

Sequence of this Presentation

- Background Information
- Your three target audiences

- The E-Interview
(Vacancy Announcement: VAn)
 - Finding Army VAn
 - **Reading Army VAn**

- Your three-layer cake with frosting
Frequently Asked Questions (FAQs)

Reading Army Vacancy Announcements on CPOL

Heading

- Opening & closing dates
- Title, series, grade(s)
- Agency
- Location
- Salary
- Type of Job &
How Many

Who May Apply

- Current Army
Employees Only
- All US Citizens
(DEU OC TMP)
- Veterans
- Transfer eligibles

Duty Description

- *Verb – Noun Sets
(Skills)*
- Their ideal candidate
- Connect the Dots –
here are their dots!

Qualifications

- Minimum *Time*
- Other Qualifications
- Skills, Education,
Training, others

About the Job

How to Apply

- Army Internal
& External
 - Databased
Resume in
ANSWER
 - Self-
nomination in
ANSWER

Read each
block
carefully!

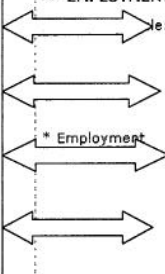
Supplemental Information in your RESUME Builder

Schedule & Type of Employment

Ensure you are **aligning** your answers to the Vacancy Announcement's type!

If your target Vacancy Announcement is for:

- Full Time
- Shift
- Permanent
- Temporary
- Term



Ensure your Army Résumé Builder is **aligned**:

EMPLOYMENT PREFERENCES

- Full-Time
- Intermittent
- Part-Time
- Shift Work
- Competitive Detail
- Permanent
- Temporary, 1-6 months
- Temporary, 7-12 months
- Term, 1-4 years
- Temp promotion up to 5 yrs

Self-nomination "link"

Bottom of the Vacancy Announcement



Who ya gonna call? POC!

- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.
- Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.
- Education can be substituted for experience. Review the qualification requirements for specific information.
- One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.
- Must have 52 weeks of Federal service at the second lower grade (or equivalent).

Other Information:

- Permanent Change of Station (PCS) expenses are not authorized.

- Other Requirements:
- Personnel security investigation required
 - You will be required to provide proof of U.S. Citizenship.
 - If selected, official college or university transcript must be submitted
 - Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
 - Direct Deposit of Pay is Required.

How to Apply: (Click on How to Apply)

- Resumes must be received by the closing date of this announcement
- Self-nomination must be submitted by the closing date
- Resume must be on file in our centralized database

If your resume is currently in our central database, you may [click here to Self Nominate](#)
 Click here to use the Army Resume Builder to create your resume. Follow the instructions in this vacancy announcement to apply for the job.
 You may send your resume via surface mail to: Department of the Army, Central Resume Processing Center, Johnson Street, Aberdeen Proving Ground, MD 21005-5283

Point of Contact: Dymella Jones-Ayers, NC CPOC, 309-782-0804, dymella.jones-ayers@pocna.army.mil
 THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

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