



## JOB APPLICATION KIT

Applying for Department of the Navy (DON) civilian jobs is easy . . . just follow the steps below:

### STEP 1 - CONDUCT A JOB SEARCH

Search for job opportunity announcements at <https://chart.donhr.navy.mil/>. All DON civilian announcements are posted at this employment website.

### STEP 2 - APPLY

To be considered, you must apply to specific job opportunity announcement(s) using a resume and an Additional Data Sheet (ADS). There are three ways to apply:

DON Online Resume Builder: Use our resume builder, **My Resume**, at <https://chart.donhr.navy.mil/> to create a complete DON resume and ADS. **My Resume** will prompt you to enter all the necessary information in the proper format. Once you've completed **My Resume**, you're ready to apply online to practically any DON announcement. Just click the **Apply Now** button contained in the job announcements for step-by-step instructions. When you apply online, your resume will be submitted directly into the DON resume system and a courtesy copy of your submission will be emailed to you.

Re-Use Your Resume (a.k.a., Self-Nomination): Already have a resume and ADS on file with DON? Then use it to apply to other DON job announcements! Just click the **Apply Now** button contained in the announcements for step-by-step instructions.

Mailed (Hardcopy) Resumes: You may prepare and submit a hardcopy resume and ADS via United States Mail although this is not a preferred method. Unlike online job applications that are received and processed immediately and automatically, the hardcopy submissions take time to be received and processed manually at the DON Resume Intake & Employment Information Center in San Diego, CA. In addition, since DON uses an automated resume system, carefully read and follow the tips contained in this kit to ensure that your hardcopy resume is processed correctly. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration:

- Create a resume using the resume format and instructions shown in this kit.
- Complete the ADS information requested on this kit.
- Mail your resume and ADS to:

Department of the Navy  
Attn: Resume Intake Center  
525 B Street, Suite 600  
San Diego, CA 92101-4418

**Remember!** *You must submit both a resume and the ADS to be considered for job opportunities. Your application must be received by the closing date unless the open period is for less than five calendar days. In this case it must be postmarked by the closing date to be accepted.*

## COMMON HIRING PROGRAM CATEGORY DEFINITIONS

Please refer to the following information in answering question 2 on the ADS (see page 9). DO NOT submit supporting documentation at the time of application unless otherwise directed by the specific job opportunity announcement for which you are applying. If selected for DON employment you will be asked to submit supporting documentation prior to any final job offer being made.

YOUR HIRING PROGRAM CATEGORY IS....	IF YOU MEET THE BELOW DEFINITION(S). You may be eligible for more than one.
<b>Current Permanent Federal Civilian Employee</b>	<p>You are eligible for this hiring category if you are a current, permanent competitive service civilian employee of any Federal agency.</p> <p><u>Note:</u> You may check your competitive service status by viewing your latest Notification of Personnel Action, SF-50, Block 34, Position Occupied. If you are currently working on a temporary or term appointment for the Federal Government, you are NOT eligible for this hiring category.</p> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.</p>
<b>Current Permanent Department of Defense (DoD) Civilian Employee</b>	<p>You are eligible for this hiring category and the hiring category of Current Permanent Federal Civilian if you work as a current, permanent competitive service civilian employee of any of the following Department of Defense (DoD) agencies:</p> <ul style="list-style-type: none"> <li>• U.S. Navy</li> <li>• U.S. Marine Corps</li> <li>• Department of the Army</li> <li>• Department of the Air Force</li> <li>• Other Department of Defense Agency (e.g., WHS, DLA, DFAS, DISA, DODDS, Defense Commissary, etc.)</li> </ul> <p><u>Note:</u> You may check your competitive service status by viewing your latest Notification of Personnel Action, SF-50, Block 34, Position Occupied. If you are currently working on a temporary or term appointment or are an applicant serving on active duty in the U.S. military service in any of the above agencies, you are NOT eligible for this hiring category.</p> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.</p>
<b>Reinstatement Eligible</b>	<p>You are eligible for this hiring category if you:</p> <ul style="list-style-type: none"> <li>• Are a former Federal employee who previously attained career status (identified as Tenure I on block 24 of your last SF-50, Notification of Personnel Action), or</li> <li>• Are a former Federal employee with veterans' preference who previously attained career-conditional status (identified as Tenure II on block 24 of your last SF-50, Notification of Personnel Action), or</li> <li>• Are a former Federal career-conditional employee (identified as Tenure II on block 24 of your last SF-50, Notification of Personnel Action) without veterans' preference who separated from Government service within the past three years.</li> </ul> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50. <i>Only submit supporting documentation with your resume if required by the job announcement or flyer. If selected, you will be asked to submit the documentation prior to any final job offer being made.</i></p>
<b>Executive Order 12721 Eligible</b>	<p>You are eligible for this hiring category if you worked overseas as an appropriated fund Federal employee while a family member of a civilian, non-appropriated fund, or uniformed service member serving overseas, for an accumulated total of 52 weeks and received a fully successful (pass) or better performance appraisal. This appointment eligibility is effective for a period of three years following the date of return from overseas to the United States to reassume residence.</p> <p><u>Supporting documentation:</u> (1) A copy of a Notification of Personnel Action, SF-50 showing completion of 52 weeks of creditable overseas service; AND, (2) A copy of your most recent annual performance appraisal; AND, (3) A copy of your Permanent Change of Station Orders used to return you to the United States.</p>

