
Civilian Employment Application Guide
"Job Kit"



"Right People, Right Place, Right Time"

Headquarters, Air Force Personnel Center
Directorate of Civilian Force Integration
Randolph Air Force Base, Texas



AFPC Civilian Employment Website:
<http://www.afpc.randolph.af.mil/afjobs>

THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER

Summary of Revisions:

This revision provides information on the process by which External applicants [Current non-Air Force federal civilian employees; those eligible for movement within or appointment into the competitive service, or those eligible under special appointing authorities such as the Veterans Recruitment Appointment (VRA), Veterans Employment Opportunity Act of 1998 (VEOA) or 30% or more disabled veterans] will apply for External (non-competitive) Air Force Personnel Center (AFPC) vacancy announcements.

Effective 4 Sep 07, the AFPC began a new automated recruitment process for all **External** vacancy announcements (**except for vacancy announcements for positions serviced by Bolling AFB, Washington DC**). The AFPC will no longer post these announcements on the AFPC Employment website or accept resumes or self-nominations for job consideration for External vacancies via the AFPC Resume Writer. In order to receive consideration, applicants must apply directly for vacancies in which they are interested using the procedures contained in the “How to Apply” section of each vacancy announcement. For additional information on application procedures, go to the AFPC Employment website at <https://ww2.afpc.randolph.af.mil/resweb/>.

The revision also eliminates the requirement to “pre-position” resumes in the AFPC resume database prior to self-nominating for external vacancy announcements for positions serviced by Bolling AFB, Washington DC.

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Introduction:

Thank you for your interest in a civilian career with the Department of the Air Force. The AFPC Job Kit explains the process on how to submit a resume and apply for Internal vacancy announcements for positions at all Air Force locations and External vacancy announcements for positions serviced by Bolling AFB, Washington, DC that are advertised on the Air Force Personnel Center's (AFPC) Civilian Employment website at <http://www.afpc.randolph.af.mil/afjobs>.

Note: As a reminder, please review the Summary of Revisions section that outlines the new automated recruitment process effective 4 September 2007.

Privacy Statement:

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this brochure and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans. If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public or private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether an employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to an employee about fitness for- duty or agency-filed disability retirement procedures.

Getting Started

Determining your “Candidate Source”

Internal: - You are currently a permanent Department of the Air Force civil service employee, including those on Leave without Pay (LWOP). Internal applicants may self-nominate (apply) for any vacancy announcement that indicates current permanent Air Force employees may apply (refer to Step 3 on pages 14 & 15). As an Internal applicant, you may also self-nominate for External vacancy announcements if eligible under one or more of the eligibility categories listed on pages 4-10. You are not required to submit a resume into the AFPC resume database (RESUMIX) unless applying for vacancy announcements posted on the AFPC Employment website that are opened to applicants with “External” noncompetitive appointment eligibilities (refer to Steps 1 thru 3 on pages 12 thru 15) for locations serviced by Bolling AFB, Washington DC. If you are interested in applying for External vacancy announcements for all other positions including those for overseas locations, you must apply directly for the vacancies in which you are interested using the new automated recruitment process effective 4 September 2007. These procedures are listed in the “How to Apply” section of each vacancy announcement.

Note: If you are serving on a “Term” appointment, your Tenure is 3 (See Block 24 of your SF 50, Notification of Personnel Action.) You are not on a permanent appointment since you are currently employed on a Term, Status Quo, Indefinite, or Provisional appointment in the competitive service; or currently employed on an Indefinite appointment, overseas family member appointment, overseas limited appointment (OSL), or other appointment with time limitation of more than one year, or you have completed one year of continuous service in the excepted service.

As a Tenure 3 employee, you are considered an “External” applicant and “Internal” only for employee benefits purposes if using the AFPC Secure and Employment Websites to apply for external vacancy announcements for positions serviced by Bolling AFB, Washington DC. You must log on as an “Internal” applicant and you must maintain a current resume on file. This will allow you to self-nominate for positions open to “External” applicants and ensure you receive consideration for other employment.

If you are interested in applying for External vacancy announcements for all other positions including those in overseas locations, you must apply directly for the vacancies in which you are interested using the new automated recruitment process effective 4 September 2007 and the procedures contained in the “How to Apply” section of each vacancy announcement.

External: - You are **not** a current permanent **Air Force Appropriated Fund** civil service employee or you are a permanent employee currently on Leave without Pay (LWOP) who has a permanent change of station (PCS) to a foreign location with a military or civilian sponsor.

Refer to the following eligibility category tables to determine your eligibility to apply.

Note: You may be considered an “External Applicant” if you are an Internal Air Force employee eligible to apply under one of the eligibility categories listed in the AFPC Job Kit.

How to Determine Your Eligibility to Apply Use the tables below to assist in determining your eligibility

To be considered for federal employment, you must self-identify or list your eligibility category when completing supplemental data question number 2 (see page 19). Due to regulatory requirements covering federal employment, we must collect certain information to determine the proper way to refer you for consideration. The Human Resource Specialist uses this information to determine if you meet the regulatory eligibility requirements for the appointment authorities listed in the vacancy announcement under “Who may apply.” You may be eligible for more than one category so ensure that you select all eligibilities that presently apply to you. AFPC is not responsible for erroneous eligibilities that you list or those that you fail to list. **For applicants interested in vacancies in foreign locations, refer to pages 10 and 19 for additional overseas unique employment eligibilities/format.**

