



# APPLICATION PROCESS FOR FEDERAL JOB VACANCIES

**2010 Federal Employees Week**



# WHAT IS A VACANCY ANNOUNCEMENT?

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- Agencies method to advertise its vacancies.
- Agencies create & manage announcements independently.
- Describe position information, including salary, duties, qualification requirements, closing date and application procedures.
- Review each section of vacancy announcement carefully.
- Closing date last date you can apply for the job.
- The vacancy announcement will specify the acceptance period for electronic submissions or if hard copy is required.
- Announcements are removed from the website on the closing date.




# CPOL-CIVILIAN PERSONNEL ONLINE

CPOL: The Policy and Guidance Library - Windows Internet Explorer provided by Fort Benning Georgia

http://cpol.army.mil/library/

CPOL: The Policy and Guidance Library

 **CPOL**  
CIVILIAN PERSONNEL ON-LINE

## The Policy and Guidance Library

[CPOL Home](#) > [Library Index](#)

**CPOL Top Pages**

- Benefits & Entitlements
- Career Management
- Civilian News
- CPEA/Plans & Strategic Analysis
- Emergency Guidance & Information
- General Management Info
- Labor Relations
- Management - Employee Relations
- Mobilization/Deployment
- National Security Personnel System (NSPS)
- Nonappropriated Fund - NAF
- Non-Army Guidance
- PERMISS
- Position Classification
- Staffing & Recruitment
- Senior Executive Service - SES
- Training & Leader Development
- Library Home

**CPOL Homepage**

- DoD Search
- Employment
- Tools
- OPM
- USA.gov
- Top Army Links

**Employment News**

- Army's Vacancy Announcements
- Army's Resume Builder/ANSWER
- Army Job Application Kit
- Army Employment Opportunities in Europe
- Salary Tables at OPM
- USAJOBS - Governmentwide Vacancy Announcements

**Department of Army (DA) Management Library.**

size, provide access to, and preserve records of historical, legal, fiscal, and stration of the Army civilian workforce.

cate law or regulation is retained to avoid policy gaps and continue the program. Current Army Regulations and DA Pamphlets may be found in the civilian functional section of the [Army Publishing Directorate](#).

Civilian personnelists and management will also find the [Code of Federal Regulations](#) to be quite helpful.

Commonly Used Links:

- [Army Employment Information](#)
- [What's NEW! The latest NEWS can always be found on the CPOL News page](#)
- [Questions? Problems? Try the CPOL HELP pages for guidance!](#)
- [BRAC! Army Base Realignment And Closure Information](#)
- [The FY2010 ACTEDS Training Catalog Fresh Updates!](#)
- [Downtime and Monthly Maintenance Event Schedule](#)
- [NSPS - Army National Security Personnel System](#)
- [Emergency HR Guidance \(w/Natural Disasters Smartbook\)](#) Updated August 2007
- Army Civilian Corps Established: [Memo](#) | [Creed](#)
- [Index of Helpful Links](#)
- [Latest Civilian Personnel Bulletin](#)
- [List of Common Acronyms](#)

To search CPOL, use the quick search box below.

**Search** (Includes PERMISS)

[For Advanced Search features, click here](#)




# ARMY VACANCY ANNOUNCEMENT BOARD

Vacancy Announcement Board - Windows Internet Explorer provided by Fort Benning Georgia

https://cpolwapp.belvoir.army.mil/public/vabSelfNom/

Vacancy Announcement Board

 **Vacancy Announcement Board**  
Search and Self-Nominate for Army Job Announcements

Please select the search criteria for job opportunities with the Army. When you are satisfied with the search areas selected scroll down and click on the search now button.

Announcements close at 12:00am (midnight) Eastern Time.

Although the majority of Department of Army vacancy announcements are posted on the Civilian Personnel On-Line, some are not and are posted only on USAJobs.gov. Please check both websites to see all available Army job postings.

