

HOW TO APPLY

Interested candidates must submit all the applicable forms as listed below. Applicants who desire consideration for positions publicized must submit separate application forms required by each announcement.

1. FOR ALL APPLICANTS - Any one of the following forms: OF 612, or any type of resume format (NOTE: DO NOT SUBMIT SELF-NOMINATIONS FOR COMPETITIVE EXAMINATIONS). These forms will be used to determine the applicant's basic qualification for the position. It is therefore important that complete information concerning experience, education and training, and awards / recognition's be included on the form submitted. If you choose to submit any type of resume, and you do not describe the information requested in the job vacancy announcement, the OF 612, or the flyer, "Applying for a Federal Job (OF 510), you WILL lose consideration for the job. If you choose to submit any type of resume, you must indicate in your work experience descriptions starting and ending dates (month and year) and the number of hours worked per week. OF 612 form, or any type of resume will not be returned. It is therefore suggested that a copy be maintained for future application. Any OF 612 form, or any type of resume, received via our CPOC facsimile (FAX) machine will not be accepted.

2. If substituting education for experience: (1) Applicants must submit a copy of their college transcript(s) OR a list of College Courses. If you choose to submit a List of Courses, you must include the following information: Course title, course number, credit hours received, grade received, month / year completed, name of college or university attended, type of degree attained (if applicable), and month / year degree attained (if applicable). If a copy is NOT POSTMARKED by the closing date of the job opportunity announcement, you will be considered INELIGIBLE for the position since credentials cannot be verified; and (2) Applicants who are graduates of foreign universities must show they have the required knowledge, skills, and abilities equivalent to those gained in accredited American colleges or universities. If you need to have your foreign education credited in order to qualify for the position you MUST submit the appropriate proof together with your OF 612 Form or any type of resume (must be POSTMARKED before the closing date). Failure to do so will result in an ineligible rating.

3. On plain bond paper, write one KSA at the top of each page and describe in detail the experience, education, training and awards (include dates) you have had that pertain to that KSA. These forms will be used to rank candidates who have been determined to be basically qualified. Submit KSA's with the OF-612 or any type of resume.

4. Candidates who apply and claim Veterans Preference must submit a copy of DD Form 214, which shows their type of separation. Do not submit the original. Those claiming 10-point preference MUST also submit SF-15 and supporting documents (i.e., VA letter dated within the last 12 months) as outlined on the reverse side of SF-15. Applicant's applying via the CPOL on line resume builder must submit appropriate documentation via separate correspondence and must be POSTMARKED by the closing date of the job vacancy announcement. Failure to provide the appropriate documentation will result in an ineligible rating for Veterans Preference.

NOTE: Under a new law, the Defense Authorization Act of November 18, 1997, veterans' preference is accorded to anyone who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992. The law grants Preference to anyone who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. The law also authorizes the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor (November 29, 1995 - December 20, 1996) and Operation Joint Guard (December 20, 1996 - to be determined). The secretary of each military department will decide which members are eligible. The award of the Armed Forces Expeditionary Medal is qualifying for veterans' preference. For full explanation of Veterans Preference go to Office of Personnel Management (OPM) Home Page <http://www.opm.gov/>.

5. Candidates who apply and claim Military Spouse Preference must submit a copy of their sponsor's orders (applicant's name must appear on orders) and marriage license. Do not submit the originals. Applicants applying via the CPOL on line resume builder must submit appropriate documentation via separate correspondence and must be POSTMARKED by the closing date of the job vacancy announcement. Failure to provide the appropriate documentation will result in being ineligible for Military Spouse Preference.

NOTE: Military Spouse Preference eligibility is terminated on placement into or declination of a continuing position at any grade level for which the eligible spouse has registered or applied for employment whichever occurs first. Preference is also terminated on placement into any continuing position in the new duty location that

is expected to continue for at least 1 year in either the Appropriated or Non Appropriated Funds work forces, whether or not preference was applied. SPOUSE PREFERENCE MAY BE EXERCISED NO MORE THAN ONE TIME PER PERMANENT RELOCATION OF THE MILITARY SPONSOR.

6. Electronic submission of resumes: Do not submit a RESUMIX style resume or Self-Nomination for Competitive Examinations. You may use any style resume format besides RESUMIX. **INCLUDE YOUR RESUME IN THE TEXT OF YOUR EMAIL AND NOT AS AN ATTACHMENT.** You may also use the resume builder located within the Civilian Personnel Online (CPOL) Homepage or at the end of the Competitive Examination Job Announcement retrieved from CPOL. Ensure that you provide all of the required documentation requested in the Job Announcement.

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Surface Mail: Applications must be mailed to PACIFIC REGION CIVILIAN PERSONNEL OPERATIONS CENTER, DELEGATED EXAMINING UNIT, P.O. BOX 5529, ATTN: APPE-CP-OC-ER, FORT RICHARDSON AK 99505-0529. APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE OF THE ANNOUNCEMENT. (Note: Post Office will return mail with insufficient postage).

E-mail: Send to apps@cpocpac.army.mil (Please do not use this e-mail address for anything other than resume submission). The subject line of the e-mail must be: resume. **INCLUDE YOUR RESUME IN THE TEXT OF YOUR EMAIL AND NOT AS AN ATTACHMENT.**

THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER