



# JOB APPLICATION INFORMATION FOR CIVILIAN POSITIONS

Department of the Navy has seven Human Resource Service Centers (HRSCs) located worldwide. Each HRSC recruits individuals to fill Navy and Marine Corps civilian positions.

Applying to a job is easy...just follow the steps below:

## STEP 1: CONDUCT A JOB SEARCH

Perform a search of the job opportunity announcements listed on the web site at <http://chart.donhr.navy.mil>, Search for Jobs. You can search for jobs by using such criteria as position title, location and salary.

## STEP 2: PREPARE AND SUBMIT YOUR RESUME.

To be considered, you must apply to a specific job opportunity announcement using a resume and an Additional Data Sheet (ADS). We are unable to accept unsolicited applications at this time. There are three ways to submit your resume:

**Navy On-Line Resume Builder:** You can create a resume and ADS on line at the web site <http://chart.donhr.navy.mil> using **My Resume**, the new and improved on-line resume builder. Block-by-block, **My Resume** will prompt you to enter all the necessary information you need in the proper resume format. Ready to submit your resume to a job announcement? Then just use the **Apply Now** button located at the bottom of the announcement. Your resume will be submitted immediately and directly to the HRSC that posted the announcement and a copy of what you submitted will be emailed to you.

**Re-Use Your Resume:** Already have a resume and ADS on file at a HRSC? Then re-use it to apply to other job opportunity announcements issued by that HRSC. The **Apply Now** process will take you through this process.

**Mailed (Hardcopy) Resumes:** Although not a preferred method, you can prepare and submit a hardcopy resume via U.S. Mail. Since Department of the Navy uses an automated system to process resumes, carefully read and follow the tips below to ensure that your hardcopy resume is processed correctly. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration.

- Use the resume format and instructions shown on pages 5 and 6 of this pamphlet.
- Complete and submit the Additional Data Sheet information requested on pages 7 through 10.
- Mail your resume and ADS to the HRSC that posted the announcement.
- Mailing addresses for the HRSCs are:

Human Resource Service Center, **East**  
ATTN: Wantajob  
Norfolk Naval Shipyard, Bldg 17  
Portsmouth, VA 23709-5000

Human Resource Service Center, **Europe**  
ATTN: Code 50  
PSC 821, Box 121  
FPO AE 09421-5000

Human Resource Service Center, **Northeast**  
ATTN: Resumix Unit  
111 S. Independence Mall East (Bourse Bldg)  
Philadelphia, PA 19106-2598

Human Resource Service Center, **Northwest**  
3230 NW Randall Way  
Silverdale, WA 98393

Human Resource Service Center, **Pacific**  
178 Main St., Bldg 499 - C52  
Honolulu, HI 96818-4048

Human Resource Service Center, **Southeast**  
9110 Leonard Kimble Rd  
Stennis Space Center, MS 39522-0002

Human Resource Service Center, **Southwest**  
525 B. Street, Suite 600  
ATTN: Code 53 - Resume Intake Unit  
San Diego, CA 92101-4418

## COMMON HIRING PROGRAM CATEGORY DEFINITIONS

Please refer to the following information in answering question 2 on the ADS (see page 7). You will be asked to submit supporting documentation noted for each category prior to any final job offer being made. In some cases, documentation will be required at the time of application. On page 7, question 2, **mark all that apply**.

YOUR HIRING PROGRAM CATEGORY IS....	IF YOU MEET THE BELOW DEFINITION (S). You may be eligible for more than one.
<b>Current Permanent DON or USMC Civilian Employee</b>	<p>Applicants who are current, permanent civilian employees of any Department of the Navy or United States Marine Corps activity. Note: If you are currently working on a temporary or term appointment or are an applicant serving on active duty in the U.S. military service in any of the above agencies, you are NOT eligible for this hiring category.</p> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.</p>
<b>Current Permanent DOD Civilian Employee</b>	<p>Applicants who are current, permanent civilian employees of any of the following</p> <ul style="list-style-type: none"> <li>• Department of Defense (DoD) Agencies:</li> <li>• Department of the Navy;</li> <li>• Department of the United States Marine Corps;</li> <li>• Department of the Army;</li> <li>• Department of the Air Force;</li> <li>• Other Department of Defense Agency (WHS, DLA, DFAS, DISA, Defense Commissary, etc).</li> </ul> <p>Note: If you are currently working on a temporary or term appointment or are an applicant serving on active duty in the U.S. military service in any of the above agencies, you are NOT eligible for this hiring category.</p> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.</p>
<b>Current Permanent Federal Civilian Employee</b>	<p>Applicants who are current, permanent civilian employees of any Federal agency. Note: if you are currently working on a temporary or term appointment for the Federal Government, you are NOT eligible for this hiring category.</p> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50, showing current title, pay plan, series and grade.</p>
<b>Postal Service/Peace Corps and Other Unique Authorities</b>	<p>Applicants who are one of the following:</p> <ul style="list-style-type: none"> <li>• Postal Career Service/Postal Rate Commission - Eligible when serving under an appointment without time limitation, successfully completed a probationary period, and has no break in service.</li> <li>• VISTA/ACTION Volunteer - Eligible within 1 year of having completed 12 months of community volunteer service under the Peace Corps Act or as a VISTA volunteer under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973.</li> <li>• Peace Corps - Eligible within 3 years after serving at not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps.</li> <li>• Foreign Service Officers and Employees - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.</li> <li>• Commissioned Corps of the Public Health Service - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.</li> <li>• National Oceanic and Atmospheric Administration - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.</li> <li>• Panama Canal Commission - Eligible after at least 1 year of continuous employment under non-temporary appointment in the Panama Canal Commission located in the United States.</li> <li>• General Accounting Office - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.</li> <li>• Administrative Office of the U.S. Courts - Current/former employees are eligible with completion of at least 1 year of continuous service under non-temporary appointment. Employees appointed to high level positions under 28 U.S.C. 603 or a position of confidential or policy-making nature is not eligible under this authority.</li> </ul> <p><u>Supporting documentation:</u> Proof of employment from appropriate agency.</p>
<b>Executive Order 12721 Eligible</b>	<p>Applicants who worked</p> <ul style="list-style-type: none"> <li>• Overseas as an appropriated fund Federal employee while a family member of a civilian, non-appropriated fund, or uniformed service member serving overseas, AND</li> <li>• Accumulated 52 weeks of creditable service, AND</li> <li>• Received a fully successful (pass) or better performance appraisal in that position.</li> </ul> <p>Note: This appointment eligibility is effective for a period of three years following the date of return from overseas to the United States to reassume residence.</p> <p><u>Supporting documentation:</u> A copy of a Notification of Personnel Action, SF-50, showing completion of 52 weeks of creditable overseas service, AND a copy of your most recent annual performance appraisal, AND a copy of your Permanent Change of Station Orders used to return you to the United States.</p>

