

**National Animal Health Emergency
Response Corps
(NAHERC)
Application Process through usajobs.gov**

The National Animal Health Emergency Response Corps (NAHERC) is how the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) prepares for and responds to animal health emergencies. NAHERC members provide a list of pre-approved animal health professionals who may be available to serve when needed. Time is critical during a disaster so please register before an animal health emergency occurs.

This document will help guide you through the NAHERC usajobs application process. Please feel free to call one of the people below if you need assistance.

For **computer/technical** issues using the usajobs.com website contact Stephanie Nelson at 612-336-3408 or Jill Pravatiner at 612-336-3407

For **NAHERC application** questions, contact Steven Downs at 612-336-3349 or Lisa Hastings at 612-336-3361. General questions or suggestions can be e-mailed to naherc@aphis.usda.gov.

ONLINE APPLICATION

1. Go online to **www.usajobs.gov**



2. Sign in to your account or create an account if you don't already have one

- If creating an account, set up your profile, then
- Upload resume or create resume in usajobs.gov by placing the pointer over the label "My Account" at the top of the page,
- Click resumes
- Click upload new resume or build new resume

3. Next, type in **NAHERC** in the space below “**Keyword:**” Then click on “**Search.**”

Both the Veterinarian and Animal Health Technician positions will appear.

The screenshot shows the USAJOBS website search results for the keyword 'naherc'. The browser address bar shows the URL: https://www.usajobs.gov/Search?keyword=naherc&Location=&AutoCompleteSelected=. The page header includes navigation links for Home, Search Jobs, My Account, and Resource Center, along with a 'Welcome Daisy! Sign out' button. The search results are sorted by Relevance and show 1 to 2 of 2 results.

USAJOBS
"WORKING FOR AMERICA"

You are currently searching on:
Keyword: naherc [Remove](#)

Refine Your Results By:

Who May Apply:
 U.S. Citizens
 Federal Employees [?](#)

- ▶ Salary [?](#)
- ▶ Pay Grade [?](#)
- ▶ Location [?](#)
- ▶ Department and Agency [?](#)
- ▶ Posting Date [?](#)
- ▶ Exclude These [?](#)

You can also: ?

- Save This Search
- Get RSS Feed
- Edit Search Criteria

1 to 2 of 2 results Sort By: [Relevance](#) [Advanced Search >](#)

Veterinary Medical Officer - Veterinarian [Applied](#) | [More Like This](#)

...Animal Health Emergency Response Corps (**NAHERC**) assists in the federal response to domestic...their name and credentials added to the **NAHERC** emergency roster. Once on this list, should...Applicants that have previously applied to a **NAHERC** vacancy posting DO NOT need to reapply...

Salary: \$27.78 - \$36.12 / Per Hour
Series & Grade: GS-0701-11/11
Location(s): [Multiple Locations](#) (683)
Open Period: 5/19/2014 to 5/1/2015
Announcement Number: NAHERC-VMO-2014-0010

Department: Department Of Agriculture
Agency: Animal and Plant Health Inspection Service
Position Info: Intermittent - Intermittent
Who May Apply: US Citizens and Nationals; no prior Federal experience is required.

Animal Health Technician [Save Job](#) | [More Like This](#)

...Animal Health Emergency Response Corps (**NAHERC**) assists in the federal response to domestic...their name and credentials added to the **NAHERC** emergency roster. Once on this list, should...Applicants that have previously applied to a **NAHERC** vacancy posting DO NOT need to reapply...

Salary: \$13.55 - \$24.40 / Per Hour
Series & Grade: GS-0704-04/07
Location(s): [Multiple Locations](#) (683)
Open Period: 5/19/2014 to 9/1/2014
Announcement Number: NAHERC-AHT-2014-0010

Department: Department Of Agriculture
Agency: Animal and Plant Health Inspection Service
Position Info: Intermittent - Intermittent
Who May Apply: THIS IS A TEMPORARY POSITION ONLY TO BE FILLED IN THE EVENT OF AN EMERGENCY. PLE...

