



**US Army Corps  
of Engineers**  
Huntington District

# **A GUIDE TO WRITING AN**



# **EFFECTIVE RESUME**

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## Purpose

The purpose of a resume is to make sure your qualifications are clearly illustrated in order to qualify you for a position.

## Resume Overview

Your resume should include the following:

- Biographical information
- A description of your skills, experiences, and accomplishments
- Relevant education and training

## Resume Format

- Maximum of 3 pages
- Sections
  - Administrative data
  - Experience
  - Education, training and awards

**NOTE: Typewritten resumes are the preferred format. Typewritten resumes are easier to read and look more professional.**

## Resume Content

- Skills based
- Say what **you** do or did, not what the organization does
- Avoid “responsible for”
- Include job experiences relevant to target job/career goals
- Block similar jobs together

# ***EMPLOYEES***

## **Before Writing Your Resume**

Make sure you have the following items:

- Ink pen (preferably black)
- Typewriter/computer and printer
- Dictionary
- Addresses and phone numbers of previous employers and dates of employment (month, day, year)
- Previous and present position descriptions (to compare to vacancy announcement)
- All information needed concerning references (e.g., their permission, current addresses and phone numbers)
- Copies of award citations, nominations for awards
- All records, certificates, and transcripts documenting education and training received
- Name/ mailing addresses of high school, trade schools, colleges/universities attended
- Copy of vacancy announcement (if responding to an announced vacancy)
- Names and addresses of any relatives working for the federal government or serving in the armed services, plus the correct name of the federal agency or branch of service with which they are affiliated

## Dos and Don'ts of Resume Writing

### Dos

- Read carefully the vacancy announcement, advertisement or the examination announcement for the position for which you are applying. Underline the skills required by the position.
- Describe your experience so that you emphasize the work that uses the skills required by the vacant position.
- Use active verbs to describe what work you actually did. Be specific.
- Keep your experience descriptions brief but not as brief as a resume. Emphasize what you have done.
- Use your own words when writing a resume. Be concise.
- Include all experience whether paid or volunteer.
- Arrange your experience in chronological order.
- Choose references that remember you and know how you perform in a work (paid/unpaid) situation.
- Ensure your resume is neatly and accurately typed or written legibly.
- If your resume is reproduced, be sure that every page is easily readable. Make certain the pages are in the correct order.
- Tell the truth.
- Include grades/GPA.
- Use verbs without subjects to conserve space and to make statements more concise and powerful.
- Do provide a laser printer original or typewritten original on high quality paper.
- Do type with black ink on 8 1/2" x 11" white bond paper, printed on one side only.
- Do use a minimum margin of 1 inch on all sides of your printed resume.
- Do use a COURIER font, 12 point (Word processor); Courier font, 10 pitch (typewriter).
- Do use all capital letters for section headings.
- Do type your name and social security number in the BOTTOM left corner of each additional page of the resume.
- Do be specific when naming the computer software, types of equipment, etc., with which you have experience.
- Do proofread and spell-check your resume.
- Don't describe the work of the organization in general or the work of others.
- Don't quote your position description.
- Don't rewrite a question into a statement.
- Don't list too many functions, especially minor functions.
- Don't use acronyms, unless you are certain everyone knows what that acronym is.
- Don't attach training certificates, awards, etc. unless otherwise specified in the vacancy announcement. (Take them with you to the interview.)
- Don't omit church, community, club work or extracurricular activities.
- Don't use general character references – they usually won't commit themselves on such matters as dependability, initiative, etc.
- Don't submit a resume that is messy, hard to read, or confusing to follow.
- Don't ramble.
- Don't make your resume a "challenge" to the reader. Hard-to-read resumes make a negative first impression.
- Don't use a dot matrix printer or low quality paper.
- Don't staple, fold, bind, or punch holes in your resume.
- Don't use vertical lines, horizontal lines, graphics or boxes in your resume.
- Don't use two-column format or resumes that look like newspapers.
- Don't use fancy fonts such as *italics*, underlining, or shadows.
- Don't submit your resume on colored paper.
- Don't submit any documentation not specifically requested.
- Don't expect your resume or any documents submitted to be returned.
- Don't write on your resume.

### Don'ts

- Don't exaggerate.
- Don't be humble.
- Don't discuss size of organization unless it shows your responsibility.

## **DESCRIPTION OF WORK-WRITING STYLES**

1. Use short and simple sentences.
2. Use action verbs to describe your knowledge, skills and abilities. (See page 8, Action Verbs/Descriptive Words)
3. Use quantities such as percentages, numbers and other measures to illustrate size of work accomplished in relation to other work, i.e., supervised 15 people, exceeded agency goal of 80%. This illustrates the following:
  - a) You met and exceeded agency goals.
  - b) You did it consistently.
4. Use terms that describe your quality of work as it related to your performance appraisal.
5. Terms should indicate you can get the job done.
6. Sentences should show you can be trained to perform new work quickly.
7. Sentences should demonstrate your "skills".
8. Make sure your people skills are apparent.
9. Use first person tense, but not too many "I's".