<b>Reinstatement Eligible</b>	<p>Applicants who are</p> <ul style="list-style-type: none"> <li>• Former Federal employees who previously attained career status (identified as Tenure 1 on block 24 of your last SF-50, Notification of Personnel Action), or</li> <li>• Former Federal employee with veterans' preference who previously attained career-conditional status (identified as Tenure 2 on block 24 of your last SF-50, Notification of Personnel Action), or</li> <li>• Former Federal career-conditional employee (identified as Tenure 2 on block 24 of your last SF-50, Notification of Personnel Action), without veterans' preference who separated from Government service within the past three years</li> </ul> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.</p>
<b>Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible</b>	<p>Applicants who are currently employed and have served continuously for at least one year under a permanent appointment as a:</p> <ul style="list-style-type: none"> <li>• Non Appropriated Fund (NAF) employee, or</li> <li>• Civilian Intelligence Personnel Management System (CIPMS) employee, or</li> <li>• Defense Civilian Intelligence Personnel System (DCIPS) employee, or</li> <li>• Under one of the other Interchange Agreement positions</li> </ul> <p>You are also eligible for this hiring category if you are a <b>former</b> Interchange Agreement (i.e., NAF, CIPMS, DCIPS, etc.) employee who served under an appointment described above, and who was involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance). For further information and a list of other Federal agencies that are under Interchange Agreements, please check <a href="http://www.opm.gov/employ/html/sroa2.htm#InterchangeAgreementsWithOtherMeritSystems">http://www.opm.gov/employ/html/sroa2.htm#InterchangeAgreementsWithOtherMeritSystems</a>.</p> <p><u>Supporting documentation:</u> Copy(ies) of applicable personnel action(s) verifying the above criteria.</p>
<b>Interagency Career Transition Assistance Plan (ICTAP) Eligible</b>	<p>Current or former employees displaced from non-Department of Defense Federal agencies. Additional information on this program and supporting documentation may be found at <a href="http://www.usajobs.opm.gov/ei32.htm">www.usajobs.opm.gov/ei32.htm</a>.</p>
<b>Spouse of Relocating Military Member or DOD Civilian - Appointable</b>	<p>Applicants who are appointable and who are spouses of relocating active duty military members or DoD civilian employees may request Military Spouse Preference and apply to specific announcements regardless of the Area of Consideration. This eligibility is good during the 30 days preceding through the 6 months following their sponsor's relocation to the activity's commuting area.</p> <p>Spouses must be appointable under one of the hiring categories listed. For example you must be a:</p> <ul style="list-style-type: none"> <li>• Current Federal career or career conditional employee, or</li> <li>• Veterans Recruitment Appointment (VRA) employee, or</li> <li>• Schedule A appointee for persons with disabilities, or</li> <li>• Reinstatement eligible, or</li> <li>• E.O. 12721 eligible (returning overseas employee); or</li> <li>• Eligible for competitive service appointment based on employment under other merit systems.</li> </ul> <p>Note: In addition to selecting this hiring category, you must also register for Military Spouse Preference. Contact your local Human Resources Office or Family Service Center for information on how to do this. If you are a military spouse and do not meet this definition then review the hiring category for Military Spouse Preference Eligible - No Status.</p> <p><u>Supporting Documents:</u> Be prepared to submit the following: statement requesting MSP; copy of military sponsor's PCS orders, copy of Standard Form 50 (SF 50) documenting current or previous appointments; and copy of last performance appraisal.</p>
<b>Military Spouse Preference Eligible - No Status</b>	<p>If you are not appointable and are the spouse of an active duty military member, then you may still be eligible for Military Spouse Preference (MSP). To be eligible you:</p> <ul style="list-style-type: none"> <li>• Must have been married to your military sponsor prior to reporting to the new duty assignment, and</li> <li>• Must have accompanied your military sponsor on a permanent change in station (PCS) move, and</li> <li>• The position for which you are applying must be within the commuting area of your military sponsor's new permanent duty station.</li> <li>• Check out our web site <a href="http://www.donhr.navy.mil">www.donhr.navy.mil</a>, Jobs, Jobs, Jobs for more information regarding the military spouse preference program and what types of information you will need to provide in your resume.</li> </ul> <p><u>Supporting Documents:</u> Be prepared to submit a statement requesting MSP and a copy of military sponsor's PCS orders.</p>
<b>Veterans' Recruitment Appointment and/or 30% or More Disabled Veteran</b>	<p><u>Veterans' Recruitment Appointment (VRA):</u> The following veterans are eligible for a Veterans' Recruitment Appointment (VRA):</p> <ul style="list-style-type: none"> <li>• Disabled veterans;</li> <li>• Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized;</li> </ul>