| If You Are: | And... | Your Eligibility Is: (Use when answering Supplemental Data Question #2) (Subject to verification) (The eligibility you will list is in parentheses) | Required Documentation All offers are contingent upon receipt and validation of the required documentation. |
|--|--|---|---|
| General Public Categories: (All U.S. Citizens--With or without prior civil service or military service) | | | |
| A person with a disability. An individual is considered disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities. Note: This authority is open to both veterans and non-veterans with severe disabilities | | <u>(Employment of People with Disabilities)</u> | Certification statement from a state Vocational Rehabilitation Service (state or private), Department of Veterans Affairs, a licensed medical professional (e.g., a Physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); or any Federal agency, State agency or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. |
| U.S. citizen | 18 years of age or older (or a high school graduate who is 16 years old or older) | (DEU) Delegated Examining Authority | |
| The spouse of an active duty military member who accompanies a sponsor on a permanent change of duty station (PCS) move. | You were married to your military sponsor prior to the reporting date to the new duty assignment and the position for which you are applying is advertised as "Open to U.S. Citizens only. Position to be filled through Delegated Examining (DEU) authority" and is within the commuting area of your military sponsor's permanent new duty station. | <u>(Military Spouse Preference)</u> | A copy of your military sponsor's PCS orders. |
| Veterans Categories: (Select all that apply. Limiting eligibility choices may result in missed employment opportunities.) | | | |
| If You Are: | And... | Your Eligibility Is: See Note 2 | Required Documentation See Note 3 |
| Current or former military member | With a service-connected disability of 30 percent or more. | <u>(30% Disabled Veteran)</u> | DD Form 214 (member 4 copy) documenting final military discharge, release or retirement. SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs (VA), or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 30% or more. |
| Disabled veterans; or Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; or Veterans who, while serving | Discharged or released under conditions other than dishonorable. | <u>(Veterans' Recruitment Appointment)</u> (Note: Applicants eligible under the VRA appointing authority may be appointed to any grade level for which qualified up to GS-11 or equivalent.) | DD Form 214 (member 4 copy) documenting award of campaign badge or Armed Forces Service Medal (if applicable), and final military discharge, release or retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office. |

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| <p>on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; or</p> <p>Recently separated veterans*.</p> <p>Veterans claiming eligibility on the basis of service in a campaign or expedition for which a medal was awarded must be in receipt of the campaign badge or medal.</p> <p>(*The law defines recently separated veteran as any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty)</p> | | | <p><u>If selected and claiming 10-point veterans' preference submit:</u> SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay</p> <p>Or</p> <p>An official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.</p> |
| <p>Preference Eligible (veterans, derived preference, e.g., spouses, widow, mother.)</p> | <p>The veteran's discharge or release from active service was under honorable conditions or the veteran died while on active duty that included service under conditions that would not have been the basis for other than an honorable or general discharge.</p> | <p><u>(VEOA)</u> <u>Veterans' Employment Opportunity Act of 1998</u></p> <p>(Note: This appointment authority is only used to fill permanent positions. Current federal employees on career or career-conditional appointments and those eligible for reinstatement are not considered under this authority.)</p> | <p>Most recent DD Form 214 documenting final military discharge, release or retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office verifying retirement/separation date and type of discharge.</p> |
| <p>OR veteran</p> | <p>Discharged or released after 3 or more years of continuous active service performed under honorable conditions. Veterans who were released shortly before completing a 3-year tour are considered to be eligible. ("Active service" defined in title 37, United States Code, means active duty in the uniformed services and includes full-time training duty, annual training duty, full-time 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.)</p> | | <p><u>If selected and claiming 10-point veterans' preference submit:</u> SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay</p> <p>Or</p> <p>An official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.</p> |
| <p>Current and/or Prior Federal Civil Service Employee Categories:</p> | | | |
| <p>If You Are:</p> | <p>And...</p> | <p>Your Eligibility Is: See Note 2</p> | <p>Required Documentation See Note 3</p> |
| <p>A Former Career-Conditional Federal Civil Service Employee</p> | <p>You have less than a 3-year break in service (Note: The 3-year limit is extended by the time spent while accompanying military spouse to an overseas location. A copy of official PCS orders must support Extension.)</p> | <p><u>(Reinstatement)</u></p> | <p>Most current SF-50 documenting competitive status (usually the resignation SF-50)</p> |
| | <p>You meet the Office of Personnel Management veteran preference requirements for 5 or 10 point employment preference</p> | <p><u>(Reinstatement)</u> Lifetime reinstatement rights</p> | <p>Most current SF-50 documenting competitive status (usually the resignation SF-50). DD-214 (member 4 copy) documenting campaign and/or expeditionary medal, or SF-15 and VA letter, dated 1991 or later, indicating disability rating</p> |

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| <p>A Former Career Federal Civil Service Employee who served on a permanent competitive appointment</p> <p>(Note: Current permanent Air Force employees who are on LWOP and with no other eligibility, who wish to be considered for temporary or term appointment, may also apply under this category. A resume and supplemental data must be submitted.)</p> | | <p><u>(Reinstatement)</u></p> <p>(Lifetime reinstatement rights)</p> | <p>Most current SF-50 documenting competitive status (usually the resignation SF-50)</p> |
| <p>Current career or career-conditional permanent, competitive status non-Air Force Federal Civil Service employees including those on LWOP</p> | | <p><u>(Transfer)</u></p> | <p>Most current SF-50 documenting competitive status or equivalent documentation.</p> |
| <p>Current or former federal employees displaced from positions in Non-DoD federal agencies (e.g., IRS, VA, Dept of Labor, etc.) in the same local commuting area of the vacancy. Applicants eligible under ICTAP are provided priority selection for vacancies within the local commuting area for which they apply and are well determined qualified.</p> | | <p><u>(ICTAP)</u> <u>Interagency Career Transition Assistance Plan</u></p> | <p>Copies of the appropriate documentation, such as RIF separation notice, a SF-50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. Current (or last) performance rating of record of at least fully successful or the equivalent</p> |
| <p>Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or family member of a uniformed service member officially assigned to an overseas area. You accumulated 52 weeks (or less if eligible under an authorized exception) of creditable service and received a fully successful or better performance rating.</p> | <p>You returned to the U.S. from the overseas tour of duty within the last 3 years</p> | <p>(Executive Order 12721)</p> | <p>SF-50s verifying completion of 52 weeks of creditable overseas service for family members applying under EO 12721, last performance appraisal, and copy of sponsor's orders</p> |
| <p>Federal civil service employees currently serving on a DCIPS (formerly CIPMS) appointment without time limitation or applicants who have been involuntary separated from such appointment without personal cause within the last year.</p> <p>(Note: You must have occupied a CIPMS or DCIPS position for 1 year of continuous service in order to be considered for competitive service positions. However, you do not need to have 1 year of continuous service to be considered for another CIPMS or DCIPS position.)</p> | | <p><u>(CIPMS)</u> <u>Civilian Intelligence Personnel Management System</u></p> <p>(Does not cover NSA and DIA employees)</p> | <p>SF-50 documenting status or equivalent documentation</p> |