## Action Verbs/Descriptive Words

### Administration

Administer  
Conduct  
Delegate  
Distribute  
Engage  
Furnish  
Insure  
Justify  
Purchase  
Reject  
Requisition  
Ship  
Store  
Supply

### Audit

Assemble  
Assist  
Analyze  
Budgeted  
Change  
Compare  
Computed  
Conclude  
Evaluate  
Inspect  
Recommend  
Report  
Review  
Verify

### Changing

Activate  
Create  
Compare  
Consolidate  
Design  
Improve  
Invent  
Make  
Modify  
Revamp  
Upgrade

### Communicate

Answered  
Briefed  
Contact  
Critique  
Declare  
Display  
Draft  
Issue

Lecture  
Speak  
Teach  
Testify  
Write

### Coordination

Arrange  
Chaired  
Coordinate  
Cooperate  
Mediated  
Negotiate  
Publicize  
Represent  
Strengthen

### Deciding

Accept  
Approve  
Authorize  
Consider  
Decide  
Issue  
Render  
Solve  
Terminate

### Help

Assist  
Arrange  
Contribute  
Counsel  
Give  
Guide  
Indexed  
Initiate  
Serve  
Solve  
Taught

### Manage

Adjudicate  
Anticipate  
Analyze  
Approve  
Certify  
Change  
Command  
Establish  
Evaluate  
Execute  
Implement  
Manage

Meet  
Monitor  
Organize  
Plan

### Personnel

Appraise  
Discharge  
Employ  
Hire  
Interview  
Promote  
Recruit  
Screen  
Seek  
Select  
Terminate  
Train  
Transfer

### Plan & Control

Acquire  
Assume  
Allocate  
Control  
Extend  
Forecast  
Formulate  
Measure  
Plan  
Progress  
Schedule

### Research & Development

Analyze  
Applied  
Compile  
Define  
Determine  
Develop  
Evaluate  
Identify  
Investigate  
Prepare  
Propose  
Recommend  
Researched  
Reviewed  
Studied  
Tested

### Supervise

Adhere

Assess  
Assign  
Conduct  
Counsel  
Define  
Delegate  
Develop  
Foster  
Maintain  
Manage  
Meet  
Report  
Request  
Supervise



## **ARMY RESUME BUILDER**

### **USING THE ARMY RESUME BUILDER**

Employees can use the Army Resume Builder ([https://cpol.army.mil/rb/rb\\_entry.cgi](https://cpol.army.mil/rb/rb_entry.cgi)) to prepare your resume and supplemental data. This is the best way to apply and is the way to receive rapid employment consideration. If you do not have a computer at home with a connection to the world-wide web, we recommend that you check with your local library since many libraries now have computers for use by their customers.

The Army Resume Builder is designed to help ensure that your resume can be electronically read. It contains "Help" information to guide you in deciding if you are eligible for consideration for the vacancy. When you have completed your resume and supplemental data they will electronically flow into the centralized Resumix database after you click on "Submit." You can now go to the listing of Army's Vacancy Announcements (<http://www.cpol.army.mil>), click on "Employment," then "Army's Vacancy Announcements" to find vacancy announcements of interest to you and for which you are within the area of consideration.

### **REVIEW OF RESUME**

A review of your resume for eligibility and qualifications will be done prior to the referral list being issued to the selecting official.

You are reminded that all information included in the resume is subject to review and verification. Authorized legal and regulatory penalties may be imposed on employees submitting false information. Falsification of your resume could result in termination of federal employment, and may be punishable by fine or imprisonment.

### **CHECKING THE STATUS OF YOUR RESUME**

The Applicant Notification System Web Enabled Response (ANSWER), an on-line applicant notification system, will provide you information on your resume, self-nominations that you have submitted and the status of any jobs for which you have applied.

ANSWER is also the best way for reviewing your most recent resume on file. If you do not already have an ANSWER account, you may create one using the instructions located on the log-on page. To reach ANSWER, go to <https://cpsrctp.belvoir.army.mil/staffing/answer/online/apps/default.asp>. If you have questions regarding your status viewed on ANSWER, please use the "Answer Mail" feature to submit questions. If you do not have an ANSWER account established and need assistance, e-mail your question(s) to [applicanthelp@cpsrctp.belvoir.army.mil](mailto:applicanthelp@cpsrctp.belvoir.army.mil).

