



RESUMIX KIT FOR JOBS IN U.S. ARMY WEST REGION

**DEPARTMENT OF THE ARMY
WEST CIVILIAN PERSONNEL OPERATIONS CENTER
BLDG 61801
P. O. BOX 12926
FORT HUACHUCA, AZ 85670-2926**

Web site: <http://www.wcpoc.army.mil>

5 October 2001

SUPERSEDES ALL PREVIOUS EDITIONS

WHICH WAY DO I GO?



If you

- ❑ are a current federal civilian employee, Reinstatement eligible, VRA eligible, Executive Order eligible or meet one or more employment categories on pages 8, 9 and 10 of the Resumix Kit, we recommend you apply through Resumix.

If your

- ❑ only employment category is Temporary and you are seeking permanent employment, we encourage you to apply through Delegated Examining Unit (DEU) located at:
www.wcpoc.army.mil
Any applicant may apply through DEU.

Resumix 4 Easy Steps

1. Prepare up to a three-page resume.
2. Prepare supplemental data sheet.
3. Be sure you have selected your employment category(ies), veterans' preference and interested positions and locations.
4. E-mail your resume and supplemental data sheet to resumix@cpocwcp.hua.army.mil.



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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 put on your resume and other forms is needed to see how well your education and work experience qualify you for Federal jobs. We also need information such as citizenship and military service to see whether you are affected by laws we must follow in deciding who may be employed by the Federal Government. 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. We may also use your SSN to request information about you from schools, employers, banks, and others who know you but only as allowed by law or Presidential directives. Information you provide may also be given to Federal, State, and local agencies for checking law violations or other lawful purposes. Providing this information is voluntary. However, your resume cannot be processed if you do not provide this information.

ALL QUALIFIED 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

5 October 2001

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RESUMIX INTRODUCTION

WELCOME! This is a Resumix Kit developed by the West Civilian Personnel Operations Center (WCPOC) to assist you in applying for jobs.

Most job announcements are open for receipt of applications at all times. Resumes may be submitted for these open continuous announcements at any time. Referral lists will be issued as vacancies occur. These announcements are open continuous and are published in anticipation of future vacancies. Therefore, specific vacancies may not exist at the time your resume is submitted.

WCPOC also publishes special announcements on an as-needed basis. These announcements are for specific vacancies.

When submitting a resume, you may apply for any occupational series and geographic location you choose. Specific series and locations can be found at http://www.wcpoc.army.mil/EmploymentOpportunities/PositionLocator/civilian_position_locator.asp.

To apply under Resumix, submit a three-page resume and the WCPOC supplemental data sheet. This kit includes a sample of a resume and supplemental data sheet as well as all information needed to complete and submit your resume.

Following these procedures will assure your consideration for vacancies as they occur!

DO NOT WAIT TO APPLY – APPLY NOW!

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

SAMPLE RESUME
(NOTE: LIMIT TO 3 PAGES)

Social Security Number on
the same line as your name.



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

SSN: 123456789

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

E-mail address

isample@location.gov

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.



Continue your resume on pages 2 and 3 as needed.

July 1985 to August 1989. 40 hours per week. Computer Programmer, GS-334-7, Army Data Service Center, The Pentagon, Room 1E300, Washington, DC 20301, Major Jane Doe, (703) 555-1234. Programmed in COBOL and FORTRAN to support Army budget and cost accounting functions.

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 applying for any professional position and when substituting education for experience. If you are selected for a job, and you must present transcripts, you may provide them 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

SSN: 123456789

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

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.

WCPOC SUPPLEMENTAL DATA SHEET

Answer the following supplemental data by restating or paraphrasing each question and providing your responses. Submit on a separate sheet of paper. Your Supplemental Data Sheet must accompany your resume. Your resume cannot be processed without the supplemental data.

