

Helpful Tips When Applying For Civil Service Positions

1. External vacancy announcements are no longer posted on the AFPC employment web site.
2. All external applicants should go to the OPM USAJOBS web site to apply, www.usajobs.gov . This includes AF TERM employees, internal employees who are 30% disabled (if they wish to apply externally), and internal employees who want to apply for positions open to the general public (i.e., excepted service – GG).
3. AFPC is posting open continuous announcements on **USAJOBS**. Announcements are open for 6 months, with a separate announcement for each AF installation. **THE OPEN CONTINUOUS ANNOUNCEMENT DOES NOT MEAN THERE IS CURRENTLY A VACANCY OR THAT THERE IS AN ACTUAL POSITION MATCHING THAT SERIES AND GRADE/PAY BAND AT THAT LOCATION; SO, THERE MAY NOT BE A CORRESPONDING INTERNAL ANNOUNCEMENT.**
 - While the announcement states it is for many locations and many vacancies, the purpose is to generate candidate pools for that series and grade/pay band. There may be some vacancies that will not be filled through open continuous announcements.
 - As a candidate, you can open a single announcement and apply for multiple locations via that one open continuous announcement. You must select geographical locations as part of the application process. AFPC will generate a referral certificate of qualified candidates from the pool of applicants. All applicants must complete the application process as identified in the announcement under the tab labeled “HOW TO APPLY” on www.usajobs.gov .
4. AFPC uses the candidate pool created from an announcement for up to 90 days after the announcement closes. You must apply for the next open continuous announcement to be part of the candidate pool for vacancies that occur after the 90 day period expires.
5. To apply: Go to www.usajobs.gov , open the announcement, answer the assessment questions, and post a resume. There are instructions on the USAJOBS and AFPC web sites. Most of the assessment questions are multiple choice and you select the response that best describes your experience. Each A through E answer has an associated point value. There may also be narrative questions to answer in 250 words or less. Each application receives a total score, and those who score above the cutoff will receive further review. Your assessment responses will be reviewed by AFPC staffers to ensure they are supported by the description of experience on your resume. To qualify for the candidate pool, you must meet the basic and specialized experience requirements.
6. Applicants will receive status notification via Application Manager (USAJOBS) for external recruitment. Applicants can set up a profile on USAJOBS and receive notice of new announcements similar to the CANS process for internal announcements.
7. In order to get a sense of what civilian positions are or will be currently available at the base, it is a good idea to check the internal civilian postings. The internal civilian postings are usually up on the website for only 1 week. Therefore you should check the website weekly:
https://ww2.afpc.randolph.af.mil/resweb/job_search_advanced_nlo.asp

If you have any questions, please contact us at DSN 665-2595, or commercial (210) 565-2595 or afpc.dpibb.fin.mgt@randolph.af.mil <<mailto:afpc.dpibb.fin.mgt@randolph.af.mil>>.