**Resumes from applicants not permanently employed by the Department of the Army will be retained in the database for six(6) months from date of last submission of resume, date last accessed, or until selection for a position.**

**Resumes from current permanent Department of the Army civilian employees will be retained in the database until the employee either updates their Resume or is selected for a position through Resumix.**

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

You must submit a new resume after you have accepted a position **OR** a change occurs in any of the following: name, address or telephone number. You should also submit a new resume if you have new work experience that has given you new skills and knowledge not reflected in the resume that you have on file.

### **E-MAILING YOUR RESUME**

1. **DO NOT** send your resume as an attachment, just include the resume and supplemental data in the body of the e-mail. **Attachments will not be accepted.** If you are typing your resume in a word processing package, such as Word, or WordPerfect, highlight the resume on the screen, then copy and paste into the body of an e-mail message.
2. Place the word “**RESUME**” in the subject line (Note: The subject line of your e-mail should only contain the word “Resume.” It can be typed in lower or upper case. Please **do not** type any other heading in the subject box (e.g. Resume for Mr. Smith, Resumes, Resume Submittal).
3. Include supplemental data at the end of your resume. Failure to submit supplemental data may result in your not receiving consideration.
4. Once your resume has been placed in the body of an email message, send your resume to [resume@cpsrxtp.belvoir.army.mil](mailto:resume@cpsrxtp.belvoir.army.mil).

## **HOW TO SELF-NOMINATE**

You may self nominate at any time during the open period of a vacancy announcement.

You may self-nominate in a variety of ways:

1. Self nominations through the vacancy announcement board (<http://www.cpol.army.mil> click on “Employment”, then “Army’s Vacancy Announcements”) will be posted automatically to the centralized Resumix database with on-line confirmation.
2. E-mail your self-nomination information to [selfnom@cpsrxtp.belvoir.army.mil](mailto:selfnom@cpsrxtp.belvoir.army.mil). **DO NOT** send the self-nomination form as an attachment, just include the requested information in the body of the e-mail.
3. Complete the self-nomination form (Appendix G) and mail or fax it to the address indicated on the form.

***Note: You will receive an automatic acknowledgment receipt for properly e-mailed self-nominations. No acknowledgements for mailed or faxed self-nominations.***

# ***APPLICANTS***

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- Do proofread and spell-check your resume.

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- Don't exaggerate.

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  - a) You met and exceeded agency goals.
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4. Use terms that describe your quality of work as it related to your performance appraisal.
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6. Sentences should show you can be trained to perform new work quickly.
7. Sentences should demonstrate your "skills".
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9. Use first person tense, but not too many "I's".

## Action Verbs/Descriptive Words

### Administration

Administer  
Conduct  
Delegate  
Distribute  
Engage  
Furnish  
Insure  
Justify  
Purchase  
Reject  
Requisition  
Ship  
Store  
Supply

### Audit

Assemble  
Assist  
Analyze  
Budgeted  
Change  
Compare  
Computed  
Conclude  
Evaluate  
Inspect  
Recommend  
Report  
Review  
Verify

### Changing

Activate  
Create  
Compare  
Consolidate  
Design  
Improve  
Invent  
Make  
Modify  
Revamp  
Upgrade

### Communicate

Answered  
Briefed  
Contact  
Critique  
Declare  
Display  
Draft  
Issue  
Lecture  
Speak  
Teach  
Testify  
Write

### Coordination

Arrange  
Chaired  
Coordinate  
Cooperate  
Mediated  
Negotiate  
Publicize  
Represent  
Strengthen

### Deciding

Accept  
Approve  
Authorize  
Consider  
Decide  
Issue  
Render  
Solve  
Terminate

### Help

Assist  
Arrange  
Contribute  
Counsel  
Give  
Guide  
Indexed

Initiate  
Serve  
Solve  
Taught

### Manage

Adjudicate  
Anticipate  
Analyze  
Approve  
Certify  
Change  
Command  
Establish  
Evaluate  
Execute  
Implement  
Manage  
Meet  
Monitor  
Organize  
Plan

### Personnel

Appraise  
Discharge  
Employ  
Hire  
Interview  
Promote  
Recruit  
Screen  
Seek  
Select  
Terminate  
Train  
Transfer

### Plan & Control

Acquire  
Assume  
Allocate  
Control  
Extend  
Forecast

Formulate  
Measure  
Plan  
Progress  
Schedule

### Research & Development

Analyze  
Applied  
Compile  
Define  
Determine  
Develop  
Evaluate  
Identify  
Investigate  
Prepare  
Propose  
Recommend  
Researched  
Reviewed  
Studied  
Tested

