



***SOUTH CENTRAL
CIVILIAN PERSONNEL
OPERATIONS CENTER
REDSTONE ARSENAL, AL***

“Partners in Service, Helping Leaders Meet the Mission”

***Job Application
Procedures
for
Internal Candidates
(Army Employees serviced by SC-CPOC)***

March 2001

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South Central Civilian Personnel Operations Center Job Application Procedures for Internal Candidates

INTRODUCTION

The South Central Civilian Personnel Operations Center (SC-CPOC) is committed to meeting the needs of its customers through innovation. To ensure that every referral list represents highly qualified applicants and to ensure that all applicants receive maximum consideration for job opportunities, the SC-CPOC uses an innovative automated system to refer applicants for employment opportunities. Standard Automated Inventory and Referral System (STAIRS) is the Department of Army referral program which uses Resumix® computer technologies.

The automated referral system (Resumix®) uses state-of-the-art optical character recognition software and a patented skill extraction system to read your resume. Through the use of this technology, the SC-CPOC will be able to quickly and accurately extract and store information contained in your resume.

Why is this important to you? As an internal candidate, with just **one** properly prepared resume, the SC-CPOC can consider all your skills for many jobs. You are no longer required to submit a separate application for each vacancy. Once you have one **“pre-positioned”** resume on file, you need to only self nominate for vacancies. See page 26 for instructions on how to self nominate. If you ever submit an updated/changed resume, it will be used to replace the previously submitted resume. It is recommended that you only submit a new resume when there is a significant change in your work history, education or personal data. Page 25 also discusses when to make resume changes.

NOTE: A few activities serviced by the SC-CPOC *are not* using STAIRS. Read the vacancy announcement to identify the recruitment process being used to fill the vacancy.

WHAT IS A “PRE-POSITIONED” RESUME? This is a resume that fully identifies your past work experience. It is a resume that can be used for any job for which you may have interest. You no longer need to change your resume to “fit” the vacancy announcement. Your skills and experience should be fully expressed on your resume. This resume on file in our STAIRS database will be used for all vacancies you may self-nominate against.

HOW DOES STAIRS WORK? STAIRS is a two-step process. First, prepare and submit your STAIRS “Pre-positioned” resume so that it is entered and stored in the database.

Second, self-nominate against any STAIRS vacancy announcement for which you may have interest.

INTERNAL APPLICATION PROCEDURES KIT COVERAGE

WHO MAY APPLY? Under the South Central CPOC’s Standard Automated Inventory and Referral System (STAIRS) you are considered an *internal candidate* and should use the procedures outlined in this document if you are: a current, competitive service, permanent Department of the Army (DA) employee or a current, permanent VRA DA employee in an office *serviced by the SC-CPOC*.

Our internal source codes for use as an internal candidate may be found on page 27 of this document.

A complete listing of our serviced areas is located on our home page.

INTERNAL CANDIDATES WHO ARE ALSO ELIGIBLE FOR CONVERSION TO A SPECIAL, NONCOMPETITIVE

APPOINTMENT: If you an internal candidate who is also eligible for referral consideration under an external, special appointing authority such as the VRA or DAV, you may apply as an internal candidate **and** as an external appointment source. Your source code will be one of the codes on page 28 and EXT (i.e., IARPC & EXT). You will also need to include responses to the Supplemental Data Questions at the end of your resume. Please refer to the External Job Kit for additional information.

GENERAL INFORMATION

This Job Kit is a guide to the application preparation process for General Schedule (GS), Wage Grade (WG) and other Federal Wage System employees. This includes employees included in Demonstration Projects, as well as others applying to work for the Federal government. This guide contains information to aid you in successfully completing your resume and applying for positions. You may also obtain filing information from the Civilian Personnel Advisory Center servicing positions for which you desire consideration.

To avoid possible disqualification of your application, please read the information provided in this kit. Only STAIRS resumes are accepted for vacancies filled under STAIRS procedures. The SF-171 and OF-612 are not accepted under STAIRS procedures. Previous local announcement forms and procedures will no longer be applicable. Supplemental information, other than what is requested, should not be submitted. Supplemental information not requested will not be considered, will not be retained in this office, and will not be returned to the applicant.

ROAR

Our on-line response tool “Resumix® On-Line Applicant Response (ROAR)” is updated daily. You can monitor status of your self-nominations and view the resume currently on file in the SC-CPOC’s STAIRS database. You can access our home page through Department of Army (DA)’s CPOL homepage at <http://www.cpol.army.mil>. Once at CPOL, click on “Regional Pages”, “South Central Region”, “Tools”, and then “ROAR.”