**Only submit supporting documentation with your resume if required by the job announcement or flyer. If selected, you will be asked to submit the documentation prior to any final job offer being made.**

<p><b>Postal Service/Peace Corps and Other Unique Authorities</b></p>	<p>Applicants who are one of the following:</p> <p><u>Postal Career Service/Postal Rate Commission</u> - Eligible when serving under an appointment without time limitation, successfully completed a probationary period, and has no break in service.</p> <p><u>VISTA/ACTION Volunteer</u> - 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.</p> <p><u>Peace Corps</u> - Eligible within 3 years after serving at not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps.</p> <p><u>Foreign Service Officers and Employees</u> - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.</p> <p><u>Commissioned Corps of the Public Health Service</u> - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.</p> <p><u>National Oceanic and Atmospheric Administration</u> - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.</p> <p><u>Panama Canal Commission</u> - Eligible after at least 1 year of continuous employment under non-temporary appointment in the Panama Canal Commission located in the United States.</p> <p><u>General Accounting Office</u> - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.</p> <p><u>Administrative Office of the U.S. Courts</u> - Current/former 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.</p> <p><u>Supporting documentation:</u> Proof of employment from appropriate agency.</p>
<p><b>Spouse of Relocating Military Member or DoD Civilian - Appointable</b></p>	<p>Applicants who are spouses of relocating active duty military members or DoD civilian employees may apply to job announcements regardless of information listed under the Who May Apply section during the 30 days preceding through the 6 months following their sponsor's relocation to the activity's commuting area. To be eligible, spouses must meet another hiring category specified in this table (e.g., VRA, reinstatement eligible, etc.). Please enter the date of sponsor relocation and the location of the new duty station in the <i>Others</i> block under Additional Information of <i>My Resume</i>.</p> <p><u>Supporting documentation:</u> A copy of sponsor's Permanent Change of Station order or copy of your most recent Notification of Personnel Action, SF-50.</p>
<p><b>Military Spouse Preference Eligible - No Status</b></p>	<p>If you do not meet any other hiring categories, and are the spouse of an active duty military member, then you may still be eligible for Military Spouse Preference (MSP). To be eligible you:</p> <ul style="list-style-type: none"> <li>• Must have been married to your military sponsor prior to reporting to the new duty assignment, and</li> <li>• Must have accompanied your military sponsor on a permanent change in station (PCS) move, and</li> <li>• The position for which you are applying must be within the commuting area of your military sponsor's new permanent duty station.</li> <li>• Please enter the date of sponsor relocation and the location of the new duty station in the <i>Others</i> block under Additional Information of <i>My Resume</i>.</li> </ul> <p><u>Supporting Documents:</u> Be prepared to submit a statement requesting MSP and a copy of military sponsor's PCS orders.</p>
<p><b>Interchange Agreement (NAF, DCIPS, etc.)</b></p>	<p>You are eligible for this hiring category if you are a current non-appropriated fund (NAF), Defense Civilian Intelligence Personnel System (DCIPS) or other Interchange Agreement eligible employee who served continuously for at least one year under a permanent appointment, <u>OR</u> Former Interchange Agreement eligible (e.g., NAF, DCIPS, etc.) employee who served under an appointment described above, and who were involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance).</p> <p>For further information and a list of other Federal agencies that are under Interchange Agreements, please check <a href="http://www.opm.gov/employ/html/sroa2.asp">http://www.opm.gov/employ/html/sroa2.asp</a></p> <p><u>Supporting documentation:</u> Copy(ies) of applicable personnel actions verifying the above criteria.</p>

**Only submit supporting documentation with your resume if required by the job announcement or flyer. If selected, you will be asked to submit the documentation prior to any final job offer being made.**

**Interagency Career  
Transition Assistance  
Program Eligible  
(ICTAP)**

If you are a displaced civilian employee from a non-Department of Defense (DoD) Federal agency, you may be entitled to receive special priority selection under ICTAP. To receive consideration under this program, you must apply on a position within the same commuting area from which you are being displaced and be rated well qualified.

To receive this priority consideration you must:

1. Be a displaced employee from a non-DoD Federal agency. The following categories of candidates are considered displaced employees:
  - a) Current or former career or career-conditional (tenure group I or II) competitive service employees who: (1) Have received a specific reduction in force (RIF) separation notice; or (2) Were separated because of a compensable injury, and whose compensation has been terminated, and whose former agency certifies that it is unable to place you; or (3) Have retired with a disability and whose disability annuity has been or is being terminated; or (4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and who submit a Standard Form 50 that indicates "Retirement in lieu of RIF"; or (5) Have retired under the discontinued service retirement option; or (6) Have received a notice of proposed removal or was separated because he/she declined a transfer of function or directed reassignment to another commuting area; or
  - b) Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h), or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been or are being separated. The position must not have a greater promotion potential than the position from which you are or were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent.
4. Occupy or being displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the announcement closing date and meet all the application criteria.
6. Be rated well-qualified for the position. Well-qualified candidates are those who identify in their resume that they possess a majority of the knowledge, skills, and abilities (KSAs) identified for the position as described in the announcement information.

