

Airman & Family Readiness Center
Moody AFB, Georgia

FEDERAL RESUME

OLD and NEW FORMATS



Nov 2012

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(for double-sided printing)

Introduction

Writing a federal resume can feel like a daunting task – for starters, you’re not familiar with content, format, terminology, or ‘which information goes where for which job’. Secondly, knowing which documents will provide you with the needed information and how to make those documents work for you is also a mystery. And, of course, we don’t want to forget the feel of that magic moment when you finally put pen to paper, are waiting for your masterpiece and nothing comes out!!!

This material is provided to make federal resume writing easy. It is not intended to be all inclusive or address the particulars of individual federal agencies and their respective submission processes. However, it will provide you with over 95% of the information you will need to apply for any federal vacancy announcement – any federal agency. In addition, we have included ‘tips’ to make the process easier while producing a quality product.

Getting Started

1. You will need copies of the following documents:
 - a. Performance appraisals (all of them);
 - b. Verification of Military Experience and Training (VMET); and
 - c. Awards and Decorations (located on virtual (vMPF) or your DD 214).
2. Review your performance appraisals:
 - a. Place them in chronological order, starting with the most recent (working your way back);
 - b. Maintaining chronological order; group your appraisals by job title; and
 - c. Highlight each significant contribution/accomplishment that you feel demonstrates your ability/expertise. (You’re selling yourself – what have you done that makes you qualified?)
3. You will prepare a word document in Times New Roman, 12 point font. If you submit a ‘hard copy’ resume, use only black ink on 8.5”x11” white bond paper printed on one side.
4. You will not use bold, italics, script, underlining, or shadows. No vertical or horizontal lines, graphics, pictures, borders, two-column formats, or in all capital letters except where indicated.
5. You’re ready to start!

(The following sample is not in 12 pt font due to the size of the document.)

OLD FORMAT

(Items that should be written/included are underlined for your information, e.g., the word “Name” is not included so it is not underlined. Do NOT include the UNDERLINE – it is just for you to know what to use when setting up each line.)

Name: First MI. Last Name

Social Security Number (with dashes XXX-XX-XXXX)

Street address/PO Box

City, State, Zip Code

Home Phone number:

Work Phone number:

Cell number:

Email address: (recommend personal email; do not underline; black color)

SUMMARY OF SKILLS:

1. Highlight this heading in red; you will **complete this section last**.
2. List skills you have – this is not a narrative, and in addition to job specific skills you might want to include areas such as policy administration, regulatory compliance, training and staff development, customer service, etc. (You will have a more complete picture/recollection of all the experience you’ve had after reviewing your work history/accomplishments.) ***Hint: If a vacancy announcement identifies specific skills and you’ve had corresponding experience, you would list it (as described in the announcement) here!***

EXPERIENCE:

Enter the following information beginning with your most recent employment.

Start and End Dates (month and 4-digit year – MM/YYYY – MM/YYYY or Present)

Hours per week

Position Title, Pay Plan, Series and Grade (If Federal civil service position, otherwise, show military rank after the position title, if applicable)

Organization name (agency or company) and complete mailing address

1. List organization and duty location listed on most recent appraisal in that specific group (of job titles)

Supervisor’s name and contact number

1. List name, rank, and phone number of rater for most recent appraisal in that specific group.

(LEAVE ONE BLANK LINE)

Provide a description of your work experience.

1. List key duties, tasks, and responsibilities as listed on your performance report(s). If there are several appraisals and there is some difference in descriptions, incorporate all information into this section.
2. Record significant accomplishments from rater/senior rater bullets that highlight your accomplishments from each appraisal.
3. Repeat the process for each employment section.
4. **Remember: With few exceptions, you will qualify for positions based on your experience – if it’s not listed, you don’t get credit. (If retiring, you will likely have at**

least 3½ pages of work experience.) Don't assume that someone will know anything about your past jobs/qualifications.

FORMAL EDUCATION:

List all degrees earned – starting with highest/most recent degree awarded.