You will have to establish your own ROAR account (User ID/Logon and password) prior to accessing your information. Be sure that your last name is entered as it was on your resume.

Status of your self-nomination should be reflected within approximately 14 workdays AFTER the vacancy announcement closed and will remain posted for 120 days.

NOTE: Work backlog may prevent status results within the approximate timeframe. Continue to check ROAR for new self-nomination status.

RESUME PROCESSING TIME: Accepted resumes (those that meet submission requirements) will normally be processed into the STAIRS database within 3 working days after receipt (excluding weekends and Federal Holidays). Notifications to applicants concerning resume processing are generally made via post cards although you are reminded about our ROAR tool. You can monitor ROAR to see when your resume has been entered into the database.

HOW THE AUTOMATED SYSTEM WORKS: Your name, address, education, and unique skills are extracted from your resume during the scanning process. The personnelist will screen your resume against the qualification requirements of the position (Specialized, related or general experience: see the vacancy announcement for specifics). The contents of your work experience(s) are used during this referral process.

Resumes of competitive candidates (Applicants seeking higher grade than currently or previously held) are further screened against skill criteria to ensure that only the best or highly qualified competitive candidates are referred for consideration.

NOTE: Some vacancies require a selective placement factor. These factors are used as a screen-out process whereby you must possess this skill or ability in order for your resume to be further considered during the referral process. Examples of selective placement factors include but are not limited to Proficient Typist (40WPM), Welding Certificate, Professional Nurse Registration, etc.

BASIC QUALIFICATIONS: Applicant resumes are reviewed for basic background requirements prior to referral. However, detailed eligibility and qualification determinations are only made on the applicant(s) selected. Selected individual(s) are required to fully meet the qualifications outlined for positions and will be required to render supporting documentation (i.e., Member 4 copy DD-214, college transcripts, SF-50, etc.) to the servicing CPAC prior to the job offer. The Office of Personnel Management's (OPM's) Operating Manual: Qualification Standards for General Schedule Positions is available for review on the web at <http://www.opm.gov>. Once at

OPM's web site, click on "References", then click on "Qualification Standards Operating Manual" (<http://www.opm.gov/qualifications>.)

TIME-IN-GRADE/TIME-AFTER-COMPETITIVE APPOINTMENT (TIG/TACA): Applicants must meet the time-in-grade and time-after competitive appointment requirements. Time-in-grade (TIG) requirement is 52 weeks at the next lower grade level in the normal line of progression of the occupation. Applicants must meet TIG requirements as specified by the applicable merit promotion plan (see vacancy announcement for specific time-line.)

Time-after-competitive appointment (TACA) regulations state that no employee may transfer or be reassigned within three months following the latest appointment from a competitive list of eligibles (OPM or DEU). Exception: to a position at the same or lower grade, in the same type of work, and in the same geographical area. Applicants must meet TACA requirements at the time of referral for a vacancy.

HOW LONG DOES YOUR RESUME REMAIN ACTIVE? The SC-CPOC does not deactivate resumes from its STAIRS database unless undeliverable mail is received from the mailing address you listed on your resume or until you send a request for resume deactivation to us in writing. You can send your deactivation request using regular mail or email at stairs@cpocscr.army.mil.

HOW TO APPLY

The job application process requires a STAIRS formatted resume. Only resumes submitted in STAIRS format will be accepted. **Your resume is limited to three (3) pages.** Once your resume is received, it will be electronically scanned/entered into our automated computer system and a profile of your qualifications and skills will be stored.

You may submit your resume by email, hard copy or by using the Department of the Army Resume Builder on their CPOL home page at <http://www.cpol.army.mil>. Click on "Employment", then click on "Army's Resume Builder."

SPECIAL NOTE: Please ensure you follow all of the instructions on the Resume Builder as many applicants fail to send their resume to an active location for processing. Upon submission of your resume through the Army's Resume Builder or through email to the South Central CPOC, you will receive an electronic notification of receipt of your resume. This only acknowledges receipt and does not indicate acceptance of your resume within the system. Upon acceptance and processing of your resume (usually within a week of your submission), you will again be notified, this time by postcard via regular mail. If your resume is rejected for any reason, you will be notified by email (or by postcard if you submitted your resume by regular mail.)

