

FREQUENTLY ASKED QUESTIONS (FAQs)

Q1. I don't understand why I didn't qualify for the position I applied for since all my military experience was in that field? Don't you look at AFSC's?

Because we fill civilian positions, we are not able to interpret military AFSCs or military titles to determine your qualifications. Qualifications are determined by reviewing the experience, training, and education described in your resume. That is why it is important for you to provide sufficient information in your resume to enable us to determine qualification requirements.

Q2. What does NQF mean?

NQF means that you did not qualify because you do not possess the required selective placement factor as described in the announcement.

Q3. What is a Selective Placement Factor?

A selective placement factor is a knowledge, skill, ability, or other special requirement above and beyond the minimum qualification standard requirements. This requirement is essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective placement factor will be assigned an ineligible rating. An example of a Selective Placement Factor is "the ability to speak, read, and write Spanish" where the position requires interaction with students, officials from Latin American countries.

Q4. What does NRRE mean and why was I not referred?

This means you were not rated and/or not referred because there were higher ranking candidates or veteran's preference eligibles blocking your referral.

Q5. I performed the same duties as the announcement indicates while in active duty and feel I am most qualified for all of them. Why was I not found qualified?

Your resume did not reflect the required knowledges, skills and abilities identified in the vacancy announcement nor did it have sufficient experience for us to determine qualification requirements. A common mistake is to describe experience using acronyms or AFSCs, which do not provide the information needed to properly evaluate experience.

Q6. If resumes have to be pre-positioned how can I address the knowledge, skills and abilities for each announcement I apply for?

Resumes do not have to be pre-positioned for DEU vacancy announcements. Resume should not be written to address a particular career field, unless that is the only career field you intend to apply for. Your resume should be all inclusive and describe significant experience, education and training. Also remember that when you update your current resume, it will overlay the old resume on file.

Q7. The rating I received was a 70, why was it so low?

An analysis of your experience, education and training was conducted using approved rating criteria. The rating assigned was based on an analysis of the description of experience, education and training identified in your resume.

Q8. I was rated NQE and don't understand why. My resume reflects I have a degree. Don't you look at the resume to determine education requirements?

If the position has a positive education requirement; or education can be substituted for experience; or the position requires a select group of courses, then, yes, we do look at the resume to determine if educational requirements have been met. The specific education requirements are identified in the vacancy

announcement. In many cases, your degree has to be related to the position, or there are specific courses required.

Q9. When announcements require specific coursework do they have to be listed in the resume? Will I need to change my courses for every announcement I apply for?

Yes. Your resume must list all courses you have taken which appear to satisfy the educational requirements of the position for which you are applying. List separately, graduate and undergraduate courses. Provide information for each course within the appropriate academic field (e.g., biology, mechanical engineering, economics, and sociology). Include the descriptive title and course code, completion date, grade, number of semester, quarter or classroom hours. You should not have to change your courses for every announcement. Your resume should be all inclusive with your experience, education and training.

Q10. I disagree with the rating I received. How can I have my experience reviewed again?

If you would like your experience reevaluated, you may request your rating be reconsidered in writing indicating why you believe the original decision was not proper, what factors were not considered, and any other pertinent information that will support the request and enable our office to reevaluate the decision. Reconsideration procedures are listed at

<https://ww2.afpc.randolph.af.mil/resweb/deu/ReconPro.htm>

Q11. I don't understand how I can be ineligible for the same job for two different reasons, especially since I am a compensable disabled veteran?

Veteran's preference does not guarantee you will be qualified for every position for which you apply. Inconsistencies in ratings are usually attributed to the interpretation of the experience, education and training identified in the resume. That is why it is extremely important that experience, education, and training is well documented so that a variety of people, who are independently rating your resume, can form the same conclusion.

Q12. If I am a current Air Force employee applying for a position through the AFPC DEU, why do I need a resume?

Competitive examining is based on evaluation of your experience, training and education. All applicants, regardless of source (internal/external) must be rated on the same basis. The only common element to both groups is a resume. To be fair and equitable, and to meet regulatory requirements, all applicants submit the same documents and all applicants are rated using the same criteria.

Q13. Do all veterans receive at least 5 points preference?

No. Below is a weblink to help you determine if you are eligible for veteran's preference for employment: <http://www.dol.gov/elaws/vets/vetpref/choice.htm>. Click on the heading titled: "Determine your Eligibility for Veterans' Preference in Hiring" and answer the questions.

Q14. I applied for a position and don't understand why I got an NQR rating?

NQR means not qualified - required experience not documented. You would receive this rating if your resume did not contain sufficient details about work experience directly related to the specific position for which you applied. The information in your resume will be evaluated against each of the Knowledge, Skills, and Abilities listed in the vacancy announcement and a score will be given. As a minimum, your experience must show that you meet at least a 2-point level on the screen-out element and a combined average of 2-points for the remaining elements in order to be given a qualified rating.

Q15. I received a NQS rating what does that mean?

NQS means not qualified because your resume does not reflect that you possess the required specialized experience equivalent to the next lower grade.

Q16. I applied for a position and received an NQD rating why?

NQD means not qualified because you lack directly related experience for the position being filled.

Q17. What is Delegated Examining Authority?

Delegated examining authority is an authority the Office of Personnel Management grant to agencies to fill competitive civil service jobs with:

- Applicants applying from outside the Federal workforce,
- Federal employees who do not have competitive service status, or
- Federal employees with competitive service status.