1. List degree, year awarded, area of study, name of school, college, or university, city, state, GPA (if over 3.25).
2. If your highest level of education is high school, list either High School Diploma, GED, or highest grade completed, the year you graduated or were awarded your GED, name of the school, city, State.

EDUCATIONAL COURSEWORK:

List appropriate academic field and all courses you have taken which appear to satisfy the qualification requirements of positions for which you are applying.

1. If close to completing a degree, may list course titles of classes you have taken, class title of courses taken in your minor, special areas of study, etc.

(Approximately 90% of the time, this section does not apply and will not be listed on your resume.)

SPECIALIZED TRAINING:

List any training courses you have completed to include course title, length of course, month and four-digit year of completion (MM/YYYY).

1. VMET/DD214 will list training; certificates of completion will be supplement.
2. Any class you've taken can be listed – simply follow the format.

LICENSES/CERTIFICATES:

List professional licenses or certificates; include the state if applicable.

AWARDS:

List any honors, awards, and special accomplishments.

Print a copy of Awards & Decorations page from vMPF or record information listed on DD214.

1. List in chronological order (starting with the most recent), list name of award, additional devices – if any, month and four-digit year last device was awarded.

OTHER INFORMATION:

List other relevant information, i.e., professional memberships, professional publications, language proficiencies, leadership activities, public speaking, etc.

1. List your Security Clearance on the first line.

You're finished!!!
A short example follows.....

What we usually see when someone prepares the block style for their duties portion:

Samuel J. Spade
2503 Clements Bridge Rd.
Jacksonville, FL 32250
Home: 595-777-0000
SJSpade@yahoo.com
SSN: 111-22-3333
Veterans Preference: 5 points
Citizenship: U.S.

EMPLOYMENT HISTORY

05/2007-present
40+ hours per week
Supply Quality Assurance First Line Supervisor, Moody AFB, GA 31699.
Capt Jeff Blow, 333-555-4444.

During 2-year assignment, completely revitalized Quality Assurance Program. Analyzed and administered supply operations to meet changing customer requirements; hand-picked to fill Lead Chief role in Quality Assurance Department and direct day-to-day operations during 9.5 month Western Pacific development. Demonstrated expertise in analyzing the systems for procurement, automatic data processing, warehouse management, distribution, and quality assurance. Managed and prepared for major supply management inspection. Supervised 6 quality assurance auditors and analyzed 14 supply divisions and their working relationship with supply and maintenance management tools, i.e., Relational Supply (RSUPPLY), Integrated Barcode System (IBS) and Naval Aviation Logistics Command Information Systems (NALCOMIS). Gave presentations and briefings on the new supply systems. Improved customer services and supply system. Directed and trained 71 supply personnel. Trained in customer services supply policies and procedures. Interpreted and implemented policies and directives for requisition processing; weapon system and acquisition management; weapon systems life-cycle management; project management; and budget estimate and execution. Reviewed and improved marketing of supply services to customers. Researched and analyzed supply item specifications to improve inventory management, conducted supply operations audits to determine application of improved methods. Collected, reviewed, and collated supply metric reports from 14 managers. Tracked and maintained complex spreadsheets for financial reports, inventory, and location audit process. Developed first supply management inspection checklist for all 17 functional areas of supply. Included 570 spot checks, ensuring all areas of supply procedures, policy, and methods were audited monthly. Checklist was issued as a handbook, to assure that SOPs were part of the daily practice, and served as a model for all logistics squadrons in ACC. Planned and coordinated 22 replenishments in support in support of Operation Iraqi Freedom. Determined distribution and positioning of 7,447 pallets. Loaded, unloaded, and delivered supplies among 41 using activities.

Comment [p1]: Would you want to read this????

Now take a look at the new format:

Samuel J. Spade
2503 Clements Bridge Rd.
Jacksonville, FL 32250
Home: 595-777-0000
SJSpade@yahoo.com
SSN: 111-22-3333
Veterans Preference: 5 points
Citizenship: U.S.

EMPLOYMENT HISTORY

05/2007-present, 40+ hours per week, **SUPPLY QUALITY ASSURANCE FIRST LINE SUPERVISOR**, Moody AFB, GA 31699. Capt Jeff Blow, 333-555-4444. Permission to contact.