RESUME FORMAT GUIDELINES: Since we are using an automated system, it is important that your resume be "machine readable" or "scannable" (STAIRS format). To maximize the computer's ability to read your resume, provide a clean, typed, spell-checked STAIRS resume and use standard size paper. If you deviate from the tips provided in this job application kit, the system will have a difficult time focusing on the information that you want to present and may result in your resume being not retained for processing. A scannable resume maximizes the computer's ability to "read" your resume and maximizes the computer's ability to "read" your resume and properly extract and store information on your skills, education, training, etc. Keep in mind that only resumes in STAIRS format will be processed. Resumes in a fancy style (Such as that used for private industry) will not be retained for processing.

PREPARING A RESUME

PLAN YOUR RESUME: The development of a resume for electronic processing is a "no frills" task. You should start by thinking seriously and carefully about your personal job and advancement goals for the immediate future. Concentrate on narrowing your scope of interest to that most sought after position or those very few positions in which you feel your career would be best enhanced. Be logical and realistic. Set reasonable, yet potentially attainable goals for yourself.

Focus your resume on defining and identifying all key and meaningful skills you currently possess which support and demonstrate the knowledge and

proficiency you already have in the field you want to enter or the job(s) you would like to have.

You should describe these skills in a straightforward manner. Avoid using “flowery” language and refrain from only action verbs.

For electronic scanning purposes, skills are generally and most effectively portrayed by using nouns.

The following are examples of skills:

Clerical/Administrative

Word Processing, Travel Arrangements, Correspondence, Office Management

Wage Grade

Item identification, Loading methods, Reports and issue requests, Bulk, bin and storage locations

Construction Representative

Construction costs, Design phase, Project Building inspection

Technical/Professional

Project Planning, Methods Planning, Analysis, Design Systems, Program Administrator

You should describe your skills using terminology generally recognized and accepted in the occupation in which you have experience or in which you are seeking to progress.

It is recommended that you be very conservative in using acronyms and abbreviations. If you use them we recommend that you spell out the term and immediately follow it with the acronym or abbreviation in parenthesis.

Names for systems or processes in which you are skilled may be used in your resume; for example, Word Perfect, EXCEL, Lotus 123, PowerPoint.

Instead of describing what your responsibilities were, describe exactly what you did.

Mention the names of any tools, software, or equipment you used, and any specialized knowledge you acquired

Prepare *one*, quality, comprehensive STAIRS resume that can be used to apply for *all* positions in career areas you are interested in. Once your resume is pre-positioned in the database, you *will not* have to submit another one unless you have *significant* changes or *new skills* to add

Tips for Resume Acceptance and Maximizing Scannability:

- Limit your resume to three (3) pages. **Resumes more than three pages will not be accepted.** (Supplemental data does not count towards this limit)
- Email resumes can not be longer than 180 lines (To, from and subject line does not count toward the limit).
- Use left-justify when preparing your resume, not center or right-justify.
- Provide a laser printer original if email is not possible. A typewritten original or a high quality photocopy is acceptable. Avoid dot matrix printers and low quality copies. **Handwritten resumes will not be accepted.**
- Type with black ink on 8.5” by 11” white bond paper, printed on one side only.
- Use a minimum margin of 1 inch on all sides of your printed resume.
- Use standard typefaces such as Helvetica, Futura, Optima, Universe, Times, Palatino, New Century Schoolbook and Courier. We prefer the **Courier** font.
- Use a font size of 11 to 14. 12 pitch is preferred.
- Do not condense spacing between letters.
- Type your social security number in the TOP left corner of the second and third page of your resume.
- Do not use boldface letters.
- Use capital letters for section headings as long as the letters do not touch each other.
- Be specific when naming the computer software, types of equipment, etc., with which you have experience.
- Describe your experience with specific words rather than vague generalizations. For example, it is better to use “managed a team of software engineers” than “responsible for managing, training.....”.
- Proofread and spell-check your resume.
- Do not staple, fold, bind, or punch holes in your resume.
- Do not use vertical lines, horizontal lines, graphics and boxes.
- Do not use two-column format or resumes that look like newspapers.
- Do not use fancy fonts such as *italics*, underlining, or shadows.
- Do not use bullets (●).

- Do not use acronyms or abbreviations, if you do, completely spell out the term immediately followed by the abbreviation/acronym in parenthesis.
- Do not submit your resume on colored paper (do not email your resume on a background).
- Do not submit your resume as an attachment to an email.
- Do not submit any supplemental documentation or attachments **NOT** specifically requested.
- Do not expect your resume or any documents submitted to be returned. If your resume is not scannable, you will be notified with a post card or letter and your resume will be destroyed.
- Email your resume. This is the preferred method for submitting your resume to us. Instructions for email are located on page 23.
- Use the Resume Builder on DA's CPOL home page at www.cpol.army.mil. at your discretion. This is also a preferred method.

