

A GUIDE TO WRITING AN



EFFECTIVE RESUME

South Pacific Division
Civilian Personal Advisory Center

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PURPOSE

The purpose of a resume is to make sure your qualifications are clearly illustrated in order to qualify you for a position.

RESUME OVERVIEW

Your resume should include the following:

- Biographical information
- A description of your skills, experiences, and accomplishments
- Relevant education and training

RESUME FORMAT

- Maximum of 3 pages
- Sections
 - Administrative data
 - Experience
 - Education, training, and awards

NOTE: Typewritten resumes are the preferred format. Typewritten resumes are easier to read and look more professional.

BEFORE WRITING YOUR RESUME

Make sure you have the following items:

- Ink pen (preferably black)
- Typewriter/computer and printer
- Dictionary
- Addresses and phone numbers of previous employers and dates of employment (month, day, year)
- Previous and present position descriptions (to compare to vacancy announcement)
- All information needed concerning references (e.g., their permission, current addresses, and phone numbers)
- Copies of award citations, nominations for awards
- All records, certificates, and transcripts documenting education and training received
- Name/ mailing addresses of high school, trade schools, colleges/universities attended
- Copy of vacancy announcement (if responding to an announced vacancy)
- Names and addresses of any relatives working for the federal government or serving in the armed services, plus the correct name of the federal agency or branch of service with which they are affiliated.

RESUME CONTENT AND SAMPLE RESUME

Resume Content	Sample Resume
<p>Full Name (First, MI, Last) Home Address (City, State, Zip Code) Home Phone Number (including country code or area code) Work Phone Number (including country code or area code) DSN Phone Number (if appl) Typing/Steno/Dictation Speed (if appl) Use extract speed, not range</p>	<p>Francine T. Rex 186 Southeast Avenue, Aberdeen, MD 21001 410-272-7119 (h) 410-272-1110 (w) 458-1212 (DSN) Typing: 70 WPM Stenography/Dictation Speed: 120 WPM</p>
<p>EXPERIENCE: Start and End Dates (MM/DD/YY); Hours worked per week; Position title, pay plan, series, grade (If Federal Civilian Position); Salary.</p> <p>If experience entry describes Federal civilian positions at different grade levels, include month and year for each grade;</p> <p>Employer's name and complete address; supervisor's name and telephone number and all major duties. Include in your description any systems you have worked on; any software programs you have used; any special programs you have managed; any regulations, directives, etc., you have used; any other job-related information you would like to include.</p>	<p>EXPERIENCE: 01/21/93 - present, 40 hours per week, Human Resource Advisor, \$46,321 PA, Bell Atlantic 92134, Hillside Street, Baltimore, MD 23001, Kenneth Jones, (410) 555-8670. Serve as a Human Resource Advisor for Bell Atlantic employees. Provide face-to-face counseling with employees on health insurance and life insurance options. Counsel employees on retirement benefits. Provide information to regional manager and division managers on filling positions. Coordinate with state employment offices on position openings. Evaluate candidate qualifications. Prepare work year management reports.</p> <p>04/02/01 - 01/20/93, 40 hours per week, Personnel Management Specialist, GS-0201-12, \$42,068 PA, Heidelberg Civilian Personnel Office, Heidelberg, GE, Betty Smith, 011-49-6221-57-5555. Served as the Personnel Staffing Specialist for seven major organizations. Performed organizational and position management reviews. Developed personnel policies and personnel regulations in human resource functional areas.</p> <p>09/02/89 - 04/01/91, 40 hours per week, Personnel Staffing Specialist, GS-0212-11, \$38,827 PA, Fort Devens Civilian Personnel Office, Fort Devens, MA 01746, Frances North, (508) 555-9000. Provided recruitment and placement services for major units. Developed recruitment strategy and crediting plans. Developed vacancy announcements. Evaluated candidate applications. Referred candidates. Provided health benefits and life insurance counseling.</p>
<p>EDUCATION: Provide your highest level of education. If degree completed (e.g., AA, BA, MA), list major field of study, name of school, year degree awarded and GPA. Resume must include courses and semester/quarter hours for positive education requirement positions. If your highest level was high school, list either highest grade completed, year graduated, or date you were awarded GED.</p>	<p>EDUCATION: BA, Personnel Management, Boston College, Boston, MA, 02337, May 89, GPA 3.75 BA, Accounting, University of Maryland, College Park, MD 21213, May 95, GPA 3.40, Accounting I (3 sem hrs), Accounting II (3 sem hrs), Tax Accounting (3 sem hrs), Managerial Accounting (3 sem hrs), Intro to Governmental Accounting (3 sem hrs), Business Law I (3 sem hrs), Intermediate Accounting I (3 sem hrs), Intermediate Accounting II (3 sem hrs) MS, Computer Science, University of Maryland, College Park, MD 21213, May 97, GPA 3.80</p>

SPECIALIZED TRAINING: Training courses you have completed and consider relevant to your career goals. Indicate dates and length of training.

LICENSES/CERTIFICATES/AWARDS/

OTHER INFORMATION: Professional licenses and certificates including date(s) certified and the State where it was awarded. List any awards and any other information pertinent to your career goals. For each additional page of your Resume, you must include your full name and Social Security Number on the BOTTOM left hand corner. (e.g., language proficiencies, professional associations, etc.)

