

**VISUAL STEP-BY-STEP INSTRUCTIONS ON HOW TO APPLY FOR A JOB ON THE USAJOBS WEBSITE
(These instructions also explain the differences between DEU and MP.)**

STEP 1: Locate the USAJOBS website at <http://usajobs.gov>

STEP 2: Select the blue “Search Jobs” button.



STEP 3: If you are a Federal (Status and MP) employee it is VERY IMPORTANT that you answer "YES" in this box as shown below. This will search for vacancies open to Federal (Status and MP) employees.

The screenshot shows the 'Advanced Search' page on the USAJOBS website. The browser window title is 'Advanced Search - Windows Internet Explorer'. The address bar shows the URL: <http://www.usajobs.gov/JobSearch/Search/AdvancedSearch?EmptySearchCount=5000>. The page contains several search filters:

- Agency Search:** A dropdown menu for 'Choose Agency' with 'Department Of Energy' selected. Below it, a list of sub-agencies is shown, with 'All Department Of Energy' selected. Buttons for 'Add >>' and '<< Remove' are present.
- Occupational Series:** A list of job series with checkboxes, including 'Able Seaman (9924)', 'Accounting (0510)', 'Actuarial Science (1510)', 'Administrative Law Judge (0935)', 'Administrative Officer (0341)', 'Aerospace Engineering (0861)', 'Agricultural Commodity Aid (1981)', 'Agricultural Commodity Grading (1980)', and 'Agricultural Engineering (0890)'. The 'Administrative Law Judge (0935)' checkbox is checked.
- Applicant Eligibility:** A section titled 'Are you:' with the following questions:
 - a current or former Federal civilian employee who holds or held a [non-temporary appointment](#)?
 - In the [competitive service](#) in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an [excepted service](#) position covered by an [interchange agreement](#), or
 - Eligible for [reinstatement](#)?
 - A veteran eligible for [veterans preferences](#) or separated from the Armed Forces under honorable conditions after 3 years or more of continuous military service?
 - A person with non-competitive appointment eligibility?Below these questions are radio buttons for 'Yes' (selected) and 'No'.
- Show only Senior Executive Service postings?** Yes No
- Exclude postings for jobs open longer than 30 days?** Yes No
- Sort Results By:** Key Word Relevance Date
- Type of Work:** Permanent, Temporary, Term, Detail, ICTAP Only, Student
- Work Schedule:** Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing, Multiple Schedules
- Show Jobs Posted:**

At the bottom of the form are two buttons: 'Search Jobs' and 'Reset Form'. The browser's status bar at the bottom shows 'Internet' and '100%' zoom.

Note: the arrow below now points to jobs for Federal Employees (Status and MP)

The screenshot shows the USAJOBS website interface. At the top, the navigation bar includes 'Home', 'Search Jobs', 'My Account', and 'Resource Center'. The main header features the USAJOBS logo and a search bar with 'What:' and 'Where:' fields. The search results are displayed on 'Page 1 of 1'.

Refine Your Results

- Jobs for U.S. Citizens
- Jobs for Federal Employees

You Added ...

- Washington State Remove
- Department Of Energy Remove
- Full-Time Remove
- Permanent Remove

Job Categories

- Salary
- Grade
- Sub Agencies
- Posting Date
- Exclude These

Search Results 1-4 of 4

Lead Auditor

Doe is the Nation's top sponsor of research and development (R&D;) and has won more Nobel Prizes and the R&D; awards than any other private sector organization and twice as many as all other Federal agencies combined. Operating nuclear facilities, science laboratories, power marketing administration

Agency: Department of Energy - Agency Wide
Location: Richland, Washington State
Salary: \$96,690.00 to \$125,695.00 / Per Year
Open Period: Friday, January 13, 2012 to Friday, January 27, 2012

Director of Strategic Sourcing and Contracts

**** First cut-off date for receipt of applications will be 02/06/12.**** Additional cut-off dates will be established throughout the open period of the announcement. Applications received after 02/06/12 will be rated, ranked and referred in the order received, depending on the hiring needs of the age

Agency: Bonneville Power Administration
Location: Vancouver, Washington State
Salary: \$101,933.00 to \$132,510.00 / Per Year
Open Period: Friday, January 13, 2012 to Monday, March 12, 2012

High Voltage Electrical Apprenticeship (Electrician or Substation Operator)

NOTE : Duty locations will be determined at selection. ** WAGE NOTE: In addition to the wage rate, BPA currently pays a 3.16% differential per hour for each non-overtime hour worked. This differential is separate from other premiums that are paid under the negotiated collective bargaining agreement

