



***RESUME KIT
FOR CIVILIAN JOBS IN THE
U.S. ARMY
WEST REGION***

**DEPARTMENT OF THE ARMY
WEST CIVILIAN PERSONNEL OPERATIONS CENTER
ATTN: DAPE CP W CFB (RESUMIX)
2133 Cushing St Rm 1614
FORT HUACHUCA, AZ 85613-7076**

Web site: <http://cpolrhp.belvoir.army.mil/west>

14 February 2003

SUPERSEDES ALL PREVIOUS EDITIONS



Privacy Act Information

The Office of Personnel Management (OPM) is authorized to rate applicants for Federal jobs under Sections 1302, 3301, and 3304 of Title 5, US Code. Section 1104, Title 5, allows OPM to authorize other Federal agencies to rate applicants for Federal jobs. Information you include on your resume is needed to determine how well your education and work experience qualifies you for Federal positions being recruited within the West Region. Your citizenship and military service information is requested so that a preliminary decision can be made as to whether or not you may be employed by the Federal Government. If selected for a Federal position serviced by the West Region, documentation will be required to verify your eligibility for employment. Your social security number (SSN) is required to keep your records separate from other applicants who may have the same name and date of birth. Your SSN may also be used to request information about you from schools, employers, and others who know you. This information will only be requested as allowed by law or Presidential directives. Information you provide may also be given to Federal, State and local agencies when it is required to check for security issues. Providing this information is voluntary. However, your resume cannot be processed if you do not provide this information.

APPLICANTS WILL RECEIVE CONSIDERATION FOR POSITION VACANCIES WITHOUT REGARD TO POLITICAL, RELIGIOUS, LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING PHYSICAL HANDICAP, OR AGE; SELECTION SHALL BE BASED SOLELY ON JOB RELATED CRITERIA.

THE US ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

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RESUMIX INTRODUCTION

WELCOME to the West Civilian Personnel Operations Center's (WCPOC's) Resume Kit developed to assist you in applying for jobs throughout the West Region, which includes centralized Defense Civilian Intelligence Personnel System (DCIPS) positions located throughout the world.

The West Region is migrating to the Department of the Army's Centralized Resumix Database from 14-16 February 2003. This means that applicants will be able to apply through Resumix for any Department of the Army civilian position located in the Continental United States (CONUS) and Europe with the submission of just one resume. If you submitted your resume to the WCPOC prior to 14 February, your resume will be automatically migrated into the centralized database, so there is no need to resubmit your resume. New applicants interested in being considered for positions in the West Region are encouraged to submit their resume to the Centralized Resumix Database through the Army Resume Builder (<http://cpolrhp.belvoir.army.mil/west>, click on *Employment Information*, and click on *Army's Resume Builder*). Resumes and supplemental data information submitted through the Army Resume Builder will automatically flow into the Centralized Resumix Database. Applicants who choose to submit their resume via email or hard copy rather than through the Army Resume Builder may experience up to a 10-day processing delay before they are entered into the centralized database. Directions for sending your resume and supplemental data sheet via email or through the postal system are contained on page 11 of this Kit.

Our process allows for the receipt of resumes for any position serviced by the WCPOC through open continuous announcements. Our open continuous announcements cover all positions established throughout our region. These announcements are published in anticipation of vacancies. All positions established throughout our region are open to the receipt of resumes at any time - **there are no closing dates**. Therefore, specific vacancies may not exist at the time your resume is submitted. All vacancy announcements are posted on our web site at <http://cpolrhp.belvoir.army.mil/west> under *Employment Information*, then click on our *Open Continuous Announcement List*. Our open continuous announcements include all positions, occupational series, and locations established throughout the West Region.

This process allows applicants to "pre-position" their resume in our inventory so that upon submission of requests by management to fill actual vacancies, we are able to respond to our customers' needs and expedite the referral of candidates for consideration.

To assist applicants in quickly and easily identifying all available positions covered under our open continuous announcements, we have established a searchable database available on our web site which will allow you to locate specific positions for which you are interested. You may enter search criteria by state, city, field of interest, specific occupational series, or by grade level. Search results identified by you may be as broad or as narrow as you wish. This tool is

available at: <http://cpolrhp.belvoir.army.mil/west> under *Employment Information*, then click on the *West Region Civilian Position Locator*.

Once you have identified the specific positions for which you are interested, you need only to submit a resume along with the WCPOC's Supplemental Data Information which allows you to indicate all positions and geographical locations for which you are interested. There is no limit to the number of positions or geographic locations that are reflected on your Supplemental Data Sheet.