Supporting documentation:

- 1a) A RIF separation notice; OR
  - 1b) A notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; OR
  - 1c) An SF-50 showing that you were separated as a result of RIF or declination of a transfer of function or directed reassignment outside the commuting area; OR
  - 1d) Official certification from an agency stating that it cannot place you and that your injury compensation has been or is being terminated; OR
  - 1e) Official notification from Office of Personnel Management that your disability annuity has been or is being terminated; OR
  - 1f) Official notification from the Military Department or National Guard Bureau that you have retired under 5 U.S.C. 8337 (h) or 8456; AND
2. A copy of your last performance appraisal. Applicants who are eligible due to compensable injury or disability retirement need not submit a performance appraisal.

***Only submit supporting documentation with your resume if required by the job announcement or flyer. If selected, you will be asked to submit the documentation prior to any final job offer being made.***

<p><b>Veterans' Recruitment Appointment and/or 30% or More Disabled Veteran</b></p>	<p><u>Veterans' Recruitment Appointment (VRA):</u> You may be eligible for this appointing authority if you are a:</p> <ul style="list-style-type: none"> <li>• disabled veteran; or,</li> <li>• veteran who served on active duty in the Armed Forces during a war or in a campaign or expedition for which you received an authorized campaign or expedition badge or medal; or,</li> <li>• veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which you were awarded an Armed Forces Service Medal (AFSM); or,</li> <li>• veteran who have separated from active service within the last three years.</li> </ul> <p>NOTE: The highest grade level you may be appointed under this authority is GS-11 or equivalent. See <a href="http://www.usajobs.opm.gov/ei4.asp">http://www.usajobs.opm.gov/ei4.asp</a> for additional information.</p> <p><u>Supporting documentation:</u> DD-214(s) showing type of discharge. You may request copies of your military personnel records online at <a href="http://vetrecs.archives.gov/">http://vetrecs.archives.gov/</a>. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents as noted on the form. To obtain a copy of SF-15, go to <a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">http://www.opm.gov/forms/pdf_fill/SF15.pdf</a>.</p> <p><u>30% or More Disabled Veteran:</u> Individuals who have retired from active military service with a disability rating of 30% or more; or, who have an official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces certifying as having a compensable service-connected disability of 30% or more.</p> <p><u>Supporting documentation:</u> DD-214(s) showing type of discharge. You may request copies of your military personnel records online at <a href="http://vetrecs.archives.gov/">http://vetrecs.archives.gov/</a>. Additionally, veterans will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents as noted on the form. To obtain a copy of SF-15, go to <a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">http://www.opm.gov/forms/pdf_fill/SF15.pdf</a>.</p> <p>Veterans' preference information may be located on web sites such as <a href="http://www.opm.gov">www.opm.gov</a> or <a href="http://www.dol.gov/elaws/vets/vetpref/choice.htm">http://www.dol.gov/elaws/vets/vetpref/choice.htm</a>.</p>
<p><b>Veterans' Employment Opportunity Act Eligible</b></p>	<p>You are eligible for this hiring category if you are a preference eligible or a veteran who separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service.</p> <p><u>Supporting documentation:</u> DD-214(s) showing length of active duty service and type of discharge. You may request copies of your military personnel records online at <a href="http://vetrecs.archives.gov/">http://vetrecs.archives.gov/</a>. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents as noted on the form. To obtain a copy of SF-15, go to <a href="http://www.opm.gov/forms/pdf_fill/SF15.pdf">http://www.opm.gov/forms/pdf_fill/SF15.pdf</a>.</p> <p><u>Note:</u> Veterans' preference information may be located on web sites such as <a href="http://www.opm.gov">www.opm.gov</a> or <a href="http://www.dol.gov/elaws/vets/vetpref/choice.htm">http://www.dol.gov/elaws/vets/vetpref/choice.htm</a>.</p>
<p><b>Persons with Disability</b></p>	<p>You are eligible for this hiring category if you are an individual with mental retardation, a severe physical disability, or a psychiatric impairment which has been certified by a licensed medical professional, vocational rehabilitation specialist or any other Federal, State or District of Columbia agency that issues or provides disability benefits.</p> <p><u>Supporting documentation:</u> Documentation in the form of letters, records or statements issued from a licensed medical professional, vocational rehabilitation specialist or any other Federal or State agency that issues or provides disability benefits. Certification of job readiness may also be requested.</p>
<p><b>Current Student</b></p>	<p>You are eligible for this hiring category if you are a full or part-time student enrolled in high school, vocational institution, college, or university.</p> <p>Supporting documentation: Proof of enrollment.</p>

***Only submit supporting documentation with your resume if required by the job announcement or flyer. If selected, you will be asked to submit the documentation prior to any final job offer being made.***