Agency: Bonneville Power Administration
Location: Multiple Locations
Salary: \$27.00 to \$27.00 / Per Hour
Open Period: Wednesday, January 04, 2012 to Wednesday, February 08, 2012

High Voltage Electrical Apprenticeship (Electrician or Substation Operator)

***PLEASE NOTE: THIS ANNOUNCEMENT IS OPEN TO ELIGIBLE STUDENTS ONLY ***

Spotlight

NATIONAL INSTITUTES OF HEALTH

Health Scientist Administrators

Join one of the 24 Institutes and Centers within the NIH that awards extramural grants!

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[VIEW ALL SPOTLIGHTS](#)

Note: where the vacancy announcement says, "Who May Be Considered:" – current or former Federal employees

The screenshot shows a web browser window displaying a USAJOBS job listing. The browser's address bar shows the URL: <http://www.usajobs.gov/GetJob/ViewDetails/307012400>. The page features the USAJOBS logo and navigation tabs for Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The job title is "Lead Auditor" at the "Department Of Energy". The "WHO MAY BE CONSIDERED:" section states: "Applications will be accepted from current or former permanent Federal employees with Competitive Status. Also if you are eligible for the Veteran's Employment Opportunity Act (VEOA), or have CTAP/ICTAP eligibility, you may also apply. See Other Information for more details." A black arrow points from the note above to this section. Other sections include "SALARY RANGE:", "OPEN PERIOD:", "POSITION INFORMATION:", "PROMOTION POTENTIAL:", "DUTY LOCATIONS:", "JOB SUMMARY:", "Agency Information:", "Questions about this job:", and "Job Announcement Number: OIG-12-13".

WHO MAY BE CONSIDERED: Applications will be accepted from current or former permanent Federal employees with Competitive Status. Also if you are eligible for the Veteran's Employment Opportunity Act (VEOA), or have CTAP/ICTAP eligibility, you may also apply. See Other Information for more details.

STEP 4: When selecting the "NO" button you will be searching for jobs that are open to all U.S. Citizens (non-status and DEU). These jobs are also open to veterans with preference.

The screenshot shows the 'Advanced Search' page on the USAJOBS website. The browser window title is 'Advanced Search - Windows Internet Explorer'. The address bar shows the URL: <http://www.usajobs.gov/JobSearch/Search/AdvancedSearch?EmptySearchCount=5000>. The page contains several search filters:

- Agency Search:** A dropdown menu for 'Choose Agency' with 'Department Of Education' selected. Below it is a 'Then sub agency' field and buttons for 'Add >>' and '<< Remove'.
- Occupational Series:** A list of job series with checkboxes, including 'Able Seaman (9924)', 'Accounting (0510)', 'Administrative Law Judge (0935)', and others.
- Applicant Eligibility:** A section titled 'Are you:' with a list of criteria and radio buttons for 'Yes' and 'No'. The 'No' radio button is selected. The criteria include:
 - a current or former Federal civilian employee who holds or held a non-competitive appointment?
 - In the competitive service in the Executive Branch or in a position not in the Executive branch specifically included in the competitive service by statute, or
 - In an excepted service position covered by an interchange agreement, or
 - Eligible for reinstatement?
 - A Veteran eligible for veterans preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
 - A person with non-competitive appointment eligibility?
- Other filters:** 'Show only Senior Executive Service postings?' (Yes/No), 'Exclude postings for jobs open longer than 30 days?' (Yes/No), 'Sort Results By' (Key Word Relevance/Date), 'Type of Work' (Permanent, Temporary, Detail, ICTAP Only, Student), 'Work Schedule' (Full-Time, Part-Time, Shift Work, Intermittent, Job Sharing, Multiple Schedules), and 'Show Jobs Posted:' (All Jobs).

At the bottom of the search area are two buttons: 'Search Jobs' and 'Reset Form'. The browser's status bar at the bottom shows 'Done' and 'Internet'.