NOTE: Your resume may not exceed 3 pages, **excluding** the requested general supplemental data information.

SPECIALIZED TRAINING

Advanced Staffing, Dec 89, 2 weeks
Advanced Recruiting Techniques, May 91, 1 week
Management Development Seminar, July 93, 2 weeks
Job Analysis Techniques, June 94, 1 week
Interviewing Techniques, Apr 95, 1 week

LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION

Licensed Compensation Analyst; Aug 94 Human Resource Advisor of the Year/Mid-Atlantic Region; Federal Women's Association; Fluent in the German language.

FRANCINE T. REX
198673021

SUPPLEMENTAL DATA SHEET

The following questions represent the supplemental data to be supplied. Please note that an asterisk(*) denotes information that you must provide.

*Begin Supplemental Data (The words "Begin Supplemental Data" must appear at the top of the page).

*Name	
*Social Security Number	
*1. Citizenship: <ul style="list-style-type: none"> • U.S. Citizen • Local National • Non U.S. employed in U.S. territory • Non U.S. Citizen 	
*2. Are you a current permanent Federal civil service employee? (Yes/No) If No, skip to question 3. If Yes: Are you a permanent civil service employee of the Department of the Army? (Yes/No)	
3. Highest Federal civilian grade held on a permanent appointment: Pay Plan and Grade Number of months you held this grade: Dates of highest grade held: (format: mm/dd/yyyy): From: To:	
4. If you are currently a Federal civilian employee, please give the date of your last appraisal (format: mm/dd/yyyy): Was this appraisal fully satisfactory or better? (Yes/No)	
5. Period of Active Duty Military Service (format: mm/dd/yyyy) From: To: From: To:	
6. Retired Military? (Yes/No) If yes, enter Rank at retirement Rank Date of Retirement:	
*7. Claiming veteran preference? (Yes/No) (If you need more information to determine your entitlement to veteran's preference, you may review the veteran's guide on the Internet at (http://www.opm.gov/employ/veterans/html/vetguide.asp). You may also use the Veterans' Preference Wizard at (http://www.dol.gov/elaws/vetspref/choice.htm) Preference Type: <ul style="list-style-type: none"> • None • 5-Point • 10-Point Disability • 10-Point/Compensable • 10-Point/Other • 10-Point/Compensable/30 Percent 	
*8. Indicate your employment category(ies). List all that apply. The guidelines under Employment Categories will assist you in determining your employment eligibility. <ul style="list-style-type: none"> • In-service Army eligible • 30 percent Disabled Veteran • VRA eligible • VEOA eligible • EO 12721 eligible • Transfer eligible • Reinstatement eligible • ICTAP eligible • Person with Disabilities eligible 	<ul style="list-style-type: none"> • Other Interchange Agreement -- specify: • Outstanding Scholar eligible • Non Status eligible • DCIPS employee applying for DCIPS • Student Employment • Summer Employment • Military spouse preference eligible • Family member preference eligible • Family member no preference eligible • Family member youth part-time • Reemployment Annuitant

• NAF Interchange eligible	
*9. Date of Birth: (format: mm/dd/yyyy)	
10. Gender (optional): (Male/Female)	
11. Race and National Origin (optional):	
<ul style="list-style-type: none"> • American Indian or Alaskan Native • Asian or Pacific Islander • Black, not of Hispanic origin • Hispanic • White, not of Hispanic origin • Asian Indian • Chinese • Filipino 	<ul style="list-style-type: none"> • Guamanian • Hawaiian • Japanese • Korean • Somoan • Vietnamese • All Other Asian or Pacific Islanders • Not Hispanic in Puerto Rico
*12. Work schedule(s) you are willing to accept:	
<ul style="list-style-type: none"> • Full-time • Intermittent • Part-time • Shift work 	
*13. Indicate all the types of employment you are willing to accept:	
<ul style="list-style-type: none"> • Permanent • Temporary (7-12 months) • Temporary (1-6 months) • Term (1-4 years) • Competitive detail • Temp promotion up to 5 years 	
*14. Enter Highest Education Level Completed: (Select appropriate two digit code below)	
<ul style="list-style-type: none"> • (01) No formal education or some elementary school but did not complete (Elementary = grades 1-8 or equivalents) • (02) Elementary school completed -- no high school. (Grade 8 or equivalent completed) • (03) Some high school -- did not graduate (high school = 8-12 or equivalent) • (04) High school graduate or certificate of equivalency • (05) Terminal occupational program -- did not complete (Program extending beyond grade 12 usually no more than 3 years; designed to prepare students for immediate employment in an occupational or cluster of occupations; not designed as the equivalent of the first 2 or 3 years of a baccalaureate degree program. Includes cooperative training or apprenticeship consisting of formal classroom instruction coupled with on-the-job training.) • (06) Terminal occupational program -- certificate of completion, diploma or equivalent (see code 5 above). Two levels are recognized: a. The technical and/or semiprofessional level preparing technicians or semiprofessional personnel in engineering fields. The craftsman/clerical level training artisans, skilled operators and clerical workers. • (07) Some college -- less than 1 year. (Less than 30 semester hours or 45-quarter hours completed. • (08) 1 year college (30-59 semester hours or 90-134 quarter hours completed) • (09) 2 years (60-90 semester hours or 135-179 quarter hours completed) • (10) Associate degree (2 year college degree completed) • (11) 3 years college (90-119 semester hours or 135-179 quarter hours completed). • (12) 4 years college (120 or more semester hours or 180 or more quarter hours completed -- no bachelor's degree) • (13) Bachelor's degree (requires completion of at least 4, but no more than 5 years of academic work, includes bachelor's degree conferred in a cooperative plan or program which provides for alternate class attendance and employment in business, industry or government to allow student's to combine actual work experience with college studies) • (14) Post-bachelor's (some work beyond (at a higher level) the bachelor's degree, but no additional higher degree. • (15) First professional degree (signifies the completion of academic requirements for selected professions, which are based on programs requiring at least 2 academic years of previous college work 	