	<ul style="list-style-type: none"> <li>• Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; and recently separated veterans.</li> <li>• Recently separated veterans are defined as those who have separated from active service within the last three years. This does not apply to the veterans listed in the categories above.</li> </ul> <p><u>Supporting documentation:</u> DD-214(s) showing type of discharge. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form.</p> <p><u>30% or More Disabled Veteran:</u> Individuals who have retired from active military service with a disability rating of 30% or more; or, who have been rated by the Department of Veterans Affairs (DVA) within the preceding 12 months as having a compensable service-connected disability of 30% or more.</p> <p><u>Supporting documentation:</u> DD-214(s) showing type of discharge. Additionally, veterans will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form.</p> <p><u>NOTE:</u> Veterans' preference information and forms may be located on web sites such as <a href="http://www.opm.gov">www.opm.gov</a> or <a href="http://www.dol.gov/elaws/vets/vetpref/choice.htm">http://www.dol.gov/elaws/vets/vetpref/choice.htm</a>.</p>
<b>Veterans' Employment Opportunity Act Eligible</b>	<p>Preference eligibles or veterans who separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service.</p> <p><u>Supporting documentation:</u> DD-214(s) showing length of active duty service and type of discharge.</p>
<b>Persons with Disability</b>	<p>Individuals with a major physical or mental impairment(s) that limit(s) one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Affairs (DVA).</p> <p><u>Supporting documentation:</u> Recent letter from DVA or State Vocational Rehabilitation Service.</p>
<b>Outstanding Scholar</b>	<p>A college graduate who has: (1) an accumulated grade point average of 3.45 or above on a 4.0 scale; or, (2) graduated in the upper 10% of their graduating class or major university subdivision for baccalaureate degree.</p> <p><u>Supporting documentation:</u> College/university transcript.</p>
<b>Current Student</b>	<p>Full or part-time students enrolled in high school, vocational institution, college, or university.</p> <p><u>Supporting documentation:</u> Proof of enrollment.</p>
<b>Overseas Military Spouse Appointment Eligible</b>	<p>Spouse of an active duty U.S. Armed Forces service member who meets ALL of the following conditions:</p> <ul style="list-style-type: none"> <li>• The spouse and the sponsor were married prior to the relocation (before the Permanent Change of Station).</li> <li>• Since the relocation, the spouse has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor.</li> <li>• The spouse is among the best qualified.</li> <li>• The position applied for is not above the highest permanent grade previously held in the Federal service.</li> </ul> <p>Note: Preference can be granted only <b>once</b> per PCS relocation. Once you accept or decline a continuing position (one that is expected to last one year or more), either appropriated fund (AF) or non-appropriated fund (NAF), at the new duty station, your eligibility for preference terminates whether or not preference was applied.</p> <p><u>Supporting documentation:</u> A copy of the sponsor's Permanent Change of Station orders.</p>
<b>Overseas Family Member Preference Eligible</b>	<p>A spouse, or unmarried dependent child (including stepchild, adopted child, and foster child) not more than 23 years of age who:</p> <ul style="list-style-type: none"> <li>• Is residing with a member of the U.S. Armed Forces, or a U.S. citizen employee of a U.S. Government Agency (including non-appropriated fund activities) whose duty station is in the foreign area and</li> <li>• Has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor.</li> </ul> <p>Note: This preference does not apply to family members of locally hired civilian employees.</p> <p><u>Supporting documentation:</u> A copy of the sponsor's Permanent Change of Station orders.</p>
<b>Overseas Limited Appointment Eligible</b>	<p>Overseas Limited Term Appointment may be used to recruit United States citizens in the overseas area. However, there are certain host nations-specific requirements and limitations to this authority. Contact the local Human Resources Office for specific details.</p>

## SAMPLE RESUME FORMAT

(PLEASE LIMIT RESUMES TO 5 PAGES IN LENGTH)

- \* Start and end dates (month and year)
- \* Hours worked per week
- \* Position title
- \* If Federal position, pay plan, series, and grade

George Q. Public  
SSN: 123456789 (no dashes)

1111 Job Street  
Anywhere, NV 99999

Contact Phone: (999) 123-4567  
Work Phone: (999) 765-4321  
DSN: 888-4567



E-mail Address: [gpublic@aol.com](mailto:gpublic@aol.com)

**EXPERIENCE:**

Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; not temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures.

**EDUCATION:** Provide name of high school, whether H.S. Diploma or GED and date completed. For post high school education, provide name of college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. Transcripts or lists of specific courses are not required unless specifically requested by a recruitment publication, flyer, or announcement.

**TRAINING:** List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.

**LICENSES/CERTIFICATES:** List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or firefighter certification, identify the level and position category such as contracting, purchasing, etc.

**APPRAISALS & AWARDS:** List current performance ratings, awards, honors, and recognitions, including date(s) of receipt.