During 2-year assignment, completely revitalized Quality Assurance Program.

ANALYZED AND ADMINISTERED SUPPLY OPERATIONS to meet changing customer requirements; hand-picked to fill Lead Chief role in Quality Assurance Department and direct day-to-day operations during 9.5 month Western Pacific development. Demonstrated expertise in analyzing the systems for procurement, automatic data processing, warehouse management, distribution, and quality assurance. Managed and prepared for major supply management inspection. Supervised 6 quality assurance auditors and analyzed 14 supply divisions and their working relationship with supply and maintenance management tools, i.e., Relational Supply (RSUPPLY), Integrated Barcode System (IBS) and Naval Aviation Logistics Command Information Systems (NALCOMIS). Gave presentations and briefings on the new supply systems.

IMPROVED CUSTOMER SERVICES AND SUPPLY SYSTEM MANAGEMENT:

Directed and trained 71 supply personnel. Trained in customer services supply policies and procedures. Interpreted and implemented policies and directives for requisition processing; weapon system and acquisition management; weapon systems life-cycle management; project management; and budget estimate and execution. Reviewed and improved marketing of supply services to customers.

RESEARCHED AND ANALYZED SUPPLY ITEM SPECIFICATIONS: To improve inventory management, conducted supply operations audits to determine application of improved methods. Collected, reviewed, and collated supply metric reports from 14 managers. Tracked and maintained complex spreadsheets for financial reports, inventory, and location audit process.

KEY ACCOMPLISHMENTS:

+ Developed first supply management inspection checklist for all 17 functional areas of supply. Included 570 spot checks, ensuring all areas of supply procedures, policy, and methods were audited monthly. Checklist was issued as a handbook, to assure that SOPs were part of the daily practice, and served as a model for all logistics squadrons in ACC.

Comment [p2]: Note that all job titles are all cap. Do NOT change the font or bold – this is just for illustration.

Comment [p3]: You will add this to the first few jobs (if you are giving that permission). This is your call.

Comment [p4]: Here is where you will highlight major duties – which in many cases will be “keywords” that a reviewer might be looking for. They will be ALL CAPS. Do NOT change the font or bold the words – this is just for illustration.

Comment [p5]: Key accomplishments are usually gathered from your EPR/OPRs. If the rater did a good job, you’ll have “measurable” bullets to put in here. They can be transferred to your private sector resume within limits since it is much shorter than your federal.

+ Planned and coordinated 22 replenishments in support in support of Operation Iraqi Freedom. Determined distribution and positioning of 7,447 pallets. Loaded, unloaded, and delivered supplies among 41 using activities.

03/2005-05/2007, 40+ hours per week, AVIATION SUPPORT DIVISION LEADING OFFICER, Moody AFB, GA 31699. Capt Jeff Blow, 333-555-4444. Permission to contact.

Directed day-to-day aviation supply operations while deployed to the Western Pacific and Arabian Gulf supporting 75 tactical aircraft during Operation Enduring Freedom. Supervised diverse staff of 83 supply technicians; led 4 supply support sections and 11 warehouses.

INVENTORY MANAGEMENT: Administered warehouse-managing systems, entering physical counts through IBS. Oversaw stock maintenance at prescribed levels for 7,346 line items worth \$450 million. Selected and structured three 10-person inventory and inspection teams. Maintained records and control over material in stock and due-in; planned distribution system on quantitative and monetary basis.

Searched Federal Logistics (FEDLOG). Utilized military standard requisitioning procedures to process and issue 61,386 documents and processed 28,248 receipt documents work \$163 million in aviation repairables.

INVENTORY DISCREPANCIES: Conducted daily inventory analysis by reconciling 4,400 line items worth \$250 million. Performed monthly reconciliation on NALCOMIS reports; analyzed mismatch and corrected errors. Reconciled inventory discrepancies from \$1.8 million to \$71,000. Achieved 100% inventory rate and “outstanding” grade during 11/2002 Supply Management Inspection.

