

Getting a Job with the Army FAQs

Q1: Where are Army civilian jobs advertised?

A1: Announcements are posted on the Army Vacancy Announcement board (the Army home page is at <http://cpol.army.mil/>) and on the Office of Personnel Management job information site (<http://usajobs.opm.gov/>).

Q2: What type of skills is Army looking for?

A2: Army jobs cover a broad spectrum of skills. Some positions require highly technical skills while others are administrative, clerical or professional in nature. The duties and qualifications requirements are clearly defined in the vacancy announcement.

Q3: How do I apply for a job with the Army?

A3: Prepare a resume and supplemental data sheet and submit it to the Army's Centralized Resumix database. Using the Army Resume Builder is the best and easiest way to prepare and submit your resume and supplemental data. The use of the Army Resume Builder ensures that your resume is developed in a uniform manner and conforms to the proper format for processing. It is also the most efficient way to get your resume into the Central Resumix database. Your resume can be up to three pages long.

Q4: How do I find the Army Resume Builder?

A4: You can access the Army Resume Builder through the Army Civilian Personnel home page at <http://cpol.army.mil/>. Click on Employment, then Resume Builder.

Q5: How do I prepare a resume? Do you have tips on preparing a resume?

A5: The Army Job Application Kit provides important information on preparing a resume. It includes information on resume content, tips, and sample resumes. You can access the Army Job Application Kit at <http://cpol.army.mil/library/employment/jobkit/>.

Q6: When I submit my resume, will I be automatically considered for positions where I qualify?

A6: No. Qualifications are determined on a case-by-case basis. Submission of a resume does not automatically entitle you to consideration for positions. In order to be considered you **must submit a self-nomination** for positions you are interested in.

Q7: What is a "self-nomination"?

A7: After you have a resume on file, you will submit self-nominations to indicate your interest in announced positions. Each time you wish to "apply" for a position, you will

submit a self-nomination. The self-nomination contains information related to the position you are applying for (announcement number, position title, series, and grade). In addition, it contains your name and Social Security Number that are used to match the self-nomination to your resume.

Q8: How do I “self-nominate”?

A8: When you see an announcement posted on <http://cpol.army.mil/> (click on “Army's Vacancy Announcements”) you are interested in applying for, simply click on the self-nomination button in the vacancy announcement located in the Army's Vacancy Announcement Board. Complete the self-nomination information and submit. (This won't work unless your resume is on file in the Army Central Resumix database.) You must complete one self-nomination for each position you are interested in. For you to be considered for the position, we must have received your properly prepared resume with supplemental data and a self-nomination form on or before the closing or cut-off date of the announcement. If a review of your experience reveals that you meet the OPM qualification requirements, management's job related skills criteria, and are among the best qualified candidates, then you will be referred for consideration.

Q9: How many resumes may I have on file at one time?

A9: There can only be one resume on file per person at any given time in the Army Central Resumix database. When you submit an updated resume, your previous resume will be replaced. The new resume does not delete any history, notes, or self-nominations you may already have on file.

Q10: Is it necessary to send Supplemental Data with my resume?

A10: Yes. If you do not submit the Supplemental Data, or the Supplemental Data is incomplete, your resume will not be processed.

Q11: I haven't heard of the word Resumix before. What is Resumix and how is it used?

A11: Resumix is an automated system that stores resumes. These resumes are used to fill Department of the Army civilian positions worldwide. Applying for positions is a two-step process. First, you must have a current resume on file in the Army Central Resumix database. Once you have a resume on file, you apply for positions by submitting a self-nomination. You may use the Army Resume Builder to prepare and submit your resume.

Q12: Once I set up a Resume Builder password, I may forget it. How do I get assistance re-setting my Resume Builder password?

A12: Automated Resume Builder Userid and Personal Identification Number (PIN) help is available at https://cpol.army.mil/rb/rb_get_uid_pin.cgi. If you enter your SSN and an e-mail address that matches the one in your resume, you will be e-mailed an automatic reply with your Userid and PIN. If the e-mail address does not match, it will generate a

message to a queue and you will receive a manual e-mail response with your Userid and PIN in about a day.

Q13: What if e-mail is down, or the web site is unavailable?

A13: There are times when the Army Civilian Resume Builder or Vacancy Announcement Board may be unavailable. However, this should not prevent you from preparing and submitting a resume with the required supplemental data. We encourage you to submit your resume now so it is in the database and ready for consideration when a position you're interested in is announced. You should use the hardcopy submission only as a last resort. **Plan ahead! Do not wait until a position is announced.** Don't wait until the closing date of the announcement to submit your resume or self-nomination. **Prepare and submit your resume with the required supplemental data today!**

Q14: How will I know if my resume or self-nomination has been received?

A14: Applicants who submit resumes and self-nominations through <http://cpol.army.mil/> will receive an on-line confirmation. Resumes and self-nominations sent by email with the word "Resume" or Self Nomination" in the subject line will trigger an automatic acknowledgment to the sender of the email. The acknowledgment lets the sender know the resume or self-nomination has been received. Status of your resume and self-nomination can be reviewed in ANSWER.

Q15: What is ANSWER?

A15: ANSWER is the Army Notification System Web Enabled Response system and is designed to allow you to obtain information on the status of your resume. You can review: Resume Status, Referral Preferences, Jobs Applied For, View Your Resume and Supplemental Data.

Q16: How long does it take to process a resume?