for the entrance and a total of 6 academic years of college work for completion, e.g., Dentistry (DDS or DMD), Law (LLB or JD), Medicine (MD), Theology (BD), Veterinary Medicine (DVM), Chiropody or Podiatry (DSC or DP), Optometry (OD) and Osteopathy (DO).

- (16) Post first professional degree (some work beyond (at a higher level than) the first professional degree but no additional higher degree.
- (17) Master's degree (For liberal arts and sciences, customarily granted upon successful completion of 1 or 2 academic years beyond the bachelor's degree. In professional fields, an advanced degree beyond the first professional, but below the PhD, e.g., the LLM; MS in surgery following the MD: MSD, Master Science in Dentistry; MSW, Master of Social Work
- (18) Post master's degree (some work beyond (at a higher level than) the master's degree, but no additional higher degree
- (19) Sixth year degree (Advanced certificate in Education, Advanced Master of Education, Advanced Graduate in Education; Certificate, Certificate of Advanced Study, Advanced Degree in Education, Specialist in Education, Licentiate in Philosophy, Specialist in Guidance and Counseling, Specialist in Art, Specialist in Science, Specialist in School Administration, Specialist in School Psychology, Licentiate in Sacred Theology
- (20) Post sixth year (some work beyond (at a higher level than) the sixth year degree, but no additional higher degree
- (21) Doctorate degree (includes such degrees as Doctor of Education, Doctor of Judicial Science, Doctor of Public Health and the PhD (or equivalent) in any field. Does not include doctor's degrees that are first professional per code 15.
- (22) Post doctorate (work beyond the doctorate).

COMPLETE THE INFORMATION BELOW IF YOU ARE INTERESTED IN OVERSEAS POSITIONS

15. Complete both entries:

A. Sponsor

- Active Duty Military
- DOD Civilian USA hire
- DOD Civilian Local hire
- Contractor Employed U.S. Citizen
- Self -- I am the sponsor
- No affiliation with U.S. Forces Overseas

B. Specify Relationship to Sponsor (e.g., self, spouse, child)

16. Sponsor's Date Estimated Return from Overseas (DEROS) (format: mm/dd/yyyy).

17. Do you hold dual nationality with any country outside the USA? (Yes/No)
If yes, which country?

18. Do you currently hold a work permit for any countries outside the USA? (Yes/No)
If yes, please list those countries for which you hold a work permit:

19. Date of arrival in Host country, if applicable? (format: mm/dd/yyyy)

20. Are you presently living in host country without affiliation with U.S. forces or civilian component? (Yes/No)

21. Are you currently on Leave Without Pay? (Yes/No)

22. Visa Type: _____ Visa Expiration Date: _____ (For Korea Local Applicants only)

DO'S & DON'TS OF RESUME WRITING

DO's

- Read carefully the vacancy announcement, advertisement or the examination announcements for the position for which you are applying. Underline the skills required by the position.
- Describe your experience so that you emphasize the work that uses the skills required by the vacant position.
- Use active verbs to describe actual work performed. Be specific.
- Keep your experience descriptions brief. Emphasize what you have done.
- Use your own words when writing a resume. Be concise.
- Include all experience whether paid or volunteer.
- Arrange your experience in chronological order.
- Choose references who remember you and know how you perform in a work (paid/unpaid) situation.
- Ensure your resume is neatly and accurately typed or written legibly.
- If your resume is reproduced, be sure that every page is easily readable. Make certain the pages are in the correct order.
- Tell the truth.
- Include grades/GPA.
- Use verbs without subjects to conserve space and to make statements more concise and powerful.
- Provide a laser printer original or typewritten original on high quality paper.
- Type with black ink on 8½ x 11 white bond paper, printed on one side only.
- Use a minimum margin of 1 inch on all sides of your printed resume.
- Use a Courier font, 12 point (word processor); Courier font, 10 pitch (typewriter)
- Use all capital letters for section headings.
- Type your name and social security number in the bottom left corner of each additional page of the resume.
- Be specific when naming the computer software, types of equipment, etc., with which you have experience.
- Proofread and spell-check your resume.