**Search - Multiple criteria**

**Search Criteria**

Keyword (Position Title only)

Special Programs:

None

**General Occupations:**

Administration / Program Management  
Arts and Recreation  
Biological Sciences  
Housing / Business / Industry  
Education and Training  
Engineering and Architecture  
Environment / Equipment / Facilities  
Finance and Accounting  
General Clerical and Office Services  
Medical, Health Science and Public Health

**Grade/Pay Band:**

All Grades  
1  
2  
3  
4  
5  
6  
7  
8  
9

**State:**

Alabama  
Alaska  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
District of Columbia  
Florida

**Countries and U.S. Territories:**

Afghanistan  
American Samoa  
Argentina  
Australia  
Austria  
Bahamas  
Bahrain  
Belgium  
Belize  
Benin

Hint: (hold ontrl to make multiple selections)

Occupation Series: (Format 0801,0810,0819 No Alpha Characters. More than one series must be separated by comma.)

Applicant Eligibility

Session Time... Vacancy Ann... Windows Me... 9 Microsoft... RplLesson2.p... Prohibited p... ANSWER Ha... DES Trng Slid... 5:21 PM



# ARMY VACANCY ANNOUNCEMENT BOARD CONT'D



Vacancy Announcement Board - Windows Internet Explorer provided by Fort Benning Georgia

https://cpolwapp.belvoir.army.mil/public/vabSelfNom/

Vacancy Announcement Board

biological Sciences  
Housing / Business / Industry  
Education and Training  
Engineering and Architecture  
Environment / Equipment / Facilities  
Finance and Accounting  
General Clerical and Office Services  
Medical, Health Science and Public Health

2  
3  
4  
5  
6  
7  
8  
9

State:  
Alabama  
Alaska  
Arizona  
Arkansas  
California  
Colorado  
Connecticut  
Delaware  
District of Columbia  
Florida

Countries and U.S. Territories:  
Afghanistan  
American Samoa  
Argentina  
Australia  
Austria  
Bahamas  
Bahrain  
Belgium  
Belize  
Benin

Hint: (hold ontrl to make multiple selections)

Occupation Series: (Format 0801,0810,0819 No Alpha Characters. More than one series must be separated by comma. )

**Applicant Eligibility**  
Are you a current career/career conditional Federal civilian employee or do you have one of the following eligibilities:

- Military Spouse/Family Member Preference (overseas only)?
- Veterans' Preference?
- Person separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?
- Current federal employee in an excepted service position covered by an interchange agreement?
- Eligible for reinstatement?

☐ No ☐ Yes

[Get Results >>](#)

**Search - Announcement**

Announcement #  [Get Announcement >>](#)

Session Time... Vacancy Ann... Windows Me... 9 Microsoft... RplLesson2.p... Prohibited p... ANSWER Ha... DES Trng Slid... 5:24 PM



# AREA OF CONSIDERATION

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- Describes individuals whom agency will accept applications to compete for the position. (See Handouts)
- May be a broad or a limited group.
- Area of consideration may be referred as “Who May Apply” within vacancy announcement.
- If you are not within area of consideration and you are not eligible for a non-competitive/special hiring authority, you will not be considered.



# HOW DO I APPLY?



- Prepare resume through Army Resume Builder.
- Download copy of Army Job Application Kit.
- Follow guidance provided in the kit especially the Do's & Don'ts.
- Identify meaningful skills you possess, related to position applying for.
- Describe experience in detail.



# TERMS TO KNOW

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- Army Civilian Resume Builder: a database that anyone can use to create and edit a resume and then submit that resume to the Centralized Resumix Database.
- Centralized Resumix Database: where an applicant's resume has to be on file for consideration for RESUMIX announcements
- ANSWER: (Applicant Notification System Web-Enabled Response); the place where applicants can view their resume and supplemental data and also view the status of self-nominations that have been submitted





# TIPS ON RESUME WRITING CONT'D

- List all jobs previously held to include your current in order from present to past.

Include: Date held, hrs per week, position title, supervisors name/telephone number, salary (annual).

- Write down the key areas of the work you performed for each position held.
- Take those key areas and expound.
- Make sure your resume is easy to read.