NAME

The sample resume provides for the basic format (first name middle initial last name) when typing your name on your resume. However, there are some exceptions to that format. Below are some tips to assist you if one of the rules applies to you:

- Names that are hyphenated or punctuated should be typed as-used:
For example: Susan A. Howard-Armstrong or Michael C. O'Brien
- Titles that follow a name should be typed at the end of the name. (Please note that commas are used in this format.)
For example: Susan Armstrong, MD or John H. Jones, II
- Last names that contain spaces should use the following format (first name, middle initial, last name). Please note that commas are used in this format.
For example: John R. Van Fossen. or John R. Van Fossen, MD

Once your resume is received and entered into the automated referral system, you will receive postcard notification that your resume has been received and processed. If your resume is incomplete, unscannable, or handwritten, you will not be considered and a notification to this effect will be sent to you via email or postcard. However, your resume will not be returned in any event. Falsification of your resume could result in termination of Federal employment or may be punishable by fine or imprisonment.

RESUME CONTENT

The resume you prepare for electronic processing is not intended to be the “working life history” found on the SF-171’s previously used to apply for Federal positions. The only experience you need to include on a resume is that experience which will directly contribute to the attainment of your next personal promotion or career objective(s).

When your goal is to become a GS-0809-09 Construction Representative, it is not necessary to outline the experience you had ten years ago as a GS-4 Clerk-Typist. Your ability to type correspondence and file documents will add nothing of value to your qualifications for a GS-0809-09 position.

Limit the experience included on your resume to that which is fairly recent (no more than the last five years, unless you acquired specific skills or experience prior to the last five years that is pertinent to your immediate career goals) and which directly supports your qualifications for the range of higher graded positions for which you seek consideration.

The same rule of thumb should be followed in deciding which specific education and training information to place on your resume. **Remember, the resume you submit to the South Central-CPOC must be no longer than three typewritten pages and with the margin parameters of at least 1 inch, so use the space wisely in order to illustrate only specific skills which are relevant to your job/promotion goals.**

The automated system has the ability to extract and retain 200 skills from your resume. This fact is particularly important to remember when you are thinking of specific systems, and processes (example: Word Perfect, EXCEL, PowerPoint, ACCESS, etc.) to include in your resume. Use only those systems or processes that are current and definitely found in or are related to the positions you want to be placed in.

Two hundred skills should be more than enough to adequately reflect the key portions of your background, experience, education and training.

Review of Resumes: Although the automated system greatly reduces the need for the involvement of a staffing specialist in processing your resume, it does not entirely eliminate the requirement for human review of your qualifications. *Detailed eligibility and qualification determinations are made on selectees only.* However, to ensure that selecting officials receive quality referral lists, candidate's resumes are reviewed for quality/level of experience/background at time of referral.

Resumes of competitive candidates (Applicants seeking higher grade than currently or previously held) are further screened against skill criteria to ensure that only the best or highly qualified competitive candidates are referred for consideration.

Please remember that all information included in resumes is subject to review and verification. Authorized legal and regulatory penalties may be imposed on employees submitting false information.

The automated system extracts information from your resume to compare with job requirements. In order to ensure accurate extraction (identification of job-related skills), you should develop your resume according to the following guidelines and requirements. Don't forget to put your social security number in the top left corner of your resume on page two and three.

RESUME CONTENT

Include the following information on separate lines (double-spacing NOT required) at the top of the first page of your resume in the following order:

- Full Name (First Name Middle Initial Last Name)
- Home Mailing Address (Include street, apartment number, city, state and zip code.)
- Home Phone with Area Code
- Work Phone with Area Code
- DSN Phone Number (Digital Switched Number – Military Phone # if applicable.)
- Social Security Number (Do not insert dashes between numbers.)
- Source Code (Source Codes are listed on page 27 of this kit.)
- Highest **Permanent** Grade Held (Include Pay Plan, Series, Grade, To and From Dates. -- Dates should include month and year)
- Typing Speed (Number of words per minute (WPM) you can type); if appropriate for your career goals.
- Steno Speed (Number of words per minute (WPM) you can steno); if appropriate for your career goals.

Experience Section: When describing duties, be sure to include:

- Start and end dates (month and year). Describe the current position first.
- Hours worked per week (HPW)
- Position title (Civilian, private industry or military job title)
- Pay plan, series, and grade (if Federal civilian position; if military position provide rank)
- Current salary
- If experience entry describes Federal civilian positions at different grade levels, include month and year promoted to each grade.
- Employer's name and complete address
- Supervisor's name and telephone number
- All major tasks (Include in your description any systems you have worked on, any software programs you have used, any special programs you have managed, any regulations, directives, etc., used, and any other job-related information you would like to include.)

