

## ADDITIONAL DATA SHEET – EAST

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 OPPORTUNITY ANNOUNCEMENT NUMBER(S) FOR WHICH YOU ARE APPLYING AT HUMAN RESOURCES SERVICE CENTER, EAST:** \_\_\_\_\_

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 3 and 4 for a listing of hiring category definitions or check out our web site at [www.donhr.navy.mil](http://www.donhr.navy.mil).

**Current or Former Federal Civilian Employees:**

- |  |  |
|--|--|
| <input type="checkbox"/> Current Permanent Federal Civilian Employee                     | <input type="checkbox"/> Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible  |
| <input type="checkbox"/> Current Permanent Department of Defense Civilian Employee       | <input type="checkbox"/> Interagency Career Transition Assistance Program Eligible |
| <input type="checkbox"/> Current Permanent Department of the Navy/USMC Civilian Employee | <input type="checkbox"/> Executive Order 12721 Eligible                            |
| <input type="checkbox"/> Reinstatement Eligible  | <input type="checkbox"/> Spouse of Relocating Military Member or DOD Civilian      |

**Veterans:**

- Veterans' Recruitment Appointment  
 Veterans' Employment Opportunity Act Eligible

**Others:**

- Persons with Disability       Outstanding Scholar       Current Student

**Overseas Applicants Only:**

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

**None of the Above:**

- You may still apply for Department of the Navy job opportunity announcements. Please review the "Who May Apply" section of the job opportunity 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

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?** A veteran 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. Veterans' preference information may be obtained from [www.opm.gov](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 PAY PLAN AND GRADE HELD ON A PERMANENT BASIS?** 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.** This applies only to positions that are serviced by Human Resources Service Center, East. Note: Other Navy Human Resources Service Centers may also recruit for positions in the same location as those listed below. If you wish to apply for job opportunities at another Center, you must submit a separate resume and Additional Data Sheet directly to that region.

**HAMPTON ROADS, VA SOUTHSIDE LOCATIONS:**

- Chesapeake, VA  
 Norfolk, VA  
 Portsmouth, VA  
 Suffolk, VA  
 Virginia Beach, VA

**HAMPTON ROADS, VA PENINSULA LOCATIONS:**

- Hampton, VA  
 Newport News, VA  
 Williamsburg, VA  
 Yorktown, VA

**EASTERN NORTH CAROLINA LOCATIONS:**

- Camp Lejeune, NC  
 Cherry Point, NC

**NORTHERN VA/WASHINGTON, DC LOCATIONS:**

- Quantico, VA  
 Washington, DC Metro Area

**WEST VIRGINIA LOCATION:**

- Sugar Grove, WV

**GEORGIA LOCATION:**

- Albany, GA

**OVERSEAS LOCATION:**

- Guantanamo Bay, Cuba

- I am applying for an announcement in a geographic area other than the ones listed above.

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

A. Race/Ethnic Status:

- American Indian or Alaskan Native  Hispanic  
 Asian or Pacific Islander  White  
 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.