<p><b>Overseas Military Spouse Appointment Eligible</b></p>	<p>You are eligible for this hiring category if you meet the definition below:</p> <p>Spouse of an active duty U.S. Armed Forces service member who meets the following conditions:</p> <ul style="list-style-type: none"> <li>a. You and the sponsor were married prior to the relocation (before the Permanent Change of Station); AND,</li> <li>b. Since the relocation, you have not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor; AND,</li> <li>c. You are among the best qualified; AND,</li> <li>d. The position applied for is not above the highest permanent grade previously held in the Federal service.</li> </ul> <p><u>Supporting documentation:</u> Please enter the date of sponsor relocation and the location of the new duty station in the <i>Others</i> block under Additional Information of <i>My Resume</i>. You will also be required to submit a copy of the sponsor's Permanent Change of Station orders.</p> <p><u>NOTE:</u> Preference can be granted only once per PCS relocation. Once you accept or decline a position, either appropriated fund (AF) or non-appropriated fund (NAF) at the new duty station, your eligibility for preference terminates whether or not preference was applied.</p>
<p><b>Overseas Family Member Preference Eligible</b></p>	<p>You are eligible for this hiring category if you are a spouse, or unmarried dependent child (including stepchild, adopted child, and foster child) not more than 23 years of age who:</p> <ul style="list-style-type: none"> <li>a. Reside with a member of the U.S. Armed Forces or a U.S. citizen employee of a U.S. Government Agency (including nonappropriated fund activities) whose duty station is in the foreign area: AND,</li> <li>b. Have not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor.</li> </ul> <p><u>Supporting documentation:</u> Please enter the date of sponsor relocation and the location of the new duty station in the <i>Others</i> block under Additional Information of <i>My Resume</i>. You will also be required to submit a copy of the sponsor's Permanent Change of Station orders..</p> <p><u>NOTE:</u> This preference does not apply to family members of locally hired civilian employees.</p>
<p><b>Overseas Limited Appointment Eligible</b></p>	<p>Overseas Limited Term Appointment may be used to recruit United States citizens in the overseas area. However, there are certain host nations-specific requirements and limitations to this authority. Contact the local Human Resources Office for specific details.</p>

***Only submit supporting documentation with your resume if required by the job announcement or flyer. If selected, you will be asked to submit the documentation prior to any final job offer being made.***

# SAMPLE RESUME FORMAT

(PLEASE LIMIT RESUMES TO 5 PAGES IN LENGTH)

George Q. Public  
SSN: 123456789 (no dashes)

1111 Job Street  
Anywhere, NV 99999

Contact Phone: (999) 123-4567  
Work Phone: (999) 765-4321  
DSN: 888-4567

E-mail Address: [gpublic@aol.com](mailto:gpublic@aol.com)

**SAMPLE  
RESUME**

- \* Start and end dates (month and year)
- \* Hours worked per week
- \* Position title
- \* If Federal position: Pay plan-series-grade
- \* Date of last promotion
- \* Whether you are/were a temporary employee, term employee or on a temporary promotion
- \* Salary
- \* Employing organization's name/address
- \* Supervisor's name and phone number
- \* Whether we can contact the supervisor
- \* Description of major duties/tasks (e.g., specific functions performed; programs, equipment, regulations and/or tools used; lead or supervisory duties)
- \* See page 8 for more tips on writing your resume

## WORK EXPERIENCE:

Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; not temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures.

**EDUCATION:** Provide name of high school, whether H.S. Diploma or GED, and date completed. For post high school education, provide name of college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. Transcripts or lists of specific courses are not required unless specifically requested by a recruitment publication, flyer, or announcement.

**TRAINING:** List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.

**LICENSES/CERTIFICATES:** List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any.

If you have Defense Acquisition Workforce Improvement Act (DAWIA) certification, identify the level and position category such as contracting, purchasing, communications-computer systems or manufacturing and production.

If you possess Firefighter certifications (e.g., Inspector, Officer, Driver/Operator, HAZMAT Awareness, or HAZMAT Operations) indicate: (1) Type of certification, (2) Certification #, (3) Date of certification, and (4) Certifying Board (Department of Defense (DoD), International Fire Service Accreditation Congress (IFSAC) or National Professional Qualifications Standard (NPQS/PROBOARD)). These are the only certifying boards recognized by DoD.

**APPRAISALS & AWARDS:** List current performance ratings, awards, honors, and recognitions, including date(s) of receipt.

**U.S. MILITARY SERVICE INFORMATION:** For all periods of active duty military service, list dates (from and to) and branch of service. If you were a reservist/guard called or ordered to active duty, list dates (from and to) and branch of service. List any campaign badges and/or expeditionary medals received. Examples: Southeast Asia Service Medal, Purple Heart. If currently active duty in the U.S. Military, provide anticipated date of separation/retirement/or start of terminal leave. If discharged, provide type of last discharge and, if discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement. If you have a service-connected disability, indicate the percentage of the disability and the date of your last Veterans' Administration (VA) letter (or other Armed Forces Disability letter) if available. Veterans' preference information and forms may be located on web sites such as [www.opm.gov](http://www.opm.gov) or <http://www.dol.gov/vets/>.

