



ATTENTION ALL PERSONNEL APPLYING FOR TECHNICIAN VACANCIES:

OVERVIEW

- All technician vacancy announcements advertised after 22 September 2012 will no longer be advertised via the method they were.
- All vacancies will be posted through USA Jobs.
- This new advertisement and selection process is federally mandated and further automates the hiring process. The WVNG will utilize USA Staffing which is a tool to advertise vacancies and make selections through USA Jobs.
- This ONLY applies to technician vacancies (not AGR vacancies.)

ACTION REQUIRED BY APPLICANTS

- As an applicant, you MUST create an account in USA Jobs and create a resume. Upon the first time applying for a WVNG technician vacancy, you will be redirected to USA Staffing Application Manager to create an account.**
- Once these steps are complete, you will be able to apply for future WVNG technician vacancies advertised through USA Jobs.
- Hand-carried or e-mailed applications will NO longer be accepted in HRO for vacancies advertised through USA Jobs. If you hand-carry an application to HRO for a vacancy posted in USA Jobs, you will be directed to create an account and resume within USA Jobs.

HELPFUL LINKS

- USA Jobs website – www.usajobs.gov – Your job search/account creation starting point;
- USA Jobs Help (Resource Center) – https://help.usajobs.gov/index.php/Main_Page – Information to help with questions you may have.

*Staffing members remain available to assist you with questions.
Your patience and understanding during this transition is greatly appreciated.*

HRO Staffing Section
MSgt Meredith Gray & SSgt Freda Harmon
West Virginia National Guard