Terms and Conditions](#)

Done

Internet | Protected Mode: Off

Slide 14 of 19 "Office Theme" English (United States) 78%



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Application Manager - Main - Windows Internet Explorer

https://www.applicationmanager.gov/Home.aspx

Certificate Error Live Search

Application Manager - Main

Application Manager

Main Important Links Help Logout

user:

My Application Packages

(Click a row to see a checklist of all the items you need to complete your application package, and the status of each.)

No application packages found

Start a New Application

(If you already have a Job Announcement in mind, and you know the VIN or Announcement Number, this is the place to start. If you need to search for a job first, click [here](#) to go to USAJOBS.)

Vacancy Identification Number

or

USAJOBS Control Number

My Profile

(Change reusable information about yourself, such as your address, phone numbers and email addresses. Also, change your password and the way Application Manager works for you.)

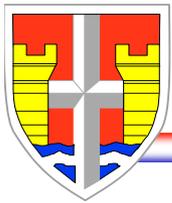
UserName:

Email:

(4 items remaining) Downloading picture https://www.applicationmanager.gov/Images/portalMyAppPackagesInr

Internet | Protected Mode: Off

Slide 15 of 19 "Office Theme" English (United States) 78%



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Application Manager

The first time you access Application Manager, you will be required to enter your Social Security Number and your Full Name. It is extremely important that you enter this information accurately and that it matches the information provided in USAJOBS.

If you do not enter the correct SSN. It will affect your consideration for this and future applications.

The screenshot shows a web browser window titled "Application Manager - Windows Internet Explorer". The address bar shows "applicationmanager.gov". The page has a blue header with "Application Manager" and navigation links: "Main", "Important Links", "Help", and "Logout".

On the left side, there is a sidebar menu with the following items:

- Vacancy ID: 438934
- Biographic Information
- Eligibility Information
- Assessment Questionnaire
- Section 1
- Section 2
- Section 3
- Section 4
- Section 5
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

The main content area displays the following information:

- Job Title: Program Analyst
- Announcement Number: 11-049-T-Army USAJOBS Control Number: 2181289
- User: [blank]

Navigation buttons: "Previous", "Next", "Save".

Social Security Number

Social Security Number [Why is this required?](#)

Retype Social Security Number

Name

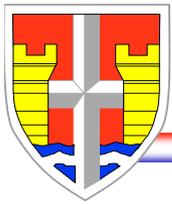
First Name

Middle Initial

Last Name

Navigation buttons: "Previous", "Next", "Save".

The status bar at the bottom shows "Done" and "Internet | Protected Mode: Off".



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Biographic Data – Eligibility Information

The Biographic Data will be pre-populated with the information you entered in your USAJOBS account. You may need to complete a few more information pages before you begin your Assessment Questionnaire.

The menu on the left tracks your progress as you complete the application.

The screenshot displays the 'Application Manager' web application in a Windows Internet Explorer browser. The page title is 'Application Manager' and the URL is 'applicationmanager.gov'. The browser shows a 'Certificate Error' and 'Live Search' icons. The application interface includes a navigation menu on the left with the following items: 'Vacancy ID: 438934', 'Biographic Information', 'Eligibility Information', 'Assessment Questionnaire', 'Section 1', 'Section 2', 'Section 3', 'Section 4', 'Section 5', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The main content area shows the 'Biographic Data' section for a 'Program Analyst' position. It includes fields for 'Address' (with three input boxes), 'City' (with one input box), 'State' (a dropdown menu with the text '- Make a Selection -'), and 'Zip Code' (with one input box). Navigation buttons for 'Previous', 'Next', and 'Save' are visible. The browser status bar at the bottom indicates 'Done' and 'Internet | Protected Mode: Off'.



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Biographic Information Continuation

Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/Application.aspx

Application Manager

Country

Telephone Number
Use numbers only - no punctuation. Include area code if within United States.

Contact Time
Either

Fax Number

Fax Extension

E-Mail Address
E-Mail Address

Citizenship
Are you a citizen of the United States?
 Yes
 No

Done Internet | Protected Mode: Off 100%



Puerto Rico National Guard



Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/Application.aspx

Application Manager

Application Manager

Main Important Links Help Logout

Vacancy ID: 438934

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
 - Section 1
 - Section 2
 - Section 3
 - Section 4
 - Section 5
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Program Analyst **User:**

Announcement Number: 11-049-T-Army **USAJOBS Control Number:** 2181289

Applicant Name:

Lowest Grade

Lowest Grade

Enter the lowest grade level (09-09) you will accept.