To provide applicants with current recruitment information, we have established the Recruitments in Progress (RIP), which is a web-based tool that lists all active recruit actions that are being worked by the WCPOC prior to issuance of a referral list. As recruit actions are received in the WCPOC, they are posted on the RIP and are removed when a referral list is issued. The RIP is not designed as a data call for applicants to submit their resumes but rather to allow applicants to view information about new vacancies. Once the recruit actions have been removed from the RIP, the status of vacancies can be followed by reviewing Applicant Notification System Web-Enabled Response (**ANSWER**).

Once your resume and Supplemental Data Information has been submitted to the Centralized Resumix Database, you may be considered for positions for which you identified interest and availability as vacancies occur. For information on the results of your considerations for positions, you may access our Applicant Notification System Web-Enabled Response (**ANSWER**) web tool which is available on our web site under *Employment Information* and then click on **ANSWER**.

As vacancies occur, a query of our database is made of interested and available applicants based upon the information you provided in your Supplemental Data Information. Evaluation of interested applicants and qualification determinations are made to identify the best-qualified candidates for referral. Selecting officials are provided a referral list from which to make a selection. Once a selection is made, the selectee is notified by telephone and those not selected are notified through a non-selection letter. Additionally, you may access ANSWER for the results of the selection which provides this information to include the name of the selectee.

The best way to submit a resume is to use the Army Resume Builder.

DO NOT WAIT TO APPLY - APPLY NOW!

NOTE: USE THIS SAMPLE RESUME AND SUPPLEMENTAL DATA SHEET ONLY IF YOU ARE NOT APPLYING THROUGH THE ARMY RESUME BUILDER!

Recommend 10 or 12 Pt,
Courier, Arial, or Times
New Roman Font.

SAMPLE RESUME
(NOTE: LIMITED TO 3 PAGES)

Social Security Number on
the same line as your name.



SSN: 123456789

IMA A. SAMPLE
123 Main Street
Any Town, USA 12345

Work DSN: 879-xxxx
Comm Work: 520-555-xxxx
Home: 520-555-xxxx

isample@location.gov

E-mail address

Words per minute you can type. e.g., 40, 50, 80: _____

Words per minute you can take dictation. e.g., 80, 100, 120: _____

WORK EXPERIENCE

- ▶ January 1994 to Present. 40 hours per week. Computer Specialist, GS-334-12, The Joint Staff, The Pentagon, Room 4B207, Washington, DC 20301, Colonel Mary Smith, (703) 555-6731. I analyzed system requirements, prepared work plans, conducted design reviews, performed validation testing, drafted documentation and installed software systems. I designed and directed development of a Future Year Defense Program information system and supervised the maintenance of the supporting mainframe DB2 database.
- ▶ September 1989 to December 1993. 40 hours per week. Computer Specialist, GS-334-9/11. (Promoted to GS-334-11, September 1990), The Joint Staff, The Pentagon, Room 2C100, Washington, DC 20301, Captain Robert Jones, (703) 555-4321. I assisted with project improvement of software development procedures and design. I developed implementation procedures for Software Engineering Improvement requirements. I also maintained databases and processed output requests including files, reports, and graphics.

Start and End Dates (Month and Year), Hours Worked Per Week
Position Title
Pay Plan, Series, Grade (Federal positions)
Account for Different Grade Levels and Include Month and Year Held
Employer's Name and Complete Address
Supervisor's Name and Phone Number
Major Tasks

NOTE: For best results, do not fold or staple your resume. Do not underline or bold the text. Avoid slash lines to separate words.

Use one inch margins on all four sides.



IMPORTANT: Do not use boxes, columns, or graphics of any kind in your resume.

Continue your resume on pages 2 and 3 as needed.

EDUCATION

BS, 1985, Computer Science, GPA 3.5, George Washington University, 111 Washington Street, Anytown, USA 11111,
Masters in Business Administration, 1987, GPA 4.0, George Mason University, Mason Street, Anytown, USA 22222

Highest level of education, year graduated, and grade point average. If applicable, type of degree, name and address of college or university, major field of study, and number of semester or quarter hours completed.

Note: Transcripts are required for education credit when selected for any professional position and when substituting education for experience. If you are selected for a job based on substitution of your college education for experience, you must provide transcripts to the CPAC at the time of selection.

TRAINING (OPTIONAL)

List any training courses that you have completed and consider valuable and relevant to your career goals. Include dates and length of training. (DO NOT SEND COPIES OF CERTIFICATES.)

AWARDS (OPTIONAL)

List any achievements you would like to mention that are relevant to your career goals. (Include performance awards).

LICENSES/CERTIFICATES

List professional licenses, registrations, and certificates and date certified. Include the state if applicable. Include all certification levels attained.

OTHER INFORMATION (OPTIONAL)

List any other information (e.g., language proficiencies, performance rating, operator licenses, commercial pilot certificate/flight hours, associations, etc.).