### Supervise

Adhere  
Assess  
Assign  
Conduct  
Counsel  
Define  
Delegate  
Develop  
Foster  
Maintain  
Manage  
Meet  
Report  
Request  
Supervise



# ***STUDENTS***

## **Before Writing Your Resume**

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### Dos

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## DESCRIPTION OF WORK-WRITING STYLES

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Administer  
Conduct  
Delegate  
Distribute  
Engage  
Furnish  
Insure  
Justify  
Purchase  
Reject  
Requisition  
Ship  
Store  
Supply

### Audit

Assemble  
Assist  
Analyze  
Budgeted  
Change  
Compare  
Computed  
Conclude  
Evaluate  
Inspect  
Recommend  
Report  
Review  
Verify

### Changing

Activate  
Create  
Compare  
Consolidate  
Design  
Improve  
Invent  
Make  
Modify  
Revamp  
Upgrade

### Communicate

Answered  
Briefed  
Contact  
Critique  
Declare  
Display  
Draft  
Issue  
Lecture  
Speak  
Teach  
Testify  
Write

### Coordination

Arrange  
Chaired  
Coordinate  
Cooperate  
Mediated  
Negotiate  
Publicize  
Represent  
Strengthen

### Deciding

Accept  
Approve  
Authorize  
Consider  
Decide  
Issue  
Render  
Solve  
Terminate

### Help

Assist  
Arrange  
Contribute  
Counsel  
Give  
Guide  
Indexed

Initiate  
Serve  
Solve  
Taught

### Manage

Adjudicate  
Anticipate  
Analyze  
Approve  
Certify  
Change  
Command  
Establish  
Evaluate  
Execute  
Implement  
Manage  
Meet  
Monitor  
Organize  
Plan

### Personnel

Appraise  
Discharge  
Employ  
Hire  
Interview  
Promote  
Recruit  
Screen  
Seek  
Select  
Terminate  
Train  
Transfer

### Plan & Control

Acquire  
Assume  
Allocate  
Control  
Extend  
Forecast

Formulate  
Measure  
Plan  
Progress  
Schedule

### Research & Development

Analyze  
Applied  
Compile  
Define  
Determine  
Develop  
Evaluate  
Identify  
Investigate  
Prepare  
Propose  
Recommend  
Researched  
Reviewed  
Studied  
Tested

### Supervise

Adhere  
Assess  
Assign  
Conduct  
Counsel  
Define  
Delegate  
Develop  
Foster  
Maintain  
Manage  
Meet  
Report  
Request  
Supervise

# ***APPENDICES***

## APPENDIX A

### Employment Eligibility

CATEGORY	DESCRIPTION	DOCUMENTATION
In-service, Army Eligible	A permanent Department of Army civilian	To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit None, except for position unique requirements
30 Percent Disabled Veteran	Prior military service members with a disability rating of 30 percent or more. No time limit.	All DD-214(s) showing type of discharge, SF-15 and supporting documentation; i.e., VA letter dated within 1 year.
Veteran Recruitment Appointment (VRA) Eligible	Includes – <ul style="list-style-type: none"> <li>■ Disabled veterans; or</li> <li>■ Veterans who have been awarded a campaign badge, Armed Forces Expeditionary Medal (AFEM) or Armed Forces Service Medal (AFSM); or</li> <li>■ Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.</li> <li>■ There is no length of service requirement.</li> </ul>	<ul style="list-style-type: none"> <li>■ All DD-214(s) (member 4 copy) – Documentation from the Military Personnel Office, if within 120 days of retirement or separation.</li> <li>■ After discharge, submit DD-214 (Member 4 Copy)</li> <li>■ SF-15 (if claiming compensable disability or other 10-point veterans' preference) and supporting documentation, i.e., VA letter dated within 1 year.</li> </ul>
Veterans Employment Opportunities Act (VEOA) of 1998 (P.L. 105-339)	To be eligible for this type of appointment, you must be a preference eligible or veteran separated after substantially completing 3 or more years of continuous active service performed under honorable conditions. ("Active service: defined in title 37, United States Code active duty in the uniformed services and includes full-time training duty, annual training duty, National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.")	<ul style="list-style-type: none"> <li>■ All DD-214(s)(Member 4 copy) – Documentation from the Military Personnel Office if within 120 days of retirement/separation. After discharge, submit DD-214 (Member 4 copy) – SF-15 (if claiming a compensable disability or other 10-point veterans' preference) and supporting documentation; i.e., VA letter dated within 1 year.</li> </ul>
Executive Order 12721 Eligible	Worked as an appropriated fund Federal employee overseas while a family member of a civilian employee, NAF employee, or uniformed service member serving overseas. Must have accumulated 52 weeks creditable service, received a fully successful or better performance rating, and returned to the U.S. from the overseas tour of duty and must meet time requirements.	SF-50's verifying you completed the required 52 weeks of creditable overseas service – Orders returning you to the United States – current performance rating.
Transfer Eligible	Current permanent, competitive service, non-Department of Army Federal civilian employee.	Copy of most current SF-50 showing status.