**U.S. MILITARY SERVICE INFORMATION:** If you have served active duty in the U.S. military provide the following information: List dates and branch of service for all periods of active duty military service, including reservist/guard time called or ordered to active duty. List any campaign badges or expeditionary medals received. Provide type of last discharge and, if discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement. If you have a service connected disability, indicate the percentage of the disability and the date of your last Veterans' Administration (VA) letter (or other Armed Forces Disability letter) if available. Veterans' preference information and forms may be located on web sites such as [www.opm.gov](http://www.opm.gov) or <http://www.dol.gov/vets/>.

**OTHER INFORMATION:** List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.

**ADDITIONAL DATA SHEET:** Provide responses to the Additional Data Sheet questions listed on pages 7 and 10 of this pamphlet. Failure to provide this information may result in lost job consideration.

## HOW TO PREPARE A RESUME

By reviewing this information carefully **before** developing and submitting your resume, you will maximize the opportunity for your resume to receive full and proper consideration. For more information and hints on preparing your resume check out the **Applicant Information** posted on the web site at <http://chart.donhr.navy.mil>.

**Writing and Formatting a Career-Focused Resume:** Since you can now utilize one resume for multiple announcements, don't focus your resume on one job or position. Instead, concentrate on providing all relevant experience, education and training that shows you are well qualified for **all** the positions you will likely apply on and compete for in the future. The best resumes are those that are focused, concise, and include only significant skills, knowledge, and abilities from your background. Below are some tips on preparing a quality resume:

- **Be descriptive.** Experience descriptions should be simple and straightforward, descriptive, and reduced to only essential information. Tell us what you did on the job. Think about the projects you have worked on, what your specific duties were, what you needed to know to do the job, what tools, software, or equipment you used, and what you accomplished.
- **Don't be vague.** Emphasize nouns and verbs and provide concrete statements of your accomplishments. For example, use "Utilized Microsoft Project to develop timelines. Prepared budget requests, hired staff, selected vendors, negotiated contracts, and designed and implemented a new Unix client-server information system" rather than "Performed the full range of project management duties for a new information system."
- **Use action words, modifiers and phrases** such as "designed and implemented new organizational structure plan; negotiated contracts up to 90K; delivered report on waste management."
- **Eliminate unnecessary "flowery" language and don't be repetitive.** Avoid adjectives and adverbs. Instead of saying, "I was responsible for the processing of a wide variety of extremely complex financial transactions using two technically advanced automated accounting systems", you could say "I was responsible for processing various financial transactions using two automated accounting systems". Furthermore, once a skill such as "management" or "budget" is pointed out, you need only use the skill again if you are describing a different position.
- **Use plain English.** Use jargon and acronyms specific to your industry, but also spell them out at least once for readers unfamiliar with the terms.
- **Don't forget to Spell Check.** Correct spelling will help insure you get credit for all the job skills and experience contained in your resume.
- **Keep paragraphs short.** To make your resume easier to read to the human and electronic eye, add a carriage return (blank line) after every 20 lines or so. It's ok to have more than one paragraph for each experience, just keep the paragraphs short.
- **Don't be fancy.** Don't use fancy treatments such as graphics, italics, underline, shadows, and reverses (white letters on black background) or signs and symbols such as % # \* = and don't type your information in all capital letters.

**Additional Formatting Instructions for Hardcopy Resumes.** If you are unable to use My Resume, the Department of Navy on-line resume builder, and are planning on submitting a hardcopy resume, follow the formatting rules below closely.

### DO:

- Closely follow the Sample Resume format and try to limit your resume to a maximum of five pages in length.
- Type your resume on 8.5" x 11" white bond paper, printed on one-side only.
- Provide a laser printer original if possible. A typewritten original or a high quality photocopy is also acceptable.
- Leave a minimum 1" margin on all sides.
- Use 12-pitch font in standard typefaces such as Arial, Times New Roman, or Courier.

### DON'T:

- Submit a handwritten, copied, faxed resume or resume with light or faded print.
- Use fancy treatments such as italics, underlines, shadows, and reverses (white letters on black background).
- Fold or staple your resume.
- Condense spacing between letters.



## ADDITIONAL DATA SHEET

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. To ensure that your resume receives the best possible job consideration, please answer all questions completely as applicable.

NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

1. **JOB ANNOUNCEMENT NUMBER(S) FOR WHICH YOU ARE APPLYING:** \_\_\_\_\_

2. **ARE YOU ELIGIBLE FOR ANY OF THE FOLLOWING HIRING PROGRAM CATEGORIES?** Review each of the following categories carefully and **check all that apply**. You will be considered for all the hiring categories you select. See pages 2 through 4 for a listing of hiring category definitions or check out the web site at <http://chart.donhr.navy.mil>.

**Current or Former Federal Civilian Employees:**

- |  |  |
|--|--|
| <input type="checkbox"/> Current Permanent Navy Civilian Employee                        | <input type="checkbox"/> Reinstatement Eligible                                    |
| <input type="checkbox"/> Current Permanent USMC Civilian Employee                        | <input type="checkbox"/> Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible  |
| <input type="checkbox"/> Current Permanent Department of the Army Civilian Employee      | <input type="checkbox"/> Interagency Career Transition Assistance Program Eligible |
| <input type="checkbox"/> Current Permanent Department of the Air Force Civilian Employee | <input type="checkbox"/> Executive Order 12721 Eligible                            |
| <input type="checkbox"/> Current Permanent Civilian in Another DoD Agency                | <input type="checkbox"/> Spouse of Relocating Military Member or DoD Civilian      |
| <input type="checkbox"/> Current Permanent Federal Civilian Employee                     | <input type="checkbox"/> Postal Service, Peace Corp, and Other Unique Authorities  |

**Veterans:**

- Veterans' Recruitment Appointment and/or 30% or More Disabled Veteran  
 Veterans' Employment Opportunity Act Eligible

**Others:**

- Persons with Disability       Outstanding Scholar       Current Student       Military Spouse Preference Eligible - No Status

**Overseas Applicants Only:**

- Overseas Military Spouse Preference Eligible       Overseas Family Member Preference Eligible  
 Overseas Limited Appointment Eligible

**None of the Above:**

If none of the above categories apply to you, you may still apply for Department of the Navy job announcements. Please review the "Who May Apply" section of the job announcement(s) carefully to identify whether or not you are eligible to apply before submitting your resume.