Candidates interested in Aircraft Operations Series, GS-2181, must submit a copy of their Federal Aviation Administration (FAA) pilot certificates and/or appropriate military ratings, meeting the applicable flight hour requirements. Certificates and/or flight hours must be submitted to the WCPOC, before any experience can be credited.

IMA A. SAMPLE

Repeat your name and SSN
at the end of your resume.

SSN: 123456789

Be truthful! Falsification of your resume could result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all application materials are true, correct, complete, and made in good faith.

The standard Supplemental Data below must be used on resumes submitted after February 14, 2003. **It replaces the Supplemental Data previously required in earlier versions of this Job Kit.**

This required information must be submitted with your resume. **Your resume will not be processed without it.**

★★★★★★★

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

Name

Social Security Number:

1. Citizenship:

U.S Citizen

Local National

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 current permanent civil service employee of the Department of the Army? Yes/No

If no, skip to question 3.

- If yes, select the Civilian Personnel Operations Center (CPOC) that services you from the list below. If you are a current permanent Army employee and are serviced by a Federal agency personnel office other than one of the listed CPOCs, select "Other Personnel Office" from the list below:

Northeast CPOC

North Central CPOC

South Central CPOC

Southwest CPOC

West CPOC

Pacific CPOC

Europe CPOC

Korea CPOC

Other

3. Highest Federal civilian grade held on a permanent appointment: (Used primarily for determining time-in-grade)

Pay Plan and Grade

Number of months you held this grade:

Dates 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):

From: To:

Was this appraisal fully satisfactory or better? (Yes/No)

5. Period of Military Service (format: MM/DD/YYYY) (If you are currently servicing in the military and you know the date of your separation/retirement, enter that date.)

From: To:

From: To:

6. Retired Military? (Yes/No)

If Yes, please enter rank at retirement and date of retirement:

Rank:

Date of Retirement (MM/DD/YYYY):

7. Claiming veteran preference? (Yes/No)

Preference Type:

None

5-Point

10-Point Disability

10-Point/Compensable

10-Point/Other
10-Point/Compensable/30 Percent

8. Please indicate your Employment Category(ies). Check all that apply:

- 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
- DCIPS/CIPMS Interchange eligible
- NAF Interchange eligible
- Other Interchange Agreement
specify: _____
- Outstanding Scholar eligible
- Non Status eligible
- DCIPS employee applying for DCIPS
- Student Employment
- Military spouse pref eligible
- Family member pref eligible
- Family member no pref eligible
- Reemployment Annuitant

9. Date of Birth: format: MM/DD/YYYY

10. Gender (optional): (Male/Female)

11. Race and National Origin (optional):

- American Indian or Alaskan Native
- Asian or Pacific Islander
- Black, Not of Hispanic origin
- Hispanic
- White, not of Hispanic origin
- Asian Indian
- Chinese
- Filipino
- Guamanian
- Hawaiian
- Japanese
- Korean
- Samoan
- Vietnamese
- All Other Asian or Pacific Islanders
- Not Hispanic in Puerto Rico

12. Work schedule(s) you are willing to accept:

- Full-Time
- Intermittent
- Part-Time
- Shift Work

13. What type of employment are you willing to accept:

- Permanent
- Temporary, 7-12 months
- Temporary, 1-6 months
- Term, 1-4 years
- Competitive detail
- Temp promotion up to 5 years

COMPLETE THE INFORMATION BELOW IF YOU ARE INTERESTED IN OVERSEAS POSITIONS

14. 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 Europe

b. Specify Relationship to Sponsor e.g., self, spouse, child.

15. Sponsor's Date Estimated Return from Overseas (DEROS)

(format: MM/DD/YYYY):

16. Do you hold dual nationality with any country outside the USA? If yes, which country?

17. 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:

18. Date of arrival in Host country, if applicable? (format: MM/DD/YYYY)

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

20. Are you currently on Leave Without Pay? (Yes/No) If yes, please enter expiration date –

21. European Location you are interested in:

COMPLETE THE INFORMATION BELOW IF YOU ARE INTERESTED IN POSITIONS IN THE WEST REGION

22. Lowest acceptable grade? Pay Plan and Grade

23. Lowest acceptable grade for a position with promotion potential? Pay Plan and Grade.

24. If you are eligible for priority consideration please select the priority you have. If you are not entitled to priority consideration, please go to the next question (#25).

