

# **ADDITIONAL INFORMATION**

## **WHEN TO SUBMIT A NEW RESUME**

If your resume has been inactivated for any of the reasons below under Inactivation of Resumes, you must submit a new resume and supplemental data sheet in order to receive further consideration.

## **HOW TO UPDATE INFORMATION**

Notify WCPOC of administrative changes by e-mail or letter. See address on page 7 of this kit. Examples of such changes are: changes to your name, address, telephone number, occupational series/geographic availability, supervisor's phone number, or education level (e.g., degree conferred, completion of semester hours). Mail your transcripts to the address on page 7.

## **USING US ARMY RESUME BUILDER**

Should you choose to use Army's resume builder available on the CPOL web site, YOU MUST save your resume to a disk or a file. Copy the WCPOC Supplemental Data Sheet and save it as the 3<sup>rd</sup> page of your resume. THESE MUST BE SUBMITTED AS A COMPLETE PACKAGE. Follow the directions on the Supplemental Data Sheet under "How to Submit Your Resume".

## **INACTIVATION OF RESUMES**

Resumes will be inactivated from the inventory when any one of the following actions occur:

### **Current permanent employees serviced by WCPOC:**

- Accept an offer resulting from a Resumix referral
- Retire
- Resign
- Provide false information
- Separate from an organization serviced by WCPOC.

### **All other applicants:**

- Accept an offer resulting from a Resumix referral
- 6 months after receipt of resume
- Provide false information

Note: You may ask to have your resume extended by sending an email to: resumix-inq@cpocwcp.hua.army.mil OR mail to the address show on page 7 of this kit.

## **INTEREST & AVAILABILITY QUERIES**

For external applicants only – Failure to respond to a query of interest and availability for a specific vacancy within the allotted time frame will result in your removal from that referral list. You will remain in Resumix for consideration for other vacancies.

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. Qualification requirements for wage positions (WG/WL/WS, etc.) are based on the Office of Personnel Management (OPM) Qualification Standards (X118C). As a general rule, wage positions require evidence of successful work experience in the appropriate trade.
2. General Schedule (GS) job requirements are based on the OPM Qualifications Handbook (available at: [www.cpol.army.mil](http://www.cpol.army.mil), CPOL Site Map, OPM Qualification Standards) and job related evaluation criteria. Job related Knowledge, Skills and Abilities generally focus on three key elements: (a) Knowledge of the subject matter of the position; (b) Technical skill to perform the duties of the position; and (c) Ability to communicate (orally and in writing) the technical aspects of the work. Applicants may review the qualification requirements in any Federal Civilian Personnel Office. Applicants are encouraged to address these elements when describing qualifying work experience in the resume.

## **PROMOTION POTENTIAL**

Positions listed with multiple grades may be filled at any grade level shown and may or may not have promotion potential.

## **TEMPORARY/TERM PROMOTIONS**

Temporary/TERM promotions may be made from current employees who apply under Resumix procedures. Temporary promotions may become permanent without further competition..

## **THE FOLLOWING ARE EXCEPTIONS TO RESUMIX PROCEDURES CONTAINED IN THIS KIT:**

1. Department of the Army Interns undergoing a formal training plan. See web site: <http://cpolrhp.belvoir.army.mil/ncr/>
2. Positions advertised under the Delegated Examining Unit (DEU). See web site: [www.wcpoc.army.mil](http://www.wcpoc.army.mil) for DEU procedures.
3. Department of the Army mandatory level Career Program permanent positions will be filled through the ACCES program. (Resumix procedures may be used for temporary promotions and details, changes to lower grade, reassignments, and transfer or reinstatement to a position of no higher than previously held on a non temporary basis in the competitive service).
4. Attorney positions.