| Student Employment Opportunities Categories: | | | |
|---|--|--|---|
| If You Are: | And... | Your Eligibility Is: See Note 2 | Required Documentation See Note 3 |
| Students enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school. | Willing to work on a temporary basis | (Student Temporary Employment Program) | College transcripts or letter from counselor/registrar |
| Non-Appropriated Fund, Postal Service, and Other Unique Authorities: | | | |
| If You Are: | And... | Your Eligibility Is: See Note 2 | Required Documentation See Note 3 |
| Currently serving on a NAFI or AAFES appointment without time limitation or involuntarily separated from such appointment without personal cause within the preceding year. | have served continuously for at least 1 year in a NAFI or AAFES position under appointments without time limit | (NAFI/AAFES) Non-Appropriated Fund Or Army/Air Force Exchange Service Employees | Documentation of current NAFI/AAFES appointment and one continuous year of NAFI/AAFES service for non-appropriated fund employees applying under NAF Portability. |
| A non-status applicant applying for positions advertised as "Open to All Qualified Applicants" [e.g., Attorneys, (GS-0905), Intelligence Specialist (GS-0132), etc.] for appointment into the Excepted Service | | (Excepted Service) | |
| Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteer, Peace Corps, Foreign Service Officers and Employees, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Former employees of the Canal Merit System, General Accounting Office, Administrative Office of the U.S. Courts, Tennessee Valley Authority, or Nuclear Regulatory Commission, Federal Aviation Administration, and Transportation Security Administration | | (Other) See note 1 below for complete definitions and applicable time limits | Proof of employment from appropriate agency. |

NOTE 1: The following describes common [Appointing Authorities](#) for Interchange Agreements with other merit systems, which are listed under the "Other" Eligibility Category:

Postal Career Service - Permits appointment without a break of a single day of an employee or officer of the Postal Career Service (that is, one serving under appointment without time limit). Based on agreement between the U.S. Office of Personnel Management and the U.S. Postal Service, an employee must have completed Postal probation (that is, 3 months on a substantially full-time basis, or 520 hours).

Postal Rate Commission Permits appointment without a break in service of a single day of an employee or officer of the Postal Rate Commission serving under an appointment without time limit. Based on agreement between U.S. Office of Personnel Management (OPM) and the Postal Rate

Commission, an employee must have completed probation (one year) under Postal Rate Commission Career Service appointment.

VISTA/ACTION Volunteer - Eligible within 1 year of having completed 12 months of community volunteer service under the Peace Corps Act or as a VISTA volunteer under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973.

Peace Corps - Eligible within 3 years after serving not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps.

Foreign Service Officers and Employees - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.

Commissioned Corps of the Public Health Service - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

National Oceanic and Atmospheric Administration - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

General Accounting Office - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.

Administrative Office of the U.S. Courts - Current/former federal employees are eligible with completion of at least 1 year of continuous service under non-temporary appointment. Employees appointed to high level positions under 28 U.S.C. 603 or a position of confidential or policy-making nature is not eligible under this authority.

Federal Aviation Administration - Agreement effective 11/6/97; expires 12/31/07. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year.

Transportation Security Administration - Agreement effective 02/01/05; expires 01/31/08. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year.

NOTE 2: Use when answering Supplemental Data Question #2; the eligibility you will list is in parentheses in the above tables. All claims of eligibility are subject to verification

NOTE 3: All offers are contingent upon receipt and validation of the required documentation.

**OVERSEAS UNIQUE ELIGIBILITY/APPOINTING AUTHORITIES
(Only applies to vacancy announcements in a foreign area)**

| If You Are: | And... | Your Eligibility Is: | Required Documentation |
|--|---|--|---|
| The spouse of an active duty military member (sponsor) of the US Armed Forces who accompanies their military sponsor on a permanent change of station (PCS) move. | See Note 1 | (Military Spouse Preference) | PCS Orders, area clearance, or command sponsorship letter. See Note 3 |
| The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a US citizen civilian employee (sponsor), who accompanies their civilian sponsor on a permanent change of station (PCS) move. | See Note 2 | (Family Member Preference) | PCS Orders, area clearance, or command sponsorship letter. See Note 3 |
| 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 US Armed Forces or a US citizen civilian employee (sponsor) of a US Government Agency including NAF activities whose duty station is in a foreign area. | | (Excepted Service Family Member Appointment) | PCS Orders See Note 3 |
| All U.S. citizens 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. | You are not eligible to apply under any other authorities. You are a high school graduate who is 16 years or older | (Overseas Limited Appointment) | See Note 3 |

Note 1: Military Spouse Preference (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. **To exercise Military Spouse Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

Note 2: Family Member Preference (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. **To exercise Family Member Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

Note 3: Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

Determining Your Veterans' Preference Eligibility
 Veteran's Preference Advisor - <http://www.dol.gov/elaws/vetspref.htm>
 (For additional information on veterans' issues see page 25)