4. Next click on “NAHERC Veterinary Medical Officer – Veterinarian or NAHERC Animal Health Technician.”

The screenshot shows a web browser window with the URL <https://www.usajobs.gov/GetJob/ViewDetails/369534900>. The page features the USAJOBS logo and navigation links for Home, Search Jobs, My Account, and Resource Center. A search bar is present with fields for Keywords and Location, and a Search button. Below the search bar, there are tabs for Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The main content area displays the job title "Animal & Plant Health Inspection Service" and provides details such as Job Title (Animal Health Technician), Department (Department Of Agriculture), Agency (Animal and Plant Health Inspection Service), and Job Announcement Number (NAHERC-AHT-2014-0010). A sidebar on the right contains a "Dock" with buttons for "Apply Online", "Print Preview", "Save Job", and "Share Job", along with "Agency Contact Info" and "Job Announcement Number".

USAJOBS
"WORKING FOR AMERICA"

Home Search Jobs My Account Resource Center

Welcome Daisy! Sign out

Keyword: Location: Search

Keywords, Job Title, Control #, Agency City, State, ZIP Code, or Country

Advanced Search >

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info How to Apply

Animal & Plant Health Inspection Service

Job Title: Animal Health Technician
Department: Department Of Agriculture
Agency: Animal and Plant Health Inspection Service
Job Announcement Number: NAHERC-AHT-2014-0010

SALARY RANGE: \$13.55 to \$24.40 / Per Hour
OPEN PERIOD: Monday, May 19, 2014 to Monday, September 01, 2014
SERIES & GRADE: GS-0704-04/07
POSITION INFORMATION: Intermittent - Intermittent
PROMOTION POTENTIAL: 07
DUTY LOCATIONS: MANY vacancies in the following location(s):
Anchorage, AK [View Map](#)
Bethel, AK [View Map](#)
Fairbanks, AK [View Map](#)
Juneau, AK [View Map](#)
Kodiak, AK [View Map](#)
[More Locations](#) (678)

WHO MAY APPLY: THIS IS A TEMPORARY POSITION ONLY TO BE FILLED IN THE EVENT OF AN EMERGENCY. PLEASE SEE BELOW FOR MORE INFORMATION. US Citizens and Nationals; no prior Federal experience is required.