**OTHER INFORMATION:** List any information relevant to your career goal(s). Include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc. For spouse preference eligibles, please enter your sponsor relocation date and new duty station.

## HOW TO PREPARE A RESUME

By reviewing this information carefully **before** developing and submitting your resume, you will maximize the opportunity for your resume to receive consideration. For more information and hints on preparing your resume check out the **Applicant Information** posted on the web site at <https://chart.donhr.navy.mil/>.

**Writing and Formatting a Career-Focused Resume:** Don't focus your resume on one job or position. Instead, concentrate on providing all relevant experience, education and training that shows you are well qualified for **all** the positions you will likely apply on and compete for in the future. The best resumes are those that are focused, concise, and include only significant skills, knowledge, and abilities from your background. Below are some tips on preparing a quality resume:

- **Be descriptive.** Experience descriptions should be simple and straightforward, descriptive, and reduced to only essential information. Tell us what you did on the job. Think about the projects you have worked on, what your specific duties were, what you needed to know to do the job, what tools, software, or equipment you used, and what you accomplished.
- **Don't be vague.** Emphasize nouns and verbs and provide concrete statements of your accomplishments. For example, use "Utilized Microsoft Project to develop timelines. Prepared budget requests, hired staff, selected vendors, negotiated contracts, and designed and implemented a new Unix client-server information system" rather than "Performed the full range of project management duties for a new information system."
- **Use action words, modifiers and phrases** such as "designed and implemented new organizational structure plan; negotiated contracts up to 90K; delivered report on waste management."
- **Eliminate unnecessary "flowery" language and don't be repetitive.** Avoid adjectives and adverbs. Instead of saying, "I was responsible for the processing of a wide variety of extremely complex financial transactions using two technically advanced automated accounting systems", you could say "I was responsible for processing various financial transactions using two automated accounting systems". Furthermore, once a skill such as "management" or "budget" is pointed out, you need only use the skill again if you are describing a different position.
- **Use plain English.** Use jargon and acronyms specific to your industry, but also spell them out at least once for readers unfamiliar with the terms.
- **Don't forget to spell check.** Correct spelling will help insure you get credit for all the job skills and experience contained in your resume.
- **Keep paragraphs short.** To make your resume easier to read to the human and electronic eye, add a carriage return (blank line) after every 20 lines or so. It's ok to have more than one paragraph for each experience, just keep the paragraphs short.
- **Don't be fancy.** Don't use fancy treatments such as graphics, italics, underline, shadows, and reverses (white letters on black background) or signs and symbols such as % # \* = and don't type your information in all capital letters.

**Additional Formatting Instructions for Hardcopy Resumes.** If you are unable to use our online resume builder, **My Resume**, and are planning on submitting a hardcopy resume, follow the formatting rules below closely.

### DO:

- Closely follow the Sample Resume format and try to limit your resume to a maximum of five pages in length.
- Type your resume on 8.5" x 11" white bond paper, printed on one side only.
- Provide a laser printer original if possible. A typewritten original or a high quality photocopy is also acceptable.
- Leave a minimum 1" margin on all sides.
- Use 12 pitch font in standard typefaces such as Arial, Times New Roman, or Courier.

### DON'T:

- Submit a handwritten, copied, faxed resume or resume with light or faded print.
- Use fancy treatments such as italics, underlines, shadows, and reverses (white letters on black background).
- Fold or staple your resume.
- Condense spacing between letters.

## ADDITIONAL DATA SHEET (ADS)

**DO NOT SUBMIT WITHOUT YOUR RESUME**

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. Please answer all questions completely as applicable. For your resume to be considered complete and accepted into our resume database, you must answer the questions designated with red asterisks ( \*\* ).

**NAME:**

**SSN:**

1. **\*\* JOB ANNOUNCEMENT NUMBER(S) FOR WHICH YOU ARE APPLYING, INCLUDING ALL PAY PLAN(S)-GRADE LEVEL(S) YOU ARE WILLING TO ACCEPT FOR EACH ANNOUNCEMENT.** PLEASE NOTE: You will only be considered for the Pay Plan(s)-Grade(s) you specifically list for the particular announcement.

ANNOUNCEMENT NUMBER	PAY PLAN(S)-GRADE LEVEL(S) YOU ARE WILLING TO ACCEPT UNDER THE ANNOUNCEMENT Please check the specific announcement for selection option(s).
<i>EXAMPLE:</i> # DON0301 # DON8852	AD-09, 11; DS-II, III; GS-11, 12, 13 WG-08, 10; WL-08, 10; WS-10

2. **\*\* ARE YOU ELIGIBLE FOR ANY OF THE FOLLOWING HIRING PROGRAM CATEGORIES?** Carefully review each category and **check all that apply.** You will only be considered the hiring categories you select. See pages 2 through 6 for a listing of hiring category definitions or check our employment web site at <https://chart.donhr.navy.mil/info/HiringCats.pdf>.