ANALYSIS: Recommended system and program changes to improve timelines. Reviewed and analyzed operational reports, plans, work schedule, and planned requirements; determined and advised on compatibility of planned support program. Conducted special supply and demand studies, advised on procedures to be followed, reviewed financial data to determine reprogramming requirements. Maintained, adjusted, and established requisitions objectives, retention levels, maintenance, and proper disposition of serviceable and unserviceable assets. Used variety of auditing, reconciliation, and Military Standard Requisitioning and Issue Procedures (MILSTRIP).

PRODUCT MOVEMENT: Controlled distribution and redistribution of stock. Orchestrated transfer and delivery of 246 excess line items worth \$18 million to deployed units. Reduced re-distributable assets within agency goal of 3%.

KEY ACCOMPLISHMENTS:

+ Led division in arduous wartime OPTEMPO during Operation Enduring Freedom, 180 days deployed. Tracked 18,700 depot level repairables through the repair cycle. Achieved highest accountability levels seen. Led Parachute drop delivery teams for 3,000 pallets with no loss.

+ Ensured Rotatable Pool (R-POOL), Local Repair Cycle Assets (LRCA) stock and proved team was ready for deployment 9 months ahead of schedule. Achieved 100% range and accommodation factor of 75%, well above Commander's goals.

Comment [p6]: Note how the item is measured by a percentage of achievement & accommodation factor & further emphasizes "well above Commander's goals". If this individual needed to show where this came from...he would just show a copy of his EPR.

02/2003-03/2005, 40+ hours per week, LOGISTICS AND MATERIAL CONTROL FIRST LINE SUPERVISOR. Helicopter Combat Support Squadron-FIVE (HC-5), Guam 96915. Maj Frank Snuffy, 677-999-9999.

Provided logistics support and material control in support of the U.S. Naval Forces Central Command.

PERSONNEL MANAGEMENT: Managed 47 personnel in support of 13 CH-46 aircraft and 6 organizations deployed throughout Asia.

SUPPLY SYSTEMS MANAGEMENT: Integrated logistical requirements into comprehensive plan for management techniques, supply procedures, automated data processing equipment, and control. Conducted analytical studies for quantitative and budgetary forecast, procurement authorization, funds management, and distribution or redistribution of materiel. Managed logistical plan from initial planning to acquisition, storage, issue, and disposal. Managed 16,000 line items valued at \$26 million.

REQUIREMENTS ANALYSIS: Tracked critical aviation requirements and developed long and short-range material plans. Used Inventory Management and Reporting System (IMARS) to determine Total Asset Visibility (TAV) for deployed detachments. Prepared, delivered, and issued material to shops and work centers. Kept local stock records and reordered low stock as appropriate. Prepared material and procurement directives and made recommendations and authorizations.

FUNDS MANAGEMENT: Determined funds, quantities, and categories. Scheduled, analyzed, and forecast material requirement. Managed \$900,000 budget.

MATERIAL DISTRIBUTION/MANAGEMENT: Planned distribution and positioned supplies among major supply stations, stock points, and using activities. Researched, coordinated, procured, validated, received, and distributed nearly 71,300 requisitions for parts. Maintained ready-for-use tools and controlled issuance of calibration equipment. Maintained 100% accountability of Individual Material Readiness List (IMRL) items.

SENIOR SECTION LEADER: Managed oversight of 250 personnel on four duty rosters. Responded to physical security needs, typhoon preparations, and 24-hour search and rescue operations for Guam and the Northern Marianas.

02/1999-02/2003, 40+ hours per week, INSTRUCTOR TRAINER, Aviation Specialized Operational Training Group, Jacksonville, FL 32212, Capt Joe Blow.

INSTRUCTOR: Assigned to Aviation Maintenance Administration and Management Training (AMAMT) Division, instructing aviation supply courses for 200 students annually.

CURRICULUM DEVELOPMENT: Directed and reviewed implementation of Air Force Instruction (AFI). Rewrote over 20 courses of instruction and respective classroom support materials.

TRAINER DEVELOPMENT: Trained, evaluated, and mentored newly assigned instructors in technical skill sets, supply policy and procedures.