DON'Ts

- Don't exaggerate.
- Don't be humble.
- Don't discuss size of organization unless it shows your responsibility.
- Don't describe the work of the organization in general or the work of others.
- Don't quote your position description.
- Don't rewrite a question into a statement.
- Don't list too many functions, especially minor functions.
- Don't use acronyms, unless you are certain everyone knows what that acronym is.
- Don't attach training certificates, awards, etc., unless otherwise specified in the vacancy announcement. (Take them with you to the interview.)
- Don't omit church, community, club work or extracurricular activities.
- Don't use general character references -- they usually won't commit themselves on such matters as dependability, initiative, etc.
- Don't submit a resume that is messy, hard to read, or confusing to follow.
- Don't ramble.
- Don't make your resume a "challenge" to the reader. Hard-to-read resumes make a negative first impression.
- Don't use a dot matrix printer or low quality paper.
- Don't staple, fold, bind, or punch holes in your resume.
- Don't use vertical lines, horizontal lines, graphics, or boxes in your resume.
- Don't use two-column format or resumes that look like newspapers.
- Don't use fancy fonts such as *italics*, underlining, or *shadows*.
- Don't submit your resume on colored paper.
- Don't submit any documentation not specifically requested.
- Don't expect your resume or any documents submitted to be returned.
- Don't write on your resume.

DESCRIPTION OF WORK WRITING STYLES

1. Use short and simple sentences.
2. Use action verbs to describe your knowledge, skills, and abilities.
3. Use quantities such as percentages, numbers, and other measures to illustrate size of work accomplished in relation to other work, i.e., supervised 15 people, exceeded agency goal of 80%. This illustrates the following:
 - a. You met and exceeded agency goals.
 - b. You did it consistently.
4. Use terms that describe your quality of work as it related to your performance appraisal.
5. Terms should indicate you can get the job done.
6. Sentences should show you can be trained to perform new work quickly.
7. Sentences should demonstrate your "skills."
8. Make sure your people skills are apparent.
9. Use first person tense, but not too many "I's."

ACTION VERBS/DESCRIPTIVE WORDS

Administration

Administer
Conduct
Delegate
Distribute
Engage
Furnish
Insure
Justify
Purchase
Reject
Requisition
Ship
Store
Supply

Audit

Assemble
Assist
Analyze
Budget
Change
Compare
Compute
Conclude
Evaluate
Inspect
Recommend
Report
Review
Verify

Changing

Activate
Create
Compare
Consolidate
Design
Improve
Invent
Make
Modify
Revamp
Upgrade

Communicate

Answer
Brief
Contact
Critique
Declare
Display
Draft
Issue
Lecture
Speak
Teach
Testify
Write

Coordination

Arrange
Chair
Coordinate
Cooperate
Mediate
Negotiate
Publicize
Represent
Strengthen

Deciding

Accept
Approve
Authorize
Consider
Decide
Issue
Render
Solve
Terminate

Help

Assist
Arrange
Contribute
Counsel
Give
Guide
Index
Initiate

Serve
Solve
Teach

Manage

Adjudicate
Anticipate
Analyze
Approve
Certify
Change
Command
Establish
Evaluate
Execute
Implement
Manage
Meet
Monitor
Organize
Plan

Personnel

Appraise
Discharge
Employ
Hire
Interview
Promote
Recruit
Screen
Seek
Select
Terminate
Train
Transfer

Plan & Control

Acquire
Assume
Allocate
Control
Extend
Forecast
Formulate
Measure

Plan
Progress
Schedule

Research & Development

Analyze
Apply
Compile
Define
Determine
Develop
Evaluate
Identify
Investigate
Prepare
Propose
Recommend
Research
Review
Study
Test

Supervise

Adhere
Assess
Assign
Conduct
Counsel
Define
Delegate
Develop
Foster
Maintain
Manage
Meet
Oversee
Report
Request
Supervise

ARMY RESUME BUILDER

USING THE ARMY RESUME BUILDER

Employees can use the Army Resume Builder (<https://cpol.army.mil>) to prepare their resume and supplemental data. This is the best way to apply and is the way to receive rapid employment consideration.

The Army Resume Builder is designed to help ensure that your resume can be electronically read. It contains "help" information to guide you in deciding if you are eligible for consideration for the vacancy. When you have completed your resume and supplemental data, they will electronically flow into the centralized Resumix database after you click on "submit." You can then go to the listing of Army's Vacancy Announcements (<http://www.cpol.army.mil>), click on "Employment," then on "Army's Vacancy Announcements" to find vacancy announcements of interest to you and for which you are within the area of consideration.

REVIEW OF RESUME

A review of your resume for eligibility and qualifications will be conducted prior to the referral list being issued to the selecting official.

All information included in the resume is subject to review and verification. Penalties may be imposed on employees submitting false information. Falsification of your resume could result in termination of federal employment, and may be punishable by fine or imprisonment.

ANSWER

CHECKING THE STATUS OF YOUR RESUME

The Applicant Notification System Web Enabled Response (ANSWER), an on-line applicant notification system, will provide you information on your resume, self-nominations that you have submitted, and the status of any jobs for which you have applied.

ANSWER is also the best way to review your most recent resume on file. If you do not already have an ANSWER account, you may create one using the instructions located on the log-on page. To reach ANSWER, go to <https://cpsrctp.belvoir.army.mil>. If you have questions regarding the status you viewed on ANSWER, please use the "Answer Mail" feature to submit questions. If you do not have an ANSWER account established and need assistance, e-mail your question(s) to applicanthelp@cpsrctp.belvoir.army.mil.