- a. ICTAP (Interagency Career Transfer Assistance Program)
- b. RPL (Repromotion Priority List)
- c. Repromotion Eligible
- d. Restoration from compensable injury

25. Select one or more Geographic locations you are interested in being considered for. Refer to http://www.wcpoc.army.mil/EmploymentOpportunities/PositionLocator/civilian_position_locator.asp

25. Select one or more Occupational Series. You must provide at least once Occupational Series of positions for which you wish to be considered. Refer to http://www.wcpoc.army.mil/EmploymentOpportunities/PositionLocator/civilian_position_locator.asp

Applicant certification:

I certify that, to the best of my knowledge and belief, all of the information on this Resume is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this Resume may be grounds for non-consideration or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

HOW TO SUBMIT YOUR RESUME

To facilitate the completion of your resume, go to our web site at: <http://cpolrhp.belvoir.army.mil/west> under *Employment Information* and then click on *the Army Resume Builder*. Follow the instructions at this site to construct your resume, respond to all of the supplemental questions to include those for the West Region, and submit directly to the WCPOC from the Army Resume Builder. We encourage applicants to submit their resume via the Army Resume Builder because it significantly reduces the processing time for your resume and it results in a better automated resume.

If you would prefer to construct your own resume without using the Army Resume Builder, you need to follow these instructions:

Step 1. Prepare your resume and supplemental data sheet in a word processing document following the sample resume on pages 6-7 of this Kit. Our supplemental data sheet begins on page 8 of this Kit.

Step 2. If you wish to send your resume and supplemental data sheet electronically, follow these instructions:

- Copy and paste the resume and supplemental data sheet into the body of an email. **DO NOT SEND IT AS AN ATTACHMENT. WE WILL NOT OPEN ATTACHMENTS AND YOUR RESUME WILL BE REJECTED.**
- Place the word **RESUME** in the subject line of your email. Please do not include any other information in the subject line. **RESUME** in the subject line will ensure that you receive an automatic email response notifying you that our office has received your resume.
- Email your resume and supplemental data sheet to: resumix@cpocwcp.hua.army.mil.

If you do not wish to send your resume and supplemental data sheet electronically, you may mail your package via the U.S. Postal System to:

Department of the Army
West Civilian Personnel Operations Center (WCPOC)
ATTN: DAPE CP W CFB (RESUMIX)
2133 Cushing St. Room 1614
Fort Huachuca, AZ 85613- 7076

EMPLOYMENT CATEGORY - WHO MAY APPLY

Only individuals who meet all the criteria of at least one of the employment categories listed below are eligible for employment consideration through the local merit system. As an applicant, you must determine your employment category(ies) and enter the information in item number 8 on your Supplemental Data Sheet. This matrix is designed to help you determine your eligibility for positions serviced by the West Region. Find the block on the left-hand side of this table that applies to you and read from left to right. **You must meet all of the criteria under the categories shown to claim eligibility.** You may be eligible for more than one category. Enter all categories for which you are eligible. For example, Inservice, VRA, 30% Disabled Veteran, etc. **IMPORTANT:** You must ensure you have the necessary documentation to support your eligibility under any of the categories claimed. These documents must be provided at the time of selection or upon request by the Civilian Personnel Advisory Center (CPAC). Failure to provide the documentation may result in withdrawal of a job offer. Should you have questions about required documents, see your local CPAC representative. Providing false information may result in your resume being inactivated.

If you are ...	You are eligible under the following category as:
<p>A current permanent Department of Army or DOD civilian employee and your appointment has no time limit. This includes Defense Civilian Intelligence Personnel System (DCIPS) employees serving on a permanent appointment with one year of continuous permanent employment. This also includes current permanent DCIPS employees entitled to reinstatement based on previous permanent competitive service employment in tenure group 1 or tenure group 2.</p>	<p>INSERVICE Army Eligible</p>
<ul style="list-style-type: none"> • A former competitive service career tenure group 1 Federal employee. OR • A former competitive service career-conditional tenure group 2 Federal employee who has less than a three-year break in service. OR • A former competitive service career-conditional tenure group 2 Federal employee entitled to veterans' preference (see pages 16-18) 	<p>REINSTATEMENT Assistance is available to help you determine if you are a Reinstatement eligible on our web site at http://cpolrhp.belvoir.army.mil/west/. Select "Agree", "Employment Information", then "Self Help Questionnaires".</p>
<p>A current or former civilian employee who meets eligibility requirements under Executive Order (E.O) 12721 (family member), and you are within three years from the date of return from an overseas area.</p>	<p>EO 12721 Assistance is available to help you determine if you are an Executive Order 12721 eligible on our web site at http://cpolrhp.belvoir.army.mil/west/ Select "Agree", "Employment Information", then "Self Help Questionnaires".</p>
<p>A current permanent Federal civilian employee who is not employed with the Department of the Army. This includes Defense Civilian Intelligence Personnel System (DCIPS) employees serving on a permanent appointment with one year of continuous permanent employment. This also includes current permanent DCIPS employees entitled to reinstatement based on previous permanent competitive service employment.</p>	<p>TRANSFER</p>