| If you are: | Then Preference Is: |
|---|---------------------------------------|
| 1. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of 30 percent or more | 10 Point - 30% Compensable Disability |
| 2. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of at least 10 percent but less than 30 percent | 10 Point - Compensable |
| 3. A Purple Heart Recipient | 10 Point - Disability |
| 4. A Veteran discharged or released from active duty in the armed forces under honorable conditions and who qualifies as a disabled veteran because you served on active duty in the Armed Forces at any time, and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs | 10 Point - Disability |
| 5. The Spouse of other-than-dishonorably discharged disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability | 10 Point - Derived/Other |
| 6. The Widow or widower of other-than-dishonorably discharged veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served between Apr 8, 1952 and Jul 10, 1955 or during a war, campaign or expedition for which a campaign badge is authorized | 10 Point - Derived/Other |
| 7. The Widow or widower of a veteran not divorced from the veteran, not remarried, or the remarriage was annulled, and the veteran died while on active duty that included service described immediately above (6) under conditions that would not have been the basis for other than an honorable or general discharge | 10 Point - Derived/Other |
| 8. The Mother of a living disabled veteran, and the veteran was released or discharged with an honorable or general discharge from active duty performed at any time and was permanently and totally disabled from a service-connected injury or illness; and the mother (1) is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or (2) is widowed, divorced, or separated from the veteran's father and has not remarried; or (3) remarried but is widowed, divorced, or legally separated from her husband when she claims the preference. | 10 Point - Derived/Other |
| 9. A Veteran released or discharged with an honorable or general discharge who served during a war (See note 1) | 5 Point |
| 10. A Veteran discharged or released with an honorable or general discharge who served during the period of Apr 28, 1952 through Jul 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after Jan 31, 1955 and before Oct 15, 1976 OR for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom. (See note 1) | 5 Point |
| 11. A Veteran discharged or released with an honorable or general discharge who served during the Gulf War from Aug 2, 1990 through Jan 2, 1992 (See note 1) | 5 Point |
| 12. A Veteran discharged or released with an honorable or general discharge that served 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 Somalia, Bosnia, and Haiti, qualifies for preference. (See notes 1 and 2) | 5 Point |
| 13. None of the above | No Preference |

Notes:

1. Retirees at the rank of Major (O4) and above are not entitled to 5-point veterans' preference unless they are disabled veterans.
2. A campaign medal holder or Gulf War veteran who originally enlisted after Sep 7, 1980 (or began active duty on or after 14 Oct 1982 and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called to active duty. The 24- month service requirements does not apply to 10-point preference eligibles discharged or released for disability incurred or aggravated in the line of duty or to veterans discharged or released for hardship or other reasons under 10 U.S.C 1171 or 1173.

Step 1: Submitting Your Resume

To be considered for civil service employment opportunities announced on the AFPC Employment Website for positions serviced by Bolling AFB, you must have a resume and supplemental data on file when self-nominating for External Vacancy Announcements.

There is a three-step process for applying for vacancy announcements advertised on the AFPC Civilian Employment website.

Your first step is to submit a properly formatted resume along with the required supplemental data (Refer to pages 17-22.) "Internal" applicants are not required to submit resumes to self-nominate, but must have a resume on file to receive consideration for vacancy announcements posted on the AFPC Employment website that opened are to applicants with "External" noncompetitive appointment eligibilities. To submit your resume, we highly recommend that you use our on-line Resume Writer. If you are unable to use the Resume Writer and submit your resume by any means, please ensure you format your resume as described in this Job Kit (See page 6 for mailing instructions). There are numerous Federal agencies and each has its own format and process for accepting resumes. Other formats are not compatible with our automated system and may result in your loss of job consideration. We will not accept the Federal Optional Application for Employment, Optional Form 612 or any other improperly formatted resume.



Resume Time Lines

Your resume is placed into our automated resume database inventory system (RESUMIX) where it remains active for **1-year** unless you are selected for a position. **If you are a current permanent Air Force civil service employee, your RESUMIX resume will not expire as long as you do not have a break in service.**

- If you submit your resume or make an update through the on-line AFPC Resume Writer, we will normally process your resume into the Resume Writer immediately. Using the Resume Writer is the quickest and easiest way to submit a resume
- If you submit your resume through any means other than the on-line AFPC Resume Writer, it takes approximately 5 business days (excluding Saturday and Sunday) from the date of receipt to process and verify your resume since these resumes require special handling and scanner processing.

Please carefully read the guidance on preparing your resume. Failure to follow these instructions may result in your resume not being processed and the loss of job consideration. Your resume must completely describe your work experience and education since that information is used to determine if you meet the experience requirements and possess the knowledge, skills, and abilities (KSAs) for the position(s). Each vacancy announcement will list the KSAs required for the respective position. You may have only one resume on file in the AFPC resume database at any time (the one most recently submitted). It is used to consider you for all vacancies for which you self-nominate. A sample resume and supplemental data is available for your review on pages 20-21. The supplemental data questions and overseas unique data are on pages 18 and 19.

CAUTION: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR RESUME

Submitting Your Resume and Supplemental Data

There are two ways to submit your resume and supplemental data. **TIP!** Only submit your resume and supplemental data using **one** of the following two methods. If you submit your resume using both methods at the same time, the resume and supplemental data we last receive will be the most current on file.

- 1) **Resume Writer (Recommended Method):** Again, we highly recommend you prepare your resume and supplemental data electronically using the **AFPC Resume Writer** at: <https://ww2.afpc.randolph.af.mil/resweb/resume/resume.htm>

Some advantages are:

- On-line instructions with instant submission and processing
- Resume Writer properly formats your resume
- Minimizes errors
- User-friendly
- Easy and efficient
- On-line access (update view, edit, print)

By using the Resume Writer, your resume is processed directly into our database. You will then be able to **update, view, edit, and print** your resume at any time. This feature **is not** available for hard copy resumes you submit to us by mail.



TIP! Many applicants find it useful to prepare their resume as a word processing document or text file first and then “copy and paste” it into the Resume Writer.

----- **OR** -----

2) **Regular Mail (Alternate Method):** Submit your resume and supplemental data to:

**HQAFPC/DPSOCR
Attn: Recruitment Service Center
550 C Street West, Suite 57
Randolph AFB TX 78150-4759**

Note: We will not accept resumes mailed in government postage paid envelopes. Use of postage paid official envelopes is a violation of OPM and postal regulations. Once submitted, resumes become property of the Department of Air Force and will not be returned or copied.

Reminder: You will not be able to view, update, edit, or print your resume on line if you submitted your resume using any means other than the AFPC Resume Writer.