Resumes from applicants not permanently employed by the Department of the Army will be retained in the database for six (6) months from date of last submission of resume, date last accessed, or until selected for a position if selected within six months of last submission or access.

Resumes from current permanent Department of the Army civilian employees will be retained in the database until the employee either updates their Resume or is selected for a position through Resumix.

WHEN TO SUBMIT A NEW RESUME

You must submit a new resume after you have accepted a position or a change occurs in any of the following: name, address, or telephone number. You should also submit a new resume if you have new work experience that has given you new skills and knowledge not reflected in the resume that you have on file.

E-MAILING YOUR RESUME

1. **Do Not** send your resume as an attachment. Include the resume and supplemental data in the body of the e-mail. Attachments will not be accepted. If you are typing your resume in a word processing package, such as Word, or WordPerfect, highlight the resume on the screen, then copy and paste into the body of an e-mail message.
2. Place the word "Resume" in the subject line (Note: The subject line of your e-mail should only contain the word "Resume.") It can be typed in lower or upper case. Please **do not** type any other heading in the subject box (e.g., Resume for Mr. Smith, Resumes, Resume Submittal).
3. Include supplemental data at the end of your resume. Failure to submit supplemental data may result in your not receiving consideration.
4. Once your resume has been placed in the body of an e-mail message, send your resume to resume@cpsrxtp.belvoir.army.mil.

HOW TO SELF-NOMINATE

You may self-nominate at any time during the open period of a vacancy announcement.

You may self-nominate in a variety of ways:

1. Self-nominations through the vacancy announcement board (<http://www.cpol.army.mil> click on "Employment", then "Army's Vacancy Announcements") will be posted automatically to the centralized Resumix database with on-line confirmation.
2. E-mail your self-nomination information to selfnom@cpsrxtp.belvoir.army.mil. **Do Not** send the self-nomination form as an attachment, just include the requested information in the body of the e-mail.
3. Complete the self-nomination form (Appendix F) and mail or fax it to the address indicated on the form.

Note: You will receive an automatic acknowledgment receipt for properly e-mailed self-nominations. No acknowledgements are provided for mailed or faxed self-nominations.

APPENDICES

APPENDIX A Employment Eligibility

CATEGORY	DESCRIPTION	DOCUMENTATION *
In-service, Army Eligible	A permanent Department of Army civilian	None, except for position unique requirements
30 Percent Disabled Veteran	Prior military service members with a disability rating of 30 percent or more. No time limit.	All DD-214(s) showing type of discharge, SF-15 and supporting documentation; i.e., VA letter dated within 1 year
Veterans Recruitment Appointment (VRA) Eligible	Includes - <ul style="list-style-type: none"> • Disabled veterans; or • Veterans who have been awarded a campaign badge, Armed Forces Expeditionary Medal (AFEM) or Armed Forces Service Medal (AFSM); or • Recently separated veterans. Recently separated veterans are those who have separated from active service within the last three years. • There is no length of service requirement. 	<ul style="list-style-type: none"> • All DD-214(s) (Member 4 copy) or documentation from Military Personnel Office, if within 120 days of retirement or separation. • After discharge, submit DD-214 (Member 4 copy) • SF-15 (if claiming compensable disability or other 10-point veterans' preference) and supporting documentation, i.e., VA letter dated within 1 year.
Veterans Employment Opportunities Act (VEOA) of 1998 (P.L. 105-339)	To be eligible for this type of appointment, you must be a preference eligible or veteran separated after completing substantially 3 or more years of continuous active service performed under honorable conditions. (Active service defined in title 37, United States Code: active duty in the uniformed services and includes full-time training duty, annual training duty, National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.)	<ul style="list-style-type: none"> • All DD-214(s) Member 4 copy) or documentation from the Military Personnel Office if within 120 days of retirement/separation. After discharge, submit DD-214 (Member 4 copy) • SF-15 (if claiming a compensable disability or other 10-point veterans' preference) and supporting documentation; i.e., VA letter dated within 1 year.
Executive Order 12721 Eligible (Family member employed while overseas)	Worked as an appropriated fund Federal employee overseas while a family member of a civilian employee, NAF employee, or uniformed service member serving overseas. Must have accumulated 52 weeks creditable service, received a fully successful or better performance rating, and returned to the U.S., from the overseas tour of duty and must meet time requirements.	<ul style="list-style-type: none"> • SF-50's verifying you completed the required 52 weeks of creditable overseas service • Orders returning you to the United States • Current performance rating.
Transfer Eligible	Current permanent, competitive service, non-Department of Army Federal civilian employee	Copy of most current SF-50 showing status
Reinstatement Eligible	Attained career status on a permanent, competitive Federal appointment; or career-conditional with reinstatement eligibility. A former competitive service tenure group 1 Federal employee; a former competitive service career-conditional tenure group 2 Federal employee who has less than a 3-year break in service; a current DCIPS civilian employee serving on a permanent appointment and applying for	<ul style="list-style-type: none"> • SF-50/SF-50B showing the date of separation from last career or career-conditional appointment • All DD-214(s) (Member 4 copy), if applicable

