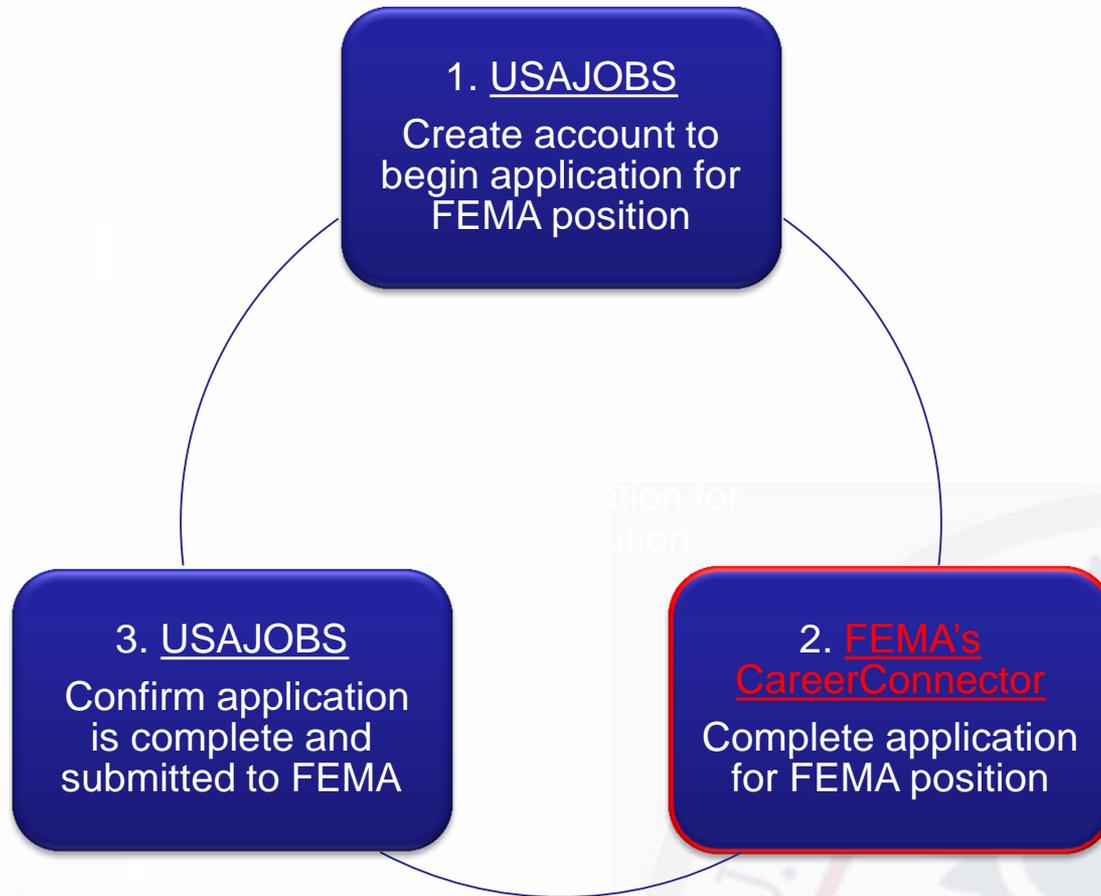


Applying to the FEMA Reservist Program



FEMA

CareerConnector Overview

- Applicant Tracking System powered by Monster Government Solutions
- Provides a simple online application process that works seamlessly with USAJOBS
- Allows applicants to check the status of their job applications online
- Secures applicants' electronic personal information (consistent with federal security requirements)



FEMA

Locating FEMA Reservist Announcements

- Go to <http://www.fema.gov/about/employees/>

On June 15 links to vacancy announcements for reservists will be located on the FEMA Employee webpage.

Employee Information & Resource Center

FEMA Weekly Bulletin

Articles

Announcements

IdeaScale Collaboration

Workforce Transformation

FEMA Qualification System

FAQs

FEMA Corps

FAQs

Reservist Program

FAQs

Tools & Links

Podcasts

Photos

Archives

Employee Information & Resource Center

Featured Articles

- Geospatial Information Manager/Unit Leader Course
- Vermont Towns Prep for Future Disasters
- Message from the Administrator
- The Memorial Day Parade - A FEMA Reservist Recounts His Experience as a Child
- Two Disasters and a Call to Service - One Reservist's Tale of Volunteering during Deployment

Announcements

Congratulations to Daniel Stoneking, FEMA Director of Private Sector, who has been selected as a finalist for the [2012 Service to America Medal](#), in the *Homeland Security Medal* category. Award finalists are outstanding federal workers who make critical, high-impact national contributions in activities related to homeland security (including border and transportation security, emergency preparedness and response, intelligence and law enforcement). [Read more on our blog.](#)

Sign up for [FEMA Daily Operations Briefing e-mail updates](#)

[Message from Deputy Administrator Serino](#)

[See all Announcements](#)

Hot Topics

National Disaster Reservist Program updates

[Reservist Program Application Timeline](#)

Next month, reservists who wish to stay in the program will be required to apply for a position. [Career Connector](#) is the online application tool being built to simplify the process of applying for a FEMA Reservist position.