1. Name and SSN.
2. U.S. Citizen? (Yes/No).
3. Employment category. (Select from Pages 8-10, e.g., Inservice, VRA, Temporary, External DCIPS).
4. Veterans' Preference (External Applicants). (Select from Pages 11-12, e.g., 10 point disability).
5. Current Federal Civilian Pay Plan, Series & Grade, and Months held.
6. Current permanent Federal civilian employee? (Yes/No).
7. Period of Military Service. (MM/DD/YY to MM/DD/YY). If current active duty military, list your expected separation date.
8. Retired Military? (Yes/No). If yes, include rank/date of retirement.
9. Lowest acceptable grade you will accept? Please indicate a pay plan and grade only, i.e. GS-06, WG-06, not a salary amount.
10. Willing to accept temporary employment: 1-6 months? (Yes/No); 7-12 months? (Yes/No).
11. Willing to accept part-time employment? (Yes/No).
12. Willing to accept intermittent employment? (Yes/No).
13. Willing to perform shift work? (Yes/No).
14. Highest civilian permanent pay plan/grade/months held.
15. Words per minute you can type.
16. Words per minute you can take dictation.
17. Federal appointment/position you hold today. (e.g., Permanent, Temp, Term, CIPMS Excepted Appointment, VRA, NAF, or, Not Applicable).
18. Currently on Leave Without Pay? (Yes/No). If yes, expiration date.
19. Geographical availability. You MUST provide specific geographic locations, not entire states. Refer to http://www.wcpoc.army.mil/EmploymentOpportunities/PositionLocator/civilian_position_locator.asp
20. List occupational series of position(s) for which you wish to be considered. Refer to http://www.wcpoc.army.mil/EmploymentOpportunities/PositionLocator/civilian_position_locator.asp
21. Indicate your eligibility for any of the following priority consideration programs. If not applicable, enter "not applicable."
 - a. Repromotion Eligible –Permanent civilian Federal employee entitled to priority consideration as a result of an involuntary change to lower grade.
 - b. Re-employment Priority List (RPL) –Former permanent civilian Federal employee involuntarily Separated within the last two years.
 - c. Interagency Career Transition Assistance Program (ICTAP) –Current or former civilian Federal employee entitled to priority consideration based on displacement from their position by RIF from any activity outside of Department of Defense (DOD); or eligible as a result of termination of disability annuity. Eligibility continues for up to one year after separation. DOD employees are not eligible for ICTAP.
 - d. Restoration of a separated employee that has recovered from compensable injury - Eligibility must meet following conditions: Full recovery occurs after one year from the date eligibility for compensation began and application is within 30 days of the cessation of compensation.
22. Have you received a Separation Incentive? (Yes/No). Indicate military or civilian and include date.
23. If current Federal employee, include last performance rating and date.
24. Willing to travel? Select one: No travel; Less than 25%; More than 25%.
25. What is the lowest acceptable grade you will accept if the position to be offered has promotion potential. Please indicate pay plan and grade only, i.e. GS-06, WG-06, not a salary amount.
26. Are you willing to accept a Term appointment? A term appointment is for longer than one year but less than four years. For current permanent Federal employees only, accepting a term appointment constitutes a change in appointment status. Employee does not automatically return to previous

- position.
27. For current permanent Federal employees only, are you willing to accept a competitive term promotion? A term promotion is for longer than one year but less than four years. Employee returns to their permanent position at the end of the term promotion.
28. For current permanent Federal employees only, are you willing to accept a competitive temporary promotion? A temporary promotion is for one year or less, and may be extended for an additional year. Employee returns to permanent position at the end of the temporary promotion.
29. For current permanent Federal employees only, are you willing to accept a competitive detail?. A detail to higher grade does not involve setting pay at the higher grade. Employee returns to their permanent position at the end of the detail.
30. Birthdate. (MM/DD/YY).
31. Race/Origin Designation. (Optional-Select alphabetical code from the following table).
- A. American Indian or Alaskan Native
 - B. Asian or Pacific Islander
 - C. Black
 - D. Hispanic
 - E. White
32. Indicate Male or Female..

HOW TO SUBMIT YOUR RESUME

Applicants are encouraged to submit their resume via e-mail. Processing time is greatly reduced and result is a better automated resume. Step 1. Place the word RESUME in the subject line of the e-mail. Please do not include any other information in the subject line.

an attachment.