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Reinstatement Eligible	Attained career status on a permanent, competitive Federal appointment; or career-conditional with reinstatement eligibility. A former competitive service tenure group 1 Federal employee; a former competitive service career-conditional tenure group 2 Federal employee who has less than a 3-year break in service; a current DCIPS civilian employee serving on a permanent appointment and applying for permanent non-DCIPS position who does not meet the eligibility requirements under the DCIPS interchange agreement but who is a former competitive service tenure 1 or 2 Federal employee; or a former competitive service career- conditional tenure group 2 Federal employee who is entitled to veterans preference.	SF-50/SF-SOB showing the date of separation from last career or career-conditional appointment - All DD- 214(s) (Member 4 copy), if applicable.
Interagency Career Transition Assistance Plan (ICTAP) Eligible	Current or former employees displaced from non-DOD agencies.	Candidates must submit proof of eligibility (as identified in 5CFR 330.707(a)(2) with their resume to receive <b>this</b> special selection priority. Contact your servicing agency for more information about the ICTAP program.
Severely Disabled	Applicant has a severe physical or mental impairment certified by a state vocational rehabilitation service that limits one or more major life activities.	Letter dated -,within the last year from a state vocational rehabilitation service or from the Department of Veterans Affairs.
DCIPS/CIPMS Interchange Agreement Eligible	Currently serving on a CIPMS appointment without time limitation <b>or</b> has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a CIPMS position. May be appointed only to permanent positions based on this authority.	SF-50s verifying you completed the required 1 year continuous service and showing the date of separation, if applicable.



CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
NAF Interchange Agreement Eligible	Currently serving on a NAFI or AAFES position without time limitation or has been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a NAFI or AAFES position. May be appointed only to permanent positions based on this authority.	NAFI/AAFES - DA Form 3434 or AAFES Form 1200-75 verifying you have completed the required 1 year continuous service and showing the date of separation, if applicable- verification letter from Personnel Office.
Other Interchange Agreement	A person currently employed in another U.S. Federal Service position covered by an existing interchange agreement with the Office of Personnel Management, such as TVA.	SF-50 showing you have completed requirements for the interchange.
Outstanding Scholar	US citizen college graduate with a GPA of 3.45 or higher on a 4.0 scale for all undergraduate work or have graduated in the upper 10% of their class or major university subdivision.	Official Transcript
In-service DCIPS Eligible	A current DCIPS civilian employee serving on a permanent appointment and applying for DCIPS positions.	None, except for position unique requirements.
Non Status	All applicants without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.	None, except for position unique requirements.

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Military Spouse Preference (Overseas)	<p>The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the "best qualified" for the vacancy for which you are applying. Effective 1 June 2001, DoD has approved MSP CHOICE, a two-year test for the European Theater. Under this directive, military spouses will not lose MSP when accepting a temporary or term position or a permanent position with a flex or intermittent on-call work schedule. MSP is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position. <b>NOTE:</b> – MSP applies to initial employment at the overseas location. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. – MSP is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. – A continuing position is a permanent full-time or part-time position. This includes positions with non-appropriated fund (NAF) organizations or AAFES. – MSP can be used only once during the sponsor's tour. Once used, the spouse competes as a family member.</p>	Sponsor's PCS orders and military ID card.

CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy announcement or Job Kit
Family Member with Preference (Overseas)	<p>The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area. This category does not apply to family members of contractors. FMP applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member.</p> <p><b>NOTE:</b> –FMP applies to initial employment at the overseas location. Once the FM accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through FMP. –A continuing position for FMP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.</p> <p>–FMP can be used only once during the sponsor's tour. Once used, the FM competes as a family member without preference (FMNP).</p> <p>–FMP does not apply to FMs of locally hired civilian employees or government contractors.</p> <p>–FMP is lost when the spouse accepts or declines an offer of a continuing position to include a temporary position that is expected to last one year or more, or that is extended to last one year or more, or declines a job interview.</p>	Evidence of family member status (valid military ID card).
Family Member No Preference (FMNP) (Overseas)	Family members of locally hired DoD or NAF civilian employees, or a family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment. A continuing position for FMNP purposes is a position expected to last one year or longer regardless of work schedule. This includes positions with NAF organizations or AAFES.	Evidence of family member status (valid military ID card).
Reemployed Annuitant (Overseas)	A former federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS).	Copy of your last SF-50 Notification of Personnel Action which indicates your retirement from civil service.
CATEGORY	DESCRIPTION	DOCUMENTATION To be submitted upon notification of tentative selection or as specified in the vacancy