Find the desired job posting on FEMA's website

Click on the link to view the announcement



FEMA

FEMA Vacancy Announcement

The announcement below is a sample of how all announcements will be displayed

Please read the announcement in its entirety by clicking each tab

The screenshot shows a web interface for a FEMA vacancy announcement. At the top right, there is a red button labeled "SIGN IN OR CREATE AN ACCOUNT". Below it is a search bar with the label "Where:" and a blue play button. A green callout box with a white border and a black arrow points to the "Overview" tab in the navigation menu. The navigation menu includes "Overview", "Duties", "Qualifications & Evaluations", "Benefits & Other Info", and "How to Apply". The "Overview" tab is selected and highlighted with a white background. Below the navigation menu, the job title "Federal Emergency Management Agency" is displayed in a large, bold, red font. Underneath, the job details are listed: "Job Title: Supervisory Contract Specialist GS-1102-14", "Department: Department Of Homeland Security", "Agency: Federal Emergency Management Agency", and "Job Announcement Number: MG2012-00596-12-660738D". A table of job details follows, with columns for the category and the details. The categories are: "SALARY RANGE:", "OPEN PERIOD:", "SERIES & GRADE:", "POSITION INFORMATION:", "PROMOTION POTENTIAL:", "DUTY LOCATIONS:", "WHO MAY BE CONSIDERED:", and "JOB SUMMARY:". The details for each category are: "\$105,211.00 to \$136,771.00 / Per Year", "Friday, May 18, 2012 to Friday, June 01, 2012", "GS-1102-14", "Full Time - Permanent", "14", "few vacancy(s) - Washington DC, DC United States", and "United States Citizens". A "View Map" link is provided next to the duty locations. Below the table, there is a paragraph of text describing the job and the agency. To the right of the job details, there is a "Dock" section with a dropdown menu labeled "Go to section of this Job:". Below the dropdown menu are four blue buttons: "Apply Online", "Print Preview", "Save Job", and "Share Job". Below these buttons is the "Agency Information" section, which includes the agency name, address, and contact information. Below the agency information is the "Questions about this job:" section, which includes the contact person's name, phone number, TDD number, and email address. Below the questions section is the "Job Announcement Number:" and "Control Number:" sections.

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

Federal Emergency Management Agency

Job Title: Supervisory Contract Specialist GS-1102-14
Department: Department Of Homeland Security
Agency: Federal Emergency Management Agency
Job Announcement Number: MG2012-00596-12-660738D

SALARY RANGE:	\$105,211.00 to \$136,771.00 / Per Year
OPEN PERIOD:	Friday, May 18, 2012 to Friday, June 01, 2012
SERIES & GRADE:	GS-1102-14
POSITION INFORMATION:	Full Time - Permanent
PROMOTION POTENTIAL:	14
DUTY LOCATIONS:	few vacancy(s) - Washington DC, DC United States View Map
WHO MAY BE CONSIDERED:	United States Citizens

JOB SUMMARY:

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

Where:

Go to section of this Job:

[Apply Online](#) [Print Preview](#) [Save Job](#) [Share Job](#)

Agency Information:
DHS FEMA HCD Talent Acquisition and Processing
1201 Maryland Avenue Portals III
Mail Stop 3715
Washington, DC
20024

Questions about this job:
Johnny Smith
Phone: (202)646-4075
TDD: (800) 877-8339
Email: JOHNNY.SMITH@FEMA.GOV

Job Announcement Number:
MG2012-00596-12-660738D

Control Number: 316264400



FEMA

FEMA Vacancy Announcement

Home Search Jobs My Account Resource Center

USAJOBS
"WORKING FOR AMERICA"

Search Jobs
Advanced Search >

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

Federal Emergency Management Agency

Job Title: Supervisory Contract Specialist GS-1102-14
Department: Department Of Homeland Security
Agency: Federal Emergency Management Agency
Job Announcement Number: MG2012-00596-12-660738D

SALARY RANGE: \$105,211.00 to \$136,771.00 / Per Year
OPEN PERIOD: Friday, May 18, 2012 to Friday, June 01, 2012
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POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 14
DUTY LOCATIONS: few vacancy(s) - Washington DC, DC United States [View Map](#)
WHO MAY BE CONSIDERED: United States Citizens
JOB SUMMARY:

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resilience to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

When disaster strikes, America looks to FEMA. Now FEMA looks to you. Join our team and use your talent to support Americans in their times of greatest need. The Federal Emergency Management Agency (FEMA) prepares the nation for all hazards and manages Federal response and recovery efforts following any national incident. We foster innovation, reward performance and creativity, and provide challenges on a routine basis with a well-skilled, knowledgeable, high performance workforce.

Go to section of this Job: [Dropdown]

- Apply Online
- Print Preview
- Save Job
- Share Job

Agency Information:
DHS FEMA HCD Talent Acquisition and Processing
1201 Maryland Avenue Portals III
Mail Stop 3715
Washington, DC
20024

Questions about this job:
Johnny Smith
Phone: (202)646-4075
TDD: (800) 877-8339
Email: JOHNNY.SMITH@FEMA.GOV

Job Announcement Number:
MG2012-00596-12-660738D

Control Number: 316264400

To apply, click "Apply Online"



FEMA

Signing into USAJOBS

Click "Sign In"

[SIGN IN](#) OR [CREATE AN ACCOUNT](#)

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#)

USAJOBS[®]
"WORKING FOR AMERICA"

What: Where:

[Advanced Search >](#)

[Search Jobs](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)



FEMA

Signing into USAJOBS



The screenshot shows the USAJOBS login interface. At the top, there are navigation links: Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed with the tagline "WORKING FOR AMERICA". Below the logo, there is a link to "Sign in to my account or create a new account...". Two callout boxes are present: a green one on the left with instructions to enter credentials and click "I agree. Sign me in", and a yellow one on the right pointing to the "create a new account" link. The login form includes fields for "Username or Email" and "Password", with a link for "Forgot your Username and/or Password?". A blue button labeled "I agree. Sign me in." is located below the form. A "Remember:" section contains a list of security notices.

