

Process for those without an existing USAJobs account – Create an Account

An official website of the United States government [Here's how you know](#) ▾

LOGIN.GOV

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
You will receive emails from Login.gov in the language you choose.

English (default)

Español

Français

中文 (简体)

read and accept the Login.gov [Rules of Use](#) ↗

[Submit](#)

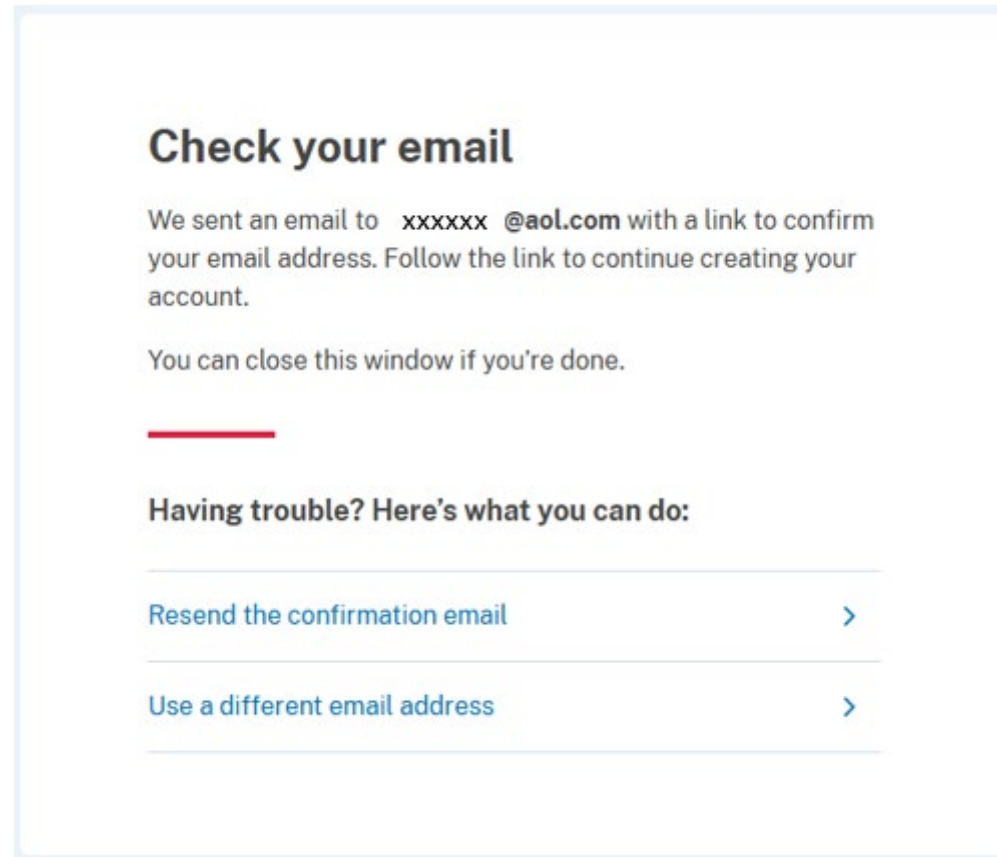
Three green arrows point to the email input field, the language selection options, and the Submit button.

Enter all information & click submit.



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Process for those without an existing USAJobs account – Confirm Email



Navigate to email and press confirmation link to set up a password.



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Process for those without an existing USAJobs account – Create Password

✔ You have confirmed your email address

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Password safety tips

[Cancel account creation](#)



Create password and click submit. Make sure to remember your login information.

Process for those without an existing USAJobs account – Authentication





Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

Your authentication methods

✔ Face or touch unlock

-  **Face or touch unlock** Added
Use your face or fingerprint to access your account without a one-time code.
-  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**
Receive a secure code by (SMS) text or phone call.
-  **Security key**
Connect your physical security key to your device. You won't need to enter a code.

Add authentication methods.



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Process for those without an existing USAJobs account – Create Profile

USAJOBS

Create your profile

You need to create a USAJOBS profile to apply for jobs, save searches and save jobs.

Contact information

First name *

Last name *

Street address *

You can use the address of a family member, friend, religious or social organization or the U.S. Postal Service general delivery.

Street address 2 (optional)

Country *

Postal code *

City or town *

State, territory or province *

Telephone type *

Telephone number *

For U.S. numbers, include the area code. For international, include the country calling code (+1 343). If you update your phone number here, don't forget to [change your phone number at LogMeIn](#) so you don't lose access to any government services.

We send this number to agencies in your job applications.