A16: Resumes are normally processed within 3-5 working days following receipt. If you sent your resume from the Army Civilian Resume Builder into the Central Resumix database, your resume will be processed immediately. You will receive an on-line confirmation that your resume has been added to the database.

Q17: How long does it take to process a self-nomination?

A17: If your resume has already been processed into the Central Resumix database, and you submit your self-nomination electronically from the Vacancy Announcement Board, your self-nomination will be posted immediately to your resume record. Otherwise, the self-nomination form will be processed manually. The manual process can take up to 5 working days. If a properly prepared resume with required supplemental data has not been received on or before the cutoff or closing date of the announcement, you will not

be considered for the vacancy.

Q18: How will I know if there is a problem with my resume or self-nomination?

A18: If you have submitted your resume or self-nomination to the Central Resumix database you should check ANSWER for the status. You will see if your resume and/or self-nomination have been accepted or the reason it was not accepted.

Q19: How can I check on the status of a resume and/or self-nomination I submitted through the Army Civilian Resume Builder?

A19: Use ANSWER, the Army Notification System Web Enabled Response system that is used Army-wide.

Q20: How will I know if my resume or self-nomination was processed?

A20: To determine if your resume has been processed, or to view the resume you currently have on file in the RESUMIX database, you may access ANSWER. Please see the following series of questions and answers concerning the online applicant response systems.

Q21: How do I access ANSWER?

A21: **New User:** If you have not previously created a Userid and Password in the Army Civilian Resume Builder or ANSWER, you will click on the New User link and follow the instructions for creating your ANSWER Login.

Repeat User: Input your Army Civilian Resume Builder Userid and Password, or the Userid and Password you previously created in ANSWER.

If you have a Resume Builder account and cannot remember your Userid and PIN, automated help is available at: https://cpol.army.mil/411/rb_pass_remind.cgi.

If you enter your SSN and an e-mail address that matches the one in your resume, you will be e-mailed an automatic reply with your Userid and PIN. If the e-mail address does not match, it will generate a message to a queue and you will receive a manual e-mail response with your Userid and PIN in about a day.

NOTE: When you create a new resume in the Army Civilian Resume Builder, at a minimum, enter your name and email address in the resume before you save it to the database.

Q22: When is ANSWER updated?

A22: ANSWER pulls information directly from the Central Resumix database and displays it as soon as it is updated in Resumix.

Q23: How long is my resume kept on file?

A23: Resumes from those who are external to the Army are kept on file for one year from the date the applicant last self-nominated. If you are a current permanent civilian Army employee, your resume will be kept on file until you retire, resign, are separated for any reason, provide false information, or request removal from the database. Additionally, if you accept a permanent position offered through a Resumix referral, your resume is automatically deactivated.

Q24: When should I update my resume?

A24: There are four important events that would cause you to update your resume:

- 1) A change in position or duties such as a promotion, reassignment, detail or work schedule.
- 2) A change in your personal information: Name, Phone or Address.
- 3) A change in your training and/or educational courses or degree programs.
- 4) Your resume will automatically be deactivated when you have accepted a permanent or temporary position offered through a Resumix referral. Once you are again available for consideration, you **MUST** submit a new resume at that time.

Q25: How can I change or update my resume?

A25: The Army Civilian Resume Builder is the recommended method for preparing, changing, and submitting resumes. You must submit a new resume with the changed/updated information. If you prepared and submitted your resume through the Army Civilian Resume Builder, log on to the Army Home Page at <http://cpol.army.mil/>, click on Employment, then on the Army's Resume Builder. You then select "Edit existing resume" from the menu. You will have to log into the system using your Userid and PIN. Once your existing resume is retrieved from the database, you can edit any or all of the information. **DON'T FORGET TO SAVE CHANGES.**

Q26: Does the Resumix system actually do all the rating, ranking and referral?

A26: No. Resumix is simply a software tool used to assist in the recruitment and referral processes. Managers, Civilian Personnel Advisory Center (CPAC) specialists and Civilian Personnel Operations Center (CPOC) specialists all work together to establish sound recruitment strategy and criteria to produce the best list of qualified candidates. The CPOC specialist enters the recruitment criteria into Resumix and identifies those applicants whose documented experience reflects the required skills. The CPOC specialist also conducts a qualifications review of the selected candidate.

Q27: May I get a copy of my resume after I submit it?

A27: You may retrieve a copy of your resume from ANSWER. You can also e-mail yourself a copy of the resume you have stored in the Army Civilian Resume Builder.

Q28: Does prior active military service help?

A28: Yes. Soldiers who are leaving the military possess valuable skills that will help to promote continuity in organizations where these vacancies exist. Those that decide to end their military careers are encouraged to consider Federal civilian employment. We are very interested in retaining the skill base of military members.

We use using a variety of recruitment strategies to fill positions. Veterans are encouraged to visit the Office of Personnel Management's web page (<http://www.opm.gov/veterans/>) to obtain information regarding their special rights and privileges for Federal civil service employment.

Q29: If I am selected, how soon can I begin work?

A29: We anticipate that managers will make selections not more than 30 days after the closing date of the individual vacancy announcements. Some vacancy announcements will be open for a continuous period of time. Selections from those pools could occur anytime after the announcements first cutoff date. Contingent upon security clearance requirements, selected applicants can expect to begin work 2-4 weeks after the job offer is made. Some flexibility exists to work out agreeable reporting dates.