Home Search Jobs My Account Resource Center

USAJOBS
"WORKING FOR AMERICA"

Sign in to my account or [create a new account...](#)

Enter your username and password

Click "I agree. Sign me in"

For information on how to create a USAJOBS account please see the Part 1 Guide

Username or Email:

Password:

[Forgot your Username and/or Password?](#)

This U. S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional consent to review, monitoring and action by all authorized government and law enforcement personnel. While using this system your use may be monitored, recorded and subject to audit.

Unauthorized user attempts or acts to (1) access, upload, change, or delete or deface information on this system, (2) modify this system, (3) deny access to this system, (4) accrue resources for unauthorized use or (5) otherwise misuse this system are strictly prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administrative penalties.

I agree. Sign me in.

Remember:

- USAJOBS will never request personal information via unsolicited e-mail
- Remain alert for fraudulent e-mail that advertises positions managing financial transactions, or cashing checks
- Remain alert for Federal employment scams: Federal agencies and the Postal Service never charge for applications, sell study guides for examinations, or guarantee that you will be hired



FEMA

Selecting Resume in USAJOBS

Home Search Jobs My Account Resource Center Welcome Jenn

USAJOBS
"WORKING FOR AMERICA"

Search Jobs Where:
Advanced Search >

Please Note: If you are resubmitting documents!

Apply Online to the following job:

Job Announcement Number:
Job Title:
Grade:
Agency:
Job Location:
Closing Date:

Resume - Select one of your resumes:
- SELECT -
Resume
Sample 3
Resume 2
Resume 1
Resume 4

Attachment(s) - Select one or more of your Saved Documents to send (or first [Upload New Saved Documents](#)):
- SELECT -
OTHER (KSAs)
OTHER (Performance Appraisal)
SF-50 (SF-50)

Fields below with an asterisks (*) are required.

* I have [previewed my resume](#). The selected document includes the information I wish to provide with this application.

Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

* I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

Cancel ▶ Apply for this position now! ▶

Select the specific resume you wish to submit

Select any stored supporting documentation you wish to submit (optional). Refer to USAJOBS Guide for additional information.

Read and select the required fields

Click "Apply for this position now"



FEMA

USAJOBS – CareerConnector Redirect Page



You will be redirected to CareerConnector

One moment please...

We are now bringing you to the system used by the

Federal Emergency Management Agency

to complete your application process. You will be returned to USAJOBS upon completion. If you do not return to USAJOBS, please remember to close your web browser for security.

Your browser should automatically take you there in about 15 seconds, or...

[Take me there now ▶](#)