SECURITY CLEARANCE: Other

Dock

Go to section of this Job: ▾

Apply Online

Print Preview

Save Job

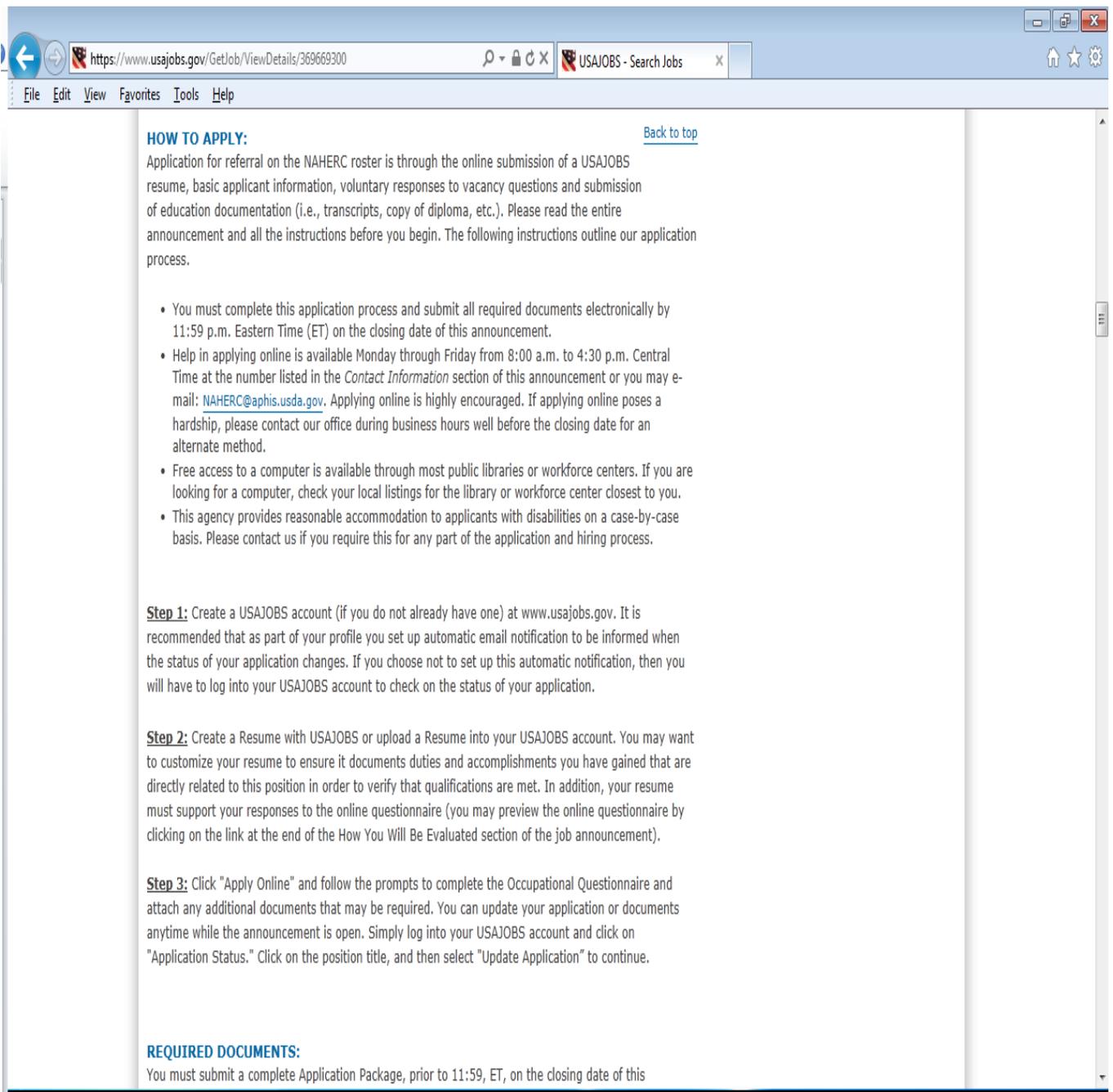
Share Job

[Agency Contact Info](#)

Job Announcement Number: NAHERC-AHT-2014-0010

Control Number: 369534900

5. Click on the **“How to Apply”** tab. Other Tabs provide more details about NAHERC and APHIS such as overview information, duties, qualifications/evaluations, benefits and other details.



The screenshot shows a web browser window with the address bar displaying <https://www.usajobs.gov/GetJob/ViewDetails/369669300>. The browser title is "USAJOBS - Search Jobs". The page content includes a "HOW TO APPLY:" section with a "Back to top" link. The text describes the application process for a NAHERC roster position, including requirements for electronic submission, help availability, and accommodations. It also lists three steps: creating a USAJOBS account, customizing a resume, and applying online. A "REQUIRED DOCUMENTS:" section at the bottom states that a complete application package must be submitted by 11:59 ET on the closing date.

HOW TO APPLY: [Back to top](#)

Application for referral on the NAHERC roster is through the online submission of a USAJOBS resume, basic applicant information, voluntary responses to vacancy questions and submission of education documentation (i.e., transcripts, copy of diploma, etc.). Please read the entire announcement and all the instructions before you begin. The following instructions outline our application process.

- You must complete this application process and submit all required documents electronically by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.
- Help in applying online is available Monday through Friday from 8:00 a.m. to 4:30 p.m. Central Time at the number listed in the *Contact Information* section of this announcement or you may e-mail: NAHERC@aphis.usda.gov. Applying online is highly encouraged. If applying online poses a hardship, please contact our office during business hours well before the closing date for an alternate method.
- Free access to a computer is available through most public libraries or workforce centers. If you are looking for a computer, check your local listings for the library or workforce center closest to you.
- This agency provides reasonable accommodation to applicants with disabilities on a case-by-case basis. Please contact us if you require this for any part of the application and hiring process.

Step 1: Create a USAJOBS account (if you do not already have one) at www.usajobs.gov. It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, then you will have to log into your USAJOBS account to check on the status of your application.

Step 2: Create a Resume with USAJOBS or upload a Resume into your USAJOBS account. You may want to customize your resume to ensure it documents duties and accomplishments you have gained that are directly related to this position in order to verify that qualifications are met. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the How You Will Be Evaluated section of the job announcement).

Step 3: Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach any additional documents that may be required. You can update your application or documents anytime while the announcement is open. Simply log into your USAJOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

REQUIRED DOCUMENTS:
You must submit a complete Application Package, prior to 11:59, ET, on the closing date of this

Once you are on the **“How to Apply”** page, follow the step-by-step process to apply. At the right side of the page, click on **“Apply Online.”** The next page details the USAJOBS five-step process to complete the application procedure.

Please complete each step to register as a NAHERC volunteer. You will fulfill a valuable role to help secure our nation and agriculture industry against animal health emergencies.

