# U.S. Army Command and General Staff College
## Applicant Guide

The purpose of this guide is to assist prospective candidates through the process of becoming a Department of the Army civilian employee within the U.S. Army Command and General Staff College (CGSC).

USAJOBS is the sole source of civilian employee positions in the CGSC. Therefore, candidates must begin the hiring process by establishing a USAJOBS account.  Once their account is established, candidates should create a profile.  This will assist in searching for jobs and ensuring prospective hiring managers have a complete view of your education and experience.  Then, establish a search within USAJOBS for specific CGSC positions they are interested in and check those searches no less than once per week.  Candidates should read USAJOB announcements very carefully, beginning with a review of the position summary, responsibilities, and other requirements.  Candidates should ensure they meet the conditions of employment and qualifications, including the basic requirements and specialized experience. Candidates should review the Additional Information section and the section explaining how you will be evaluated.  Finally, candidates should read and comply with the Required Documents section very carefully, especially the section of what to include in your resume.

The following is a list of specific recommendations for CGSC candidates:

1. Ensure your resume reflects your professional military experience, including selection for command and joint qualification status.
2. Ensure your resume reflects your military and civilian education, especially your Intermediate and Senior Professional Military Education.
3. Ensure your final package includes all required supporting documents, including transcripts, DD214, and Statement of Service.

Current members of the U.S. military are not allowed to apply for civilian positions until they are within 120 days of their retirement date.  They are also prohibited from beginning positions within 180 days from their retirement.  Therefore, candidates in a military status should anticipate and plan for these restrictions.  The CGSC encourages prospective employees to communicate with schools/departments where they are interested in working in advance of making their application.

**Establish an account and create a Profile**

Create a USAJOBS account at the following link: https://www.usajobs.gov/. Follow the instruction on the homepage to create an account using login.gov.

Once your account is active, begin by clicking the blue button to create a Profile. Then, add information to each section of the profile.

Note that USAJOBS only indicates you have completed the requirements and may continue by changing the shade of the box from gray to blue.

Use an active e-mail address and include current contact information. Indicate your citizenship

Ensure that you include all of the applicable hiring paths in your profile. For example, all candidates should include the Open to the Public category. Other possible categories include National Guard & Reserves, Students and Recent Graduates and Veterans.

## Tell us who you are

Select **all that apply** to you from the groups below.

I am a...

**U.S. Citizens**
U.S. citizens, nationals, or those who owe allegiance to the U.S.

**Federal Employees**
Current or former federal employees in the competitive or excepted service.

**Veterans**
Veterans of the U.S. Armed Forces or a spouse, widow, widower or parent of a veteran, who may be eligible for derived preference.

**Military spouses**
Military spouses relocating under PCS orders, or whose spouse is 100% disabled or died while on active duty.

**National Guard & Reserves**
Current members, those who want to join, or transitioning military members.

**Students**
Current students enrolled in an accredited high school, college or graduate institution.

**Recent graduates**
Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years, or 6 years for Veterans.

**Senior executives**
Individuals looking for an executive level job and who meet the five Executive Core Qualifications (ECQs).

**Individuals with disabilities**
Individuals who are eligible under Schedule A.

**Family of overseas employees**
Family members of a federal employee or uniformed service member who is, or was, working overseas.

**Native Americans**
Native Americans or Alaskan Natives with a tribal affiliation.

**Peace Corps & AmeriCorps VISTA**
Individuals who have served at least 2 years with the Peace Corps or 1 year with AmeriCorps VISTA.

**Land & base management**
Certain current or former term or temporary federal employees of a land or base management agency.

Select all that apply.

[ None of these apply ]                                    [ Next ]

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Include all your federal, military, and work experience. Ensure each position description includes start and end dates and average hours per week. This will help ensure that your previous work qualifies you for the positions you seek.

### Position

**Formal job title**

**Start date**
Month    Year

**End date**
Month    Year

☐ Present?

**Duties, accomplishments, and related skills**

Problems with formatting when pasting from Microsoft Word?

**Salary (optional)**

**Currency (optional)**
USD

**Salary rate (optional)**
Bi-weekly

**Average hours per week (optional)**

**May we contact your supervisor?** (optional)
○ Yes
○ No
○ Contact me first

**Is this a Federal Civilian position?** (optional)
○ Yes
○ No
How to determine if a position was federal experience

Then, update the education section of your profile. Ensure that you include all Professional Military Education, specifically at the Intermediate, Senior, and Joint level.