Formal Education: If degree completed (e.g., AA, BA, MA), list your major field of study, year degree awarded, and name of college or university. If your highest level of education was high school, list either highest grade completed, year graduated, or date you were awarded GED. This is also the section to list completed quarter/semester hours. Applicants may include their grade point average or GPA based on a 4.0 scale.

Specialized Training, Awards, Licenses and Certificates: List specialized training, including government-provided training, licenses and certificates that are pertinent to your career goals. Include month and year of training and date awarded any licenses or certificates.

SAMPLE RESUME

Joseph P. Jones
987 Northeast Blvd
Huntsville, AL 35806
Home: (410) 962-8888
Work: (410) 962-7777
DSN: 999-9999
Email: jonesj@klpl.usage.army.mil

SSN: 999999999
Source: ICEHUNT

Highest Permanent Grade Held: WG-8738-06, Jun 91 - Mar 97
Typing: 40 WPM

EXPERIENCE

Jun 91 - Present, 40 HPW, Chemical Operations Specialist, WG-8738-06, \$15.86 PH, US Army, Corps of Engineers, Huntsville, AL 35803, MAJ Filpatrick, (555) 830-9999. Training instructor at Aberdeen Proving Ground, Nuclear Biological Chemical School. Set up and schedule classes for training. Training topics include: Nuclear Biological Chemical warfare clothing, decontamination, detection and alarm systems, and proper movement and storage of Nuclear Biological Chemical agents.

Oct 83 to Jun 91, 40 HPW, Explosives Worker, WG-6333-04, \$11.00 per hour, US Army, Arsenal Unit Somewhere, AL, CPT Bob Smith, (555) 540-3684. Renovated, manufactured and demilitarized new production and also rework production when occasions arise. Removed shells and casings from packing boxes, placed munitions on assembly lines, manually move munitions from one phase to another. Make mix samples, weighing and loading mixes for various end items; Starter mix, Starter Slug mix, and red phosphorus. Operated breakdown and shim machines on the M825 rework. Operated sealer and stencil machine for the M83/M18 grenades.

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Jun 79 to Oct 83, 40 HPW, Materials Handler, WG-4443-04, US Army, Installation Somewhere, MS, CPT Daniel Allard, (455) 123-5555.

Performed duties in handling munitions, components, smoke canisters and grenades, projectiles, bombs, cartridges and various production waste materials form incinerator operations. Operate gas and electric fork truck in stacking, loading and unloading and moving materials. Operate 5-ton truck to move materials from storage locations. Prepared mixtures using formula from SOP's for incineration of chemical, riot agents and other explosive materials. Prepare water treatment additives and collect samples of waste process. Disassembly and prepare munitions for incineration.

May 87 - Jun 91, 40 HPW, Assistant Marketing Manager, \$28,540 PA, Chesapeake Crab Factory, 67 Dock Street, Northeast, MD 21007, Jim E. Dean, (410) 284-8843. Responsible for nationwide marketing campaign for Chesapeake Crabs. Wrote and directed radio and television advertisements. Wrote and edited newspaper and magazine articles on the health benefits of eating more crab. Traveled throughout North America to promote and sell Chesapeake Crab products. Increased nationwide crab consumption by 38%.

SSN: 999999999

EDUCATION

AA, 1986 World History, Tampa Community College, Tampa, FL 38654, 3.5 GPA

SPECIALIZED TRAINING

Nuclear Biological Chemical Training, 1991; Decontamination Procedures, 1992; 1993; Training Instructor Academy 1991

LICENSES/CERTIFICATES

Military Drivers License 1991

SAMPLE RESUME

Ima Applicant
1000 Mystreet
Little City, IN 44422
Home: (313) 222-4444
Work: (412) 222-1313
DSN: 678-1313
Email: imaa@aop.com

SSN: 123456789
Source: IPBL
Highest Perm Grade: GS-334-11; Feb 94 - Present

Typing: 60 WPM

EXPERIENCE

Feb 94 - Present, 40 HPW, Supervisory Computer Specialist, GS-334-11, DOIM, Pine Bluff Arsenal, AR. Chief, DOIM, Automation Management Division. Responsible for supervision and performance of 5 systems analysts and computer operators. Supervise the planning, implementation, integration, and administration of 22 separate DOD and in-house automation systems. Develop personnel and funding requirements for branch. Develop and maintain internal control systems to effectively manage government resources. Serve as Physical Security Officer for the division.