CATEGORY	DESCRIPTION	DOCUMENTATION *
	permanent non-DCIPS position who does not meet the eligibility requirements under the DCIPS interchange agreement, but who is a former competitive service career-conditional tenure group 2 Federal employee who is entitled to veterans' preference	
Interagency Career Transition Assistance Plan (ICTAP) Eligible	Current or former employees displaced from non-DOD agencies.	Candidates must submit proof of eligibility (as identified in 5 CFR 330.707(a)(2)) with their resume to receive this special selection priority. Contact your servicing agency for more information about the ICTAP program.
Severely Disabled	Applicant has a severe physical or mental impairment that limits one or more major life activities certified by a state vocational rehabilitation service	Letter dated within the last year from a state vocational rehabilitation service or from the Department of Veterans' Affairs
Defense Civilian Intelligence Personnel System (DCIPS) Interchange Agreement Eligible	Currently serving on a DCIPS appointment without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a CIPMS position. May be appointed only to permanent positions based on the authority.	SF-50s verifying completion of the required 1-year continuous service and showing the date of separation, if applicable
Nonappropriated Fund (NAF) Interchange Agreement Eligible	Currently serving on a Nonappropriated Fund Instrumentality (NAFI) or Retirement Annuity Plan for Employees of the Army and Air Force Exchange Services (AAFES) position without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a NAFI or AAFES position. May be appointed only to permanent positions based on this authority.	<ul style="list-style-type: none"> • NAFI/AAFES -- DA Form 3434 or AAFES Form 1200-75 verifying completion of the required 1 year continuous service and showing the date of separation, if applicable • Verification letter from Personnel Office
Other Interchange Agreement	A person currently employed in another U.S. Federal Service position covered by an existing interchange agreement with the Office of Personnel Management such as Tennessee Valley Authority (TVA).	SF-50 showing completion of requirements for the interchange agreement
Outstanding Scholar	US citizen college graduate with a GPA of 3.45 or higher on a 4.0 scale for all undergraduate work or have graduated in the upper 10% of their class or major university subdivision.	Official Transcript
In-service DCIPS Eligible	A current DCIPS civilian employee serving on a permanent appointment and applying for DCIPS positions.	None, except for position unique requirements
Non-status	All applicants without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government	None, except for position unique requirements
Military Spouse Preference (MSP) (Overseas)	The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of	Sponsor's PCS orders and military ID card

CATEGORY	DESCRIPTION	DOCUMENTATION *
	<p>stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the "best qualified" for the vacancy for which you are applying. Effective 1 June 2001, DOD has approved MSP CHOICE, a test for the European Theater. Under this directive, military spouses will not lose MSP when accepting temporary or term position or a permanent position with a flex or intermittent on-call work schedule. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position. NOTE: MSP applies to initial employment at the overseas location. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. MSP is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated fund (NAF) organizations or AAFES. MSP can be used only once during the sponsor's tour. Once used, the spouse competes as a family member.</p>	
<p>Family Member with Preference (FMP) (Overseas)</p>	<ul style="list-style-type: none"> • The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. Citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area. This category does not apply to family members of contractors. FMP applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting area of the sponsor's duty station. FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member. NOTE: FMP applies to initial employment at the overseas location. Once the FM accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through FMP. A continuing position for FMP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES. • FMP can be used only once during the sponsor's tour. Once used, the FM competes as a family member without preference (FMNP). 	<p>Evidence of a family member status (valid military ID card)</p>

CATEGORY	DESCRIPTION	DOCUMENTATION *
	<ul style="list-style-type: none"> FMP does not apply to FMs of locally hired civilian employees or government contractors. FMP is lost when the spouse accepts or declines an offer of a continuing position to include a temporary position that is expected to last one year or more, or that is extended to last one year or more, or declines a job interview. 	
Family Member No Preference (FMNP) (Overseas)	Family members of locally hired DOD or NAF civilian employees, or a family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment. A continuing position for FMNP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.	Evidence of family member status (valid military ID card)
Reemployed Annuitant (Overseas)	A former federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).	<ul style="list-style-type: none"> Copy of the last SF-50, Notification of Personnel Action, which indicates retirement from civil service
Student Employment	A U.S. student enrolled or accepted for enrollment as a degree seeking student, taking at least a half-time academic or vocational/technical course load in an accredited high/technical/vocational school, or a 2 or 4 year college or university, graduate/professional school and student meet the state's minimum employment age for minors and be either a US citizen or a permanent resident of the United States or otherwise authorized to be employed.	Transcript, letter from the educational institution
Summer Employment	US citizen interested in summer employment only, other than temporary employment described in "non-status" above.	None, except for position unique requirements
Family Member Youth Part-Time (FMYPT) (Overseas)	The FMYPT Program is for high school students taking a full curriculum or college students taking at least 24 semester hours (or the equivalent) per school year. Family member spouses under 18 years of age who are attending high school and 14 to 23 year-old unmarried children, stepchildren, adopted children, and children under legal guardian of the sponsor or spouse are eligible for employment in the FMYPT program if they reside in the same household with, and are family members of, a member of the U.S. Forces on active duty; civilian employee of a U.S. government.	Evidence of family member status (valued military ID card)

* To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit.

