

## **Automated External Application Process**

*Interested in civilian employment with the Air Force? Not sure where to begin? Read on for step-by-step instructions on the Air Force's automated application process.*

The Air Force has automated its application process through a program called RESUMIX, which allows volumes of resumes to be easily stored and retrieved without maintaining paper files. Because this is an automated program, it requires that data be entered in a particular format, as outlined in the Air Force Job Kit dated 14 Dec 01. This automated process even requires that particular fonts be used to ensure characters are clear during the scanning process. Ensure your resume is not rejected, and review the Air Force Job Kit for resume specifics before submitting your resume.

The process of applying for Air Force employment is simple, involving only three steps (the 3 S's):

1. Submit a properly formatted resume and supplemental data
2. Search job vacancy announcements
3. Self-nominate



**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 begin the application process. Therefore, you should submit a properly formatted resume and supplemental data **as soon as possible**. Do not wait until a job vacancy is announced — it takes the Recruitment Service Center approximately 5-work days to process your resume once received. Once processed, your resume is placed into RESUMIX, where it remains active for 1 year. Your resume should fully and completely identify 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) of the position(s) for which you self-nominate. You may only have one resume on file at any time.

### **There are three ways to submit a resume:**

1. 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>.

2. E-mail: Prepare your resume and supplemental data using the instructions provided in the Air Force Job Kit at: <http://ww2.afpc.randolph.af.mil/resweb/jobkit/JobKit.htm>. Insert your resume in an e-mail and send to [Ext.Resume@randolph.af.mil](mailto:Ext.Resume@randolph.af.mil). Do not send your resume as an e-mail attachment.

3. Regular Mail: Again, prepare your resume and supplemental data using the instructions provided in the Air Force Job Kit dated 14 Dec 2001. Then 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



**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: <http://www.afpc.randolph.af.mil/afjobs>
- Call the Air Force Job Line (Interactive Voice Response System - IVRS) at: **1-800-699-4473 (local calls, 210-527-2377)**  
**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'll 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'll 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 take the next step –“self-nominate”.



**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. The very first time that you attempt

to self-nominate by e-mail or mail, you will be instructed to change your Personal Identification Number (PIN), which will be automatically set as the last four digits of your home telephone number. You should keep your new PIN handy for future reference. Then 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.

**Remember the (3 S's) for applying:**

1. Submit a properly formatted resume along with the supplemental data
2. Search job vacancy announcements
3. Self-nominate for job vacancies

If you need further assistance, please call the Recruitment Service Center at 210-527-2377 or 1-800-699-4473 (if you live outside the 210 area code). Representatives are available from 7:30 a.m. until 4:30 p.m. Central Standard Time, Monday thru Friday, except federal holidays. You may also e-mail inquiries to the following address: [Recruitment.Center@randolph.af.mil](mailto:Recruitment.Center@randolph.af.mil) (include your name, social security number, and detailed information) to help clarify the purpose of your inquiry.