EDUCATION

M.A. in Professional Counseling, Liberty University, Lynchburg, VA, 2000
B.S. in Child Development, East Carolina University, Greenville, NC, 1975

PROFESSIONAL TRAINING

Airman Leadership Academy, Moody AFB, GA, 2009
Supply Technician Course, Ft Leonard Wood, MO, 2000

AWARDS, HONORS, AND RECOGNITIONS

Distinguished Service Award
Iraqi Service Medal
Air Force Service Medal (2)

OTHER INFORMATION

SUMMARY: In-depth, demonstrated knowledge of supply operations, methods, and systems with 22 years of experience. Proven ability to manage and direct critical supply programs, including property management, accounting and acquisition, equipment utilization and repair, and all logistics. Skilled in improving inventory tracking and record-keeping and resolving discrepancies. Known ability to analyze supply readiness and monitor trends in supply system performance. Specialized experience in management of aviation supply, medicine, food, and other perishables.

Accomplished leader, able to take charge and direct staff in stressful situations while maintaining composure. Effective communicator, skilled in working effectively with individuals of all organizational levels in courteous, tactful manner. Ability to analyze, learn, and implement complex rules and regulations and make prompt decisions.

COMPUTER PROFICIENCIES: MS Office: Outlook, PowerPoint, Excel, Word, Access; Windows

YOU'RE FINISHED!!!

Next Step – determine which positions you are eligible to apply for...

How to Determine Your Eligibility to Apply

Use the tables on the following pages to assist in determining your eligibility
(Air Force Job Kit, 17 December 2007)

To be considered for federal employment, you must self-identify or list your eligibility categories. You may be eligible for more than one category so ensure that you select all eligibilities that presently apply to you. *(Typically, this information is provided either through completion of a 'Supplemental Questionnaire' or you will respond to specific questions, fill-in the blanks, etc.)*

If you are:	And...	Your Eligibility is: (The eligibility you will list is in parentheses.)	Required Documentation Do not submit with your resume. Applicants must provide the requested validation within 5 working days of employment offer. All others are contingent upon receipt and validation of the required documentation.
General Public Categories: (All U.S. Citizens – With or without prior civil service or military service)			
A person with a disability. An individual is considered disabled if he/she has a physical or mental impairment that substantially limits one or more major life activities. Note: This authority is open to both veterans and non-veterans with severe disabilities		(Employment of People with Disabilities)	Certification statement from a state Vocational Rehabilitation Service (state or private), Department of Veterans Affairs, a licensed medical professional (e.g., a Physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); or any Federal agency, State agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.
U.S. citizen	18 years of age or older (or a high school graduate who is 16 years old or older)	(DEU) Delegated Examining Authority	
The spouse of an active duty military member who accompanies a sponsor on a permanent change of duty station (PCS) move.	You were married to your military sponsor prior to the reporting date to the new duty assignment and the position for which you are applying is advertised as "Open to U.S. Citizens only. Position to be filled through Delegated Examining (DEU) authority" and is within the commuting area of your military sponsor's permanent new duty station.	(Military Spouse Preference)	A copy of your military sponsor's PCS orders.
Veterans Categories: (Select all that apply. Limiting eligibility choices may result in missed employment opportunities.)			
If you are:	And...	Your Eligibility is: See Note 2	Required Documentation See Note 3