APPENDIX B Description of Veterans' Preference

Use the chart below to determine your veterans' preference entitlements. You may also go on-line and use the Veterans Preference Wizard at <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

Types of Veterans' Preference	
Category	Eligibility Requirements
5-Point Preference	<p>Veterans are eligible for 5-point veterans' preference if any of the following apply:</p> <ul style="list-style-type: none"> • Served <ul style="list-style-type: none"> - During a war; or - During the period April 28, 1952, through July 1, 1955; or - For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1995, and before October 15, 1976; <u>or</u> - During the Gulf War from August 2, 1990, through January 2, 1992; <u>or</u> - In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference. - Retired at a rank lower than Major or Lieutenant Commander. A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C 1171 or 1173.
10-Point Disability	<p>Veteran is eligible for 10-point veterans' preference if the veteran served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs, but does not qualify as a CP or CPS or Veteran has received a Purple Heart.</p>
10-Point Compensable (CP)	<p>Veteran is eligible for 10-point veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of at least 10%, but less than 30%.</p>
10-Point, 30% or more Compensable (CPS)	<p>Veteran is eligible for 10-point compensable veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of 30% or more.</p>
10-Point Other - Derived Preference	<p>Spouses, widows, widowers, or mothers of veterans are eligible for veterans' preference if one of the following categories is met.</p> <ul style="list-style-type: none"> • A spouse of a disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability. Such a disqualification may be presumed when the veteran is unemployed and is rated by appropriate military or Department of Veterans Affairs Authorities to be 100 percent disabled and/or unemployable; or has retired been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin; or has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify because of a service-connected disability. Preference may be allowed in other circumstances but anytime less than the above warrants a more careful analysis. • A widow or widower of a veteran who was not divorced from the veteran,

has not remarried, or the remarriage was annulled, and the veteran either served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; or died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge.

- A mother of a veteran who died under honorable conditions while on active duty during a war or during the period April 28, 1952, thru July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized, and she is or was married to the father of the veteran; and she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or she is widowed, divorced, or separated from the veteran's father and has not remarried; or she remarried but is widowed, divorced, or legally separated from her husband when she claims preference.
- A mother of a living disabled veteran if the veteran was separated with an honorable or general discharge from active duty performed at any time and is permanently and totally disabled from a service-connected injury or illness; and the mother is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or is widowed, divorced, or separated from the veteran's father has not remarried; or remarried, but is widowed, divorced, or legally separated from her husband when she claims preference.

NOTE: Preference is not given to widows or mothers of deceased veterans who qualify for preference under 5 U.S.C. 2108 (1) (B), (C) or (2). Thus, the widow or mother of a deceased disabled veteran who served after 1955, but did not serve in a war, campaign, or expedition, would not be entitled to preference (5 U.S.C. 2108 and 3309; 38 U.S.C. 5303A).

More information on veterans' preference can be found in the OPM VetGuide on OPM web site at www.opm.gov.

APPENDIX C Checklist

1. Go to www.cpol.army.mil where you can click on the "Employment" button, where you will find three important links: Army Resume Builder, ANSWER, and Vacancy Announcements. It also gives you general information about the different parts of applying for job, as well as how your resume is handled.
2. Be sure to have all your previous employment and education information handy. It is possible to "cut and paste" from electronic documents into the Resume Builder.
3. Create an Account. (Store your userid and pin in a safe place.)
4. Follow the instructions in filling out your application. Be sure to follow any "pop-up" bulletins regarding what you need to do or review in submitting your application.
5. Be sure that you indicate all categories of eligibility that meet your situation. For instance, person might be reinstatement eligible, handicap eligible, and 30% disabled veteran. All categories should be marked. This will ensure a greater chance of future employment as some jobs are only open to certain categories of eligibles. If your application is not properly marked, it can result in loss of consideration.
6. Some areas of the application limit the amount of words you can input. It is recommended that you tailor your application in response to the specific position you are applying for. However, this can be problematic in that depending on the frequency in which you apply for positions, the application that is pulled for a specific job is the one on file in the central database at the time in which the CPOC pulls the resumes from the database. So, you might have your resume addressing one job one way, and apply for that job. Then, another job comes open, and you want to change your resume to address some duties related to that position, and so you can change your application. However, the CPOC may not have pulled your application for the 1st job until after you changed it in response to the 2nd job. So, be careful if you do this.
7. Once you create (or you may even be updating) your resume, you want to be sure to save your resume to the database. NOTE: This is to the Army Resume Builder Database...you will receive directions once you "save" on how to forward your application to be put into the Central Database...this is very important.
8. Send your application electronically to the Central Database.
9. The resume builder will show you how you can "View Resume Activity Summary." This gives you information regarding when you last updated your application, if and when you sent it to the Central Database, etc.
10. Go into ANSWER where you will be able to use the same userid and pin to access your account. This is where you can view the resume you have on file in the central database (Resumix) which will be used when your application is pulled in response to a job for which you have applied. You can check and make sure that your supplemental data is correct, your eligibility categories are correct, etc. You can also view what positions you have applied for, their status, and what occurred in regard to your application.
11. Once you have your resume entered into Resumix, and submitted to the central database, you will be able to "self-nominate" for positions for which you are eligible, that you are interested in, and feel you are qualified for.