Feb 90 – Feb 94, 40 HPW, Computer Specialist, GS-334-11, Directorate of Information Management, Sierra Army Depot, CA. Database administrator for local mainframe Installation Support Modules, provide analyst support for military personnel, finance and accounting, and other computer system software. Design and develop LAN-based computer systems. Troubleshoot application problems/failures and implement solutions. Served as team leader for application developers.

Jul 88 - Feb 90, 40 HPW, Computer Programmer/Analyst, GS-0334-11, Directorate of Information Management, Dept Army, Harvey Barracks, PA. Primary analyst for military personnel, finance and accounting, and other

SSN: 123456789

computer systems. Designed and developed local applications such as telephone work order system, correspondence, tracking, and publications systems. Provided end user support. Conducted research to evaluate application software problems and implemented solutions.

Jan 86 - Jun 88, 40 HPW, Computer Programmer/Analyst, USA People's Bank. Anywhere, UT 80032. Designed and developed new computer systems using RPGII programming language for Accounts Payable/Receivable, Direct Billing, and Claims Processing. Made modifications to computer system software, performed troubleshooting and end user support.

May 84 – Jan 86, 40 HPW, Computer Programmer/Analyst, HoneyDo Inc. Sameplace, IN 43332. Designed and developed new application software using COBOL and CICS/VS programming language for manufacturing systems (Labor Reporting, Shop Order, Sales Order, Inventory, Accounts Payable/ Receivable, Employee Time Cards, Purchasing, and Marketing). Developed written, technical documentation for completed projects.

Jan 82- May 84, 40 HPW, Data Instructor, Big School, Little City, AR 33322. Taught vocational computer data processing and programming at the junior/senior high school level. Developed curriculum for First and Second year of study (COBOL, RPGII and BASIC programming). Designed and developed new application software for manufacturing systems (Bill of Material, Engineering Configuration Verification, Fabrication Time Analysis, and Shopload Simulation). Utilized COBOL, IMS/VS, and DL/I programming languages, OS Job Control.

Mar 80 – Jan 82, 40 HPW, Computer Programmer/Analyst, HoneyDo Inc. Sameplace, IN 43332. Designed and developed new application software using COBOL and CICS/VS programming language for manufacturing systems (Labor Reporting, Shop Order, Sales Order, Inventory, Accounts Payable/ Receivable, Employee Time Cards, Purchasing, and Marketing). Developed written, technical documentation for completed projects.

SSN: 123456789

Sep 75 – Mar 80, 40 HPW, Computer Programmer/Analyst, USA People's Bank. Anywhere, UT 80032. Designed and developed new computer systems using RPGII programming language for Accounts Payable/Receivable, Direct Billing, and Claims Processing. Made modifications to computer system software, performed troubleshooting and end user support.

EDUCATION

BS, Information Management, Big Big School, MI 3.75 GPA; 1989

SPECIALIZED TRAINING

Intro. To Data Processing(RPGII, COBOL), 1975; ASSEMBLER Language, 1975; DBASE IV, LOTUS, WordPerfect, 1989; AT&T 3B2 System Administrator Training (UNIX), 1992; System Development Methods, 1993; Systems Analysis and Design, 1993; Data Base Concepts, 1993; REXX Programming, 1993; NOVELL Networking, 1993; Microcomputer Productivity Tools, 1994; Hardware/Software Systems, 1994; PASCAL Programming, 1994; Management Information Systems, 1995; Programming Methodologies, 1996; Networking Concepts/Applications, 1996; Microsoft C++ Programming, 1996; Client-Server Computing, 1996; Statistics I, 1997; Business Calculus, 1997

HONORS/AWARDS

Excellent Performance Awards, 1999, 1998, 1997
Time-off Award, Jul 1995
Letter of Appreciation, Jun 2000

AUTOMATED RESUME BUILDER: Headquarters, Department of the Army (DA) has developed an automated Resume Builder. You can access it via their homepage at <http://www.cpol.army.mil>. Their resume tool allows you to create, edit, save and send your resume to the desired CPOC Region. You may consider using this convenient tool to prepare your resume.

NOTE: The Resume Builder on CPOL is **not** a SC-CPOC tool or product. Comments, suggestions and user-problems should **not** be directed to the South Central-CPOC. You may contact: webmaster@asamra.hoffman.army.mil.