		announcement or Job Kit
Student Employment	A U.S. 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/vocational school, or a 2 or 4 years college or university, graduate/professional school, and meet your state's minimum employment age for minors and are either a US citizen or a permanent resident of the United States or otherwise authorized to be employed.	Transcript, letter from the educational institution.
Summer Employment	US citizen interested in summer employment only, other than temporary employment described in non-status above.	None, except for position unique requirements.
Family Member Youth Part Time (FMYPT) (Overseas)	The FMYPT Program is for high school students taking a full curriculum or college students taking at least 24 semester hours (or the equivalent) per school year. Family member spouses under 18 years of age who are attending high school and 14 to 23-year-old unmarried children, stepchildren, adopted children, and children under legal guardianship of the sponsor or spouse are eligible for employment in the FMYPT program if they reside in the same household with, and are family members of, a member of the U.S. Forces on active duty; civilian employee of a U.S. government.	Evidence of family member status (valid military ID card).

## APPENDIX B

### DESCRIPTION OF VETERANS PREFERENCE

Use the chart below to determine your veterans' preference entitlements. You may also go on-line and use the Veterans Preference Wizard at <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

Veterans	
Category	Eligibility Requirements
<b>5-Point Preference</b>	<p>Veterans are eligible for 5-points veteran's preference if any of the follow apply: Served:</p> <ol style="list-style-type: none"> <li>1. During a war; <b>or</b></li> <li>2. During the period April 28, 1952 through July 1, 1955; <b>or</b></li> <li>3. For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; <b>or</b></li> <li>4. During the Gulf War from August 2, 1990, through January 2, 1992; <b>or</b></li> <li>5. In a campaign or expedition for which a campaign medal has been authorized. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti, qualifies for preference.</li> <li>6. Retired at a rank lower than Major or Lieutenant Commander.</li> </ol> <p>A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980, (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. The 24-month service requirement does not apply to 10-point preference eligibles separated for disability incurred or aggravated in the line of duty, or to veterans separated for hardship or other reasons under 10 U.S.C. 1171 or 1173.</p>
<b>10 Point Disability</b>	<ol style="list-style-type: none"> <li>7. Veteran is eligible for 10-point veterans' preference if the veteran served at any time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs but does not qualify as a CP or CPS <b>or</b></li> <li>8. Veteran has received a Purple Heart</li> </ol>
<b>10 Point Compensable (CP)</b>	<ol style="list-style-type: none"> <li>9. Veteran is eligible for 10-point veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of at least 10 percent but less than 30 percent.</li> </ol>
<b>10 Point 30% or More Compensable (CPS)</b>	<ol style="list-style-type: none"> <li>10. Veteran is eligible for 10-point compensable veterans' preference if the veteran served at any time and received a compensable service-connected disability rating of 30 percent or more.</li> </ol>

<p><b>10 Point Other – Derived Preference</b></p>	<p>Spouses, widows, widowers, or mothers of veterans are eligible for veterans' preference if one of the following categories is met.</p> <p>11. <b>A spouse of a disabled veteran</b> who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability. Such a disqualification may be presumed when the veteran is unemployed and is rated by appropriate military or Department of Veterans Affairs authorities to be 100 percent disabled and/or unemployable; <b>or</b> has retired, been separated, or resigned from a civil service position on the basis of a disability that is service-connected in origin; <b>or</b> has attempted to obtain a civil service position or other position along the lines of his or her usual occupation and has failed to qualify because of a service-connected disability. Preference may be allowed in other circumstances but anything less than the above warrants a more careful analysis.</p> <p>12. <b>A widow or widower of a veteran</b> who was not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; <b>or</b> died while on active duty that included service described immediately above under conditions that would not have been the basis for other than an honorable or general discharge.</p> <p>13. <b>A mother of a veteran who died</b> under honorable conditions while on active duty during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; <b>and</b> she is or was married to the father of the veteran; <b>and</b> she lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); <b>or</b> she is widowed, divorced, or separated from the veteran's father and has not remarried; <b>or</b> she remarried but is widowed, divorced, or legally separated from her husband when she claims preference.</p> <p>14. <b>A mother of a living disabled veteran</b> if the veteran was separated with an honorable or general discharge from active duty performed at any time <b>and</b> is permanently and totally disabled from a service-connected injury or illness; and the mother is or was married to the father of the veteran; <b>and</b> lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); <b>or</b> is widowed, divorced, or separated from the veteran's father and has not remarried; <b>or</b> remarried but is widowed, divorced, or legally separated from her husband when she claims preference.</p> <p><b>Note:</b> Preference is not given to widows or mothers of deceased veterans who qualify for preference under 5 U.S.C. 2108 (1) (B), (C) or (2). Thus, the widow or mother of a deceased disabled veteran who served after 1955, but did not serve in a war, campaign, or expedition, would not be entitled to preference. 5 U.S.C. 2108 and 3309; 38 U.S.C. 5303A</p> <p>More information on veterans' preference can be found in the <u><a href="#">OPM VetGuide</a></u> on OPM web site at <u><a href="http://www.opm.gov">www.opm.gov</a></u>.</p>
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## APPENDIX C