# TIPS ON RESUME WRITING

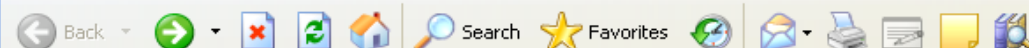
- Remember, it's a summary, not an autobiography.
- Use concise, unambiguous sentences and avoid over-writing.
- Keep the overall length of your resume short.
- Depending upon your experience, two pages is ideal.  
( A three page resume should be considered only if it is **absolutely necessary** to do justice to your career experience).

**\*Stress your past accomplishments and the skills you used to get the desired results.**



Resume Builder - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Address https://cpolst.belvoir.army.mil/public/resumebuilder/builder/index.jsp

Go Links >>



**ATTENTION APPLICANTS:** On 26 Jan 2005 we deployed a new Army Civilian Resume Builder & ANSWER tool. Users who previously had an account with Resume Builder or ANSWER should [click here](#) for information on how to retrieve your resume.

If you already have a current resume in Resumix, please do not resubmit your resume unless you have made significant changes. With a current resume in Resumix, you may continue to self-nominate (apply) for Army vacancies.

**Due to extremely high submission rates, changes may not appear for as long as 48 hours.** If you have already submitted your resume and supplemental data from the new Army Resume Builder to Resumix, but cannot yet confirm receipt in ANSWER, please do not resubmit your resume.

## Welcome to The Army Civilian Resume Builder and ANSWER

The Resume Builder is designed to assist users in entering their resume into the Army's Centralized Resumix System. Users can enter their resume as well as provide supplemental data to indicate their qualifications and preferences. Once a resume is entered using this system, the record is integrated with the other staffing tools used by the Army to recruit and place applicants.

The Applicant Notification System Web-Enabled Response (ANSWER) tool is designed to allow users to check the status of their Resume, track their application history, view Self-Nomination history and view their current Resume and Supplemental Data listed in the Central Resumix Database. Users can toggle between the Resume Builder and ANSWER.

[PRIVACY ACT AND PUBLIC BURDEN STATEMENT](#)

## New Users >>



- ▶ Register a new account
- ▶ Create Your Resume
- ▶ Submit Your Resume

[Register](#)

## Registered Users >>



- ▶ View Existing Resume
- ▶ Edit Existing Resume
- ▶ Submit Your Resume

[Login](#)

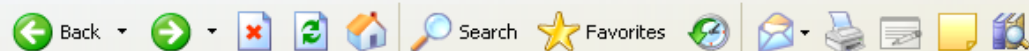


Internet



Resume Builder - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Address https://cpolst.belvoir.army.mil/public/resumebuilder/builder/Login

Go Links >>



## Resume Builder Logon Page

Please enter your Userid and Password

Note: Enter Digits only

Userid (SSN)

Password

[Forgot your Password?](#)

[Login](#)

For Non-Classified Use Only

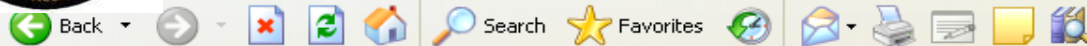
Done

Internet



Builder - Microsoft Internet Explorer

File Favorites Tools Help



Address https://cpolst.belvoir.army.mil/public/resumebuilder/builder/Login

Go Links >>



## Resume Builder Password Retrieval

Fill in the information below to retrieve your Password.

Entries must match exactly as you registered or last updated them. After your information has been retrieved, you will be automatically re-directed back to the login page where you can log into the Resume Builder. Once you have logged into the system, your password can be changed by editing the password fields on the registration/personal information page.

If you cannot retrieve your password, please send an email to [applicanthelp@cpsrxtp.belvoir.army.mil](mailto:applicanthelp@cpsrxtp.belvoir.army.mil) requesting your information.

First Name

Last Name

SSN  (Numbers only)

First 5 digits of your Zip Code

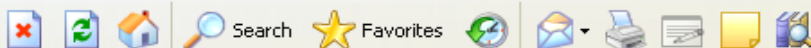
Done

Internet



Microsoft Internet Explorer

File Edit Favorites Tools Help



Address https://cpolst.belvoir.army.mil/public/resumebuilder/builder/Logon



(New Users:) Please fill out the following form to register.