EMAILING YOUR RESUME

1. Prepare as an ACSII/text file, **NOT as an attachment**. (Note: Attachments will not be accepted.) If you are typing your resume in a word processing package, such as Word or Word Perfect, highlight the resume on the screen, then copy and paste it into the body of your email message.
 1. Place the word **RESUME** in the subject line. (Note: The subject line of your email 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 or Resume Submittal.)
 2. Review the resume samples on pages 18 and 20. Read and follow the “Tips” and “Resume Content” provided in this Job Kit.
 3. Email your resume to “resume@cpocscr.army.mil”.
 4. Include the answers to the required and optional supplemental forms at the end of your email message. These do not count toward the three-page limit.
 5. **DO NOT** send your email marked as “Private” or “Confidential”. This may delay the processing of your resume.

NOTE: The “@” string at the beginning of the resume when emailing is **no longer required**.

CONFIRMATION OF RECEIPT: You will receive an automatic response email message when you email or submit your resume to us from CPOL's Resume Builder. The only time that you may not receive our message is if you've added our address to your email personal address book. Doing this puts our address in " ". This disables our Inbox Assistant and you will not receive our confirmation message. Recommend that you manually type our email address and do not add it to your address book.

WHERE TO MAIL YOUR HARDCOPY RESUME

To submit a hard copy of your STAIRS resume, through regular mail, the following instructions are provided:

Regular Mail: Mail your STAIRS resume and supplemental data **unfolded** in an envelope 9.5" X 12" or larger with the words "RESUME EXTERNAL" printed on the lower left hand corner of the envelope to:

South Central Civilian Personnel Operations Center
Sparkman Complex, Bldg 5304
Customer Focused Division
Room 4156
ATTN: SFCP-SC-B-R STAIRS Team
Redstone Arsenal, AL 35898

WHEN TO SUBMIT A NEW RESUME

It is recommended that you only submit a new resume when there are significant changes in your experience or education, such that could result in qualifying for a position that you desire or personal data (Name, address, phone number.) Only one resume (the latest submission) will be retained in the system at any one time.

A new resume may be submitted at any time, however *IT WILL REPLACE THE RESUME CURRENTLY IN THE SYSTEM.*

NOTE: Administrative Updates are **no longer** accepted. If you need to change your name, address or phone number, please send a new, corrected entire resume.

RECOMMENDATION: For proper skill extraction and imaging, it is recommended that you submit your resume electronically. If this capability is not available to you, a hard copy is acceptable.

WHY DOES MY RESUME HAVE MISSPELLED WORDS THAT I KNOW I TYPED CORRECTLY? Resumes that are sent electronically are entered into the STAIRS database as you send it to us. Sometimes the formatting may be altered, especially if you try to use bullets or vary from the normal format. Typically, electronic resumes do not have errors introduced into the text of the resume.

The opposite is true for hard copy resumes. They are scanned into the database and an OCR (Optical Character Recognition; mentioned in the Introduction) system is used to read your resume. If there is dust on the paper or wrinkles in the paper, the OCR will introduce errors into your resume as it converts it to text file (electronic form.) Hard copy resumes are basically changed into an electronic text file.

COPIES OF RESUMES: SC-CPOC can not provide applicants copies of their resume. You should keep a hard copy or save a copy on disk for future use or reference. You can also highlight, copy and paste your resume from ROAR.

“SELF-NOMINATION”

MY “PRE-POSITIONED” RESUME IS ON FILE, NOW WHAT DO I DO? Once you have been notified that your resume is scanned or was accepted you will need to watch for STAIRS vacancy announcements. South Central CPOC’s vacancy announcements are posted on the web at <http://www.cpol.army.mil>. Vacancy announcements are also available in your local Civilian Personnel Advisory Center.

If your program code/hiring authority is listed under “Area of Consideration” on the announcement and you would like to receive consideration, simply self-nominate against the announcement. Self-nomination is the process of letting the CPOC know that you want to be considered against a STAIRS vacancy announcement.

You may self nominate by submitting the following information: Name, Address, Social Security Number, Current Pay Plan, Series and Grade, Source Code, Announcement Number, Pay Plan, Series and Grade of Vacancy, the Duty Location of the Vacancy, the Closing Date of the Announcement, and your Work Phone Number. For announcements covering more than one grade level, you should show all grade levels for which you wish to receive consideration. A self-nomination form may be obtained from your local CPAC or is located on page 29 this kit.

ATTENTION: You may also self nominate directly from the posted STAIRS vacancy announcement on CPOL. **This is the preferred method.** Just go to the end of the announcement on the web and click on the “Selfnom” button. Complete the on-line form and click on “Submit”.

The on-line, self-nomination form on CPOL is standard for use by all of the DA CPOCs. You need not complete the last section of the form unless the vacancy announcement contains multiple positions, grades and/or locations.