EMPLOYMENT CATEGORY - WHO MAY APPLY (CONT'D)

If you are ...	You are eligible under the following category:
A veteran who has a service-connected disability of 30% or more.	30 PERCENT DISABLED VETERAN - Assistance is available to help you determine if you are a disabled veteran at http://cpolrhp.belvoir.army.mil/west/ Select "Agree", "Employment Information", then "Self Help Questionnaires".
A veteran who served for more than 180 days of active duty, other than for training and was discharged with other than a dishonorable discharge and meet one of the following: - Served in Vietnam between 28 Feb 61 and 7 May 75, OR - Served between 5 August 64 and 7 May 75, OR - First entered active duty after 7 May 75. The 180 day requirement does not apply to veterans released from active duty because of a service-connected disability, or to a member of a Reserve component ordered to active duty during a period of war or in a campaign or expedition for which a campaign or expeditionary medal is authorized. VRA eligibility expires 10 years following the date last released from active duty. There is no expiration date for 30% or more disabled veterans.	VETERANS READJUSTMENT APPOINTMENT (VRA). Appointments are limited to GS-11 (or equivalent) and below.
A preference eligible or veteran who has been separated from the armed forces under honorable conditions after three or more years of continuous active service.	VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) - This authority may only be used for consideration for permanent positions.
A Non-Appropriated Fund Instrumentality (NAFI) employee currently serving on a regular or flexible appointment without time limits and have served one year of continuous permanent employment. Also includes employees who served under a regular or flexible appointment without time limits within the past one year and was involuntarily separated without personal cause under Business Based Action procedures who had already served one year or more of continuous permanent NAF employment. NOTE: After the NAFI employee has been selected for a Civil Service permanent position, portability of benefits would apply (the employee cannot have over a three-day break in service when moving from NAF to APF).	NAF INTERCHANGE AGREEMENT This authority may only be used for consideration for permanent positions.
A person with a physical or mental impairment that limits one or more major life activities, and has certification of such a condition from either the Veterans Administration or a State Vocational Rehabilitation Agency.	PERSON WITH DISABILITIES ELIG http://www.disability.gov/
A U.S. citizen 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 or vocational school, or a 2 or 4 year college or university, graduate/professional school, and meet your state's minimum employment age for minors and are either a U.S. citizen or a permanent resident of the United States or otherwise authorized to be employed.	STUDENT EMPLOYMENT

EMPLOYMENT CATEGORY - WHO MAY APPLY (CONT'D)

If you are ...	You are eligible under the following category:
<p>A U.S. citizen college graduate with GPA of 3.45 or better for all undergraduate courses, or have graduated in the upper 10% of your class, interested in positions related to your field of study at the GS-05 or GS-07 grade level.</p>	<p>OUTSTANDING SCHOLAR Eligible Only specified professional and administrative occupations at the GS-05 and GS-07 entry level, with promotion potential up to the GS-09 or above level, may be filled through Outstanding Scholar appointments. For positions covered by this authority, go to http://www.usajobs.opm.gov/EI22.htm. This authority may only be used for consideration for permanent positions and only when a list of candidates has also been requested from the Office of Personnel Management (OPM).</p>
<p>A U.S. citizen interested in an appointment in DCIPS (Civilian Intelligence Personnel Management System). Positions covered are security, intelligence and related support positions in the excepted service.</p>	<p>Non Status Eligible This category will not be used for any other permanent or temporary position.</p>
<p>The Personnel Interchange Agreement authorizes non-competitive movement of eligible employees, individuals who have served one year of continuous permanent employment as a DCIPS employee, between DCIPS and competitive service positions throughout the federal government.</p>	<p>DCIPS/CIPMS Interchange eligibles</p>
<p>A current DCIPS employee interested in being considered for other DCIPS positions.</p>	<p>DCIPS employees applying for DCIPS</p>
<p>An annuitant under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) may be reemployed in any position for which they are qualified. Reemployed annuitants may be hired on either a temporary or a permanent position.</p>	<p>Reemployed Annuitant</p>
<p>A displaced non-Army employees eligible to exercise special selection priority who fall into one of these categories: A current career or career-conditional competitive service employee in tenure group 1 or 2 at grade levels GS-15 or equivalent and below, who has received a specific reduction-in-force (RIF) separation notice or a notice of proposed removal for declining a directed reassignment or transfer of function (TOF) outside of the local commuting area; or a former career employee, as defined above, who was separated through RIF or removed for declining a directed reassignment or TOF outside the local commuting area; or those who have been separated because of compensable injuries or illness, employees who retired under discontinued service retirement on the effective date of a RIF separation, etc. In addition to meeting the definition of "displaced", the employee must meet other conditions in order to receive selection priority: (1) The job for which he/she is applying must be open to external (non-agency) applicants and must be in the same local commuting area as the position the displaced employee occupied at the time of separation (or proposed separation) from the competitive service. (2) The employee must have a current (or a last) performance rating of at least fully successful or equivalent. (3) The grade of the vacancy must be at or below the grade from which the employee has been or is being separated and must not have more promotion potential than the position from which the employee has been or is being separated. (4) The employee must be rated well-qualified for the position.</p>	<p>ICTAP eligible</p>