**Current or Former Federal Civilian Employees:**

- |  |   |
|--|---|
| <input type="checkbox"/> Current Permanent Navy Civilian Employee<br><input type="checkbox"/> Current Permanent USMC Civilian Employee<br><input type="checkbox"/> Current Permanent Department of the Army Civilian Employee<br><input type="checkbox"/> Current Permanent Department of the Air Force Civilian Employee<br><input type="checkbox"/> Current Permanent Civilian in Another DoD Agency<br><input type="checkbox"/> Current Permanent Federal Civilian Employee | <input type="checkbox"/> Reinstatement Eligible<br><input type="checkbox"/> Interchange Agreement (NAF, DCIPS, etc.) Eligible<br><input type="checkbox"/> Interagency Career Transition Assistance Program Eligible<br><input type="checkbox"/> Executive Order 12721 Eligible<br><input type="checkbox"/> Spouse of Relocating Military Member or DoD Civilian<br><input type="checkbox"/> Postal Service, Peace Corp, or Other Unique Authorities |
|--|---|

**Veterans:**

- Veterans' Recruitment Appointment and/or 30% or More Disabled Veteran  
 Veterans Employment Opportunity Act Eligible

**Others:**

- Persons with Disability       Current Student       Military Spouse Preference Eligible - No Status

**Overseas Applicants Only:**

- Overseas Military Spouse Preference Eligible       Overseas Family Member Preference Eligible  
 Overseas Limited Appointment Eligible

**None of the Above:**

If none of the above categories apply to you, please review the "Who May Apply" section of the job announcement(s) carefully to identify whether or not you are eligible to apply before submitting your resume.

3. **\*\* ARE YOU A UNITED STATES CITIZEN?**       Yes       No

4. **\*\* PLEASE INDICATE IF YOU ARE INTERESTED AND AVAILABLE FOR ANY OF THE FOLLOWING TYPES OF POSITIONS.**

**Check all that apply:**

- Part Time  
 Temporary (positions lasting less than 1 year)  
 Term (positions lasting 1 year or longer but less than 4 years)  
 Shift Work  
 Intermittent (on-call)  
 Not interested/available in any of the above types of positions – only interested in permanent full time

5. **\*\* HOW MANY DAYS PER MONTH WOULD YOU BE AVAILABLE FOR WORK-RELATED TRAVEL?**

- 1-2 Days     3-5 Days     6 or More Days     Not Available

6. **\*\* DO YOU CLAIM AN ENTITLEMENT TO VETERANS' PREFERENCE FOR HIRING?** Service members must have been separated with an honorable or general discharge. In general, military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. Please include U.S. Military Information within your resume, following the guidelines provided in the Sample Resume on page 7 in this kit. Veterans' preference information may be obtained from [www.opm.gov](http://www.opm.gov) or <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

I am claiming:

- No Veterans' Preference  
 5-Point Preference  
 10-Point Disability Preference (service-connected disability rated less than 10% or Purple Heart recipient)  
 10-Point Compensable Disability Preference (service-connected disability rating of at least 10% but less than 30%)  
 10-Point Derived Preference (for spouses, including widows and widowers, or mothers who may be eligible for preference based on service of a veteran who is not able to use the preference because (s)he is deceased, 100% disabled, or unemployable)  
 10-Point 30% Compensable Preference (service-connected disability rating of 30% or more)

7. **\*\* WHAT IS THE LOWEST ANNUAL SALARY THAT YOU WILL ACCEPT?** Convert hourly wages to annual salary. Annual salary = hourly wage x 2087. Round up to the nearest thousand. \$\_\_\_\_\_,000.00 per year.

8. **CAN YOU TYPE/KEYBOARD AT A MINIMUM SPEED OF 40 WORDS PER MINUTE?**  Yes  No

9. **IF YOU ARE APPLYING FOR A FIREFIGHTER, LAW ENFORCEMENT, OR AIR TRAFFIC CONTROLLER POSITION, PLEASE PROVIDE YOUR DATE OF BIRTH.** (mm/dd/yyyy format): \_\_\_\_/\_\_\_\_/\_\_\_\_

10. **\*\* PLEASE CHECK ALL APPLICABLE GEOGRAPHICAL LOCATIONS FOR WHICH YOU DESIRE JOB CONSIDERATION.**

PLEASE NOTE: You will only be considered for those you specifically list.