Do's and Don'ts

*** When preparing a computer generated or type-written resume, remember...**

| Do's | Don'ts |
|--|--|
| <ul style="list-style-type: none"> ✓ Follow the required resume and supplemental data format instructions shown on pages 16-20 and format sample pages 20-21 ✓ Include supplemental data on a separate continuation sheet when submitting resumes by mail (see page 21) ✓ Proofread for errors and pay particular attention to spelling ✓ Use only black ink on 8.5" by 11" white bond paper printed on one side ✓ Limit your resume to five pages or less. If you send more than five pages you risk the possibility of losing information when your resume is processed into our system ✓ Use a font size of 11 to 14 (12 point is preferred) ✓ Use a minimum of ½ inch margins on all sides of your resume ✓ Use Times New Roman (12 point) or Palatino (12 point) for best results, but standard typefaces such as Arial, Helvetica, Futura, Optima, Universe, New Century Schoolbook and Courier are acceptable | <ul style="list-style-type: none"> ✓ Do not use fonts such as bold, italics, script, underlining, or shadows ✓ Do not use vertical and horizontal lines, slash marks (except to show dates), graphics, pictures, boxes or borders ✓ Do not use two-column format or resumes that look like newspapers ✓ Do not type in all capital letters except as indicated for subject headings ✓ Do not use acronyms or abbreviations, other than to describe types of systems ✓ Do not condense spacing between letters ✓ Do not place your name, social security number, address or telephone number in the document header or footer (Include all information in the body of resume) ✓ <u>If you do not electronically submit your resume</u>, provide a typewritten, laser printed (if possible), or high quality copy. Avoid using dot matrix printers, bubble jet printers or low quality copies. Your resume will not be accepted if it is handwritten ✓ Do not staple, fold, bind or punch holes in resume ✓ Do not use correction fluid, correction tape or make pen-and-ink changes or deletions ✓ Do not fax a resume (Unscannable in RESUMIX) ✓ Do not use bullets or any special type characters |

PIN Numbers and User IDs

External Applicants - (Mailed Resumes Only) - Your initial PIN to access your AFPC Employment website account will be the last 4 digits of your home phone number. You will be required to change your PIN to a random six-digit numeric PIN that is not part of your social security number or date of birth.

Note: If you submitted your resume using Resume Writer, the system will automatically prompt you to create a 6 digit PIN.

Internal Applicants – As an Internal employee, you must access the AFPC Secure Web site with your Common Access Card (CAC) or User ID and Password. If you have not established a USERID and Password, follow the instructions on the AFPC Secure Web site at <https://www.afpc.randolph.af.mil/afpcsecure/Default.asp>.

Step 2: Search for a Job

The **second step** is to review job vacancy announcements in which you are interested on our website at <http://ww2.afpc.randolph.af.mil/afjobs> or by telephone at 1-800-525-0102. The body of the announcement will contain the specific location of the vacancy, information on who may apply as well information on job duties and qualification requirements.

There are three ways to search for vacancies:

- 1) Conduct your own job search thru the AFPC Civilian Employment website at <http://ww2.afpc.randolph.af.mil/afjobs>.
- 2) Subscribe to our Civilian Announcement Notification System (CANS) by registering at <https://ww2.afpc.randolph.af.mil/resweb/cans.htm>. You will input your search criteria and receive an e-mail notice when a vacancy matching your criteria becomes available. This is **ONLY** a notice of job vacancies. After you receive an e-mail notice and you decide you're interested in the job, you must go to the AFPC Civilian Employment website and self-nominate to receive consideration.
- 3) If you do not have access to the World Wide Web, you can listen to job vacancies thru the AFPC Interactive Voice Response System (IVRS) (See page 25 for a complete list of toll free numbers.)

Note: Effective 4 September 2007 - To locate External vacancy announcements for locations other than those serviced by Bolling AFB, applicants can actively search for AFPC vacancy announcements on the OPM USAJOBS website at http://jobsearch.USAJOBS.opm.gov/agency_search.asp. Enter "AFPC" in the "Department/Agency Name" field or by selecting "Air Force Personnel Center" from the list of Department, Independent Agency, Bureau or Organizational Sub-Component names in the next field. An applicant may also receive information about vacancies meeting his or her interests by using the OPM job notification service "Job Search Agents," available through the "My USAJOBS" account.

Step 3: Self-Nominate

Your **third and final step** is to "self-nominate" (apply) for job vacancies.

Important Note: Submission of a resume and supplemental data alone does not provide consideration for job vacancies. You must self-nominate to be considered for any position. Additionally, you must meet the eligibility and qualifications requirements as stated in the vacancy announcement. Carefully read the "Who May Apply (e.g., eligibility)" criteria listed in the vacancy announcement to determine whether you are eligible to be considered. If you do not meet the eligibility requirements, you will be rated as "outside the area of consideration." (See pages 4-11 for standard eligibility categories, veterans' preference eligibility, and overseas unique eligibilities and appointing authorities if you are interested in applying for vacancies in foreign areas).

Note: Air Force bases that do not receive full personnel servicing from the Air Force Personnel Center have their own separate application processes for "External" vacancy announcements. (See page 22 for a listing)

Once you have found a vacancy announcement in which you are interested, you may submit your resume and supplemental data and self-nominate through the AFPC Civilian Employment website or the AFPC Job Line (IVRS). If you are an External applicant, you will need your social security number and personal identification number (PIN) for either option. You need the 11-digit announcement (e.g., 04NOV123456) number if self-nominating on the AFPC Job Line. We recommend that you retain each vacancy announcement number for future reference.

It is very important to read the entire vacancy announcement before you submit your self-nomination.

Important: When you search for vacancies without logging into the website, you will be able to view all External and Internal vacancy announcements. If you are an External applicant and log into the system to self-nominate, the website will show you only External vacancy announcements since you are not eligible to self-nominate for Internal vacancies.



TIP! Be sure that you see the self-nomination confirmation screen before exiting the website. If you do not receive a confirmation screen, your self-nomination was not completed. We recommend that you print a copy of the confirmation for future reference.

Important!!! - To receive consideration for External vacancy announcements for locations other than those serviced by Bolling AFB, applicants must apply directly for vacancies in which they are interested using the procedures contained in the “How to Apply” section of each vacancy announcement posted on the OPM [USAJOBS](#) website.