FEMA

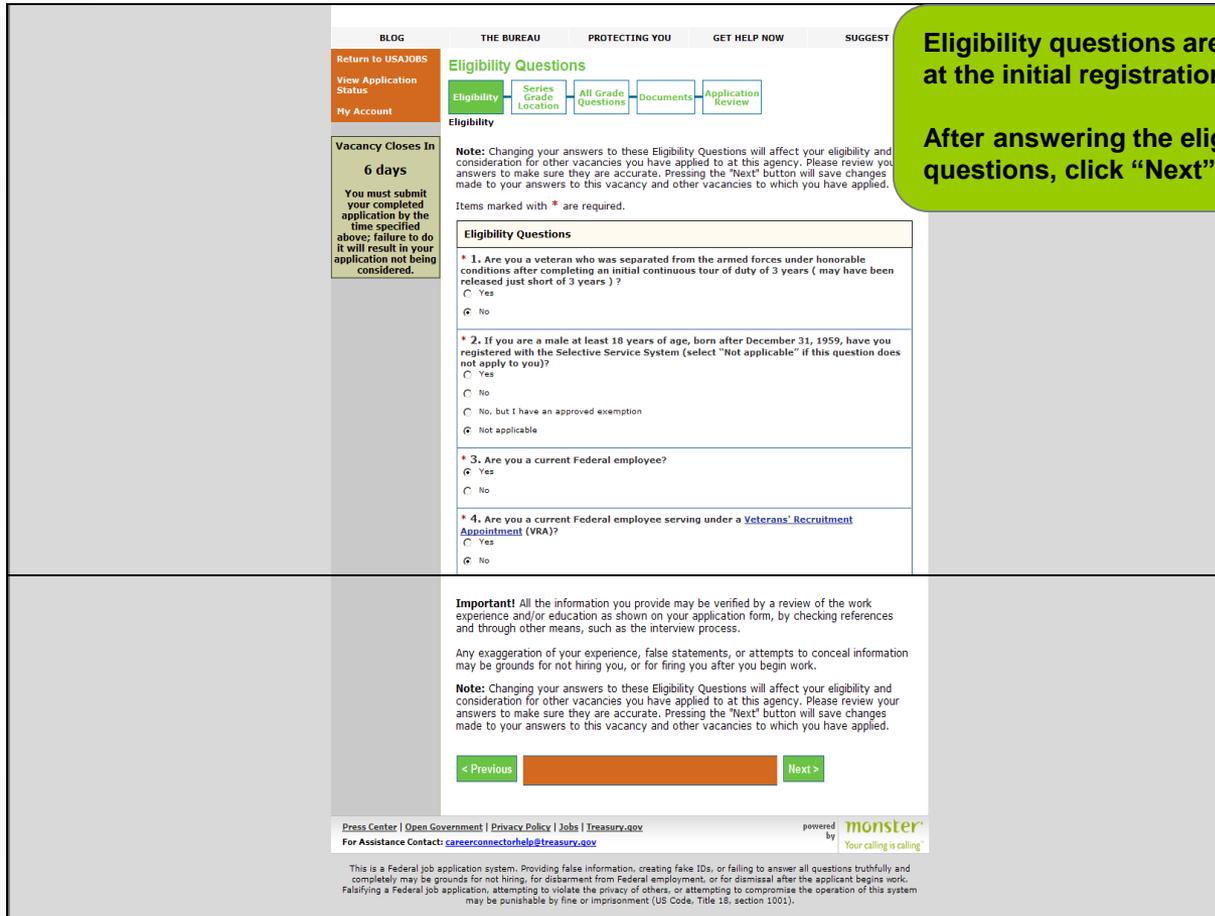
CareerConnector

The screenshot displays the CareerConnector interface. On the left, a navigation menu includes 'Return to USAJOBS', 'View Application Status', and 'My Account'. A prominent warning states 'Vacancy Closes In 6 days' with a note: 'You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.' A green callout box with an arrow points to a green 'Apply to this Vacancy' button, containing the text: 'Once in CareerConnector, click "Apply to this Vacancy"'. Below the button, a blue confirmation message reads: 'Account Updated! Congratulations. Your account has been updated.' The footer contains links for 'Press Center', 'Open Government', 'Privacy Policy', 'Jobs', and 'Treasury.gov', along with the Monster logo and the text 'powered by monster Your calling is calling™'. A disclaimer at the bottom states: 'This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).'



FEMA

CareerConnector – Eligibility Questions



BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

Return to USAJOBS
View Application Status
My Account

Vacancy Closes In
6 days
You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

Eligibility Questions

Eligibility Series Grade Location All Grade Questions Documents Application Review

Note: Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

Items marked with * are required.

Eligibility Questions

* 1. Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years) ?
 Yes
 No

* 2. If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (select "Not applicable" if this question does not apply to you)?
 Yes
 No
 No, but I have an approved exemption
 Not applicable

* 3. Are you a current Federal employee?
 Yes
 No

* 4. Are you a current Federal employee serving under a **Veterans' Recruitment Appointment (VRA)**?
 Yes
 No

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

Note: Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

< Previous Next >

Press Center | Open Government | Privacy Policy | Jobs | Treasury.gov
For Assistance Contact: careerconnectorhelp@treasury.gov

powered by **monster**
Your calling is calling

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

Eligibility questions are asked only at the initial registration process

After answering the eligibility questions, click "Next"



FEMA

CareerConnector – Series, Grade, Location

Series, Grade and Location

Eligibility → **Series Grade Location** → All Grade Questions → Documents → Application Review

Series Grade Location

During this process, please use the "Previous" and "Next" buttons at the bottom of the page. Using the browser BACK button will return you to the previous step of the process.

Please Note: Your application will be saved for your convenience after each step.

Series, Grade and Location Selection

Series

This position is offered for a single series.

Please confirm you wish to be considered for this series.

*Check all that apply.

0301-Miscellaneous Administration and Program

Grade

Select the grade level(s) for which you wish to be considered. You will only be considered for the grade level(s) you select.

Note: If you select "I do not wish to be considered for this grade" you will not be asked questions required for that grade and therefore cannot be considered for that grade.

*Grade 99
 I wish to be considered for this grade I do not wish to be considered for this grade

Location

Please indicate the locations for which you wish to be considered.

*Check all that apply.

Washington, DC, US

< Previous [] Next >

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Select the series, grade, and location you wish to be considered for.

All reservist positions will offer only one option for the series, grade, and location.

Click "Next"



FEMA

CareerConnector – Vacancy Questions

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

Return to USAJOBS
View Application Status
My Account

Vacancy Questions

Eligibility Series Grade Location All Grade Questions Documents Application Review

All Grade Questions

Items marked with * are required.

All Grades Questions

* 1. Are you a current FEMA employee?
 Yes
 No

* 2. Which of the following notices of eligibility have you received from FEMA for the posted vacancy?
 Notice of Qualifications Letter
 Notice of Trainee Certification
 I have not received either of the listed letters/certifications

Important! All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process.

Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

< Previous Next >

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For Assistance Contact: careerconnectorhelp@treasury.gov

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After responding to the vacancy questions, click "Next"



FEMA

CareerConnector – Supporting Documentation

Follow the instructions in the vacancy announcement regarding required supporting documentation. A listing of documents for this vacancy will be displayed.

BLOG **THE BUREAU** **PROTECTING YOU** **GET HELP NOW** **SUGGEST**

[Return to USAJOBS](#)
[View Application Status](#)
[My Account](#)

Vacancy Documents

[Eligibility](#) - [Series Grade Location](#) - [All Grade Questions](#) - **Documents** - [Application Review](#)

Documents

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"USAJOBS"** to download documents transferred from USAJOBS.
Note: This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Action
Cover Letter	No document Submitted	Upload USAJOBS Fax
DD214	No document Submitted	Upload USAJOBS Fax
ICTAP	No document Submitted	Upload USAJOBS

You may upload supporting documentation from your computer, download documentation you have loaded into USAJOBS, or generate cover sheets to fax in your supporting documentation.