## **CAREER PROGRAM & COVERAGE**

### **10 - CIVILIAN PERSONNEL ADMINISTRATION - MANDATORY REFERRAL LEVEL: GS-13-15**

GS-0201 PERSONNEL OFFICER  
GS-0201 PERSONNEL MANAGEMENT SPECIALIST  
GS-0212 PERSONNEL STAFFING SPECIALIST  
GS-0221 POSITION CLASSIFICATION SPECIALIST  
GS-0230 EMPLOYEE RELATIONS SPECIALIST  
GS-0233 LABOR RELATIONS SPECIALIST  
GS-0235 EMPLOYEE DEVELOPMENT SPECIALIST

### **11 – COMPTROLLER - MANDATORY REFERRAL: GS-12-15**

GS-0343 MANAGEMENT/PROGRAM ANALYST  
GS-0501 FINANCE & ACCOUNTING  
GS-0505 FINANCE/RESOURCE MANAGEMENT  
GS-0510 ACCOUNTANT  
GS-0511 AUDITOR  
GS-0560 BUDGET ANALYST  
GS-0896 INDUSTRIAL ENGINEER  
GS-1515 OPERATIONS RESEARCH ANALYST  
GS-1520 MATHEMATICIAN  
GS-1530 STATISTICIAN

### **12- SAFETY MANAGEMENT AND OCCUPATIONAL HEALTH - MANDATORY REFERRAL LEVEL: GS-12-15**

GS-0018 SAFETY SPECIALIST  
GS-0803 SAFETY ENGINEER  
GS-1306 HEALTH PHYSICS  
GS-1815 AIR SAFETY INVESTIGATING

### **13 - SUPPLY MANAGEMENT - MANDATORY REFERRAL LEVEL: GS-13-15**

GS-0340 PROGRAM MANAGEMENT  
GS-0346 LOGISTICS MANAGEMENT  
GS-2001 GENERAL SUPPLY  
GS-2003 SUPPLY PROGRAM MANAGEMENT  
GS-2010 INVENTORY MANAGEMENT  
GS-2030 DISTRIBUTION FACILITIES & STORAGE MANAGEMENT  
GS-2032 PACKAGING  
GS-2050 SUPPLY CATALOGING

**14 - CONTRACTING AND ACQUISITION - MANDATORY REFERRAL LEVEL: GS-12-15**

GS-1101 GENERAL BUSINESS  
GS-1102 CONTRACT SPECIALIST  
GS-1103 INDUSTRIAL PROPERTY MANAGER  
GS-1150 INDUSTRIAL SPECIALIST

**17 - MATERIEL MAINTENANCE MANAGEMENT - MANDATORY REFERRAL LEVEL: GS-13-15**

GS-0301 MISCELLANEOUS ADMINISTRATION AND PROGRAM  
GS-0340 PROGRAM MANAGEMENT  
GS-0346 MATERIEL MAINTENANCE MANAGEMENT LOGISTICS  
GS-0802 ENGINEERING TECHNICIAN  
GS-0856 ELECTRONICS TECHNICIAN  
GS-0895 INDUSTRIAL ENGINEERING TECHNICIAN  
GS-1101 GENERAL BUSINESS & INDUSTRY  
GS-1152 PRODUCTION CONTROL  
GS-1601 GENERAL FACILITIES & ENVIRONMENT  
GS-1670 EQUIPMENT SPECIALIST

**20 - QUALITY ASSURANCE SPECIALIST (AMMUNITION SURVEILLANCE) - MANDATORY REFERRAL LEVEL: ALL GRADES**

GS-1910 QUALITY ASSURANCE SPECIALIST

**22 - PUBLIC AFFAIRS & COMMUNICATIONS MEDIA - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-1035 PUBLIC AFFAIRS SPECIALIST

**24 - TRANSPORTATION MANAGEMENT - MANDATORY REFERRAL LEVEL: GS-13-15**

GS-0301 MISCELLANEOUS ADMINISTRATION AND PROGRAM  
GS-0346 TRANSPORTATION MANAGEMENT LOGISTICS  
GS-2101 GENERAL TRANSPORTATION  
GS-2130 TRAFFIC MANAGEMENT  
GS-2150 TRANSPORTATION OPERATIONS  
GS-2161 MARINE CARGO