3. **ARE YOU A UNITED STATES CITIZEN?**     Yes     No

4. **PLEASE INDICATE IF YOU ARE INTERESTED AND AVAILABLE FOR ANY OF THE FOLLOWING TYPES OF POSITIONS.**  
**Check all that apply:**

- Part Time  
 Temporary (positions lasting less than 1 year)  
 Term (positions lasting 1 year or longer but less than 4 years)  
 Shift Work  
 Intermittent (on-call)  
 Not interested/available in any of the above types of positions – only interested in permanent full time

5. **HOW MANY DAYS PER MONTH WOULD YOU BE AVAILABLE FOR WORK-RELATED TRAVEL?**

- 1-2 Days     3-5 Days     6 or More Days     Not Available

6. **DO YOU CLAIM AN ENTITLEMENT TO VETERANS' PREFERENCE FOR HIRING?** Service members must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. Please include U.S. Military Information within your resume, following the guidelines provided in the Sample Resume on page 5 of this pamphlet. Veterans' preference information may be obtained from <http://www.opm.gov> or <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

I am claiming:

- No Veterans' Preference  
 5-Point Preference  
 10-Point Disability Preference (service-connected disability rated less than 10% or Purple Heart recipient)  
 10-Point Compensable Disability Preference (service-connected disability rating of at least 10% but less than 30%)  
 10-Point Derived Preference (for spouses, including widows and widowers, or mothers who may be eligible for preference based on service of a veteran who is not able to use the preference because (s)he is deceased, 100% disabled, or unemployable)  
 10-Point 30% Compensable Preference (service-connected disability rating of 30% or more)