FEMA

CareerConnector – Uploading Documentation

BLOG **THE BUREAU** **PROTECTING YOU** **GET HELP NOW** **SUGGEST**

[Return to USAJOBS](#)
[View Application Status](#)
[My Account](#)

Vacancy Documents

Eligibility Series Grade Location **Documents** Application Review

Vacancy Closes In 6 days
You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

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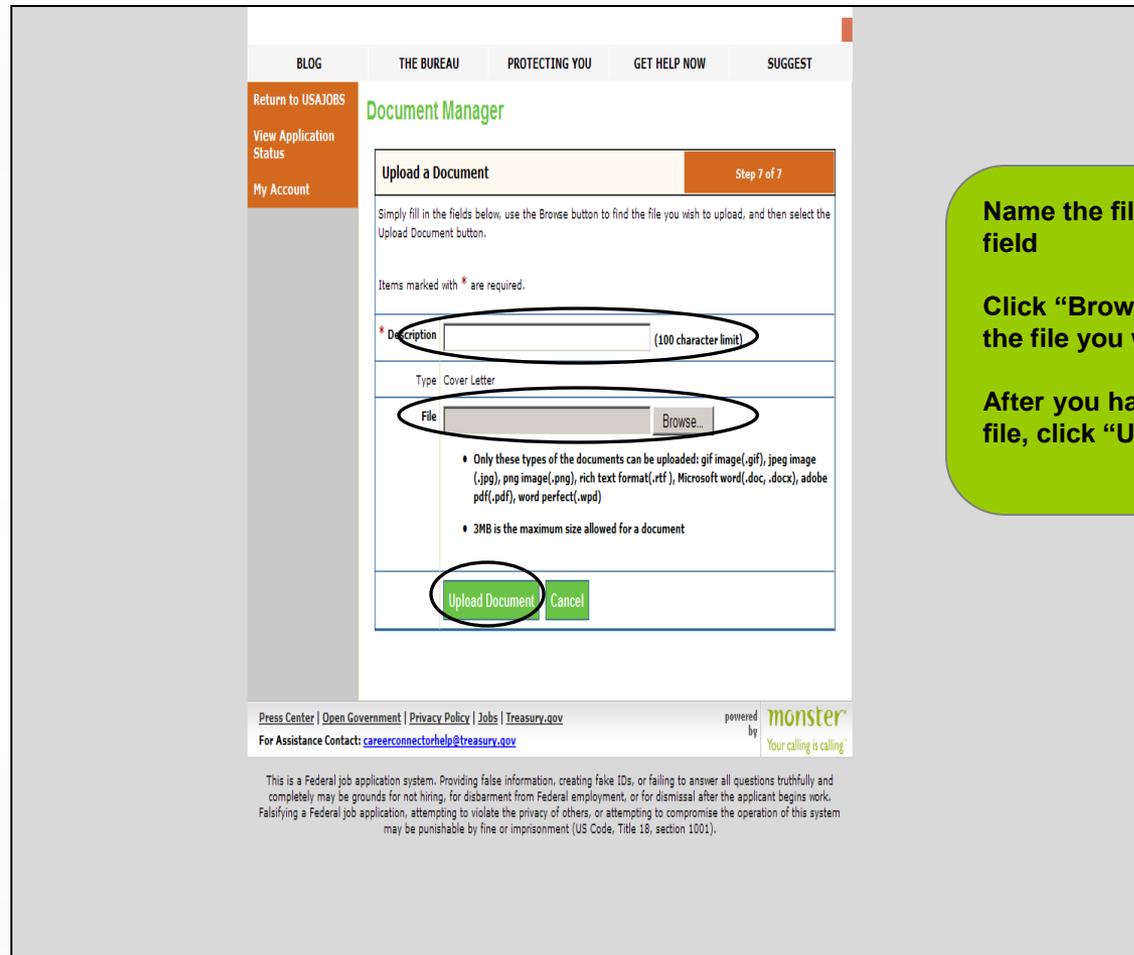
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Document Type	Description	Action
Cover Letter	No document Submitted	Upload USAJOBS Fax
DD214	No document Submitted	Upload USAJOBS Fax
ICTAP	No document Submitted	Upload USAJOBS

To upload supporting documentation from your computer, click "Upload" for the specific document



CareerConnector – Uploading Documentation



Document Manager

Upload a Document Step 7 of 7

Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.

Items marked with * are required.

* Description (100 character limit)

Type: Cover Letter

File

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image (.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd)
- 3MB is the maximum size allowed for a document

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For Assistance Contact: careerconnectorhelp@treasury.gov

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Name the file in the “Description” field

Click “Browse” to locate the file you wish to upload

After you have selected the file, click “Upload Document”



FEMA

CareerConnector – Uploading Documentation

Return to USAJOBS

View Application Status

My Account

Vacancy Documents

Eligibility
Series Grade Location
All Grade Questions
Documents
Application Review

Documents

Vacancy Closes In
6 days

Document Uploaded Successfully

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- "USAJOBS" to download documents transferred from USAJOBS.
Note: This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- "Upload" to upload documents from your computer.
- "Fax" to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Action
Cover Letter	No document Submitted	Upload USAJOBS Fax
DD214	Qualifications Letter	Upload USAJOBS Fax Reuse existing document Delete
ICTAP	No document Submitted	Upload USAJOBS

You will receive confirmation if you were successful in uploading the document



FEMA

CareerConnector – USAJOBS Documentation

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

[Return to USAJOBS](#)
[View Application Status](#)
[My Account](#)

Vacancy Documents

Eligibility Series Grade Location All Grade Questions Documents Application Review

Documents

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

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Document Type	Description	Action
Cover Letter	No document Submitted	Upload USAJOBS Fax
DD214	No document Submitted	Upload USAJOBS Fax
ICTAP	No document Submitted	Upload USAJOBS

To download documentation that you have uploaded to USAJOBS, click "USAJOBS" for that specific document



CareerConnector – USAJOBS Documentation

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

Return to USAJOBS
View Application Status
My Account

Document Manager

Use this page to add another document to the system.