Occupational Specialties

Occupational Specialties

The occupational specialty will be selected for you if there is only one, otherwise, select/enter at least one occupational specialty code for this position. The specialty code for this position is:

Program Analyst

Done Internet | Protected Mode: Off 100%



Puerto Rico National Guard



Assessment Questionnaire

The assessment Questionnaire is divided into sections.

The assessment questions are job specific and change for each job announcement and position.

The screenshot displays the 'Application Manager' web application in a Windows Internet Explorer browser. The page title is 'Application Manager' and the URL is 'applicationmanager.gov'. The interface includes a navigation menu on the left with options like 'Biographic Information', 'Eligibility Information', 'Assessment Questionnaire', and 'Section 1' through 'Section 5'. A red arrow points to 'Section 2'. The main content area shows 'Job Title: Program Analyst', 'Announcement Number: 11-049-T-Army', and 'USAJOBS Control Number: 2181289'. Below this, there is an 'Applicant Name' field with a 'Change Name' button and 'Previous', 'Next', and 'Save' buttons. The 'Section 1' assessment question is displayed, asking 'Are you currently a member of the Indiana Air or Army National Guard?' with eight radio button options (A-H). The total number of questions in the assessment is 47. The browser status bar at the bottom shows 'Done' and 'Internet | Protected Mode: Off'.



Puerto Rico National Guard



Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/Application.aspx

Application Manager

Application Manager

Main Important Links Help Logout

Vacancy ID: 438934

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
 - Section 1
 - Section 2
 - Section 3
 - Section 4
 - Section 5
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Program Analyst **User:**

Announcement Number: 11-049-T-Army **USAJOBS Control Number:** 2181289

Applicant Name:

Section 2 **Total Questions in this Assessment: 47**

2. Are you currently within the grades/ranks of E-5 thru E-9, WO1 thru CW4 or O-1 thru O-4?

- A Yes, I am an E-5 thru E-9.
- B Yes, I am a WO1 thru CW4.
- C Yes, I am an O-1 thru O-4.
- D I am willing and eligible to join in the ranks listed above.
- E No, I am not within the grades/ranks listed above.

Done Internet | Protected Mode: Off 100%



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Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/Application.aspx

Application Manager

Application Manager

Main Important Links Help Logout

Vacancy ID: 438934

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
 - Section 1
 - Section 2
 - Section 3
 - Section 4
 - Section 5
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Program Analyst User:

Announcement Number: 11-049-T-Army USAJOBS Control Number: 2181289

Applicant Name:

Section 3 Total Questions in this Assessment: 47

3. I have experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

A Yes
 B No

Done Internet | Protected Mode: Off 100%



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Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/Application.aspx

Application Manager

Application Manager

Main Important Links Help Logout

Vacancy ID: 438934

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
 - Section 1
 - Section 2
 - Section 3
 - Section 4**
 - Section 5
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Program Analyst User:
Announcement Number: 11-049-T-Army USAJOBS Control Number: 2181289

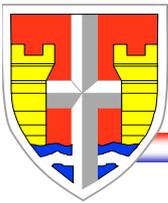
Applicant Name:

Section 4 **Total Questions in this Assessment: 47**

4. I have at least 24 months experience which has provided a working knowledge of the National Guard organizational structures, functions, procedures, and techniques as well as experience analyzing, interpreting and developing policies and procedures of local management.

A Yes
 B No

Done Internet | Protected Mode: Off 100%



Puerto Rico National Guard



Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/Application.aspx

Application Manager

Application Manager

Main Important Links Help Logout

Vacancy ID: 438934

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
 - Section 1
 - Section 2
 - Section 3
 - Section 4
 - Section 5
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Program Analyst User:

Announcement Number: 11-049-T-Army USAJOBS Control Number: 2181289

Applicant Name:

Section 5 Total Questions in this Assessment: 47

Respond to all questions. For each, choose the response that best describes your experience and/or training. Please note that your answers will be verified against the information you provide in your resume or application.