7. **WHAT IS THE LOWEST FEDERAL CIVILIAN PAY PLAN AND GRADE YOU WILL ACCEPT?** Federal pay rates may be found at <http://www.opm.gov/oca/payrates/index.htm>. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. **Pay Plan:** \_\_\_\_\_ **Grade:** \_\_\_\_\_
8. **WHAT IS THE LOWEST ANNUAL SALARY THAT YOU WILL ACCEPT?** Convert hourly wages to annual salary. Annual salary = hourly wage x 2087. Round up to the nearest thousand. \$\_\_\_\_\_,000.00 per year.
9. **IF YOU ARE A CURRENT/FORMER FEDERAL CIVILIAN EMPLOYEE, WHAT IS/WAS THE HIGHEST PERMANENT PAY PLAN AND GRADE HELD?** Convert Demonstration Project pay plans and grades to their General Schedule equivalent. **Pay Plan:** \_\_\_\_\_ **Grade:** \_\_\_\_\_
10. **CAN YOU TYPE/KEYBOARD AT A MINIMUM SPEED OF 40 WORDS PER MINUTE?**  Yes  No
11. **IF YOU ARE APPLYING FOR A FIREFIGHTER, LAW ENFORCEMENT, OR AIR TRAFFIC CONTROLLER POSITION, PLEASE PROVIDE YOUR DATE OF BIRTH.** (mm/dd/yyyy format): \_\_\_\_/\_\_\_\_/\_\_\_\_\_
12. **PLEASE CHECK ALL APPLICABLE GEOGRAPHICAL LOCATIONS FOR WHICH YOU DESIRE JOB CONSIDERATION.** Only those geographical locations applicable to positions serviced by the HRSC you are applying to will be considered. Not all positions are available in all locations.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Auburn, AL                   | <input type="checkbox"/> Irvine, CA                | <input type="checkbox"/> Denver, CO                 |
| <input type="checkbox"/> Fort Rucker, AL              | <input type="checkbox"/> La Mesa, CA               | <input type="checkbox"/> Groton, CT                 |
| <input type="checkbox"/> Hoover, AL                   | <input type="checkbox"/> Lemoore, CA               | <input type="checkbox"/> New London, CT             |
| <input type="checkbox"/> Montgomery, AL               | <input type="checkbox"/> Lincoln, CA               | <input type="checkbox"/> Astor, FL                  |
| <input type="checkbox"/> Redstone Arsenal, AL         | <input type="checkbox"/> Long Beach, CA            | <input type="checkbox"/> Cape Canaveral, FL         |
| <input type="checkbox"/> Tuscaloosa, AL               | <input type="checkbox"/> Los Angeles, CA           | <input type="checkbox"/> Cecil Field, FL            |
| <input type="checkbox"/> Anchorage, AK                | <input type="checkbox"/> Martinez, CA              | <input type="checkbox"/> Clearwater, FL             |
| <input type="checkbox"/> Elmendorf Air Force Base, AK | <input type="checkbox"/> McClellan, CA             | <input type="checkbox"/> Eglin Air Force Base, FL   |
| <input type="checkbox"/> Camden, AR                   | <input type="checkbox"/> Miramar, CA               | <input type="checkbox"/> Gainesville, FL            |
| <input type="checkbox"/> Camp Joseph T Robinson, AR   | <input type="checkbox"/> Moffett Field, CA         | <input type="checkbox"/> Jacksonville, FL           |
| <input type="checkbox"/> Little Rock, AR              | <input type="checkbox"/> Monterey, CA              | <input type="checkbox"/> Key West, FL               |
| <input type="checkbox"/> Flagstaff, AZ                | <input type="checkbox"/> Mountain View, CA         | <input type="checkbox"/> MacDill Air Force Base, FL |
| <input type="checkbox"/> Phoenix, AZ                  | <input type="checkbox"/> National City, CA         | <input type="checkbox"/> Mayport, FL                |
| <input type="checkbox"/> Scottsdale, AZ               | <input type="checkbox"/> North Island, CA          | <input type="checkbox"/> Miami, FL                  |
| <input type="checkbox"/> Tucson, AZ                   | <input type="checkbox"/> Oakland, CA               | <input type="checkbox"/> Milton, FL                 |
| <input type="checkbox"/> Yuma, AZ                     | <input type="checkbox"/> Oxnard, CA                | <input type="checkbox"/> Niceville, FL              |
| <input type="checkbox"/> Alameda, CA                  | <input type="checkbox"/> Pasadena, CA              | <input type="checkbox"/> Orlando, FL                |
| <input type="checkbox"/> Anaheim, CA                  | <input type="checkbox"/> Point Mugu, CA            | <input type="checkbox"/> Panama City, FL            |
| <input type="checkbox"/> Barstow, CA                  | <input type="checkbox"/> Pollock Pines, CA         | <input type="checkbox"/> Patrick Air Force Base, FL |
| <input type="checkbox"/> Berkeley, CA                 | <input type="checkbox"/> Pomona, CA                | <input type="checkbox"/> Pensacola, FL              |
| <input type="checkbox"/> Bridgeport, CA               | <input type="checkbox"/> Port Hueneme, CA          | <input type="checkbox"/> Sewalls Point, FL          |
| <input type="checkbox"/> Camarillo, CA                | <input type="checkbox"/> Ridgecrest, CA            | <input type="checkbox"/> St Petersburg, FL          |
| <input type="checkbox"/> Camp Pendleton, CA           | <input type="checkbox"/> Sacramento, CA            | <input type="checkbox"/> Sunrise, FL                |
| <input type="checkbox"/> China Lake, CA               | <input type="checkbox"/> San Bernardino, CA        | <input type="checkbox"/> Tallahassee, FL            |
| <input type="checkbox"/> Chula Vista, CA              | <input type="checkbox"/> San Bruno, CA             | <input type="checkbox"/> Tampa, FL                  |
| <input type="checkbox"/> Concord, CA                  | <input type="checkbox"/> San Clemente, CA          | <input type="checkbox"/> West Palm Beach, FL        |
| <input type="checkbox"/> Corona, CA                   | <input type="checkbox"/> San Diego, CA             | <input type="checkbox"/> Albany, GA                 |
| <input type="checkbox"/> Coronado, CA                 | <input type="checkbox"/> San Francisco, CA         | <input type="checkbox"/> Athens, GA                 |
| <input type="checkbox"/> Daly City, CA                | <input type="checkbox"/> San Jose, CA              | <input type="checkbox"/> Atlanta, GA                |
| <input type="checkbox"/> Danville, CA                 | <input type="checkbox"/> San Nicolas Island, CA    | <input type="checkbox"/> Glynco, GA                 |
| <input type="checkbox"/> Davis, CA                    | <input type="checkbox"/> Santa Ana, CA             | <input type="checkbox"/> Kings Bay, GA              |
| <input type="checkbox"/> Edwards Air Force Base, CA   | <input type="checkbox"/> Seal Beach, CA            | <input type="checkbox"/> Macon, GA                  |
| <input type="checkbox"/> El Centro, CA                | <input type="checkbox"/> Sunnyvale, CA             | <input type="checkbox"/> Marietta, GA               |
| <input type="checkbox"/> El Segundo, CA               | <input type="checkbox"/> Travis Air Force Base, CA | <input type="checkbox"/> Norcross, GA               |
| <input type="checkbox"/> El Toro, CA                  | <input type="checkbox"/> Tustin, CA                | <input type="checkbox"/> Savannah, GA               |
| <input type="checkbox"/> Fairfield, CA                | <input type="checkbox"/> Twentynine Palms, CA      | <input type="checkbox"/> Smyrna, GA                 |
| <input type="checkbox"/> Fallbrook, CA                | <input type="checkbox"/> Ventura, CA               | <input type="checkbox"/> Warner Robins, GA          |
| <input type="checkbox"/> Fort Irwin, CA               | <input type="checkbox"/> Warner Springs, CA        | <input type="checkbox"/> Aiea, HI                   |
| <input type="checkbox"/> Fullerton, CA                | <input type="checkbox"/> Aurora, CO                | <input type="checkbox"/> Barbers Point, HI          |
| <input type="checkbox"/> Imperial Beach, CA           | <input type="checkbox"/> Colorado Springs, CO      | <input type="checkbox"/> Camp H.M. Smith, HI        |