Yes, the above job info apply to or help I need to complete with USAJOBS alerts. (Optional)

We will still send you emails even if you opt out of texts. Message frequency may vary. Text STOP to opt out. Text HELP for support or [contact us](#). Message and data rates may apply. See our [privacy and consent policy](#) and [terms of use](#).

Citizenship

Are you a U.S. Citizen or national? *

Yes

No

Federal service

Please select the statement below which best reflects your federal employment status. *

I am currently a federal civilian employee.

I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

I am a former federal civilian employee with [noncompetitive](#) eligibility.

I am not and have never been a federal civilian employee.

Military service

Have you served in the U.S. Armed Forces or are you a family member eligible for veteran preference or a special hiring authority? *

[Learn more about veterans' preferences and military and military service information](#)

Yes

No

[Complete my profile](#)

Enter name, address, citizenship, federal service, military service, click 'Complete my profile'.



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Process for those without an existing USAJobs account – Notification to Skip Steps

The screenshot shows the USAJobs website interface. At the top left, it says "An official website of the United States government" and "USAJOBS". Below this, it indicates "You have started an application for" and lists application details: "Position title: Air Traffic Controller", "Agency: Federal Aviation Administration", and "Announcement number: FAA-AT-20-001". A navigation bar includes "Pre-application", "Select resume", and "Select documents". A modal window is centered on the screen with the title "Resume and Documents Not Accepted". The modal text reads: "You are applying for a position that does not accept resumes or documents through USAJOBS. Please proceed to the next step." At the bottom of the modal are two buttons: "Back to Job Posting" and "Continue". The "Continue" button is highlighted with a green circle. In the background, the "Select one resume" section is visible, with instructions to "Select the resume you would like to submit with your application. You can only submit one resume and can't go to the next step unless you select one." Below this are buttons for "Upload a resume", "Build a resume", and "Save and continue". On the right side, there is a "Help" section titled "What's required in a federal resume?" with a list of requirements: "Contact Information—your name and the best way to contact you." and "Relevant work experience—include the employer's name, job title, start and end dates (month/year), the number of".

This page notifies that there is no requirement for resume or demographic information on the following screens – they can be skipped. Click Continue.



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Process for those without an existing USAJobs account – Demographic info (not required)

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USAJOBS

You have started an application for

Position title	Air Traffic Control Specialist	Open period
Agency	Federal Aviation Administration	Time remaining
Announcement number	FAA-ATO-26-NCEPT-99148	

Pre-application | Select resume | Select documents | Review package | **Demographic details** | Complete survey | Continue application

Demographic details

Required fields have a red asterisk (*).

⚠ You have no demographic details saved in your profile. Entering your details takes a few minutes and helps improve the federal hiring process by providing individual details to hiring managers. [Learn more.](#)

I want to share my demographic details to help improve the hiring process. (optional)

Demographics

Your privacy is protected.

We use your demographic data to find out if our recruitment efforts are reaching all segments of the population, consistent with federal equal employment opportunity laws. We do not provide demographic data to hiring officials, anyone involved in the hiring process or the public. Review our [privacy policy](#) and the [Paperwork Reduction Act](#) for more information.

I do not want to answer the demographic questions. (optional)

Population segments

Demographic details

Required fields have a red asterisk (*).

⚠ You have no demographic details saved in your profile. Entering your details takes a few minutes and helps improve the federal hiring process by providing individual details to hiring managers. [Learn more.](#)

I want to share my demographic details to help improve the hiring process. (optional)

Previous | **Save and continue**

Uncheck “I want to share my demographic details” this will not impact your application. Then click save and continue.



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Process for those without an existing USAJobs account – Survey (not required)

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USAJOBS MARY PEABODY Events Help Center Search

You have started an application for

Position title	Air Traffic Control Specialist	Open period	Tuesday, June 16, 2026 to Tuesday, June 15, 2027
Agency	Federal Aviation Administration	Time remaining	363 days, 14 hours, 12 minutes
Announcement number	FAA-ATO-26-NCEPT-99148		

Pre-application Select resume Select documents Review package Demographic details **Complete survey** Continue application

Complete survey

Required fields have a red asterisk (*).

How did you hear about this job? (optional)

Help us better reach applicants in the future. Please choose the best option available.

- A job search site other than USAJOBS
- A recruitment event (job fair, networking event, etc.)
- A USAJOBS saved search email
- A government agency's website
- Referred by a colleague or friend
- Social media
- Search on the USAJOBS website
- Contacted by a federal agency
- Other
- I prefer not to answer

Previous **Save and continue**

An answer to this question is not required. Click save and continue. Your Account is created, proceed through the following process for those with an existing USAJobs account.