EMPLOYMENT CATEGORY - WHO MAY APPLY (CONT'D)

If you are ...	You are eligible under the following category:
Eligible under specific appointing authorities not identified above. (i.e., former Peace Corps volunteer, Panama Canal Commission Employees, Canal Zone Merit System Employee, displaced National Guard Technician, etc.). <i>Please cite the "Other" category and identify what specific appointing authority you think you are eligible for in question number 3 of the supplemental data sheet</i>	OTHER

Management has the right to consider and select applicants referred from any one or any combination of categories.

VETERANS' PREFERENCE

Use the chart below to determine your veterans' preference entitlements to complete item number 7 of your Supplemental Data Sheet. You must provide appropriate documents to support preference claimed at time of employment. Supporting documentation for 5-point preference is a DD214. Supporting documentation for 10 point preference is indicated on a Standard Form 15 (Application for 10 point veterans' preference). The term "separated under honorable conditions" means "an honorable or general discharge".

If you are:	then your preference is:
1. A former member of the Armed Forces and received a dishonorable discharge or a former member that separated under honorable conditions <u>and</u> does not meet any of the below criteria.	No preference
2. A former member of the Armed Forces who retired at the rank of O-4 or above whom does NOT have a service connected disability.	No preference
3. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> served on active duty in a pre-WWII campaign or expedition for which a campaign badge is authorized.	5 point preference
4. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> served on active duty during WWII (7 December 1941 through 28 April 1952).	5 point preference
5. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> served on active duty during the period beginning 28 April 1952 and ending 1 July 1955.	5 point preference
6. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> served on active duty for more than 180 consecutive days (other than for training), any part of which occurred between 1 February 1955 and 14 October 1976.	5 point preference
7. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> began active duty after 14 October 1976 and before 8 September 1980 <u>and</u> served in a campaign or expedition for which a campaign badge is authorized.	5 point preference
8. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> began active duty after 14 October 1976 and before 8 September 1980 <u>and</u> served active duty during the period beginning 2 August 1990 and ending 2 January 1992.	5 point preference

VETERANS' PREFERENCE, CON'T

<p>9. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> enlisted in the Armed Forces after 7 September 1980 or entered active duty through means other than enlistment after 14 October 1982 <u>and</u> completed 24 months of continuous service or the full period for which called to active duty <u>and</u> served in a campaign or expedition for which a campaign badge is authorized.</p>	<p>5 point preference</p>
<p>10. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> enlisted in the Armed Forces after 7 September 1980 or entered on active duty through means other than enlistment after 14 October 1982 <u>and</u> completed 24 months of continuous service or the full period for which called to active duty <u>and</u> served active duty during the period beginning 2 August 1990 and ending 2 January 1992.</p>	<p>5 point preference</p>
<p>11. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> enlisted in the Armed Forces after 7 September 1980 or entered on active duty through means other than enlistment after 14 October 1982 <u>and</u> served in a campaign or expedition for which a campaign badge is authorized <u>and</u> was discharged early for hardship or other reasons under 10 USC 1171 or 1173.</p>	<p>5 point preference</p>
<p>12. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> was awarded a Purple Heart.</p>	<p>10 point disability</p>
<p>13. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> received compensation or pension from the Department of Veterans Affairs or disability retired pay from the Armed Forces.</p>	<p>10 point disability</p>
<p>14. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> has a service connected disability that is not compensable or that is less than 10% compensable.</p>	<p>10 point disability</p>
<p>15. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> has a service connected disability that is at least 10% but less than 30% compensable.</p>	<p>10 point compensable</p>
<p>16. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> has a service connected disability that is 30% or more compensable.</p>	<p>10 point compensable 30%</p>
<p>17. The spouse of a former member of the Armed Forces who was separated under honorable conditions <u>and</u> because of a service connected disability the former member is unable to qualify for any appointment in the Federal Service along the lines of his/her usual occupation.</p>	<p>10 point other</p>