Step 3. E-mail your resume and supplemental data sheet to: resumix@cpocwcp.hua.army.mil

If you do not have access to e-mail, you may mail your resume and supplemental data sheet via the US Postal System to:

Department of the Army
West Civilian Personnel Operations Center (WCPOC)
BLDG 61801, P. O. Box 12926
Fort Huachuca, AZ 85670-2926

DO NOT FOLD, BEND, STAPLE, TAPE OR MUTILATE THESE REQUIRED DOCUMENTS

EMPLOYMENT CATEGORY - WHO MAY APPLY

Determine your employment category(ies) and enter in item number 3 of your Supplemental Data Sheet. This is a worksheet to help you determine your eligibility for positions serviced by the US Army West Civilian Personnel Operations Center (WCPOC). 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 eligible. For example, Inservice, VRA, 30% Disabled Veteran. **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:
A current permanent Department of Army or DOD civilian serviced by WCPOC, 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.	INSERVICE
A current permanent Department of Army civilian NOT serviced by WCPOC, 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.	INSERVICE (OTHER ARMY)
A former competitive service career tenure group 1 Federal employee.	REINSTATEMENT Assistance is available to help you determine if you are a Reinstatement eligible on our web site at: http://www.wcpoc.army.mil . Select "Agree", "Employment Information", then "Self Help Questionnaires".
A former competitive service career-conditional tenure group 2 Federal employee who has less than a three-year break in service.	REINSTATEMENT Assistance is available to help you determine if you are a Reinstatement eligible on our web site at: http://www.wcpoc.army.mil . Select "Agree", "Employment Information", then "Self Help Questionnaires".

EMPLOYMENT CATEGORY - WHO MAY APPLY (CONT'D)

If you are a...	You are eligible under the following category:
A former competitive service career-conditional tenure group 2 Federal employee who is entitled to veterans' preference (see pages 11-12).	REINSTATEMENT Assistance is available to help you determine if you are a Reinstatement eligible on our web site at: http://www.wcpoc.army.mil . Select "Agree", "Employment Information", then "Self Help Questionnaires".
Current or former civilian employee who meets eligibility requirements under E.O. 12721 (family member), and you are within three years from the date of return from an overseas area.	EXECUTIVE ORDER 12721 Assistance is available to help you determine if you are an Executive Order 12721 eligible on our web site at: http://www.wcpoc.army.mil . Select "Agree", "Employment Information", then "Self Help Questionnaires".
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	TRANSFER
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 GS-5 or GS-7 grade level.	OUTSTANDING SCHOLAR Only specified professional and administrative occupations at the GS-05 and GS-07 entry level, with promotion up to the GS-09 or above level, may be filled through Outstanding Scholar appointments. For specific positions covered under this authority, go to http://www.usajobs.opm.gov/EI22.htm . This authority may only be used for consideration for permanent positions.
A veteran who has a service-connected disability of 30% or more.	30% DISABLED VETERAN Assistance is available to help you determine if you are a VRA eligible on our web site at: http://www.wcpoc.army.mil . 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. If you are a current active duty military member, you must be within 120 days of your expected separation dated to apply. Assistance is available to help you determine if you are a VRA eligible on our web site at: http://www.wcpoc.army.mil . Select "Agree", "Employment Information", then "Self Help Questionnaires".

EMPLOYMENT CATEGORY - WHO MAY APPLY (CONT'D)

If you are ...	You are eligible under the following category:
A Veteran who is a preference eligible or 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. If you are a current active duty military member, you must be within 120 days of your expected separation dated to apply
A Non-Appropriated Fund (NAF) employee <u>currently</u> serving on a permanent appointment and has served one year of continuous permanent employment. Also includes employees within one year following an involuntary separation and have already served one year or more of continuous permanent NAF employment.	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 Administrative or a State Vocational Rehabilitation Agency.	INDIVIDUALS WITH DISABILITIES
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 PROGRAMS
A U.S. citizen interested in <u>summer employment only</u> (other than the Temporary employment described below)	SUMMER EMPLOYMENT PROGRAM
A U.S. citizen interested in temporary employment not to exceed one year. If you are available for Temporary employment, you MUST choose this category in order to be considered, even if you have indicated yes in Question #10 of the Supplemental Data Sheet.	TEMPORARY This category may be used in conjunction with any other employment category you are eligible for.
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.	EXTERNAL DCIPS This category will not be used for any other permanent or temporary position.
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.). If you believe you are eligible under an authority not identified above, please cite the "Other" category and identify what specific appointing authority you think you are eligible for in questions number 3 of the supplemental data sheet	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 4 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 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 who 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
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.	5 point preference

VETERANS' PREFERENCE (CONT'D)