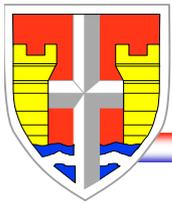
5. Detailed knowledge of the mission, objectives, terminology, and management practices of the activity, agency and NGB.

- A I have no education, training or experience in performing this task.
- B I have had education or training in performing this task, but have no practical experience.
- C I have performed this task under direct supervision.
- D I have performed this task as a regular part of a job without supervision.
- E I am considered an expert in performing this task. I have supervised performance of this task or and/or I am the person consulted by others because of my expertise.

6. Detailed knowledge of Information Resource Management programs, fiscal law, army budgeting and accounting procedures, and the Programming, Planning, Budgeting, and Execution System.

- A I have no education, training or experience in performing this task.
- B I have had education or training in performing this task, but have no practical experience.
- C I have performed this task under direct supervision.
- D I have performed this task as a regular part of a job without supervision.
- E I am considered an expert in performing this task. I have supervised performance of this task or and/or I am the person consulted by others because of my expertise.

Internet | Protected Mode: Off 100%



Puerto Rico National Guard

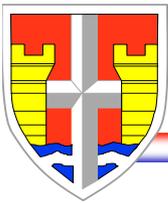


ReUse Documents

Once you have uploaded documents directly into Application Manager, these documents will be available for re-use in a table located on the lower part of this same screen.

The screenshot shows the 'Application Manager' web interface in Internet Explorer. The page title is 'Application Manager' and the URL is 'applicationmanager.gov'. The interface includes a navigation menu on the left with options like 'Biographic Information', 'Eligibility Information', 'Assessment Questionnaire', 'Section 1-5', 'ReUse Documents', 'Upload Documents', 'Submit My Answers', and 'View/Print My Answers'. The main content area displays 'Vacancy ID: 438934' and 'Job Title: Program Analyst'. Below this, there are fields for 'Announcement Number' and 'USAJOBS Control Number', and a 'Change Name' button. Navigation buttons 'Previous', 'Next', and 'Save' are present. The 'ReUse Documents' section features a table titled 'Documents in Application Package for Vacancy:438934' with columns for 'Document Type', 'Received', 'Source', 'Status', and 'Original File Name'. A red arrow points to the 'Status' column header. Below the table, a message states: 'You do not have any documents available for re-use. Click Next to continue.' with 'Previous', 'Next', and 'Save' buttons.

Document Type	Received	Source	Status	Original File Name
---------------	----------	--------	--------	--------------------



Puerto Rico National Guard



Application Manager - Windows Internet Explorer

https://www.applicationmanager.gov/Application.aspx

Application Manager

Application Manager Main Important Links Help Logout

Vacancy ID: 438934

- Biographic Information
- Eligibility Information
- Assessment Questionnaire
 - Section 1
 - Section 2
 - Section 3
 - Section 4
 - Section 5
- ReUse Documents
- Upload Documents
- Submit My Answers
- View/Print My Answers

Job Title: Program Analyst **User:**

Announcement Number: 11-049-T-Army **USAJOBS Control Number:** 2181289

Applicant Name:

Upload Documents

1. Select Document Type:

2. Click "Browse" to locate a file and click "Open" to attach it.

3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

Upload successful.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

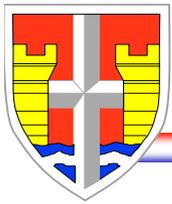
Documents On File

Document Type	Received	Source	Status	Original File Name
Resume	2/23/2011 1:09:07.552 PM	Upload	Received-Pending Virus Scan	Request Actual E

Done

Internet | Protected Mode: Off

100%



Puerto Rico National Guard



Upload Documents

Select documents type, browse, and attach the document. The system will confirm the upload was successful and the document will be placed in the Documents On File table.

Documents uploaded in this area will be available in the ReUse Documents section (previous slide) for any future applications.

The screenshot shows the 'Application Manager' web application in a Windows Internet Explorer browser. The page title is 'Application Manager' and the URL is 'applicationmanager.gov'. The page displays a form for uploading documents for a specific application.

Vacancy ID: 438934

Job Title: Program Analyst **User:**

Announcement Number: 11-049-T-Army **USAJOBS Control Number: 2181289**

Applicant Name:

Upload Documents

1. Select Document Type: (A red arrow points to this dropdown menu, which is open and shows options: 'Resume' and 'Transcript').
2. Click "Browse" to locate a file and click "Open" to attach it.
3. Click "Upload".