12. There will be two types of announcements to view in Army Vacancy Announcements: Merit Promotion or Delegated Examining. Currently the Delegated Examining announcements (which are open to all US citizens) are not done through the automated system and use different application requirements and procedures. Please review the announcement carefully. The Merit Promotion announcements are primarily completed through the automated process, although there are instructions for those not having Internet access.

APPENDIX D

Frequently Asked Questions

Question: Aren't Resume Builder, RESUMIX and ANSWER/ROAR/SOARS all the same thing?

ANSWER: No, they are distinctly different systems used for different purposes, and are sometimes in different physical locations.

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

ANSWER: There can only be one resume on file per person at any given time in each Resumix database (i.e., Centralized, West Korea, Pacific, and Europe). 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.

Question: When writing my resume, should I leave out those jobs that are not directly related to the position for which I am applying? And, will the gap in dates cause concern for the individual reviewing my resume?

ANSWER: It is very important that your resume be tailored to the position for which you are applying. With regard to those jobs, which are not directly related to the applicable position, you may wish to reflect the job and dates, but indicate the experience is not applicable to the subject vacancy.

APPENDIX E Definitions

ANSWER/ROAR/SOARS are “views” into the RESUMIX databases, allowing you to review the status of your record there, i.e., resume, self-nominations, status, etc. Each of these tools has their own individual Userid/PIN/Password requirements.

ARMY RESUME BUILDER is a tool for your personal use in creating and sending out resumes. No one sees your record there but you. If you do not send it out, it is comparable to building a resume with your word processing and saving it to your own computer -- no one will see it if you do not send it somewhere.

CENTRAL DATABASE AND RESUMIX are interchangeable. The central database, for which Resumix is the base software, is the database where applicants “send” their resume from the resume database. The central database is the database where an individual’s self-nomination is matched up for a specific job. So, while an individual may have a resume on file in the Army Resume Builder database, he or she still must follow directions to have it sent for inclusion in the central database. These are two separate databases!

OUTSTANDING SCHOLAR PROGRAM applies to US citizen college graduates with a GPA of 3.45 or higher on a 4.0 scale for all undergraduate work or have graduated in the upper 10% of their class or major university subdivision. Applicants who wish to apply for the Outstanding Scholar Program may apply nine months before completing all the requirements of the Program, including current GPA or class standing. However, the applicants must produce appropriate documentation (e.g., a copy of their college transcript) at the time of appointment. To apply as an Outstanding Scholar, send a resume as explained in the “How to Apply” instructions for the position. Applicants may be required to submit a copy of your college transcripts containing sufficient information to compute GPA and/or a letter from the Registrar’s office as proof of their 10% class standing.

SELF-NOMINATION: For jobs announced under Merit Promotion, applicants are required to “self-nominate” for the position. Their self-nomination for a specific position is matched to the resume they have on file in the central database (Resumix).

STUDENT: Applicants who are 16 years old and older and are at least part-time students. Applicants must be currently enrolled or accepted to an educational institution taking at least a half-time academic or vocational and technical course load and willing to accept temporary employment.

US CITIZENS AND NATIONALS WITH ALLEGIANCE TO THE UNITED STATES: Only a United States citizen (including citizens of Guam, Northern Mariana Islands including Saipan, Rota, Tinian, Puerto Rico, and the Virgin Islands of the United States, including St. Croix, St. Thomas, and St. John) and nationals from American Samoa and Swains Island may be appointed.

VACANCY ANNOUNCEMENT: There are two basic kinds of vacancy announcements: internal (Merit Promotion) and external (Delegated Examining). Internal announcements (Merit Promotion) accept applications from various sources, including permanent employees, employees with reinstatement eligibility, transfers from other agencies, veterans with certain rights, etc. External announcements (Delegated Examining) are open to all US Citizens. We recommend applicants apply under all announcements and categories of eligibility, to expand their chances of being qualified and/or selected for a position. Applicants should read an announcement carefully to determine if they are eligible to apply, what information they need to apply, and how they must apply.

**APPENDIX F
RESUMIX SELF-NOMINATION FORM**

DATE: _____

NAME: _____ SSN: _____

ANNOUNCEMENT NUMBER: _____

POSITION TITLE, PAY PLAN, SERIES AND GRADE OF VACANCY: _____

WORK PHONE NUMBER: _____ HOME PHONE NUMBER: _____

E-MAIL ADDRESS: _____

**COMPLETE THE FOLLOWING ITEMS THAT ARE APPLICABLE TO THE VACANCY
ANNOUNCEMENT:**

LOWEST GRADE ACCEPTABLE (complete for multiple grade level positions only): _____

E-MAIL INFO TO: selfnom@cpsrxtp.belvoir.army.mil or

MAIL FORM TO: Department of Army, WCPOC
Building 61801, PO Box 12926
Ft. Huachuca, AZ 85670-2926.

PRIVACY ACT STATEMENT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), 31 Dec 1974 for individuals completing Federal records and forms soliciting personal information. AUTHORITY: Sections 1302, 3301 and 7201 of Title 5 U.S. Code. This information will be used to update your Resume for employment purposes. Executive Order 9397 authorizes the Collection of Social Security numbers. Furnishing the information on this form, including your Social Security Number is voluntary, but failure to do so may result in non-referral.