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Process for those with an existing USAJobs account – Entry Screen

You have started an application for

Position title

Air Traffic Control Specialist

Open period

Agency

Federal Aviation Administration

Time remaining

Announcement number

[FAA-ATO-26-NCEPT-99148](#)

Pre-application

Select resume

Select documents

Review package

Demographic details

Complete survey

Continue application with agency

Required fields have a red asterisk (*).



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). *


Continue to agency site

Click check box to certify, then click 'Continue to Agency site'



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Process for those with an existing USAJobs account – AVIATOR Entry Screen

 United States Department of Transportation



FAA

Automated Vacancy Information Access Tool for Online Referral (AVIATOR)

Welcome

Welcome to the Federal Aviation Administration Online Job Application System.

You have arrived from USAJOBS to continue the application process.

We have received your information from USAJOBS but we have some additional questions to ask you so click 'Continue' below and let's get started!

[Continue](#)


Click continue



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Process for those with an existing USAJobs account – Step 1

United States Department of Transportation



Automated Vacancy Information Access Tool for Online Referral (AVIATOR)

Step 1 of 5

Additional Applicant Information

In order to continue your application for this particular position, we must collect some additional information for validation purposes only. Please know that we value your privacy and protect your information with the utmost responsibility. The collection of this information is authorized under OMB Control Number 2120-0597.

Date of Birth



Social Security Number. Enter your SSN without dashes.



Social Security Number Confirmation. Please reenter your SSN for confirmation.



Enter Birthday, SSN, Confirm SSN. Then click next.


If your credentials don't match the current CPC database, you may continue the application, but it will not be considered.



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Process for those with an existing USAJobs account – Step 2

United States Department of Transportation

 **FAA**

Automated Vacancy Information Access Tool for Online Referral (AVIATOR)

Step 2 of 5

Geographic Preferences

Please refer to NCEPT communications for current and future NCEPT submission deadlines. Applications submitted after the deadline will be considered in subsequent NCEPT panels. Applications remain valid for 90 days (or 24 months Article 124 assignment requests) from the submission date; this period resets upon resubmission.

[View Duty Location Listing](#)

Maximum number of choices is limited to 50.

#	State	City/Facility	
1	Arizona	P50 - Phoenix TRACON	<input type="button" value="Delete"/>
	<input type="text" value="Add a new Location"/>	<input type="text" value="Add City/Facility"/>	<input type="button" value="Select"/>

Enter each state and facility and click select. Once all facilities entered, click next.
If resubmitting, all active ERRs will appear as already selected, to remove a facility click 'Delete'. To withdraw all applications, delete all entries and click Next.



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Process for those with an existing USAJobs account – Step 4

United States Department of Transportation



Automated Vacancy Information Access Tool for Online Referral (AVIATOR)

Step 4 of 5

Review Application

Geographic Preferences

Please refer to NCEPT communications for current and future NCEPT submission deadlines. Applications submitted after the deadline will be considered in subsequent NCEPT panels. Applications remain valid for 90 days (or 24 months Article 124 assignment requests) from the submission date; this period resets upon resubmission.

[View Duty Location Listing](#)

Maximum number of choices is limited to 50.

#	State	City/Facility
1	Arizona	PSO - Phoenix TRACON

Basic Qualifications

1. Please provide the email address where you would like to receive a TOL/FOL if selected.

XXXX@gmail.com

2. Confirm your email address.

XXXX@gmail.com

3. Please select your current facility.

Arizona - FFZ - Falcon Tower

4. Do you qualify for priority consideration or placement under any of the following articles?

No - by checking this box you are certifying that you will be able to report to the new location within 6-12 weeks of selection. (If you are unable to move in this timeframe, please wait to submit until you can)

Previous

Next


Review information and click next.



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Process for those with an existing USAJobs account – Step 5

United States Department of Transportation

 **FAA**

Automated Vacancy Information Access Tool for Online Referral (AVIATOR)

Step 5 of 5

Warning

Your application is **NOT submitted** yet!
You must click "Submit My Application to the FAA" to complete the application process.

Notice

By selecting the "Submit My Application to the FAA" button, you are indicating that you are finished reviewing and/or editing your application questionnaire at this time and are ready to submit it for consideration. Please refer to NCEPT communications for current and future NCEPT submission deadlines.

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).

[Submit My Application to the FAA](#)

Click 'Submit my Application to the FAA'. Complete



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