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Next, upload all documents you will need to complete an application. Every application requires a resume and supporting documentation. Begin by uploading or building a resume. Building a resume within USAJOBS will increase the likelihood that your resume includes all the necessary information to complete an application. However, an uploaded resume enables an applicant to tailor their resume for a specific position.



Fortunately, USAJOBS allows candidates to build a resume and upload additional up to four additional resumes. Follow the instructions on completing resume's very carefully to ensure that the resume reflects your education and experience but does not include classified, personally identifiable information, photos, electronically signed documents, or any other sensitive information. Note that uploaded documents are limited to 5MB. Then, upload up to ten supporting documents.

Supporting documents will include education transcripts, a DD214 or Statement of Service, and other documents necessary to verify Veterans or other status. Like the resume, ensure that these documents do not include classified or personally identifiable information, photos, electronically signed documents, or any other sensitive information

Lastly, add your preferences. You may wish to make your preferences broad to ensure your searches capture all possible opportunities. For example, although CGSC faculty members generally do not travel, announcements for faculty often include travel requirements to ensure applicants acknowledge that travel is possible. However, you should ensure that your preferences are an accurate reflection of your willingness to work. For example, the CGSC generally requires employees to work full time at Fort Leavenworth.

## Create a Search

Begin by creating a search in the Saved Searches tab.
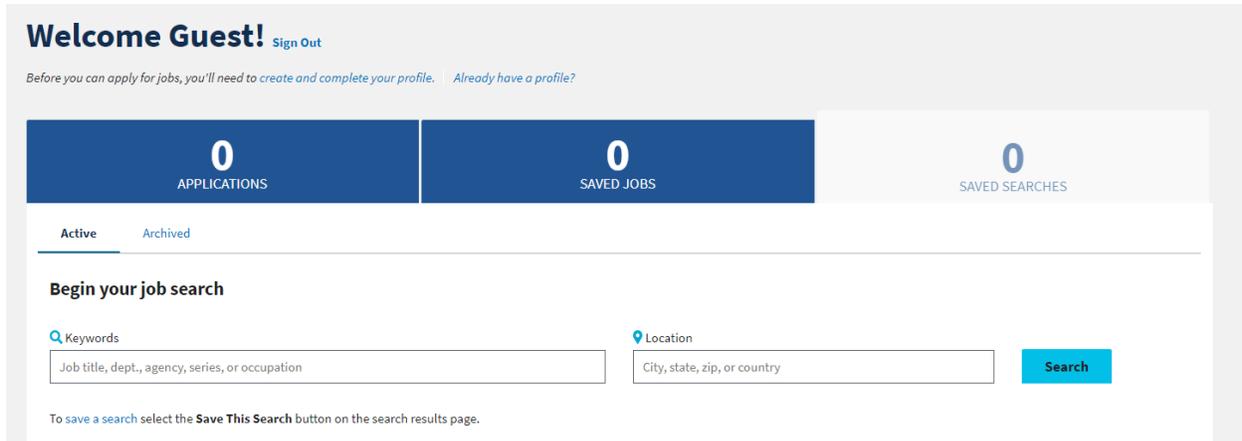
You may tailor the search to meet your personal interests.  However, candidates interested in becoming CGSC faculty should search using Education Series 1701 in the Keywords section and Fort Leavenworth in the location section.  Save the search by clicking the link in the gray area above the first job listing and below the summary of the number of jobs.  Check this search no less once per week, or more frequently if you anticipate the announcement of a specific position.  Once you find a position that interests you, then by clicking the yellow star as shown below.
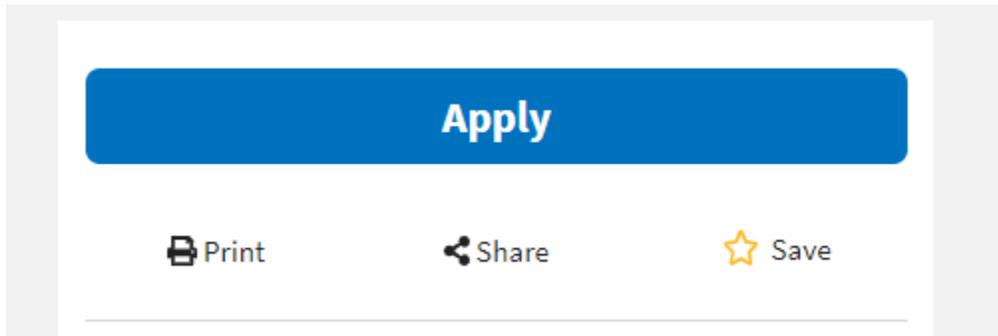


## Apply for Employment

Begin the application process by reading the entire announcement.  Ensure that you meet the conditions of employment and qualifications.  Also, read the duties and responsibilities to ensure that the position describes they type of work you desire. Read the Additional Information section and the section explaining how you will be evaluated, to include the link to the application package description.  Note the supervisory status and promotion potential, and additional requirements including security clearance. Read the How to Apply section, including any link to a candidate questionnaire.  Finally, note that there are five steps to the application process.