**26 - MANPOWER AND FORCE MANAGEMENT - MANDATORY REFERRAL LEVEL: GS-12-15**

GS-0343 MANAGEMENT ANALYST  
GS-0896 INDUSTRIAL ENGINEERING

**27 - HOUSING MANAGEMENT - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-1173 HOUSING MANAGEMENT

**28 - EQUAL EMPLOYMENT OPPORTUNITY - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-0260 EQUAL EMPLOYMENT SPECIALIST

**31 - EDUCATION SERVICES - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-1740 EDUCATION SPECIALIST

**32 - TRAINING - MANDATORY REFERRAL LEVEL: GS-12-15**

GS-0301 MISCELLANEOUS ADMINISTRATION AND PROGRAM SERIES  
GS-1701 GENERAL EDUCATION & TRAINING SERIES  
GS-1702 TRAINING TECHNICIAN  
GS-1712 TRAINING INSTRUCTOR  
GS-1750 INSTRUCTIONAL SYSTEMS SERIES

**33 - AMMUNITION MANAGEMENT - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-0301 MISCELLANEOUS ADMINISTRATION AND PROGRAM  
GS-0340 PROGRAM MANAGER  
GS-0346 LOGISTICS MANAGEMENT SPECIALIST  
GS-0802 ENGINEERING TECHNICIAN  
GS-0895 INDUSTRIAL ENGINEERING TECHNICIAN  
GS-1101 GENERAL BUSINESS AND INDUSTRY  
GS-1150 INDUSTRIAL SPECIALIST  
GS-1152 PRODUCTION CONTROLLER  
GS-1601 GENERAL FACILITIES AND EQUIPMENT  
GS-1670 EQUIPMENT SPECIALIST  
GS-2001 GENERAL SUPPLY SPECIALIST  
GS-2003 SUPPLY PROGRAM MANAGEMENT SPECIALIST  
GS-2010 INVENTORY MANAGEMENT SPECIALIST  
GS-2030 DISTRIBUTION FACILITIES AND STORAGE MANAGEMENT  
GS-2050 SUPPLY CATALOGER  
GS-2101 TRANSPORTATION SPECIALIST  
GS-2130 TRAFFIC MANAGEMENT SPECIALIST

**34 - INFORMATION MANAGEMENT TRACKS:**

**LIBRARIAN - MANDATORY REFERRAL LEVEL: GS-09-15**

GS-1410 LIBRARIAN

**PUBLISHING - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-1082 WRITER/EDITOR  
GS-1654 PRINTING MANAGEMENT

**RECORDS MANAGEMENT - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-0343 MANAGEMENT ANALYST

**TECHNICAL PUBLISHING - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-1083 TECHNICAL WRITER EDITOR

**VISUAL INFORMATION - MANDATORY REFERRAL LEVEL: GS-11-15**

GS-1001 GENERAL ARTS AND INFORMATION  
GS-1020 ILLUSTRATOR  
GS-1060 PHOTOGRAPHER  
GS-1071 AUDIOVISUAL PRODUCTION SPECIALIST  
GS-1084 VISUAL INFORMATION SPECIALIST

**TRANSCRIPTS/LICENSES/REGISTRATION REQUIRED**

Transcripts, licenses, and/or registration (as applicable) are required for these positions and must be submitted to the WCPOC before education can be credited. If you wish to substitute your college education for experience for other jobs, you must also provide transcripts to the WCPOC. See address on page 6. Transcripts are NOT required for Federal employees applying for a series that they currently hold in these professional occupations.