Retrieve a document from USAJOBS

The dropdown below has your USAJOBS documents in it. Select the document you want to use for this document type and click the Download button.

* USAJOBS Documents

--- Please Select ---
--- Please Select ---
Qualifications Letter - May 25 2012 12:34 PM

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For Assistance Contact: careerconnectorhelp@treasury.gov

powered by **monster**
Your calling is calling®

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

Using the dropdown menu, select the supporting documentation

Click "Download from USAJOBS"



FEMA

CareerConnector – USAJOBS Documentation

Return to USAJOBS

View Application Status

My Account

Vacancy Documents

Eligibility
Series Grade Location
All Grade Questions
Documents
Application Review

Documents

Vacancy Closes In
6 days

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

• Document Downloaded Successfully.

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

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Note: This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
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- **"Fax"** to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Action
Cover Letter	No document Submitted	Upload USAJOBS Fax
DD214	Qualifications Letter	Upload USAJOBS Fax Reuse existing document Delete
ICTAP	No document Submitted	Upload USAJOBS

You will receive confirmation if you were successful in downloading the document



FEMA

CareerConnector – Faxing Documentation

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

[Return to USAJOBS](#)
[View Application Status](#)
[My Account](#)

Vacancy Documents

Eligibility Series Grade Location All Grade Questions Documents Application Review

Documents

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"USAJOBS"** to download documents transferred from USAJOBS.
Note: This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

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To generate a fax cover sheet, click "Fax" for that specific document



FEMA

CareerConnector – Faxing Documentation

The screenshot shows the CareerConnector Document Manager interface. At the top, there are navigation links: BLOG, THE BUREAU, PROTECTING YOU, GET HELP NOW, and SUGGEST. On the left, there are links: Return to USAJOBS, View Application Status, and My Account. The main content area is titled 'Document Manager' and contains a breadcrumb trail: Eligibility > Series Grade Location > All Grade Questions > Documents > Application Review. Below this, there is a 'Documents' section with the text: 'Use this page to generate coversheet. Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.' A 'Fax a Document' section follows, with instructions to review 'Fax Instructions' before printing. Below the instructions, there is a 'Type' dropdown menu set to 'Cover Letter'. At the bottom of this section, there are two buttons: 'Generate Cover Sheet' (highlighted with a red circle) and 'Cancel'. At the bottom of the page, there are links for Press Center, Open Government, Privacy Policy, Jobs, and Treasury.gov, along with the Monster logo and the text 'Your calling is calling'. A disclaimer at the very bottom states: 'This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).'

Click "Generate Cover Sheet"



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CareerConnector – Faxing Documentation

Printed on 05/25/2012 12:30:00 PM.

Fax Cover Sheet

To:	Hiring Management-Fax Imaging	From:	CHANDLER, JENNIFER
Fax:	571-258-4254	Pages:	
Phone:		Date:	
Re:	Applicant Documentation Cover Letter	Vacancy Name:	12-FEMA-TEST

DO NOT WRITE OR MARK INSIDE THIS AREA OR YOUR FAX WILL NOT BE RECEIVED



MGSF35146163X20FSGM
FAX=35146163
DB=20
CHK=260

DO NOT WRITE OR MARK INSIDE THIS AREA OR YOUR FAX WILL NOT BE RECEIVED

Fax Instructions

THIS MUST BE THE FIRST PAGE IN YOUR FAX TRANSMISSION IN ORDER FOR YOUR DOCUMENT TO BE PROCESSED CORRECTLY.

If faxing supporting documentation, applicants must use the system-generated fax cover sheets and fax documents with cover sheets to the number indicated on the fax cover sheet

The fax cover sheet will be displayed

Print the cover sheet

Close the window after you have printed the cover sheet

If faxing supporting documentation, applicants must use the system-generated fax cover sheets and fax documents with cover sheets to the number indicated on the fax cover sheet



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CareerConnector – Faxing Documentation

The screenshot shows the CareerConnector Document Manager interface. At the top, there are navigation links: BLOG, THE BUREAU, PROTECTING YOU, GET HELP NOW, and SUGGEST. On the left, there is a sidebar with links: Return to USAJOBS, View Application Status, and My Account. The main content area is titled 'Document Manager' and contains a breadcrumb trail: Eligibility > Series Grade Location > All Grade Questions > Documents > Application Review. Below the breadcrumb trail, there is a section titled 'Documents' with the text: 'Use this page to generate coversheet. Please note that in order for the supporting documentation to be reviewed with your application it has to be successfully faxed in and received by the agency.' Below this text is a form titled 'Fax a Document'. The form contains a text input field with the placeholder text 'Type | Cover Letter'. At the bottom of the form, there are two buttons: 'Generate Cover Sheet' and 'Cancel'. The 'Cancel' button is circled in black. At the bottom of the page, there is a footer with links: Press Center | Open Government | Privacy Policy | Jobs | Treasury.gov, powered by monster, and For Assistance Contact: careerconnectorhelp@treasury.gov. A disclaimer at the bottom states: 'This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).'

Click "Cancel" to return to the listing of supporting documents



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CareerConnector – Supporting Documentation

Return to USAJOBS

View Application Status

My Account

Vacancy Closes In

6 days

You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

Vacancy Documents

Eligibility
Series Grade Location
All Grade Questions
Documents
Application Review

Documents

• Document Downloaded Successfully.

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Cover Letter	No document Submitted	Upload USAJOBS Fax
DD214	Qualifications Letter	Upload USAJOBS Fax Reuse existing document Delete
ICTAP	No document Submitted	Upload USAJOBS

After you have uploaded documents from your computer, downloaded documents from USAJOBS, and/or generated fax cover sheets, click "Next"



CareerConnector – Application Review

Application Review

Return to USAJOBS
View Application Status
My Account

Vacancy Closes In 6 days
You must submit your completed application by the time specified above; failure to do it will result in your application not being considered.