The five steps are:

- 1. Create an account and profile** – This is your personal account in the usajobs database.
- 2. Resume** – Create your resume in usajobs.gov or simply upload your resume in one of the acceptable formats. (gif, jpg, jpeg, png, pdf, or word (doc or docx))
- 3. Fax supporting documents** – Fax **only** the required educational documentation (transcript from college or veterinary school) if you are unable to upload documents into usajobs.gov. You will receive an e-mail confirming the fax has been successfully received by the Human Resources division. This e-mail confirmation is your official receipt. If you have questions, call 612-336-3408. If you need a copy of your veterinary college transcript, your veterinary school registrar can send you one (addresses are below) or you can go to the transcript clearinghouse to order transcripts. Please note that not all veterinary schools are in the clearinghouse.
https://www.studentclearinghouse.org/secure_area/Transcript/to_bridge.asp
- 4. Answer questions on experience** – Your answers help determine your eligibility and improve the ability of management to find the best position for you when an emergency occurs.
- 5. Review and submit application** – The final step of the application process is for you to review your information before you submit your complete online application package.

1. You only need to complete the items with a red asterisk (the other items are optional.)

The screenshot shows a web browser window with the URL <https://my.usajobs.gov/Applicant/Application/ApplyStart/369669300>. The page title is "USAJOBS- Apply Online". The main content area contains the following information:

Please Note: If you are resubmitting or updating a previous application you must re-submit **all** required documents!

Apply Online to the following job:

Job Announcement Number: NAHERC-VMO-2014-0010
Job Title: Veterinary Medical Officer - Veterinarian
Grade: GS 11/11
Department: Department Of Agriculture
Agency: Animal and Plant Health Inspection Service
Job Location: Multiple Locations
Closing Date: Friday, May 01, 2015

Resume - Select one of your stored USAJOBS resumes to send :

- Resume1
- Resume01
- Resume with Security Exp
- Resume 4
- Resume 5a

Attachment(s) - Select one or more of your Saved Documents to send (or first [Save Job and Upload Documents](#)):

- DD-214 (DD 214)
- OTHER (Schedule A Letter)
- OTHER (VA Preference Letter)
- SF-15 (10 Point Veteran Preference)
- TRANSCRIPTS (Criminal Justice)
- TRANSCRIPTS (Graduate)
- TRANSCRIPTS (Page 2)
- TRANSCRIPTS (Undergrad)

Fields below with an asterisks (*) are required.

- I have [previewed my resume](#) . The selected document includes the information I wish to provide with this application.
- Allow me to attach demographic information to the application. [Review or update your demographic information](#).
- 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).

At the bottom of the form, there are two buttons: "Apply for this position now!" and "Cancel".

2. **Select your resume** - usajobs will accept your resume if critical areas are filled. Select attachments if you have any in your profile for consideration in this application (transcripts etc.)

3. You can click **“previewed my resume”** to see your finished resume if you haven’t reviewed your finished resume already.

4. Click **“apply for this position now”** to submit your resume and application. System will transfer your information from usajobs to the USDA application screen. Follow onscreen instructions to apply.

https://aphis.usda.nhts.gov/cp/index.cfm?event=usa.checkApplicationStep&CurATC=... USDA (APHIS) - Veterinary ...

File Edit View Favorites Tools Help

USDA
United States Department of Agriculture

About USDA | Ask the Expert | Contact Us | En Español
Site Map | A-Z Index | Advanced Search | Help | Search Tips

You are here: Home / Careers

Careers
Return to USAJOBS
Application Help

Switch to accessibility mode

Veterinary Medical Officer - Veterinarian - All Grades

Application Step 1 of 1

WARNING: Applicants are responsible for validating that supporting documents are attached before submitting their application. If your selected supporting documents did not transfer from USAJOBS, please follow the below instructions:

1. Return to USAJOBS and you should land on the My Account page.
2. Click on Saved Documents Section.
3. Open the missing document.
4. Save the document onto your computer to a known location that you can retrieve.
5. Click on Application Status and click on the Job you are applying to.
6. Click on Update Application then click on Apply Now.
7. Once you are in the application, click on the Core Eligibilities Tab at the top.
8. Browse and upload the document from your computer in the appropriate section within the Core Eligibilities Tab of the application.

If you are attaching documents that are not being transferred from USAJOBS, Browse and upload the document from your computer into the appropriate section within your application.