Accountant, GS-0510	Health Sciences, GS-0601
Archeology, GS-0193	Historian, GS-0170
Auditor, GS-0511	Horticulture, GS-0437
Biological Science, GS-0401	Hydrology, GS-1315
Cartographer, GS-1370	Industrial Hygienist, GS-0690
Chemist, GS-1320	Librarian, GS-1410
Community Planner, GS-0020	Mathematical Statistician, GS-1529
Computer Engineering, GS-0854	Mathematics, GS-1520
Computer Science, GS-1550	Medical Officer, GS-0602
*Contract Specialist, GS-1102	Medical Technologist, GS-0644
Criminal Investigating, GS-1811	Meteorology, GS-1340
Dental Hygienist, GS-0682	Nurse (Practical), GS-0620
Dental Officer, GS-0680	Nurse (Registered), GS-0610
Ecologist, GS-0408	Operations Research, GS-1515
Economist, GS-0110	Pharmacist, GS-0660
Education and Training, GS-1701	Physical Scientist, GS-1301
Education/Vocational Training GS-1710	Psychologist, GS-0180
Engineering/Architecture, GS-0800	Range Land Management GS-0454
Forester, GS-0460	Social Sciences, GS-0101
Geologist, GS-1350	Social Worker, GS-0185
Guidance Counselor, GS-1740	Soil Science, GS-0470
Health Physicist, GS-1306	Wildlife Biology, GS-0486

\*Section 808 of the National Defense Authorization Act implemented a change to minimum education requirements for the 1102 series. Transcripts are required to determine qualification requirements, regardless of whether or not you currently are in the 1102 series.

**SUPERVISORY/MANAGERIAL POSITIONS**

Selection may be made for supervisory, managerial or lead positions in any of the occupations or trades contained in the WCPOC Job Opportunities List. Selection for a supervisory/managerial position may be subject to completion of a one-year probationary period.

**RELOCATION**

Relocation expenses may or may not be authorized when a position is to be filled from outside the commuting area of the position to be filled. Selectee will be advised at the time of the job offer if permanent change of station (PCS) costs will be authorized.

**APPLICANT NOTIFICATION**

Applicants will be notified only when: (1) the resume and supplemental data have been received, and either (a) the selecting official sends a non-selection letter, or (b) the applicant is selected.

**CONDITIONS OF EMPLOYMENT**

Some positions may require a security clearance, and/or successful completion of a physical examination or drug test. Charges of domestic violence or substance abuse findings may be disqualifying. Applicants may be required to present additional documentation to support background investigative - related information, before a final job offer may be made. All Corps of Engineer positions require usage of the Corps of Engineers Financial Management System (CEFMS) in order to receive pay, training, travel and awards. Some positions require employees to meet the requirements of the Personnel Reliability Program (PRP).

**VETERANS EMPLOYMENT OPPORTUNITY ACT**

Under the Veterans Employment Opportunity Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply.

**TO DETERMINE IF YOU HAVE VETERANS' PREFERENCE, VRA ELIGIBILITY, REINSTATEMENT ELIGIBILITY, OR EXECUTIVE ORDER 12721 ELIGIBILITY**

Go to our web site at [www.wcpoc.army.mil](http://www.wcpoc.army.mil). Click on "Employment Opportunities", then "How To Apply Through Resumix", and then "Self Help Questionnaires". You will be able to access a self help questionnaire that will walk you through a series of yes and no questions to help you determine if you have any of the above preference or eligibilities.

**INQUIRIES**

Inquiries may be directed to your local Civilian Personnel Advisory Center (CPAC) or may be e-mailed to: [resumix-inq@cpocwcp.hua.army.mil](mailto:resumix-inq@cpocwcp.hua.army.mil) OR mailed to the address shown on page 7 of this kit.

**SALARY**

Salary is based on the grade level and location of the position. See "<http://www.opm.gov/oca/PAYRATES/INDEX.HTM>".

**HOW TO CHECK STATUS OF YOUR RESUME**

Applicants are notified of the status of their resume through the Resumix On-line Applicant Response (ROAR). You may check to see that your resume was received and properly entered into the Resumix automated referral system or view what positions you have been considered for, and status of that consideration, by going to ROAR. To view the information on ROAR, go to <http://www.wcpoc.army.mil>, click on "agree", click on "Employment Information", and then click on "ROAR". Follow the instructions provided.