Application Review

Here is a summary of the application you just completed.

If a document transferred from USAJOBS is not listed under "Description" for the respective Document Type, please click on the PREVIOUS button below to go back to the Documents page and associate the document.

If you would like to download & save a copy of this page, click the "Show/Hide" link below, and select which parts you would like to save

Download / Save Application & Related Documents [\[Show / Hide\]](#)

[Personal Information](#) | [Eligibility Questions](#) | [Vacancy Questions](#) | [Documents](#) | [Resume](#)

Personal Information

Name	
Email	
Vacancy Announcement	
Position Title	
Series	
Grade	
Location(s)	Washington, DC, US
Veteran's Preference	NOT A VET

[Back to top](#)

Eligibility Questions

* 1. Are you a veteran who was separated from the armed forces under honorable conditions after completing an initial continuous tour of duty of 3 years (may have been released just short of 3 years) ?
Answer: No

* 2. If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (select "Not applicable" if this question does not apply to you)?

A summary of your application will be displayed

Scroll down to the bottom of the page and click "Finish"



CareerConnector – USAJOBS Redirect Page

BLOG THE BUREAU PROTECTING YOU GET HELP NOW SUGGEST

Returning to USAJOBS
You will automatically be redirected to USAJobs in a few seconds

or Click here to [return to USAJobs](#) immediately.

[Press Center](#) | [Open Government](#) | [Privacy Policy](#) | [Jobs](#) | [Treasury.gov](#)
For Assistance Contact: careerconnectorhelp@treasury.gov

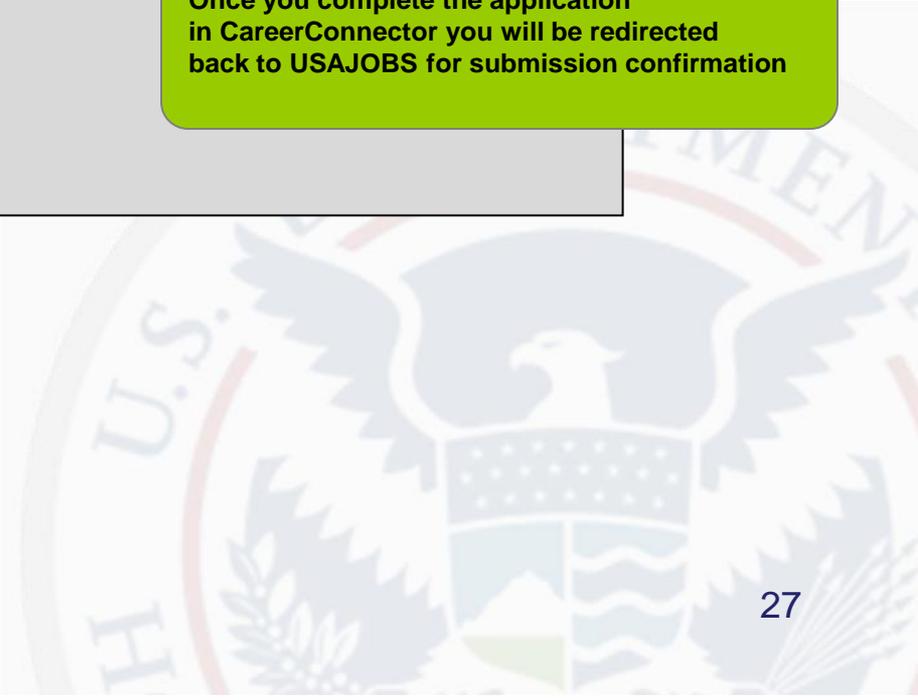
powered by **monster**
Your calling is calling™

This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

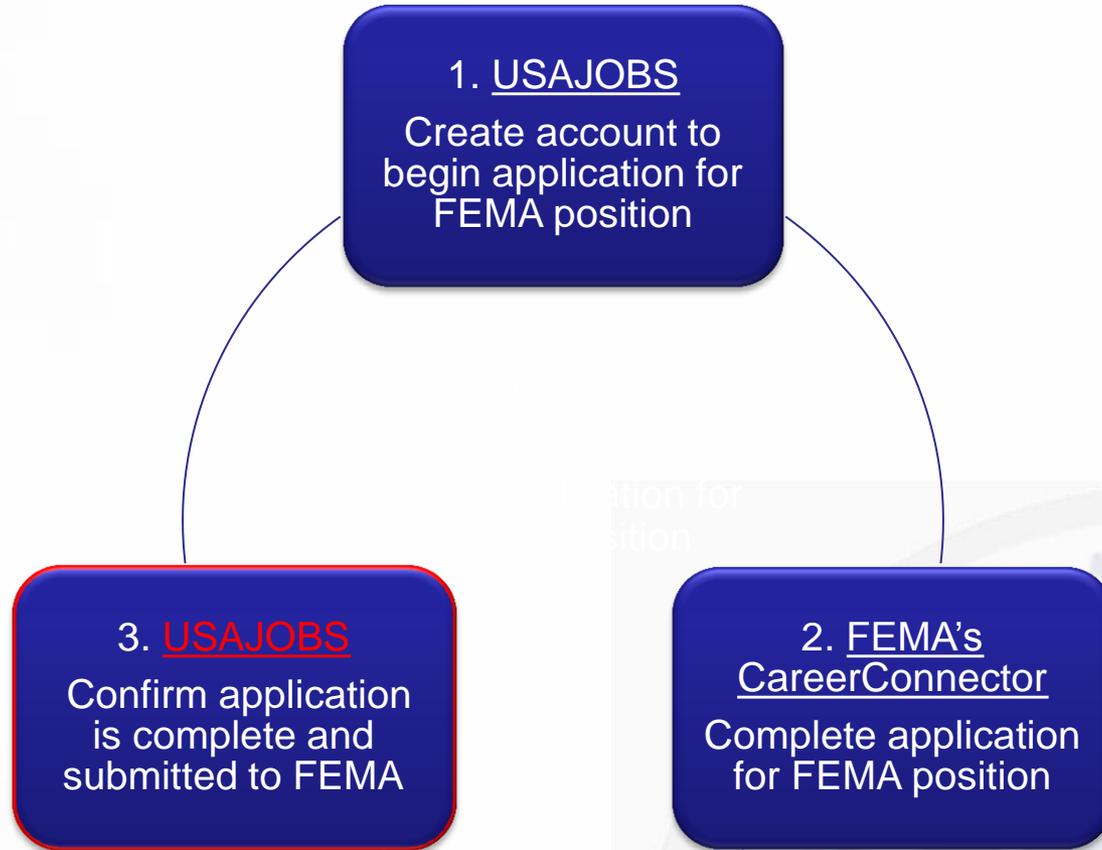
Once you complete the application in CareerConnector you will be redirected back to USAJOBS for submission confirmation