What Happens Next?

Checking on the status of your self-nomination(s):

After you have self-nominated, a Human Resources Specialist will review your resume to determine whether or not you possess the appropriate eligibility for referral and/or whether or not you meet the qualifications for the position for which you self-nominated. Once we have reviewed all self-nominations, we will assign a tracking code to inform you of the status of your self-nomination. You may check the status of your self-nominations through our website or the Air Force Job Line (IVRS) for up to 365 days after the announcement closing date.

If you are determined to be qualified based on initial screening and ranked within reach of referral, you may be referred to the hiring authority for consideration. It is solely the option of the selecting official to interview candidates. It is more likely that selections are made after a comprehensive review of the resumes. If you are tentatively selected, you will be notified by telephone and/or e-mail to request your supporting documents to verify your eligibility for appointment.

Note: If you are selected for a temporary or term appointment, your resume and supplemental data become inactive. If you wish to be considered for future job opportunities you must submit a new resume and supplemental data after you have been appointed.

Reminder: If you applied for an External (non-competitive) USAJOBS vacancy announcement at a location other than those serviced by Bolling AFB, you must check the status of your applications via your USAJOBS profile or Application Manager Account. For more information, visit the AFPC Employment Website at <http://ask.afpc.randolph.af.mil/civemploy>



TIPS!

- ★ If your resume has expired (External Applicants) and you submitted your resume through the AFPC Resume Writer, just simply access the AFPC website and select the Resume Writer menu option. Click on "Update Resume" and make any necessary changes, then click "Submit."
- ★ If you are a permanent Air Force civil service employee and want to self-nominate on the AFPC Employment Website for an "External" vacancy announcement for a position serviced by Bolling AFB, Washington DC, you must have a current resume and supplemental data on file.

Required Resume Format Instructions

Name: First MI Last (Do not provide your name and SSN at the top of each page – Do not place in document header)

Social Security Number: 111-22-1111(Include Dashes)

Candidate source: (External OR Internal)

Mailing Address:

Home Phone Number:

Work Phone Number (Commercial):

Work Phone Number (DSN):

E-mail Address: (Do not underline e-mail address)

Address the types of Knowledge, Skills and Abilities (KSAs) for positions you are interested in within the content of the experience block. Do not use separate pages to address the KSAs.

SUMMARY OF SKILLS: Document the performance of duties that used these skills in the experience and employment history section. It is extremely important that you specifically describe any qualifying experience in the “EXPERIENCE” section below. Since the “SUMMARY OF SKILLS” does not require the number of months of experience you possess for each skill, we will not grant you credit for experience that you document in this section of your resume.

Enter all the actual skills you possess, e.g., filing, Windows 95 programming, Budget Preparations, Spreadsheets, Aircraft Engine Assemblies, T-38 Engine Repair, Electrical Motor Fabrication, etc.

EXPERIENCE:

Enter the following information beginning with your most recent employment

Start and End Dates (month and four-digit year)

Hours Per Week

Position Title, Pay Plan, Series, and Grade (if Federal civilian position, otherwise, show military rank after position title, if appropriate)

Organization name (agency or company) and complete mailing address

Supervisor's name and phone number

(LEAVE BLANK LINE)

Provide a brief description of your work experience

Limit each summary to one block of experience per occupation (**Do not combine your entire work history into one single paragraph**)

If your experience describes a Federal civilian position in the same series but at different grade levels, include month and year promoted to each grade

Indicate if temporary promotion or detail

Describe your experience with specific action verbs and nouns rather than vague descriptions

Include all major tasks

Use proper punctuation between separate tasks (**Do not use run-on sentences or clauses, which are separated by semi-colons**)

Any systems you worked with or on and specific software programs you used

Any regulations, directives, technical orders, instructions etc., you have worked with, implemented, researched or developed

Any special tools and equipment used

Types of aircraft and/or specialized machinery you worked with

Any special programs you may have managed

If applicable, number of employees supervised and whether position was as 1st or 2nd level supervisor

If applicable, any acquisition duties (Indicate percentage of time spent on acquisition duties)

FORMAL EDUCATION:

List highest degree earned (i.e., High School, Associates, Bachelors, Master, etc.), number of total semester or quarter hours earned (if business college, technical or vocational school, provide classroom hours instead of semester or quarter hours), type of credit hours (specify semester, quarter of classroom hours), school type (specify high school, business college, technical, vocational, or college/university),

name and address of academic institution, major field of study and credit hours (to qualify as a recordable major, there must be at least 20 semester hours or 30 quarter hours), minor field of study and credit hours (to qualify as a recordable minor, there must be at least 12 semester hours or 18 quarter hours), academic level year (i.e., freshman, sophomore, junior, senior), year degree awarded, grade point average (GPA).

If your highest level of education is high school, list either the highest grade you completed, the year you graduated or the date you were awarded your GED.

EDUCATIONAL COURSE WORK:

List the appropriate academic field (e.g., biology, mechanical engineering, economics, sociology, etc.) and all courses you have taken (including those failed) which appear to satisfy the qualification requirements of positions for which you are applying. List graduate and undergraduate courses separately. To ensure your training occurrence corresponds to the course(s) you actually attended, upon employment with the Air Force, you may be asked to provide transcripts. The Staffing Specialist will ask for transcripts if they need verification, otherwise information is taken from resume.

SPECIALIZED TRAINING:

List any training courses you have completed and consider valuable and relevant to your career goals. List the course title as it appears on the certificate of completion or other official document. List the starting date, ending date, and the total hours (semester or quarter) or total Continuing Education Units (CEU's). It is your responsibility to keep originals or copies of certificates of course completions for all training attended - - you may be required to provide proof of course completions.

LICENSES/CERTIFICATES:

List professional licenses or certificates, and date certificate issued (year/month/day). Include the state, if applicable.

Some essential certificates to list are:

Fire Fighters and Emergency Service certification or pre-certification for all position levels for which you are applying

All Acquisition Professional Development Program (APDP) certification levels obtained
Contracting-related certification level required for your current Department of Defense (DoD) position

AWARDS:

List any honors, awards and special accomplishments achieved and dates received.