(Returning users:) Please review and update your Registration Information below

[PRIVACY ACT AND PUBLIC BURDEN STATEMENT](#)

All fields denoted by a (\*) are required

Password can be changed at any time, simply retype password and confirm password.

\* Password  \* Confirm Password   
\* SSN  \* Confirm SSN  Numbers only (no dashes)

### >> Contact Information

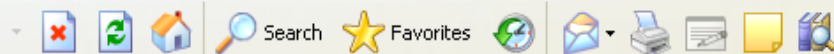
\*\* Note: The contact information provided below will appear on your Resume.

\* First Name  ron Middle  \* Last  goober  
\* Address Line 1  222 goober st  
Address Line 2   
\* City  goober \* State  Alabama  
\* Country  United States \* Zip Code  32456  
E-mail Address  bubba@earthlinky.net

* Telephone	Country Code	Area Code	Phone Number	Extension
Home	<input type="text"/>	<input type="text"/> 256	<input type="text"/> 464-0000	<input type="text"/>

Done

Internet



[Help](#) [Logout](#)

### Work Experience Worksheet:



Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result. New data will automatically be entered at the top of the text box in the Builder.

**\*\* When creating a new resume, enter the oldest experience first and work forward chronologically.**

Organization Company Name	<input type="text"/>
Position Title	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> <input type="button" value="v"/>
Country	<input type="text"/> <input type="button" value="v"/>
Start Date (MM/DD/YYYY)	<input type="text"/>
End Date (MM/DD/YYYY)	<input type="text"/> <a href="#">If "Present" leave blank</a>
Supervisor's Name	<input type="text"/>
May we Contact your Supervisor?	<input type="radio"/> Yes <input type="radio"/> No
We will contact you first if you answer "No" and we need to contact your current supervisor.	
Supervisor's Telephone	<input type="text"/>





## The Army Civilian Resume Builder

[Help](#) [Logout](#)

### Education Worksheet:



Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result.

**\*\*Enter all periods of education that support your employment interests.**

Type of School	<input type="text"/>		
School Name	<input type="text"/>		
City	<input type="text"/>		
State	<input type="text"/>	Country	<input type="text"/>
Degree Achieved	<input type="text"/>		
Major	<input type="text"/>	Minor	<input type="text"/>
GPA	<input type="text"/>		
Semester Hours Earned	<input type="text"/>	Quarter Hours	<input type="text"/>

# Worksheet page for Education





## Builder - Additional Information Worksheet - Microsoft Internet Explorer

File View Favorites Tools Help



Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume>

Go Links

### Additional Information Worksheet:



Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result.

**\*\* When creating a new resume, enter the oldest experience first and work forward chronologically.**

Type

Title / Course

Date

Hours

Description

Character Count: 0

Insert into Resume

Cancel

Done

Internet

# Worksheet page for Additional Information



## Builder - Microsoft Internet Explorer

View Favorites Tools Help



https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume

222 goober st  
goober, Alabama 32456  
United States

Home: (256) 781-0000  
Work: (256) - 842-000

### Work Experience

Goobers Ltd (01/01/2005 - Present) - Master Goober Keeper  
Goober, Alabama United States  
Supervisor: Bob Smith - 256-444-1515; Contact:Yes  
Salary: \$300.00 per year  
Duties: Master Goober Keepers

Goobers, Inc (01/01/1991 - 12/31/2004) - Goober Keeper  
Main Town, Florida United States  
Supervisor: Bob Bossman - 850-555-1212; Contact:Yes  
Salary: \$250.00 per year  
Duties: Kept goobers, but only the best goobers. Received Goober of the year award five years in a row.

Goobers-R-Us (01/01/1985 - 12/31/1990) - Goober Apprentice  
Goober, Alabama United States  
Supervisor: Mr. Noober - 256-555-1212; Contact:Yes  
Salary: \$150.00 per year  
Duties: I was a Goober Keeper Apprentice.