Core Eligibility Questions

All Grades

* Denotes a mandatory question

Questions for all series

1. Title
--Please Select--
2. First Name *
Daisy
3. Middle Name
M
4. Last Name *
Witherspoon
5. Suffix
 Jr.
 Sr.
 III
 IV
 V
 VI

FAX Instructions

- 1. Select the documents** for which you will need a cover sheet. Place a checkmark in the “Select Cover Sheet” box. Only select the requested documents relevant to you. Create the required cover sheet for each fax by clicking on the “Print Cover Sheet” button. This will create unique cover sheets for your documents.
- 2. Print the cover sheets.** If you are not connected to a printer, you can return to this application later as a registered usajobs user and print at that time. There is special data on the cover sheet to enable electronic processing of your faxed document without human intervention. Do not edit the cover sheet or write anything on it. Make sure the printout is un-skewed, clear, and legible with a white background.
- 3. Create fax set(s).** Place your cover sheets on top of the requested document. The data on the cover sheet is read using Optical Character Recognition technology to identify your document, and vacancy announcement applicable. If the fax is going through a commercial facsimile provider, ensure their company cover sheet does not go on top of the cover sheet printed from the application. Your document cannot be processed if the first sheet in the fax is not the usajobs cover sheet created for your application.
- 4. Fax each set of documents separately.** If you have to send more than one type of document you need to send separate faxes with correct category fax cover sheet as the first page in each set. All transcripts pages are considered to be one document, fax all of your transcript pages and other education related documents under the transcript cover sheet! Most veterinarians only need college transcripts. Few veterinarians will have any Standard Forms (SF) but if you do, send all SF-50 type forms in one fax. Fax them all under the SF-50 cover sheet. Use fax machine correctly to avoid sending the documents upside-down, back-side, or skewed. If you fax two sets with the same cover sheet the second fax will replace the first one in the system.
- 5. Check for confirmations emails** for documents you fax to usajobs. Confirmation emails are sent automatically to the e-mail address. Check sending status on fax machine to ensure the entire fax including cover sheet and document were sent successfully.

APPLICANTS WHO DO NOT APPLY ONLINE

You are strongly encouraged to complete the online portion of the process via usajobs.gov. If you cannot apply online, call the APHIS Human Resources (HRO) Division at 612-336-3407 or 612-336-3408 between 8:00 am and 4:30 pm Central standard time to receive help with the application process or to request a hard copy of the complete application package.

If you have any questions about NAHERC and the application process you can contact HRO or NAHERC Program Coordinators at 301-851-3595 or 301-851-3496 or naherc@aphis.usda.gov.

Do not use government postage paid envelopes.

Be certain to submit all supporting documentation or your application will not be processed

United States Veterinary Medical Schools and Colleges

- Auburn University - <http://www.vetmed.auburn.edu/>
- Colorado State University - <http://www.cvmb.colostate.edu/>
- Cornell University - <http://www.cvm.missouri.edu/>
- Iowa State University - <http://vetmed.iastate.edu/>
- Kansas State University - <http://www.vet.k-state.edu/>
- Louisiana State University - <http://www1.vetmed.lsu.edu/svm/>
- Michigan State University - <http://cvm.msu.edu/>
- Mississippi State University - <http://www.cvm.umn.edu/>
- North Carolina State University - <http://www.cvm.missouri.edu/>
- Ohio State University - <http://vet.osu.edu/>
- Oklahoma State University - <http://www.cvm.okstate.edu/>
- Oregon State University - <http://vetmed.oregonstate.edu/>
- Purdue University - <http://www.vet.purdue.edu/>
- Texas A & M University - <http://vetmed.tamu.edu/>
- Tufts University - <http://www.tufts.edu/vet/>
- Tuskegee University - <http://tuskegee.edu/>
- University of California-Davis - <http://www.vetmed.ucdavis.edu/>
- University of Georgia - <http://www.vet.uga.edu/>
- University of Florida - <http://www.vetmed.ufl.edu/>
- University of Illinois - <http://vetmed.illinois.edu/>
- University of Minnesota - <http://www.cvm.umn.edu/>
- University of Missouri - <http://www.cvm.missouri.edu/>
- University of Pennsylvania - <http://www.vet.upenn.edu/>
- University of Tennessee - <http://www.vet.utk.edu/>
- University of Wisconsin - <http://www.vetmed.wisc.edu/>
- VA-MD Regional College of Veterinary Medicine - <http://www.vetmed.vt.edu/>
- Washington State University - <http://www.vetmed.wsu.edu/>
- Western University of Health Sciences - <http://www.westernu.edu/>