**U.S. LOCATIONS**

<input type="checkbox"/>	AK, Elmendorf Air Force Base	<input type="checkbox"/>	CA, Long Beach	<input type="checkbox"/>	FL, Key West
<input type="checkbox"/>	AL, Auburn	<input type="checkbox"/>	CA, Los Angeles	<input type="checkbox"/>	FL, Mayport
<input type="checkbox"/>	AL, Fort Rucker	<input type="checkbox"/>	CA, Miramar	<input type="checkbox"/>	FL, Miami
<input type="checkbox"/>	AL, Huntsville	<input type="checkbox"/>	CA, Monterey	<input type="checkbox"/>	FL, Milton
<input type="checkbox"/>	AL, Mobile	<input type="checkbox"/>	CA, Mountain View	<input type="checkbox"/>	FL, Okahumpka
<input type="checkbox"/>	AL, Montgomery	<input type="checkbox"/>	CA, National City	<input type="checkbox"/>	FL, Orlando
<input type="checkbox"/>	AL, Redstone Arsenal	<input type="checkbox"/>	CA, Oxnard	<input type="checkbox"/>	FL, Panama City
<input type="checkbox"/>	AZ, Flagstaff	<input type="checkbox"/>	CA, Point Loma	<input type="checkbox"/>	FL, Pensacola
<input type="checkbox"/>	AZ, Phoenix	<input type="checkbox"/>	CA, Point Mugu	<input type="checkbox"/>	FL, St Augustine
<input type="checkbox"/>	AZ, Tucson	<input type="checkbox"/>	CA, Port Hueneme	<input type="checkbox"/>	FL, Sunrise
<input type="checkbox"/>	AZ, Yuma	<input type="checkbox"/>	CA, Sacramento	<input type="checkbox"/>	FL, Tampa
<input type="checkbox"/>	CA, Alameda	<input type="checkbox"/>	CA, San Bruno	<input type="checkbox"/>	FL, West Palm Beach
<input type="checkbox"/>	CA, Anaheim	<input type="checkbox"/>	CA, San Clemente	<input type="checkbox"/>	GA, Albany
<input type="checkbox"/>	CA, Barstow	<input type="checkbox"/>	CA, San Diego	<input type="checkbox"/>	GA, Athens
<input type="checkbox"/>	CA, Bridgeport	<input type="checkbox"/>	CA, San Nicolas Island	<input type="checkbox"/>	GA, Atlanta
<input type="checkbox"/>	CA, Camp Pendleton	<input type="checkbox"/>	CA, Seal Beach	<input type="checkbox"/>	GA, Fort Gordon
<input type="checkbox"/>	CA, China Lake	<input type="checkbox"/>	CA, Sunnyvale	<input type="checkbox"/>	GA, Glynco
<input type="checkbox"/>	CA, Chula Vista	<input type="checkbox"/>	CA, Travis Air Force Base	<input type="checkbox"/>	GA, Kings Bay
<input type="checkbox"/>	CA, Concord	<input type="checkbox"/>	CA, Twentynine Palms	<input type="checkbox"/>	GA, Marietta
<input type="checkbox"/>	CA, Corona	<input type="checkbox"/>	CO, Colorado Springs	<input type="checkbox"/>	GA, Smyrna
<input type="checkbox"/>	CA, Coronado	<input type="checkbox"/>	CO, Denver	<input type="checkbox"/>	GA, Warner Robins
<input type="checkbox"/>	CA, Edwards Air Force Base	<input type="checkbox"/>	CT, Groton	<input type="checkbox"/>	HI, Central Oahu
<input type="checkbox"/>	CA, El Centro	<input type="checkbox"/>	CT, New London	<input type="checkbox"/>	HI, Kaneohe
<input type="checkbox"/>	CA, Fairfield	<input type="checkbox"/>	DC, Washington	<input type="checkbox"/>	HI, Kauai
<input type="checkbox"/>	CA, Fallbrook	<input type="checkbox"/>	FL, Astor	<input type="checkbox"/>	HI, Pearl Harbor
<input type="checkbox"/>	CA, Fort Irwin	<input type="checkbox"/>	FL, Cape Canaveral	<input type="checkbox"/>	HI, West Oahu
<input type="checkbox"/>	CA, Imperial Beach	<input type="checkbox"/>	FL, Eglin Air Force Base	<input type="checkbox"/>	IA, Des Moines
<input type="checkbox"/>	CA, Lemoore	<input type="checkbox"/>	FL, Fort Lauderdale	<input type="checkbox"/>	ID, Bayview
		<input type="checkbox"/>	FL, Jacksonville	<input type="checkbox"/>	ID, Moscow

IL, Chicago  
 IL, Des Plaines  
 IL, Great Lakes  
 IL, Highland Park  
 IN, Crane  
 IN, Indianapolis  
 IN, West Lafayette  
 KY, Louisville  
 LA, Avondale  
 LA, Barksdale Air Force Base  
 LA, Baton Rouge  
 LA, Belle Chasse  
 LA, Lockport  
 LA, Morgan City  
 LA, New Orleans  
 LA, Slidell  
 MA, Boston  
 MA, Cambridge  
 MA, Natick  
 MA, Pittsfield  
 MA, Springfield  
 MD, Andrews Air Force Base  
 MD, Annapolis  
 MD, Baltimore  
 MD, Bethesda  
 MD, Carderock  
 MD, Chesapeake Beach  
 MD, Fort Detrick  
 MD, Fort Meade  
 MD, Fort Washington  
 MD, Hyattsville  
 MD, Indian Head  
 MD, Patuxent River  
 MD, St Inigoes  
 MD, Silver Spring  
 MD, Solomons  
 MD, Suitland  
 ME, Bath  
 ME, Brunswick  
 ME, Cutler  
 ME, Kittery  
 ME, Portland  
 ME, Prospect Harbor  
 ME, Topsham  
 MI, Ann Arbor  
 MI, Detroit  
 MI, Lansing  
 MN, Minneapolis  
 MO, Belton  
 MO, Kansas City  
 MO, St Louis  
 MS, Bay Saint Louis  
 MS, Biloxi  
 MS, Gulfport  
 MS, Meridian