### CHECKLIST

1. Go to [www.cpol.army.mil](http://www.cpol.army.mil) where you can click on the employment button, where you will find three important links: Army Resume Builder, ANSWER, and Vacancy Announcements. It also gives you general information about the different parts of applying for jobs, as well as how your resume is handled.
2. Be sure to have all your previous employment and education information handy. It is possible to “cut and paste” from electronic documents into the Resume Builder.
3. Create an Account (store userid and pin in a safe place).
4. Follow the instructions in filling out your application. Be sure to follow any “pop-up” bulletins regarding what you need to do or review in processing your application.
5. Be sure that you indicate all categories of eligibility that meet your situation. For instance, a person might be reinstatement eligible, handicap eligible, and 30% disabled veteran. All categories should be marked. This will ensure a greater chance of future employment as some jobs are only open to certain categories of eligibles, and if your application is not properly marked, can result in loss of consideration.
6. Some areas of the application limit the amount of words you can input. It is recommended that you tailor your application in response to the specific position you are applying for. However, this can be problematic in that depending on the frequency in which you apply for positions, the application that is pulled for a specific job is the one on file in the central database at the time in which the CPOC pulls the resumes for the database. So, you might have your resume addressing one job one way, and apply for that job. Then, another job comes open, and you want to change your resume to address some duties related to that position, and so you change your application. However, the CPOC may not have pulled your application for the 1<sup>st</sup> job until after you changed it in response to the 2<sup>nd</sup> job. So, be careful if you do this.
7. Once you create (or you may even be updating your resume), you want to be sure to save your resume to the database. Note: This is to the Army Resume Builder Database...you will receive directions

once you “save” on how to forward your application to be put into the Central Database...this is very important.

8. **Send application electronically to the Central Database.**
9. **The resume builder will show you how you can “View Resume Activity Summary”. This gives you information like when you last updated your application, if and when you sent it to the Central Database, etc.**
10. **Go into ANSWER where you will be able to use the same userid and pin to access your account. This is where you can view the resume you have on file in the central database (Resumix) which will be used when your application is pulled in response to a job for which you have applied. You can also check and make sure that your supplemental data is correct; your eligibility categories are correct, etc. You can also view what positions you have applied for, their status, and what occurred in regards to your application.**
11. **Once you have your resume entered into Resumix, and submitted to the central database, you will be able to “self-nominate” yourself for positions for which you are eligible, and that you are interested in and feel you are qualified for.**
12. **When viewing Army vacancy announcements, they will be of two types – Merit Promotion or Delegated Examining. Currently the Delegated Examining announcements (which are open to US citizens) are not done through the automated system, and require different applications requirements and procedures. So please review the announcement carefully. The other Merit Promotion are primarily done through the automated process, although there are instructions for those not having internet access.**



## APPENDIX D

### FREQUENTLY ASKED QUESTIONS

**Q: Aren't Resume Builder, RESUMIX and ANSWER/ROAR/SOARS all the same thing?**

**A:** No, they are distinctly different things used for different purposes, and sometimes in different physical locations.

**Q: How many resumes may I have on file at one time?**

**A:** There can only be one resume on file per person at any given time in each Resumix database (i.e., Centralized, West Korea, Pacific, and Europe). When you submit an updated resume, your previous resume will be replaced. The new resume does not delete any history, notes, or self-nominations you may already have on file.

**Q: When writing my resume, should I leave out those jobs that are not directly related to the position for which I am applying? And, will the gap in dates cause concern for the individual reviewing my resume?**

**A:** It is very important that your resume be tailored to the position for which you are applying. With regard to those jobs which are not directly related to the applicable position, you may wish to reflect the job and dates, but indicate the experience is not applicable to the subject vacancy.

## APPENDIX E

### DEFINITIONS

**ANSWER/ROAR/SOARS** are “views” into the RESUMIX databases, allowing you to review the status of your record there, i.e., resume, self-nominations, status, etc. Each of these tools each has their own individual Userid/PIN/Password requirements.