10. A former member of the Armed Forces who was separated under honorable conditions and is NOT disabled and enlisted in the armed forces after 7 September 1980 or entered on active duty through means other than enlistment after 14 October 1982 and completed 24 months of continuous service or the full period for which called to active duty and served active duty during the period beginning 2 August 1990 and ending 2 January 1992.	5 point preference
11. A former member of the Armed Forces who was separated under honorable conditions and is NOT disabled and enlisted in the armed forces after 7 September 1980 or entered on active duty through means other than enlistment after 14 October 1982 and served in a campaign or expedition for which a campaign badge is authorized and was discharged early for hardship or other reasons under 10 USC 1171 or 1173.	5 point preference
12. A former member of the Armed Forces who was separated under honorable conditions and was awarded a Purple Heart.	10 point disability
13. A former member of the Armed Forces who was separated under honorable conditions and received compensation or pension from the Department of Veterans affairs or disability retired pay from the Armed Forces.	10 point disability
14. A former member of the Armed Forces who was separated under honorable conditions and has a service connected disability that is not compensable or that is less than 10% compensable.	10 point disability
15. A former member of the Armed Forces who was separated under honorable conditions and has a service connected disability that is at least 10% but less than 30% compensable.	10 point compensable
16. A former member of the Armed Forces who was separated under honorable conditions and has a service connected disability that is 30% or more compensable.	10 point compensable 30%
17. The spouse of a former member of the Armed Forces who was separated under honorable conditions and 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.	10 point other
18. The un-remarried widow or widower of a former service member and the service member was separated under honorable conditions and 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.	10 point other
19. The un-remarried widow or widower of a former service member and the service member died under honorable conditions while on active duty and 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.	10 point other

VETERANS' PREFERENCE (CONT'D)

<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>	10 point other
<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>	10 point other
<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>	10 point other
<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>	10 point other

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://WWW.WCPOC.ARMY.MIL](http://www.wc poc.army.mil). SELECT AGREE, EMPLOYMENT INFORMATION, 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 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 to resumix-inq@cpocwcp.hua.army.mil or by letter to Department of the Army, West Civilian Personnel Operations Center (WCPOC), BLDG 61801, P.O. Box 12926, Fort Huachuca, AZ 85670-2926. Examples of changes you may make are: changes to your name, address, telephone number, or occupational series/geographic availability. Updating or changing administrative information does not extend the life of your resume.

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 the database after you have completed it. Under Step 2 on the next screen, you are asked if you wish to go to the resume builder email page. Click on the link in this paragraph. Input your userid, pin and SSN, then go all the way to the bottom of the page and put your email address in line 1 of the last block. Don't make any other selections on this page. At this point, you can send the resume to your email address. When you open the email to yourself, you must edit the contents. Delete any information contained in the supplemental data information area. Copy the WCPOC Supplemental Data Sheet from the Resumix Applicant's Kit (page 6) and paste it into the bottom of your email. Answer the 32 questions contained in this supplemental questionnaire. Change the subject line of your email to "Resume" and email it to resume@cpocwcp.hua.army.mil. THE RESUME AND SUPPLEMENTAL DATA QUESTIONNAIRE MUST BE SUBMITTED AS A COMPLETE PACKAGE.

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 . Applicants are not notified in advance that resumes are being inactivated.

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.

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: <http://www.wcpoc.army.mil> for DEU procedures.
3. Department of the Army mandatory level Career Program permanent positions will be filled through the centralized referral program. Some career programs also allow for simultaneous recruitment through Resumix. (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.

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, 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.

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 your selection. If you are selected for a position based on substitution of your 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 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 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 Resumix Online Applicant Response (ROAR) section of our web page for the status of their resume within 10-14 days after submitting the resume.

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 <http://www.wcpoc.army.mil>. Click on "Agree", then select "Employment Information" and "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 OR mailed to Department of the Army, West Civilian Personnel Operations Center (WCPOC), BLDG 61801, P.O. Box 12926, Fort Huachuca, AZ 85670-2926.

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). This can be checked 10-14 days after submitting your resume. 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", then "Employment Information" and "ROAR". Follow the instructions provided.

HOW TO FIND POSITION INFORMATION (SERIES AND LOCATIONS)

To assist you in selecting the series and geographic locations for which you wish to apply, go to http://www.wcpoc.army.mil/EmploymentOpportunities/PositionLocator/civilian_position_locator.asp. Here you may search by location and/or positions. If you do not have personal internet access to obtain this information, you may visit your local library or the West region Civilian Personnel Advisory Center (CPAC) nearest you.