Current or former military member	With a service-connected disability of 30% or more	(30% Disabled Veteran)	DD Form 214 (member 4 copy) documenting final military discharge, release or retirement. SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs (VA), or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 30% or more.
<p>Disabled veterans; or</p> <p>Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; or</p> <p>Veterans who, while serving on active duty in the Armed Forces, participated in a U.S. military operation for which an Armed Forces Service Medal was awarded; or</p> <p>Recently separated veterans.</p> <p>Veterans claiming eligibility on the basis of service in a campaign or expedition for which a medal was awarded must be in receipt of the campaign badge or medal.</p> <p>(The law defines <i>recently separated veteran</i> as any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty.)</p>	Discharged or released under conditions other than dishonorable.	<p>(VRA)</p> <p>Veterans Recruitment Appointment</p> <p>(Note: Applicants eligible under the VRA appointing authority may be appointed to any grade level for which qualified up to GS-11 or equivalent.)</p>	<p>DD Form 214 (member 4 copy) documenting award of campaign badge or Armed Forces Service Medal (if applicable), and final military discharge, release or retirement. If currently on active duty, and within 120 days of separation, submit documentation from your military personnel office.</p> <p><u>If selected and claiming 10-point veterans' preference submit:</u></p> <p>SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay</p> <p>Or</p> <p>An official statement dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.</p>
Preference Eligible (veterans, derived preference, e.g., spouses, widow, mother)	The veteran's discharge or release from active service was under honorable conditions or the veteran died while on active duty that included service under conditions that would not have been the basis for other than an honorable or general discharge.	<p>(VEOA)</p> <p>Veterans' Employment Opportunity Act of 1998</p>	Most recent DD Form 214 documenting final military discharge, release or retirement. If currently on active duty, and within 10 days of separation, submit documentation from your military personnel office verifying retirement/ separation date and type of discharge.
Or veteran	Discharged or released after 3 or more years of continuous active service performed under honorable conditions. Veterans who were released shortly before completing a 3-year tour are considered to be eligible. ("Active service" defined in Title 37, United States Code, means active duty in the uniformed services and includes full-	(Note: This appointment authority is only used to fill permanent positions. Current federal employees on career or career conditional appointments and those eligible for reinstatement are not considered under this	<p><u>If selected and claiming 10-point veterans' preference submit:</u></p> <p>SF 15 claiming 10-point preference and an official statement, dated 1991 or later, from the Dept of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay</p> <p>Or</p> <p>An official statement, dated 1991 or later, from the Dept of Veterans</p>

	time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.)	authority.)	Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.
Current and/or Prior Federal Civil Service Employee Categories:			
If you are:	And...	Your Eligibility is: See Note 2	Required Documentation See Note 3
A Former <i>Career-Conditional</i> Federal Civil Service Employee	You have less than a 3-year break in service (Note: The 3-year limit is extended by the time spent while accompanying military spouse to an overseas location. A copy of official PCS orders must support Extension.)	(Reinstatement)	Most current SF-50 documenting competitive status (usually the resignation SF-50)
	You meet the Office of Personnel Management veteran preference requirements for 5 or 10 point employment preference	(Reinstatement) Lifetime reinstatement rights	Most current SF-50 documenting competitive status (usually the resignation SF-50). DD 214 (member 4 copy) documenting campaign and/or expeditionary medal, or SF-15 and VA letter, dated 1991 or later, indicating disability rating
A Former <i>Career</i> Federal Civil Service Employee who served on a permanent competitive appointment (Note: Current permanent Air Force employees who are on LWOP and with no other eligibility, who wish to be considered for temporary or term appointment, may also apply under this category. A resume and supplemental data must be submitted.)		(Reinstatement) Lifetime reinstatement rights	Most current SF-50 documenting competitive status (usually the resignation SF-50)
Current career or career-conditional permanent, competitive status non-Air Force Federal Civil Service employees including those on LWOP		(Transfer)	Most current SF-50 documenting competitive status or equivalent documentation.
Current or former federal employees displaced from positions in Non-DoD federal agencies (e.g., IRS, VA, Dept of Labor, etc.) in the same local commuting area of the vacancy. Applicants eligible under ICTAP are provided		(ICTAP) Interagency Career Transition Assistance Plan	Copies of the appropriate documentation, such as RIF separation notice, a SF-50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. Current (or last)

