

APPLYING FOR AIR FORCE OPPORTUNITIES AS AN INTERNAL CANDIDATE: DO YOU SUBMIT A RESUME OR NOT?

The recent change in the Air Force Merit Promotion Program has created much discussion on understanding when to submit a resume. This article should help to clarify some of the mysteries when applying for Air Force opportunities.

Merit Promotion Opportunities (current Air Force Employees). Current Air Force employees serving on a permanent appointment are eligible to participate in the Air Force Merit Promotion Program. In some cases, non-permanent Air Force employees are eligible (as specified in individual vacancy announcements). There are two easy steps to consideration for promotions, reassignments, and changes-to-lower-grade. No resume is required.

1. Search job vacancy announcements. You can search for vacancies on-line or by phone:

- Access The Air Force Employment Website at:
<http://www.afpc.randolph.af.mil/afjobs>
- Call the Air Force Job Line (Interactive Voice Response System - IVRS) at: **1-800-997-2378 (local calls, 210-527-2378)**
Telecommunications Device for the Deaf (TDD) 1-800-382-0893 (local calls, 210-565-2276)

As you review job vacancies, be sure to note the announcement numbers for vacancies that interest you. You will need them in the next step and future reference.

A feature that can ease your job search is the Civilian Announcement Notification System (CANS). Instead of accessing the Employment Website or Job Line on a regular basis you can receive notice of vacancy announcements that fit your particular interest by e-mail. To register for CANS, all you need is a valid e-mail address. Once you establish a profile of the vacancies that suit your interest, you will receive e-mail notifications each time a vacancy is announced which match your profile. Then it is up to you to review the announcement and make sure you are eligible to apply. If so, then take the next step – “self-nominate”.

2. Self-nominate. When you self-nominate, you are actually applying for a particular vacancy. You can self-nominate for positions of choice by accessing the Employment Website or by calling the Job Line number provided above. Simply follow the self-nomination prompts. In order to use the self-nomination option on the web, you must also have a USERID and Password, which is your BEST or EBIS pin number. Unless you have previously established a USERID and password using the AFPC secure website login system, you will be

asked to create them. You will need 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. You will need to reference the announcement number of each vacancy for which you wish to be considered. Be sure to self-nominate prior to the closing date of announcement.

New Employment Opportunities (Current Air Force employees interested in a “new appointment”). If you are an Air Force employee who wishes to be considered through external sources, follow the three-step process:

1. Submit a resume. To be considered for Air Force civil service employment, you first submit your resume and supplemental data to the Air Force Personnel Center (AFPC). The Air Force requires that your resume be “pre-positioned” or on file and active at AFPC before you may proceed in the application process. Therefore, you should submit a properly formatted resume and supplemental data **as soon as possible**. Don’t wait until a job vacancy is announced — it takes approximately 5-work days for the Recruitment Service Center to process your resume once received. Once processed, your resume is placed into RESUMIX, and remains there indefinite. Your resume should fully and completely identify your work experience and education since that information is used to determine if you meet experience requirements and possess the knowledge, skills, and abilities (KSAs) of the positions for which you self-nominate. You may only have one resume on file at any time.

There are three ways to submit a resume:

- Through the Air Force On Line Resume Writer: We highly recommend that you prepare your resume and supplemental data electronically using the Resume Writer. The Resume Writer is user-friendly and serves as the “template” for a properly formatted resume. Resumes submitted through the Resume Writer process faster and virtually error-free and can be easily retrieved and updated. To use the Resume Writer, go to <http://ww2.afpc.randolph.af.mil/resweb/resume/resume.htm>.
- E-mail: Prepare your resume and supplemental data using the instructions provided in the Air Force Job Kit. Insert your resume in an e-mail and send to Ext.Resume@randolph.af.mil. Do not send your resume as an e-mail attachment.
- Regular Mail: Again, prepare your resume and supplemental data using the instructions provided in the Air Force Job Kit dated 14 Dec 01. Mail a hard copy of your resume to:

HQ AFPC/DPCTDC
Attn: Recruitment Service Center
550 C Street West Suite 57
Randolph AFB TX 78150-4759

2. Search job vacancy announcements. Once you have submitted your resume based on instructions above, you are ready to search for job vacancies. You can search for vacancies on-line or by phone:

- Access The Air Force Employment Website at:
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