OTHER INFORMATION:

List other relevant information [professional memberships in professional/honor societies, professional publications, language proficiencies (non-English) in which you have near-native fluency, leadership activities, public speaking, typing, or stenography proficiencies].

NOTE: External Applicant Resumes will expire 1 year after last submission/update.

CAUTION: DO NOT INCLUDE CLASSIFIED INFORMATION IN YOUR RESUME



II. (Additional) Overseas Supplemental Data Questions
 (Applicable only if you are applying for vacancies in a foreign area)

If you are interested in being considered for employment in a foreign area, you must submit answers to the additional supplemental data questions below. Please include these answers on a separate continuation sheet with your resume along with Supplemental Data questions in Section I. **Do not** retype the questions--submit numbered answers only. Place your name and social security number at the top of the page.

| Questions: | Sample Answers: |
|---|--|
| <p>1. Military Spouse Preference</p> <p>A. Sponsor (Select the appropriate category below)</p> <p>Active Duty DoD Civilian (Hired outside the local area) DoD Civilian (Hired Locally) Contractor Employed US Citizen None of the above</p> <p>B. Specify relationship to sponsor (Specify relationship to sponsor from options below)</p> <p>Spouse Child Self None of the above</p> | <p>1A.</p> <p>Active duty</p> <p>1B.</p> <p>Spouse</p> |
| <p>2. Sponsor's date of estimated return from overseas (DEROS) enter date (MM/DD/YYYY)</p> | <p>2. 01/01/2006</p> |
| <p>3. Do you hold dual nationality with any country outside the USA? Yes / No</p> <p>If yes, which country? (Specify Country)</p> | <p>3. Yes, Spain</p> |
| <p>4. Do you currently hold a work permit for any countries outside the USA? Yes/No</p> <p>If yes, please specify the country?</p> | <p>4. No</p> |
| <p>5. Date of arrival in foreign/overseas area? Date (MM/DD/YYYY)</p> | <p>5. 10/09/2004</p> |
| <p>6. Have you accepted/declined a federal government appropriated fund (APF) or non-appropriated fund (NAF) position, including AAFES, DoDEA, in the overseas commuting area? Yes/No</p> <p>If yes, please indicate from the following selection</p> <p>Permanent position Temporary position less than one year Temporary position greater than one year</p> | <p>6. Yes, Permanent position</p> |

Resume Format Sample

Sam A. Samples
222-11-8888
Candidate Source: External
988 EAST DRAKE AVE
SAN ANTONIO, TEXAS 78204
Home Phone: (210) 225-0000
Work Phone: (215) 444-0909
Work Phone: DSN 665-3366
E-mail: RS1085@Zianet.net

Social Security Number (SSN) with dashes--must be included--failure to provide SSN will result in resume not being processed and loss of job consideration.
Use font size 11 to 12: Times New Roman (12 point) or Palatino (12 point) for best results, but standard typefaces such as Arial, Helvetica, Futura, Optima, Universe, New Century Schoolbook and Courier are acceptable

SUMMARY OF SKILLS:

Aircraft engine assembly; hydraulic systems, fuel and oil systems, Windows XP.

EXPERIENCE

April 2000 to Present
40 Hours

Airframe and Power Plant Mechanic

Boeing Aircraft Company, 200 Duncan Street, Kelly USA, San Antonio, TX78204
Hal Brennon, (210) 444-0909

Start and End Dates (Month and Year), Hours Worked Per Week
Position Title: If Federal employee - Pay Plan, Series, Grade (Federal positions)
Account for Different Grade Levels and Include Month and Year Held
Knowledge, Skills, and Abilities (KSAs) must be addressed in your work experience. We do not accept KSAs typed on separate sheets of paper.

Determines nature and extent of repairs required from review of discrepancy reports, such as major aircraft systems airframe, landing gear, engines, gear boxes, pumps, hydraulic systems, fuel and oils systems. Performs maintenance and functional checks on KC-10 and Boeing 737s aircraft systems such as flight controls, landing gears, gear boxes, and engine components. Launch and recover aircraft. Performs ground operational checks using ground support equipment and/or by starting and operating engines through all prescribed power ranges. Diagnoses and corrects malfunctions in system utilizing test equipment. Conducts operational checks to determine airworthiness of aircraft components. Maintain maintenance records in accordance with applicable regulations. I utilize specialize tools such as scales, templates, fixtures and test stands to ensure components serviceability. Implements and follows safety standards and practices to ensure maintenance activities are in compliance with Air Force regulations and policies.

January 1979 to March 2000

40 Hours

Aircraft Maintenance Superintendent

Senior Master Sergeant (SMSgt) E8

Dept. of Air Force, 919th Special Operations Wing, 100 Eagle St, Eglin AFB, FL 76502

Jim Smith, (210) 565-6731, DSN 665-3333

Supervised aircraft maintenance operations of various aircraft such as F-15, F-16, and C-130. Performed Pre-flight, Thru-flight and Basic post flight, home station, and other hourly inspections. Conducted functional maintenance systems checks on hydraulics, engines, flight controls, landing gear, auxiliary and various movable actuating components. Performed maintenance activities on structural elements such as fuselage and empennage, mechanical systems including control surface actuating mechanisms and arresting gear, jet engine and hydraulic, electrical systems. Used Air Force regulations, Technical Orders and other applicable aircraft regulations during maintenance.