MS, Pascagoula  
 MS, Stennis Space Center  
 NC, Charlotte  
 NC, Cherry Point  
 NC, Fort Bragg  
 NC, Jacksonville  
 NC, Raleigh  
 NC, Stumpy Point  
 NE, Omaha  
 NH, Portsmouth  
 NJ, Colts Neck  
 NJ, Earle  
 NJ, Fort Dix  
 NJ, Ft Monmouth  
 NJ, Iselin  
 NJ, Lakehurst  
 NJ, Moorestown  
 NJ, Picatinny  
 NM, Albuquerque  
 NM, White Sands  
 NV, Fallon  
 NV, Hawthorne  
 NV, Nellis Air Force Base  
 NY, Albany  
 NY, Buffalo  
 NY, Dresden  
 NY, East Meadow  
 NY, Fort Hamilton  
 NY, Fort Schyler  
 NY, Garden City  
 NY, Ithaca  
 NY, New York City  
 NY, Saratoga Springs  
 NY, Scotia  
 NY, Syracuse  
 NY, Uniondale  
 OH, Cleveland  
 OH, Columbus  
 OH, Dayton  
 OH, Middleburg Heights  
 OH, Wright Patterson AFB  
 OK, McAlester  
 OK, Oklahoma City  
 OK, Tinker Air Force Base  
 OR, Corvallis  
 OR, Portland  
 PA, Horsham  
 PA, Mechanicsburg  
 PA, Philadelphia  
 PA, Pittsburgh  
 PA, State College  
 PA, Willow Grove  
 PA, York  
 RI, Davisville  
 RI, Newport

SC, Awendaw  
 SC, Beaufort  
 SC, Charleston  
 SC, Columbia  
 SC, Goose Creek  
 SC, Parris Island  
 TN, Arnold Air Force Base  
 TN, Memphis  
 TN, Millington  
 TN, Nashville  
 TX, Beaumont  
 TX, Brownsville  
 TX, Carswell Air Force Base  
 TX, College Station  
 TX, Corpus Christi  
 TX, Dallas  
 TX, Fort Sam Houston  
 TX, Fort Worth  
 TX, Houston  
 TX, Ingleside  
 TX, Kingsville  
 TX, Lackland Air Force Base  
 TX, San Antonio  
 UT, Hill Air Force Base  
 UT, Magna  
 UT, Salt Lake City  
 VA, Alexandria  
 VA, Arlington  
 VA, Chantilly  
 VA, Chesapeake  
 VA, Dahlgren  
 VA, Falls Church  
 VA, Fort Belvoir  
 VA, Fort Eustis  
 VA, Lexington  
 VA, Manassas  
 VA, Newport News  
 VA, Norfolk  
 VA, Portsmouth  
 VA, Quantico  
 VA, Richmond  
 VA, Stafford  
 VA, Suffolk  
 VA, Vienna  
 VA, Virginia Beach  
 VA, Wallops Island  
 VA, Williamsburg  
 VA, Yorktown  
 WA, Bangor  
 WA, Bremerton  
 WA, Everett  
 WA, Keyport  
 WA, Manchester  
 WA, Marysville

- WA, Oak Harbor-Whidbey Island
- WA, Oso
- WA, Port Hadlock
- WA, Seattle
- WA, Silverdale
- WA, Spokane
- WI, Marinette
- WI, Milwaukee
- WV, Sugar Grove

**OVERSEAS LOCATIONS**

- Bahrain Island
- Canada, Nanaimo
- Cuba, Guantanamo Bay
- Germany, Boeblingen
- Germany, Heidelberg

- Germany, Stuttgart
- Greece, Souda Bay-Crete
- Guam
- Iceland, Keflavik
- IRAQ
- Italy, Aviano
- Italy, Gaeta
- Italy, La Maddalena
- Italy, Naples
- Italy, Sigonella-Sicily
- Italy, Vicenza
- Japan, Atsugi
- Japan, Iwakuni
- Japan, Misawa
- Japan, Okinawa

- Japan, Sasebo
- Japan, Tokyo
- Japan, Yokosuka
- Japan, Yokota
- Japan, Zukeran
- Korea, Chinhae
- Korea, Seoul
- Puerto Rico, Ceiba
- Singapore
- Spain, Madrid
- Spain, Rota
- United Kingdom, London
- UK, Saint Mawgan-Cornwall

**BACKGROUND SURVEY:** Answers to the following questions are strictly voluntary.

A. Race / Ethnic Status: Please select one or more of the following as appropriate.

- Hispanic / Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

B. Sex:  Female  Male

**APPLICANT INFORMATION.** Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all information provided is true, correct, complete, and made in good faith.

**PRIVACY ACT INFORMATION.** Your Social Security Number (SSN) is requested 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, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the email transmission process.

**EQUAL EMPLOYMENT OPPORTUNITY.** The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.