VETERANS' PREFERENCE, CON'T

<p>18. The un-remarried widow or widower of a former service member <u>and</u> the service member was separated under honorable conditions <u>and</u> the service member served on active duty during a war; in a campaign or expedition for which a campaign badge was authorized; or during the period beginning 28 April 1952 and ending 1 July 1955.</p>	<p>10 point other</p>
<p>19. The un-remarried widow or widower of a former service member <u>and</u> the service member died under honorable conditions while on active duty <u>and</u> the service member served on active duty during a war; in a campaign or expedition for which a campaign badge was authorized; or during the period beginning 28 April 1952 and ending 1 July 1955.</p>	<p>10 point other</p>
<p>20. A former service member's natural mother who is widowed, divorced, or separated from the veteran's father <u>and</u> the service member died under honorable conditions while on active duty <u>and</u> the service member served on active duty during a war; in a campaign or expedition for which a campaign badge was authorized; or during the period beginning 28 April 1952 and ending 1 July 1955.</p>	<p>10 point other</p>
<p>21. A former service member's natural mother whose husband is permanently and totally disabled <u>and</u> the service member died under honorable conditions while on active duty <u>and</u> the service member served on active duty during a war; in a campaign or expedition for which a campaign badge was authorized; or during the period beginning 28 April 1952 and ending 1 July 1955.</p>	<p>10 point other</p>
<p>22. A former service member's natural mother who is widowed, divorced, or separated from the veteran's father <u>and</u> the service member was separated under honorable conditions <u>and</u> the service member has a service connected disability that is total and permanent.</p>	<p>10 point other</p>
<p>23. A former service member's natural mother whose husband is permanently and totally disabled <u>and</u> the service member was separated under honorable conditions <u>and</u> the service member has a service connected disability that is total and permanent.</p>	<p>10 point other</p>

IMPORTANT: You must ensure you have the required documentation to support the preference claimed. Documents must be provided at the time of selection or upon request by the Civilian Personnel Advisory Center (CPAC). Failure to provide the documentation may result in withdrawal of job offer. Should you have questions about the required documents, see your local CPAC Representative. Providing false information may result in your resume being inactivated.

ASSISTANCE IS ALSO AVAILABLE ON OUR WEB SITE AT: <http://cpolrhp.belvoir.army.mil/west> UNDER "EMPLOYMENT INFORMATION". **CLICK ON "SELF HELP QUESTIONNAIRES". THERE IS AN EASY TO USE SELF HELP QUESTIONNAIRE TO ASSIST YOU IN DETERMINING IF YOU HAVE VETERANS' PREFERENCE.**

ADDITIONAL INFORMATION

WHEN SHOULD I SUBMIT A NEW RESUME? Any change to information related to your work experience, education or training must be submitted with a new resume and supplemental data information. If your resume has been inactivated for any of the reasons identified below under *Inactivation of Resumes*, you must submit a new resume and supplemental data information in order to receive further consideration. If your resume is still active, but you wish to update your resume with additional information related to your work experience, education or training, you must submit a new resume and supplemental data information. Your new resume and supplemental data information will replace all previous submissions. Applicants are encouraged to submit their resume through the Army Resume Builder which will automatically flow into the Centralized Resumix Database and eliminate processing delays up to 10 days for manual processing of resumes received through email or through the postal system.

HOW CAN I UPDATE INFORMATION? Updating information which does not pertain to your work experience, education or training (i.e., changes to your name, address, telephone number or any update to your supplemental data information such as adding or deleting occupational series and/or geographic locations for which you are interested, changing your lowest acceptable grade level, etc.) may be updated by resubmitting your resume via the Army Resume Builder. Using the Army Resume Builder will eliminate manual processing delays because your resume and supplemental data information automatically flows into the Centralized Resumix Database. If you choose not to resubmit via the Army Resume Builder, you may update the information described above through an email request to resumix-inq@cpocwcp.hua.army.mil, or by written request to Department of the Army, West Civilian Personnel Operations Center (WCPOC) ATTN: DAPE CP W CFB (RESUMIX), 2133 Cushing Street, Rm 1614, FORT HUACHUCA, AZ 85613-7076. **IMPORTANT** - Include your complete name and social security number in your request.

INACTIVATION OF RESUMES

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

For current permanent Department of the Army employees:

- Accept a permanent offer resulting from a Resumix referral (NOTE: Selection for a temporary assignment to include a temporary promotion, detail, term promotion, or temporary reassignment will NOT inactivate an applicant's resume.)
- Retire
- Resign
- Provide false information

For all other applicants:

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

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. However, you will remain in Resumix for consideration for other vacancies.