- Ford Island, HI
- Honolulu, HI
- Kaneohe, HI
- Kauai, HI
- Kunia, HI
- Lualualei, HI
- Maui, HI
- Pearl City, HI
- Pearl Harbor, HI
- Schofield Barracks, HI
- Wahiawa, HI
- Waipahu, HI
- Westlock, HI
- Bayview, ID
- Moscow, ID
- Chicago, IL
- Fort Sheridan, IL
- Great Lakes, IL
- Highland Park, IL
- North Chicago, IL
- Crane, IN
- Indianapolis, IN
- Des Moines, IA
- Fort Leavenworth, KS
- Fort Knox, KY
- Louisville, KY
- Avondale, LA
- Barksdale Air Force Base, LA
- Baton Rouge, LA
- Belle Chasse, LA
- Fort Polk, LA
- Lockport, LA
- New Orleans, LA
- Bath, ME
- Brunswick, ME
- Cutler, ME
- Kittery, ME
- Portland, ME
- Prospect Harbor, ME
- Topsham, ME
- Winter Harbor, ME
- Annapolis Junction, MD
- Annapolis, MD
- Baltimore, MD
- Bethesda, MD
- Carderock Springs, MD
- Chesapeake Beach, MD
- Fort Meade, MD
- Frederick, MD
- Hyattsville, MD
- Indian Head, MD
- Patuxent River, MD
- St Inigoes, MD
- Suitland, MD
- Bedford, MA
- Boston, MA
- Burlington, MA
- Cambridge, MA
- Chicopee, MA
- Hanscom Fields, MA
- Natick, MA
- Pittsfield, MA
- Springfield, MA
- Detroit, MI
- Lake Leelanau, MI
- Lansing, MI
- Troy, MI
- Minneapolis, MN
- Bay St Louis, MS
- Biloxi, MS
- Gulfport, MS
- Keesler Air Force Base, MS
- Meridian, MS
- Pascagoula, MS
- Stennis Space Center, MS
- University, MS
- Kansas City, MO
- St Louis, MO
- Omaha, NE
- Fallon, NV
- Portsmouth, NH
- Rockingham, NH
- Colts Neck, NJ
- Fort Dix, NJ
- Fort Monmouth, NJ
- Iselin, NJ
- Lakehurst, NJ
- Moorestown, NJ
- Wayne, NJ
- Albuquerque, NM
- Kirtland Air Force Base, NM
- White Sands, NM
- Albany, NY
- Buffalo, NY
- East Meadow, NY
- Fort Hamilton, NY
- Garden City, NY
- Great Neck, NY
- Kings Point, NY
- New York City, NY
- Newburgh, NY
- Rochester, NY
- Saratoga Springs, NY
- Scotia, NY
- Asheville, NC
- Cary, NC
- Chapel Hill, NC
- Charlotte, NC
- Cherry Point, NC
- Durham, NC
- Fort Bragg, NC
- Jacksonville, NC
- Raleigh, NC
- La Moure, ND
- Cleveland, OH
- Columbus, OH
- Dayton, OH
- Middleburg Heights, OH
- Oxford, OH
- Wright-Patterson Air Force Base, OH
- Oklahoma City, OK
- Tinker Air Force Base, OK
- Corvallis, OR
- Portland, OR
- Camp Hill, PA
- Chambersburg, PA
- Horsham, PA
- Lester, PA
- Mechanicsburg, PA
- New Cumberland, PA
- Philadelphia, PA
- Pittsburgh, PA
- Willow Grove, PA
- Newport, RI
- Portsmouth, RI
- Providence, RI
- Beaufort, SC
- Charleston, SC
- Columbia, SC
- Goose Creek, SC
- North Charleston, SC
- Parris Island, SC
- Shaw Air Force Base, SC
- Sioux Falls, SD
- Bristol, TN
- Knoxville, TN
- Memphis, TN
- Millington, TN
- Nashville, TN
- Tullahoma, TN
- Arlington, TX
- Austin, TX
- Beaumont, TX
- Brooks Air Force Base, TX
- Carswell Air Force Base, TX
- College Station, TX
- Corpus Christi, TX
- Dallas, TX
- El Paso, TX
- Fort Hood, TX
- Fort Sam Houston, TX
- Fort Worth, TX
- Galveston, TX
- Goodfellow Air Force Base, TX
- Grand Prairie, TX
- Houston, TX
- Ingleside, TX
- Kingsville, TX
- Lackland Air Force Base, TX
- Prairie View, TX
- Randolph Air Force Base, TX
- San Antonio, TX
- Brigham City, UT
- Hill Air Force Base, UT
- Magna, UT
- Provo, UT