**ARMY RESUME BUILDER** is a tool for your personal use in creating and sending out resumes. No one sees your record there but you. If you do not send it out, it is comparable to building a resume with your word processor and saving it to your own computer – no one will see it if you do not send it somewhere.

**CENTRAL DATABASE AND RESUMIX** are interchangeable. The central database, for which Resumix is the base software, is the database to where applicants “send” their resume from the resume database. The central database is the database to where an individual’s self-nomination is matched up for a specific job. So, while an individual may have a resume on file in the Army Resume Builder database, they still must follow directions to have it sent for inclusion in the central database. These are two separate databases!

**OUTSTANDING SCHOLAR PROGRAM** applies to US citizen college graduates with a GPA of 3.45 or higher on a 4.0 scale for all undergraduate work or have graduated in the upper 10 percent of their class or major university subdivision. Applicants who wish to apply for the Outstanding Scholar Program may apply nine months before completing all the requirements of the Program, including GPA or class standing. However, the applicants must produce appropriate documentation (e.g., a copy of their college transcript) at the time of appointment. To apply as an Outstanding Scholar, send a resume as explained in the “How to Apply” instructions for this position. You may be required to submit a copy of your college transcripts containing sufficient information to compute GPA and/or a letter from the Registrar’s office as proof of your 10% class standing.

**SELF-NOMINATION** – for jobs announced under Merit Promotion, applicants are required to “self-nominate” themselves for the position. Their self-nomination for a specific position is matched up to the resume they have on file in the central database (Resumix).

**STUDENT** are applicants who are 16 years old and are at least part-time students. Applicants must be currently enrolled or accepted to an educational institution taking at least a half-time academic or vocational and technical course load and willing to accept temporary employment.

**US CITIZENS AND NATIONS WITH ALLEGIANCE TO THE UNITED STATES.** Only a United States citizen (including citizens of Guam; Northern Mariana Islands including Saipan, Rota, Tinian, Puerto Rico, and the Virgin Islands of the United States, including St. Croix, St. Thomas, and St. John) and nationals from American Samoa and Swains Island may be appointed to this position.

**VACANCY ANNOUNCEMENT** – There are two basic kinds of vacancy announcements – internal (Merit Promotion) and external (Delegated Examining) announcements. The internal ones are recognizable by the fact that they begin with “SWG N”, while the external ones begin with “14DF”, which identifies them with the Huntington District, USACE. Internal announcements (Merit Promotion) allow applications from various sources, including permanent Huntington USACE employees to employees with reinstatement rights, transfers from other agencies, veterans with certain rights, etc. External announcements (Delegated Examining) are open to US Citizens. It is possible, and recommended that applicants apply under all announcements and categories of eligibility, where possible, to expand on their chances of being qualified and/or selected for a position. Applicants should read an announcement carefully to determine if they are eligible to apply, and what information they need to apply, and how they must apply.

## **APPENDIX F**

### **ACRONYMS**

DA – Department of Army

DCIPS – Defense Civilian Intelligence Personnel System (formerly CIPMS)

EO – Executive Order

VRA – Veterans Recruitment Appointment

VEOA – Veterans Employment Opportunities Act

ICTAP – Interagency Career Transition Assistance Plan

CIPMS – Civilian Intelligence Personnel Management System

NAF – Non-appropriated Fund

ANSWER – Applicant Notification System Web Enabled Response

## APPENDIX G

### RESUMIX SELF-NOMINATION FORM

DATE: \_\_\_\_\_

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

Announcement  
Number: \_\_\_\_\_

Position Title, Pay Plan, Series and Grade of  
Vacancy: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Home Phone  
Number: \_\_\_\_\_

E-mail  
Address: \_\_\_\_\_  
—

**Complete the following items that are applicable to the vacancy announcement:**

Lowest Grade Acceptable (complete for multiple grade level positions only): \_\_\_\_\_

**E-mail Info to:** [selfnom@cpsrxtp.belvoir.army.mil](mailto:selfnom@cpsrxtp.belvoir.army.mil)

**OR**

**Mail Form to:** Northeast Civilian Personnel Operations Center  
Central Resume Processing Center  
314 Johnson Street  
Aberdeen Proving Ground, MD 21005-5283

**OR**

**Fax Form to:** (410) 306-0229 or (410) 306-0139

### PRIVACY ACT STATEMENT

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), 31 Dec 1974 for individuals competing Federal records and forms soliciting personal information. AUTHORITY: Sections 1302, 3301, and 7201 of Title 5 U.S. Code. This information will be used to update your Resume for employment purposes. Collection of your Social Security number is authorized by

Executive Order 9397. Furnishing the information on this form, including your Social Security Number is voluntary, but failure to do so may result in non-referral.