Uploaded Documents move from Received-Pending Virus Scan to Processed within 1 hour.

Faxed Documents may take 2-3 days to appear as Processed.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Documents On File

Document Type	Received	Source	Status	Original File Name
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Understanding This Table:



Puerto Rico National Guard



Application Manager - Windows Internet Explorer

Choose File to Upload

Desktop

Organize Views New Folder

Name	Size	Type
Datcenter Public Data	3 KB	Shortcut
MED EXAM REQ FY-10 FY-11.xlsx	40 KB	Microsoft Office
DA 2-1 MSG DIAZ.xfdl	217 KB	XFDL Document
veteran_registration_coe.pdf	451 KB	Adobe Acrobat C
img-2171358-0001.pdf	284 KB	Adobe Acrobat C
2011021720110518869206[1].pdf	663 KB	Adobe Acrobat C
deuda.pdf	77 KB	Adobe Acrobat C
https__colecturia.hacienda.gobierno....	77 KB	Adobe Acrobat C
Request Actual Expenses AEA.docx	84 KB	Microsoft Office
PRANG UMD 013111.tif	7,080 KB	MSPVIEW.EXE
NCOER SSG Cruz 091201-101010.tif	125 KB	MSPVIEW.EXE
USPFO-PR Telephone Directory.pdf	15 KB	Adobe Acrobat C
opm71.pdf	538 KB	Adobe Acrobat C
ncoer.xfdl	335 KB	XFDL Document

File name: All Files (*.*)

Open Cancel

Certificate Error Live Search

Main Important Links Help Logout

User:

er: 2181289

Save

Resume

Browse...

Upload

Processed within 1 hour.

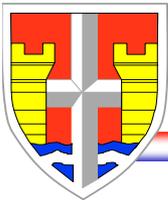
Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Documents On File

Document Type	Received	Source	Status	Original File Na
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Understanding This Table:

Done Internet | Protected Mode: Off 100%



Puerto Rico National Guard



Application Manager - Windows Internet Explorer
https://www.applicationmanager.gov/Application.aspx

Application Manager

Application Manager

Main Important Links Help Logout

Vacancy ID: 438934

- Biographic Information
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Job Title: Program Analyst User:
Announcement Number: 11-049-T-Army USAJOBS Control Number: 2181289

Applicant Name:

Upload Documents

1. Select Document Type:

2. Click "Browse" to locate a file and click "Open" to attach it.

3. Click "Upload":

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.
Upload successful.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Documents On File

Document Type	Received	Source	Status	Original File Name
Resume	2/23/2011 1:09:07.552 PM	Upload	Received-Pending Virus Scan	Request Actual E





Puerto Rico National Guard



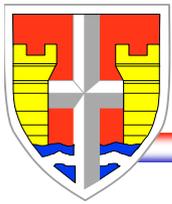
Submit My Answers

Once all required questions have been completed, you will be able to click the *Submit My Answers* button to submit your application.

You must select Submit My Answers or your application will not be received.

If you have skipped any of the required sections, you will receive a warning to go back and complete any missed section before you can submit your answers.

The screenshot shows the 'Application Manager' web application in a Windows Internet Explorer browser. The browser address bar shows 'applicationmanager.gov'. The page title is 'Application Manager'. The interface includes a navigation menu on the left with options like 'Biographic Information', 'Eligibility Information', 'Assessment Questionnaire', and 'Submit My Answers'. The main content area displays 'Vacancy ID: 438934', 'Job Title: Program Analyst', and 'Announcement Number: 11-049-T-Army USAJOBS Control Number: 2181289'. A 'Submit My Answers' button is visible, along with a warning message: 'Ready to Submit? Not ready? Your work so far has been saved but not Submitted. You can return here to Submit it when you are ready.' Below this, there are instructions and a list of actions: 'Work on this Application Package some more', 'Work on a different Application Package', and 'Leave Application Manager'. The browser status bar at the bottom shows 'Done' and 'Internet | Protected Mode: Off'.