FORMAL EDUCATION:

BS, 1990, Aviation Management, Embry-Riddle Aeronautical University, Daytona Beach Florida, 32114-3900
AA, 1987, Aircraft Maintenance Technology, Community College of the Air Force, Maxwell AFB, AL 36112-6613

SPECIALIZED TRAINING:

Advance Aircraft Maintenance Technician School, Jan 1999 – Mar 1999, 480 Hrs,

LICENSES/CERTIFICATES:

Federal Aviation Administration Airframe/Power Plant License (A&P)

AWARDS:

Dept. of Air Force, Meritorious Service Medal, Feb 1992, 1996, and 2000; Dept. of Air Force, Commendation Medal

OTHER INFORMATION:

Sample Supplemental Data

Sam A. Samples

222-11-8888 (Must include dashes)

1. External
2. Transfer, VRA
3. 01/01/1957
4. Yes
5. Yes
 - a. 01/01/1980 to 01/01/2000
 - b. Southwest Asia Service Medal
 - c. Honorable
 - d. Yes, MSgt (E-7), 01/01/2000
6. 5 point
7. Yes, Career and Term
 - a. Dept of the Army
 - b. Yes, 10/01/2002
 - c. WG10, 10/01/1978 to 12/01/1979
 - d. No
 - e. No
8. Yes
9. 45 WPM
10. 85 WPM

Complete questions 1-6, only if you are interested in consideration for Air Force Overseas Employment opportunities in foreign countries:

- 1A. Active Duty
- 1B. Spouse
2. 01/01/2006
3. Yes, Spain
4. No
5. 10.09/2004
6. Permanent Position

Partially Serviced Bases

The following Air Force Bases receive partial personnel services from the AFPC and may have their own employment application procedures for “**External**” vacancies. All applicants will need to read the vacancy announcement carefully for specific details on the application process for the bases listed below. External applicants seeking employment at the following locations should contact the local Civilian Personnel Flight (CPF) at the base of interest or follow the web link to the respective bases.

United States

| | |
|---|---|
| Hill Air Force Base, Utah | http://www.hill.af.mil/ |
| Robins Air Force Base | http://www.robinsjobs.com/ |
| Wright-Patterson Air Force Base | https://www.wpafb.af.mil/personnel/civilian/employment/ |
| Pentagon/Bolling, Washington DC (11 th Wing) | - http://www.bolling.af.mil/ |

Note: The following occupations at Pentagon/Bolling, Washington DC (11th Wing) are serviced by AFPC:

0303 – Miscellaneous Clerk and Assistant
0312 – Clerk/Reporting Stenographer, or Shorthand Reporter
0318 – Secretary
0326 – Office Automation Clerk/Assistant
0344 – Management and Program Clerical Assistant
All 02XX series position in Military Personnel, Civilian Personnel and Services

Note: AFPC provides recruitment for all [centrally-managed](#) career field positions regardless of servicing location. To receive consideration for these positions, applicants must follow the new AFPC External recruitment process effective 4 September 2007.

Air Force Customer Service Frequently Asked Questions (FAQs)

Customers can now view our new knowledge based FAQs on-line at the following link:

Have a Question? Need an Answer? Try Our New Knowledge Base (FAQs)

http://ask.afpc.randolph.af.mil/main_content.asp?prods3=2012&prods2=2&prods1=1

Click on this tab to search the knowledge base for answers using drop-down menus and search text. You can view a list of answers, sort answers, and page up or down. Click to sort a column in descending order or to sort the column in ascending order. To view answer details, click the subject link.

Our knowledge base FAQs provide two services to customers:

- ✎ First, you can search our FAQ knowledge base by category, sub-category, key words or phrases and find an answer that may apply to your situation.
- ✎ Secondly, if you don't find an answer to your question, you can address a general civilian employment question to the Recruitment Service Center.

Customer Service Information

| Job Information Lines (Toll Free) | |
|---|--|
| Internal & External | TDD Users |
| Air Force One-Stop Customer Service phone number: 1-800-525-0102 – Follow phone menu prompts for internal and external information | 1-800-382-0893 [Within area code (210) 565-2276/3008] |
| If you are located in a country outside of the U.S., please visit our web site for the most up-to-date information on how to reach us by phone. | |
| AFPC Civilian Employment Homepage | https://ww2.afpc.randolph.af.mil/resweb/ |
| Office of Personnel Management – USAJOBS Website (The Federal Government’s Official Jobs Site) Locate AFPC External vacancy announcements for all locations except for positions serviced by Bolling AFB, Washington DC | http://www.usajobs.opm.gov |
| Mailing address for Submitting Resumes | HQAFPC/DPSOCR, Attn: Recruitment Service Center, 550 C Street West Suite 57, Randolph AFB TX 78150-4530 |
| Personal Identification Number (PIN)/USERID and Password: In order to self-nominate or conduct other transactions via the AFPC Employment Homepage or Job Line, you will be asked to enter a PIN. Once you establish your PIN, you use the same PIN for the web site and phone system. To use the web, you are required to establish a USERID and password. To do so, you must have a valid e-mail account. | External Applicants: Your original PIN will be the last four digits of your home telephone number. You will be required to change your PIN to a random six-digit numeric PIN that is not part of your social security number or date of birth. Internal Employees: You must use your Common Access Card (CAC) or USERID and Password to access the AFPC Secure Website. Unless you have previously established a USERID and password using the AFPC secure web site login system, you will be asked to create a USERID and password. You must provide your social security number, date of birth, service computation date (SCD) for leave, current pay plan, grade and step, DSN and a valid e-mail address. Your SCD, pay plan, grade and step is available from your latest leave and earnings statement. |
| ★ Frequently Asked Employment Questions As shown on page 24 When you click on any topic, the "Ask a Question" Tab will be visible with information on submitting an inquiry or frequently asked questions that may answer your question. | Have a question? Need an Answer? Try our new knowledge base Frequently Asked Questions (FAQs). Click on this tab to search the knowledge base for answers using drop down menus and search text. You can view a list of answers, sort answers, and page up to sort the column in ascending order. http://ask.afpc.randolph.af.mil/civemploy/default.asp?prods3=181&prods2=14&prods1=1 or call 1-800-525-0102 |
| Veterans Information | Veteran's Preference Advisor - http://www.dol.gov/dol/vets/public/programs/programs/preferece/main.htm Dept of Veterans Affairs - http://www.va.gov/ Veterans - http://www.opm.gov/veterans/VetGuide/VetsInfo Guide - http://www.opm.gov/veterans/index.htm |
| Military Recruiting | http://www.af.mil/careers/ http://www.todaysmilitary.com |