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|--|--|--|
| <input type="checkbox"/> Salt Lake City, UT            | <input type="checkbox"/> Spokane, WA                           | <input type="checkbox"/> Geneva, Switzerland                 |
| <input type="checkbox"/> Shelburne, VT                 | <input type="checkbox"/> Washington, DC                        | <input type="checkbox"/> Diego Garcia                        |
| <input type="checkbox"/> Alexandria, VA                | <input type="checkbox"/> Sugar Grove, WV                       | <input type="checkbox"/> Singapore                           |
| <input type="checkbox"/> Arlington, VA                 | <input type="checkbox"/> Milwaukee, WI                         | <input type="checkbox"/> Guam                                |
| <input type="checkbox"/> Blacksburg, VA                | <input type="checkbox"/> Ceiba, Puerto Rico                    | <input type="checkbox"/> Agana, Guam                         |
| <input type="checkbox"/> Centreville, VA               | <input type="checkbox"/> Fort Buchanan, Puerto Rico            | <input type="checkbox"/> Finegayan, Guam                     |
| <input type="checkbox"/> Chantilly, VA                 | <input type="checkbox"/> Guaynabo, Puerto Rico                 | <input type="checkbox"/> Santa Rita, Guam                    |
| <input type="checkbox"/> Chesapeake, VA                | <input type="checkbox"/> Roosevelt, Puerto Rico                | <input type="checkbox"/> Pala, India                         |
| <input type="checkbox"/> Clifton, VA                   | <input type="checkbox"/> Sabana Seca, Puerto Rico              | <input type="checkbox"/> Atsugi, Japan                       |
| <input type="checkbox"/> Dahlgren, VA                  | <input type="checkbox"/> Vieques, Puerto Rico                  | <input type="checkbox"/> Camp Fuji, Japan                    |
| <input type="checkbox"/> Hampton, VA                   | <input type="checkbox"/> Guantanamo Bay, Cuba                  | <input type="checkbox"/> Futenma-Okinawa, Japan              |
| <input type="checkbox"/> Lexington, VA                 | <input type="checkbox"/> Bahrain Island, Bahrain               | <input type="checkbox"/> Iwakuni, Japan                      |
| <input type="checkbox"/> Newport News, VA              | <input type="checkbox"/> Manama, Bahrain                       | <input type="checkbox"/> Kadena Air Base-Okinawa, Japan      |
| <input type="checkbox"/> Norfolk, VA                   | <input type="checkbox"/> Cairo, Egypt                          | <input type="checkbox"/> Kami Seya, Japan                    |
| <input type="checkbox"/> Portsmouth, VA                | <input type="checkbox"/> Eastcote, United Kingdom              | <input type="checkbox"/> Misawa, Japan                       |
| <input type="checkbox"/> Quantico, VA                  | <input type="checkbox"/> London, United Kingdom                | <input type="checkbox"/> Okinawa, Japan                      |
| <input type="checkbox"/> Reston, VA                    | <input type="checkbox"/> Saint Mawgan-Cornwall, United Kingdom | <input type="checkbox"/> Sasebo, Japan                       |
| <input type="checkbox"/> Richmond, VA                  | <input type="checkbox"/> Warminster, United Kingdom            | <input type="checkbox"/> Tokyo, Japan                        |
| <input type="checkbox"/> Rosslyn, VA                   | <input type="checkbox"/> Boeblingen, Germany                   | <input type="checkbox"/> Yokohama, Japan                     |
| <input type="checkbox"/> Salem (Roanoke), VA           | <input type="checkbox"/> Grafenwoehr, Germany                  | <input type="checkbox"/> Yokosuka, Japan                     |
| <input type="checkbox"/> Suffolk, VA                   | <input type="checkbox"/> Heidelberg, Germany                   | <input type="checkbox"/> Yokota, Japan                       |
| <input type="checkbox"/> Virginia Beach, VA            | <input type="checkbox"/> Hohenfels, Germany                    | <input type="checkbox"/> Zama, Japan                         |
| <input type="checkbox"/> Wallops Island, VA            | <input type="checkbox"/> Mannheim, Germany                     | <input type="checkbox"/> Korea                               |
| <input type="checkbox"/> Williamsburg, VA              | <input type="checkbox"/> Stuttgart, Germany                    | <input type="checkbox"/> Seoul, Korea                        |
| <input type="checkbox"/> Woodbridge, VA                | <input type="checkbox"/> Souda Bay-Crete, Greece               | <input type="checkbox"/> Vientiane, Laos                     |
| <input type="checkbox"/> Yorktown, VA                  | <input type="checkbox"/> Larissa, Greece                       | <input type="checkbox"/> Philippines                         |
| <input type="checkbox"/> Bangor, WA                    | <input type="checkbox"/> Keflavik, Iceland                     | <input type="checkbox"/> Bangkok, Thailand                   |
| <input type="checkbox"/> Bremerton, WA                 | <input type="checkbox"/> Aviano, Italy                         | <input type="checkbox"/> Hanoi, Vietnam                      |
| <input type="checkbox"/> Everett, WA                   | <input type="checkbox"/> Gaeta, Italy                          | <input type="checkbox"/> Canberra, Australia                 |
| <input type="checkbox"/> Fort Lewis, WA                | <input type="checkbox"/> LaMaddalena-Sardinia, Italy           | <input type="checkbox"/> Melbourne, Australia                |
| <input type="checkbox"/> Keyport, WA                   | <input type="checkbox"/> Naples, Italy                         | <input type="checkbox"/> I am applying for an announcement   |
| <input type="checkbox"/> Oak Harbor-Whidbey Island, WA | <input type="checkbox"/> Sigonella-Sicily, Italy               | <input type="checkbox"/> in a geographic area other than the |
| <input type="checkbox"/> Olympia, WA                   | <input type="checkbox"/> Rotterdam, Netherlands                | <input type="checkbox"/> ones listed above.                  |
| <input type="checkbox"/> Port Hadlock, WA              | <input type="checkbox"/> Riyadh, Saudi Arabia                  |  |
| <input type="checkbox"/> Poulsbo, WA                   | <input type="checkbox"/> Madrid, Spain                         |  |
| <input type="checkbox"/> Seattle, WA                   | <input type="checkbox"/> Rota, Spain                           |  |
| <input type="checkbox"/> Silverdale, WA                |  |  |

**BACKGROUND SURVEY:** (Answers to the following questions are strictly voluntary.)

A. Race/Ethnic Status:

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian or Pacific Islander         | <input type="checkbox"/> White    |
| <input type="checkbox"/> Black                             |                                   |

B. Sex:  Female  Male

**APPLICANT INFORMATION.** Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or 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 information provided is true, correct, complete, and made in good faith.

**PRIVACY ACT INFORMATION.** Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

**EQUAL EMPLOYMENT OPPORTUNITY.** The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.