Puerto Rico National Guard



View/Print Answers - Windows Internet Explorer

https://www.applicationmanager.gov/ApplicationPrint.aspx

Certificate Error Live Search

View/Print Answers

Application Manager Questionnaire Answers

This report shows the answers you provided for the Vacancy Identification Number shown below as of 2/23/2011 1:10:20 PM.
This Application Package Status: **NOT SUBMITTED**

Vacancy Identification Number 438934

Announcement Number 11-049-T-Army

USAJOBS Control Number 2181289

Title of Job Program Analyst

Biographic Data

E-Mail Address i@us.army.mil

Citizenship Yes

Lowest Grade 09

Occupational Specialties Program Analyst

Geographic Availability Indianapolis, IN

Assessment Questionnaire

1. Are you currently a member of the Indiana Air or Army National Guard?
A. Yes, I am a member of the Indiana Air National Guard.
2. Are you currently within the grades/ranks of E-5 thru E-9, WO1 thur CW4 or O-1 thru O-4?

Done Internet | Protected Mode: Off 100%



Puerto Rico National Guard

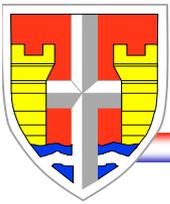


My Application Package

Once you click the *Submit My Answers* button, you will receive an on-line confirmation message.

The screenshot shows a Windows Internet Explorer browser window displaying a confirmation message. The address bar shows the URL: <https://applicationmanager.gov/DocumentDisplay.aspx?ID=140221698&Type=Message>. The message is dated April 09, 2008, and is from the U.S. Office of Personnel Management, Washington Services Branch, OPM, 1900 E STREET NW, ROOM 2469, WASHINGTON DC 20415. The recipient address is RR 4 BOX 1350-2, BAYAMON PR 00956. The message is addressed to "Dear" and refers to an application submitted for the position of ADMINISTRATIVE SUPPORT ASSISTANT (OA). The application details are as follows:

Position:	ADMINISTRATIVE SUPPORT ASSISTANT (OA)
Series/Grade:	0303-05
Vacancy ID:	168404
Agency:	INTERIOR NPS San Juan Natl Hist Site
Duty Location:	SAN JUAN, PR



Puerto Rico National Guard



Details Page

From the Details Page you can:

- View the Job Announcement
- Change your Answers*
- Add Documents*
- Update Biographic Information
- Review Status of your Assessment and Documents.
- View Messages sent by Hiring Agency.
- View application Package History

**Changing and resubmitting Answers or adding documents is permitted during the open period only. Once the announcement is closed these features are no longer available.*

Application Manager - Main - Windows Internet Explorer
https://applicationmanager.gov/Home.aspx

Application Manager

Main Important Links Help Logout
user

My Application Packages

(Click VacancyID to see a checklist of all the items you need to complete your application package, and the status of each.)

Vacancy ID	Job Title	Status	Modified Date	Closing Date	USAJOBS Control Number
168404	ADMINISTRATIVE SUPPORT ASSISTANT (OA)	Complete	3/4/2008 10:05:59 PM	03/05/2008	1104050
187188	PROGRAM SUPPORT ASSISTANT (OA)	Complete	5/5/2008 9:47:02 AM	05/05/2008	1205980
190899	PROGRAM SUPPORT ASSISTANT	Complete	5/23/2008 11:11:03 AM	05/23/2008	1223877
360326	SECRETARY (OA)	Incomplete - missing required documents	6/27/2005 7:03:19 PM	06/29/2005	457119
387627	MEDICAL ADMINISTRATIVE ASSISTANT	See Details Tab	7/7/2005 10:24:38 PM	07/13/2005	468078
498448	HEALTH TECHNICIAN	Incomplete - missing required documents	9/19/2005 6:59:14 PM	09/19/2005	506946

Start a New Application
(If you already have a Job Announcement in mind, and you know the Vacancy ID, click on the link to start a new application.)

My Profile
(Change reusable information about yourself, such as your address, telephone number, and e-mail address. This information is used for all applications.)

Done Internet | Protected Mode: Off 100%



Puerto Rico National Guard



Remember....

Carefully review Job
Announcement and
Instructions provided
in the How to Apply
section

Create USAJOBS and
Application Manager
Accounts if you
haven't done so
already

Complete Assessment
Questionnaire in
Application manager
and submit all
required supporting
documents online or
via fax

Check your
Application Status
before and after the
closing date of the job
announcement



Puerto Rico National Guard



Questions