SUBMITTING YOUR SELF-NOMINATION

Self nominations may be emailed* to selfnom@cpocscr.army.mil, faxed to 256-955-9130 or DSN 645-9130, or mailed to South Central Civilian Personnel Operations Center, Sparkman Complex, Bldg 5304, Customer Focused Division, Room 4156, ATTN: SFCP-SC-B-R STAIRS Team, Redstone Arsenal, AL 35898.

***When emailing your self-nomination, type “selfnom” followed immediately by the announcement number in the subject line of your email.**

NOTE: To be considered, your self-nomination AND resume* must be *received* by the SC-CPOC by the closing date of the STAIRS vacancy announcement.

*** Note: Do not submit a copy of your resume with your self-nomination.**

If you already have a resume on file in the South Central CPOC’s STAIRS database, you need only to self-nominate in order to receive consideration against a STAIRS announcement.

Once a resume is on file, you need only re-send it (update) when there are significant changes in your experience or education (such that could result in qualifying for a position that you desire) or personal data (Name, address, phone number). Only one resume (the latest submission) will be retained in the system at any given time.

CONFIRMATION OF RECEIPT: You will receive an automatic response email message when you email or submit your selfnom to us from the posted STAIRS announcement on CPOL. The only time that you may not receive our message is when you’ve added our email address to your email personal address book. Doing this puts our address in “ “. This disables our Inbox Assistant and you will not receive our confirmation message. Recommend that you manually type our email address and do not add it to your personal address book.

SOUTH CENTRAL REGION SOURCE CODES

INTERNAL APPLICANTS (PERMANENT ARMY EMPLOYEES SERVICED BY THE SC CPOC)

IARPC	=	AR-PERSCOM
ILEX	=	Bluegrass Arsenal
IPIBL	=	Pine Bluff Arsenal
IRSA	=	Redstone Arsenal
IFTCAMP	=	Fort Campbell
IFTKNOX	=	Fort Knox
IFTPOLK	=	Fort Polk
IFTLWD	=	Fort Leonard Wood
ICECHIC	=	Corps of Engineers - Chicago
ICECIN	=	Corps of Engineers - Cincinnati
ICEHUNT	=	Corps of Engineers - Huntsville
ICEKC	=	Corps of Engineers - Kansas City
ICELOUS	=	Corps of Engineers - Louisville
ICENASH	=	Corps of Engineers - Nashville
ICENORL	=	Corps of Engineers - New Orleans
ICEMEM	=	Corps of Engineers - Memphis
ICESTLS	=	Corps of Engineers - St. Louis
ICEVICK	=	Corps of Engineers - Vicksburg
ICPOC	=	South Central Civilian Personnel Operations Center Employees Only



South Central
Civilian Personnel Operations Center
Self Nomination
Sparkman Complex, Bldg 5304
Customer Focused Division
ATTN: SFCP-SC-B-R Stairs Team
Redstone Arsenal, AL 35898
Email: selfnom@cpocscr.army.mil
Fax: 256-955-9130 DSN 645-9130

NAME: _____

ADDRESS: _____

SSN: _____

CURRENT PAY PLAN, SERIES, AND GRADE: _____

(Pay plans, series, or grades should be reflective of permanent positions only; not those achieved on temporary promotions.)

SOURCE CODE: _____

ANNOUNCEMENT NUMBER: _____

PAY PLAN, SERIES, AND GRADE OF VACANCY: _____

GRADE LEVELS FOR WHICH TO BE CONSIDERED: _____

DUTY LOCATION OF VACANCY: _____

CLOSING DATE OF VACANCY LISTING: _____

WORK PHONE: _____

Your self nomination may be emailed, faxed, or mailed to the SC-CPOC. Please make sure that your nomination is received by the SC-CPOC by the closing date of the announcement in order to receive consideration.

Data Required by the Privacy Act of 1974 (5USC552a).

Individuals required to furnish personal information are advised of the following:

Authority: EO9397, AR 340-21 and AR 25-55

Principal Purposes: The information is collected to provide service to organizations serviced by the South Central Civilian Personnel Operations Center.

Routine Uses: Data is used to determine qualifications and availability of applicants for vacancies and to develop referral lists of candidates to fill vacancies. Information is used for selection and planning purposes, preparing reports, replying to correspondence, responding to requests from courts, and regulatory bodies, and responding to grievances and complaints relating to qualification and non-selection.

Disclosure: Your social security number (SSN) will be used to distinguish between you and other applicants. The information we collect will be used for employment purposes and also may be used for studies, and statistics. Personal information is voluntary; however, failure to provide requested information may result in improper identification, thus eliminating the individual from consideration.