Department of Air Force (01/01/1975 - 12/31/1984) - Avionics Technician  
Various locations, Armed Forces Americas United States  
Supervisor: Various - Not available; Contact:No  
Salary: \$100.00 per year  
Duties: Served as a avionics and navigation technician. Attained the rank of Technical Sergeant.

### Education

College/University  
University of West Florida (08/01/1985 - 12/18/1992)  
Pensacola, Florida  
United States  
Degree: Masters - Major: MBA; Minor: Marketing of Goobers;  
GPA: 3.88 Semester Hours: 60

Description: Received MBA with specialization in Goober commerce.

### Additional Information

License - Master Goober Keeper (12/01/1991)  
160

Master Goober Keeper. Awarded to only 10% of Goober Keeper population.

Save Resume Draft

Edit my Resume

Done

Internet

# Preview Resume page (bottom half)



[Help](#) [Logout](#)

Your work is **saved as a draft** in your working area, however it has **not been submitted** to the Army Centralized Resumix system. Submission is made when all required sections are complete.

Please complete the following short supplemental questions to complete and submit your resume. Part of the Staffing Process includes collecting some supplemental data to indicate your qualifications and preferences. This information is required in order to properly pull your resume for consideration.

Note: If you answer "Yes" to any of the questions below, you will be required to complete all the required fields in the related Supplemental Sections.

**PRELIMINARY QUESTIONS** (Preliminary questions are required.)

- 1) Do you currently and/or previously work as a Permanent Federal Civilian Employee? ☒ Yes ☐ No
- 2) Have you ever served in the United States military or are you eligible for veterans preference? ☒ Yes ☐ No
- 3) Are you interested in applying for a position overseas? ☒ Yes ☐ No

[Continue](#)

[Cancel and Submit Later](#)



Builder - Supplemental Data Menu - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Favorites

Address <https://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental> Go Links


## The Army Civilian Resume Builder

[Help](#) [Logout](#)

### Supplemental Data

Your answers indicate that you have the following sections to complete in order to complete your RESUME.

#### Supplemental Data



- » Personal Data
- » Employment Preferences
- » Federal Employee
- » Military Veteran
- » Overseas Positions (\*\*Overseas Applicants)

## Supplemental Data page



[Help](#) [Logout](#)

[Edit Resume Now!](#)



## Supplemental Data



You must complete at least the required fields (denoted by a \* ) plus any additional fields that apply to your situation. The answers provided will be used in search queries and evaluations of requirements and qualifications. Click on the Next button to navigate to the next section.

### >> PERSONAL DATA

\* Citizenship

\* Date of Birth

Gender - OPTIONAL

Race / Origin - OPTIONAL

\* Education Level  ( Click in Box to Display Options )

### >> BASIC ADMINISTRATIVE SKILLS

Typing - Words per Minute

Dictation - Words per Minute

>> Employment Pref

>> Military Veteran

[Next](#)

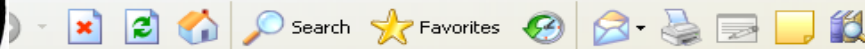


Internet



er - Microsoft Internet Explorer

Favorites Tools Help



/cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildSupplemental



### Submit Resume and Supplemental Data Confirmation Page

Your Resume and Supplemental Data  
have been Submitted!

On average, changes and submissions are updated within 20  
minutes. During some periods, the changes may take up to 24  
hours.

To view your status in Answer:  
[Return to the Main Menu.](#)

Done

Internet

# Confirmation page



# WER

Notification System Web-Enabled Response

ANSWER HOME



## Applicant Information:

ron goober

Resume Last Received: 2005-01-31

**Resume Status: ACTIVE**



< Close ANSWER



Status Tracking



Self Nominate History



View Resume



View Supplemental Data



Send Mail



ANSWER Help



Done



Internet



# WEBLINKS JOB VACANCIES

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[WWW.CPOL.ARMY.MIL](http://WWW.CPOL.ARMY.MIL)

(Main site for Army Vacancy Announcements)

[WWW.USAJOBS.GOV](http://WWW.USAJOBS.GOV)

(Centralize site for most Federal Agencies).