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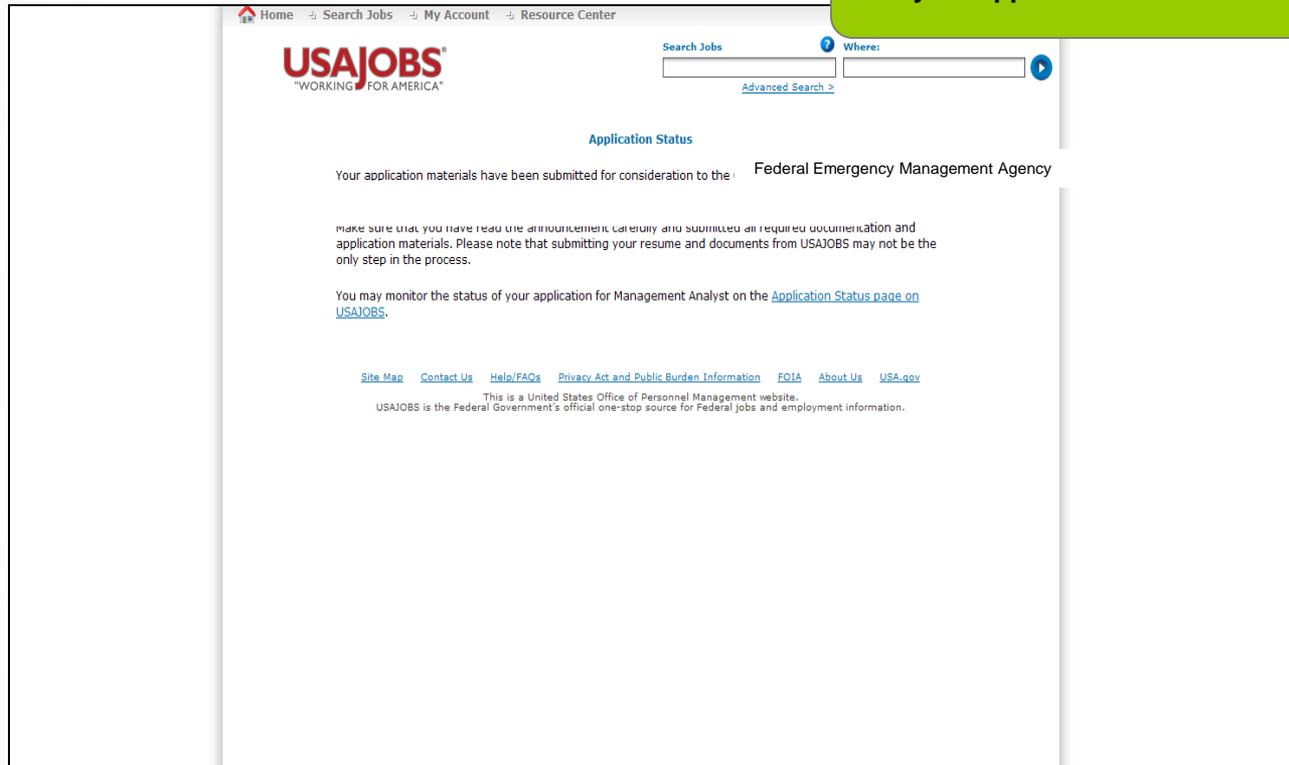
Applying to the FEMA Reservist Program



FEMA

USAJOBS – Application Status

You will receive confirmation that your application was submitted



The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed, along with a search bar and a 'Where:' dropdown menu. The main content area is titled 'Application Status' and contains the following text:

Your application materials have been submitted for consideration to the **Federal Emergency Management Agency**

make sure that you have read the announcement carefully and submitted all required documentation and application materials. Please note that submitting your resume and documents from USAJOBS may not be the only step in the process.

You may monitor the status of your application for Management Analyst on the [Application Status page on USAJOBS](#).

At the bottom of the page, there are several links: [Site Map](#), [Contact Us](#), [Help/FAQs](#), [Privacy Act and Public Burden Information](#), [FOIA](#), [About Us](#), and [USA.gov](#). A footer note states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'



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