Ensure your USAJOBS account is complete prior to beginning the application.  Specifically, ensure the resume that you wish to include in your application is one of the five uploaded in the resume section, and all required documents for the specific

application are uploaded in the supporting documents section.  Include a cover letter that states your preferred school/department, if any.

Begin your application by clicking on the blue Apply button located on the top right hand side of the announcement.
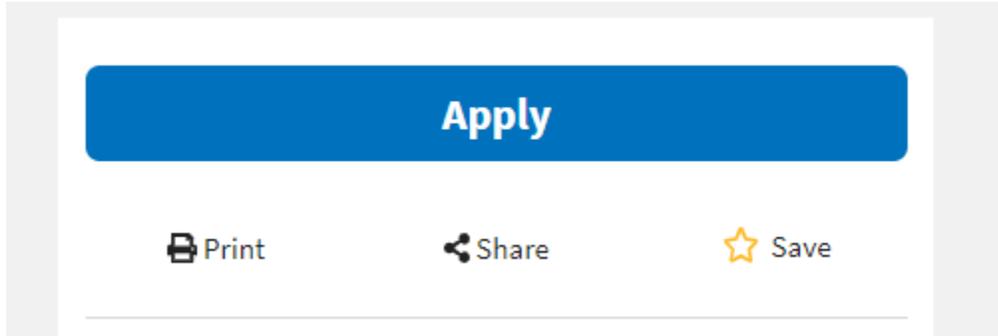


Follow the instructions to complete step one (select a resume) and step two (select supporting documents) from your profile.  Complete step three (review package) by checking the box to acknowledge that you have reviewed your resume, then Save & Continue your application.
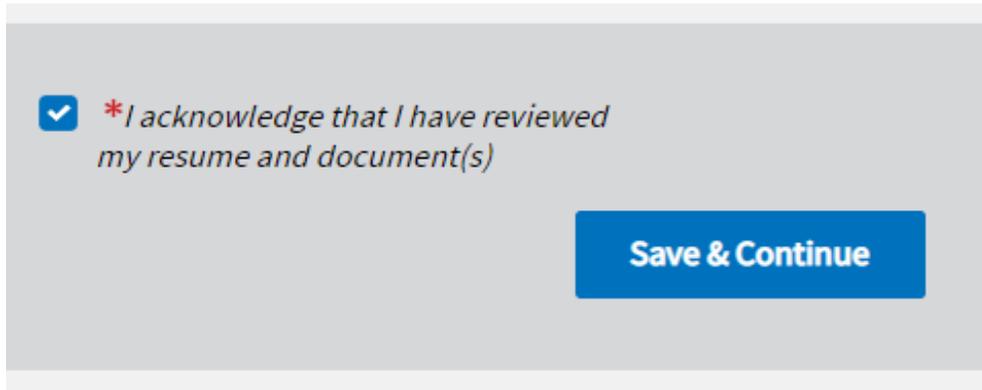


Complete step four (include personal information), or check the box indicating that you do not volunteer to provide this information.  Then, click the blue Save & Continue box on the bottom right of the screen.

Step five of the application process requires you to Continue Application with Agency.  Check the box on the screen and then click the red box to continue the application.  Follow the prompts on the agency site to complete and submit your application.

## Complete Application Process

Monitor the status of your application by logging into your USAJOBS account and reviewing the status indicator listed on the job located in the applications tab. The status of your application will update after the initial review of your file. Your file will be "Referred" to the hiring manager for further consideration if your application meets the criteria listed in the announcement. If the hiring manager determines your file is among the most competitive, they will contact you to schedule an interview. If you are chosen for the position, the Fort Leavenworth Civilian Personnel Advisory Center (CPAC) will make an offer of employment. If you accept the offer, the CPAC will work with you and the hiring agency to determine a start date. Everyone who applies for a job will receive a final status update in USAJOBS when the hired candidate accepts the offer of employment.



If selected, USAJOBS will reflect the status of your application as shown above.

Good luck!