PROMOTION POTENTIAL

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

ADDITIONAL INFORMATION, CON'T

EXCEPTIONS TO RESUMIX PROCEDURES

THE FOLLOWING POSITIONS ARE NOT FILLED THROUGH THE RESUMIX PROCEDURES CONTAINED IN THIS KIT:

1. Department of the Army Interns undergoing a formal training plan. See the following web site for additional information: <http://ncweb.ria.army.mil/dainterns/default.htm>.
2. Positions advertised under the Delegated Examining Unit (DEU). See our web site at: <http://cpolrhp.belvoir.army.mil/west>, and click on *Employment Information* and click on *either How to Apply through the Delegated Examining Unit (DEU) or DEU Job Announcements*.
3. Attorney positions.

MINIMUM QUALIFICATION REQUIREMENTS

1. Qualification requirements for Federal wage positions (WG/WL/WS, etc.) are based on the Office of Personnel Management (OPM) Job Qualification System for Trades and Labor Occupations (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 Qualification Standards for General Schedule Positions (available at: 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 are encouraged to address these elements when describing qualifying work experience in their resume.

SUPERVISORY/MANAGERIAL POSITIONS

Selection may be made for supervisory, managerial or lead positions in any of our occupations or trades. 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 filled from outside the commuting area of the position to be filled. Selectees will be advised at the time of the job offer if permanent change of station (PCS) costs will be authorized.

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 or rebut background investigative 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).

ADDITIONAL INFORMATION, CON'T

TEMPORARY/TERM PROMOTIONS

Temporary/Term Promotions may be made from current employees who apply under local merit procedures. Temporary promotions may become permanent without further competition.

TRANSCRIPTS/LICENSES/REGISTRATION REQUIRED

Transcripts, licenses, and/or registration (as applicable) are required for the positions listed below and must be submitted to the servicing Civilian Personnel Advisory Center (CPAC) **at the time of selection**. If you are selected for a position based on substitution of college education for experience, you must also provide transcripts to the CPAC at the time of selection. Transcripts are NOT required for Federal employees applying for an occupational series that they currently hold in any of the following 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

ADDITIONAL INFORMATION, CON'T

INQUIRIES

Inquiries may be directed to your local Civilian Personnel Advisory Center (CPAC), OR emailed to: [resumix-ing@cpcwcp.hua.army.mil](mailto:resumix-<u>ing@cpcwcp.hua.army.mil</u>), OR mailed to the Department of the Army, West Civilian Personnel Operations Center (WCPOC), ATTN: DAPE CP W CFB (RESUMIX), 2133 Cushing Street, Rm 1614, FORT HUACHUCA, AZ 85613-7076. Please include your complete name and social security number in your inquiry. If your inquiry is about a specific vacancy listed on our *Recruitments in Progress* (RIP), please include the Request for Personnel Action (RPA) number.

SALARY INFORMATION

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

APPLICANT NOTIFICATION

Applicants will only be notified when 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. Applicants may access the Applicant Notification System Web-Enabled Response (ANSWER) immediately upon submission of their resume through the Army Resume Builder. For applicants who choose to submit their resume via email or through the postal system, they may also access ANSWER; however, they may experience up to a 10 day delay in accessing information on the status of their resume due to delays caused by manual processing.

HOW TO CHECK THE STATUS OF MY RESUME

Applicants are notified of the status of their resume through ANSWER (Applicant Notification System Web-Enabled Response). You may check to see that your resume was received and properly entered into the Centralized Database, or view what positions you have been considered for, and the status of that consideration, by going to ANSWER. To view the information on ANSWER, go to <http://cpolrhp.belvoir.army.mil/west/>, click on Employment Information and Applicant Notification System Web-Enabled Response (**ANSWER**). Follow the instructions provided. You will be able to see the occupational series, locations, lowest acceptable grade, etc., that you have provided in your supplemental data information. You will also be able to view your resume from this site.

HOW TO IDENTIFY AVAILABLE OCCUPATIONAL SERIES AND GEOGRAPHIC LOCATIONS FOR INTEREST AND AVAILABILITY

To assist you in quickly locating all available positions covered under our open continuous announcements to allow you to identify specific positions for which you are interested, go to: <http://cpolrhp.belvoir.army.mil/west> and click on *Employment Information*, and click on the *West Region Civilian Personnel Locator*. Here you may search by state, city, field of interest, specific occupational series, or by grade level. If you do not have personal internet access to obtain this information, you may visit your local library or the Civilian Personnel Advisory Center (CPAC) located nearest you.

QUESTIONS AND ANSWERS

The following site is available to review common questions and answers:

<http://cpolrhp.belvoir.army.mil/west/> click on *Employment Information*, and then click on *Resumix News Flashes* or *Resumix Tips*.

CURRENT ACTIVE DUTY MILITARY MEMBERS

You must be within 120 days of discharge in order to be considered for civilian employment with the Department of Army.