Note: the arrow below now points to jobs for U.S. Citizens or (Non-status and DEU)

The screenshot shows the USAJOBS website interface. At the top, the browser title is "USAJOBS - The Federal Government's Official Jobs Site". The main navigation includes "Home", "Search Jobs", "My Account", and "Resource Center". A "SIGN IN OR CREATE AN ACCOUNT" button is in the top right. The USAJOBS logo "WORKING FOR AMERICA" is on the left. A "Refine Your Results" sidebar on the left includes filters for "Jobs for U.S. Citizens" (selected), "Jobs for Federal Employees", "You Added...", "Grade", "Job Categories", "Salary", "Posting Date", and "Exclude These". The main content area shows two search results. The first is "Director of Strategic Sourcing and Contracts" from the Bonneville Power Administration, located in Vancouver, Washington State, with a salary of \$101,933.00 to \$132,510.00 per year. The second is "High Voltage Electrical Apprenticeship (Electrician or Substation Operator)" from the Bonneville Power Administration, with multiple locations, a salary of \$27.00 to \$27.00 per hour, and an open period from January 04, 2012, to February 08, 2012. A "Spotlight" section on the right features the Federal Bureau of Prisons logo and text: "Federal Bureau of Prisons. Looking for an exciting position with an agency that offers job security, career opportunities at 116 facilities across the nation, 6 regional offices and a headquarters office located in our Nation's Capital! Become part of an environment that promotes read more... VIEW ALL SPOTLIGHTS". The footer contains links for "Site Map", "Contact Us", "Help/FAQs", "Privacy Act and Public Burden Information", "FOIA", "About Us", and "USA.gov".

Note: where the vacancy announcement says, "Who May Be Considered:" – United States Citizens

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with 'Home', 'Search Jobs', 'My Account', and 'Resource Center'. The main header features the USAJOBS logo and a search bar. Below the header, there are tabs for 'Overview', 'Duties', 'Qualifications & Evaluations', 'Benefits & Other Info', and 'How to Apply'. The job details for 'Director of Strategic Sourcing and Contracts' are displayed. A black arrow points from the note above to the 'WHO MAY BE CONSIDERED:' field, which lists 'United States Citizens'. Other fields include 'SALARY RANGE', 'OPEN PERIOD', 'SERIES & GRADE', 'POSITION INFORMATION', 'PROMOTION POTENTIAL', 'DUTY LOCATIONS', and 'JOB SUMMARY'. A sidebar on the right contains 'Agency Information' and 'Questions about this job'.

USAJOBS
WORKING FOR AMERICA

Search Jobs Where: [Advanced Search >](#)

[Back to Results](#)

Bonneville Power Administration

Job Title: Director of Strategic Sourcing and Contracts
Department: Department Of Energy
Agency: Bonneville Power Administration
Job Announcement Number: 9715-12-DH

SALARY RANGE: \$101,923.00 to \$132,510.00 / Per Year
OPEN PERIOD: Friday, January 13, 2012 to Monday, March 12, 2012
SERIES & GRADE: GS-102-14
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 4
DUTY LOCATIONS: 1 vacancy(s) - Vancouver, WA United States [View Map](#)
WHO MAY BE CONSIDERED: United States Citizens
JOB SUMMARY:

First cut-off date for receipt of applications will be **02/06/12**.
Additional cut-off dates will be established throughout the open period of the announcement. Applications received after **02/06/12** will be rated, ranked and referred in the order received, depending on the hiring needs of the agency.
Applicants are strongly encouraged to apply **PRIOR** to the first cut-off date in order to maximize their opportunity for consideration.

DIRECT HIRE AUTHORITY: This position is being filled through the Office of Personnel Management's Government-wide Direct-Hire Authority (DHA) for this occupation and is open to all U.S. Citizens. All applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. Selections made under this announcement will be processed as new appointments to the Civil Service. Current Civil Service employees would, therefore, be given new appointments to the Civil Service.

Veteran's preference does not apply when selecting individuals under DHA. When agencies select individuals under DHA, the law allows agencies to hire them without regard to sections 5 U.S.C. 3309-3318, which eliminates the requirement for applying veteran's preference. Qualified candidates with veterans' preference should be selected as they are found, just as any qualified non-preference eligible candidate would be. Veteran's preference does not apply when selecting individuals under DHA. When agencies select individuals under DHA, the law allows agencies to hire them without regard to sections 5 U.S.C. 3309-3318, which eliminates the requirement for applying veteran's preference. Qualified candidates with veterans' preference

Go to section of this Job:

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Agency Information:
BONNEVILLE POWER ADMINISTRATION
HUMAN RESOURCES-NHQ-1
PO BOX 3621
PORTLAND, OR
97208-3621 Fax: (503)230-3149

Questions about this job:
NHQ Human Resources
Phone: (877)975-4272
Fax: (503)230-3149
Email: JOBS@BPA.GOV

Job Announcement Number: 9715-12-DH
Control Number: 306974900