priority selection for vacancies within the local commuting area for which they apply and are well determined qualified.			performance rating of record of at least fully successful or the equivalent
Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or family member of a uniformed service member officially assigned to an overseas area. You accumulated 52 weeks (or less if eligible under an authorized exception) of creditable service and received a fully successful or better performance rating.	You returned to the U.S. from the overseas tour of duty within the last 3 years	(Executive Order 12721)	SF-50s verifying completion of 52 weeks of creditable overseas service for family members applying under EO 12721, last performance appraisal, and copy of sponsor's orders.
Federal civil service employees currently serving on a DCIPS (formerly CIPMS) appointment without time limitation or applicants who have been involuntary separated from such appointment without personal cause within the last year. (Note: You must have occupied a CIPMS or DCIPS position for 1 year of continuous service in order to be considered for competitive service positions. However, you do not need to have 1 year of continuous service to be considered for another CIPMS or DCIPS position.)		(CIPMS) Civilian Intelligence Personnel Management System (Does not cover NSA or DIA employees)	SF-50 documenting status or equivalent documentation.
Student Employment Opportunities Categories:			
If you are:	And...	Your Eligibility is: See Note 2	Required Documentation See Note 3
Students enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.	Willing to work on a temporary basis	(Student Temporary Employment Program)	College transcripts or letter from counselor/registrar

Non-Appropriated Fund, Postal Service, and Other Unique Authorities:			
If you are:	And...	Your Eligibility is: See Note 2	Required Documentation See Note 3
Currently serving on a NAFI or AAFES appointment without time limitation or involuntarily separated from such appointment without personal cause within the preceding year.	Have served continuously for at least 1 year in a NAFI or AAFES position under appointments without time limit	(NAFI/AAFES) Non-Appropriated Fund Or Army/Air Force Exchange Service Employees Note: Individuals selected for appointment may be appointed only to permanent positions based on this authority	Documentation of current NAFI/AAFES appointment and 1 continuous year of NAFI/AAFES service for non-appropriated fund employees applying under NAF Portability.
A non-status applicant applying for positions advertised as "Open to All Qualified Applicants" (e.g., Attorneys, (GS-0905), Intelligence Specialist (GS-0132), etc.) for appointment into the Excepted Service		(Excepted Service)	
Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteer, Peace Corps, Foreign Service Officers and Employees, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Former employees of the Canal Merit System, General Accounting Office, Administrative Office of the U.S. Courts, Tennessee Valley Authority, or Nuclear Regulatory Commission, Federal Aviation Administration, and Transportation Security Administration		(Other) See note 1 below for complete definitions and applicable time limits.	Proof of employment from appropriate agency.

NOTE 1: The following describes common **Appointing Authorities** for Interchange Agreements with other merit systems, which are listed under the "Other" Eligibility Category:

Postal Career Service – Permits appointment without a break of a single day of an employee or officer of the Postal Career Service (that is, one serving under appointment without time limit). Based on agreement between the U.S. Office of Personnel Management and the U.S. Postal Service, an employee must have completed Postal probation (that is, 3 months on a substantially full-time basis, or 520 hours).

Postal Rate Commission – Permits appointment without a break in service of a single day of an employee or officer of the Postal Rate Commission serving under an appointment without time limit. Based on

agreement between U.S. Office of Personnel Management (OPM) and the Postal Rate Commission, an employee must have completed probation (1 year) under Postal Rate Commission Career Service Appointment.

VISTA/ACTION Volunteer – 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.

Peace Corps – Eligible within 3 years after serving not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps.

Foreign Service Officers and Employees – Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.

Commissioned Corps of the Public Health Service – Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

National Oceanic and Atmospheric Administration – Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

General Accounting Office – Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.

Administrative Office of the U.S. Courts – Current/former federal 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.

Federal Aviation Administration – Agreement effective 11/6/97; expires 12/31/07. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year. (Unable to locate agreement update-December 21, 2010)

Transportation Security Administration – Agreement effective 02/01/05; expires 01/31/08. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year. (Unable to locate agreement update-December 21, 2010)

NOTE 2: Use when answering Supplemental Data Question #2; the eligibility you will list is in parentheses in the above tables. All claims of eligibility are subject to verification.

NOTE 3: All offers are contingent upon receipt and validation of the required documentation.

OVERSEAS UNIQUES ELIGIBILITY/APPOINTING AUTHORITIES			
(Only applies to vacancy announcements in a foreign area)			
If you are:	And...	Your Eligibility is:	Required Documentation
The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of station (PCS) move.	See Note 1	(Military Spouse Preference)	PCS Orders, area clearance, or command sponsorship letter. See Note 3
The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a U.S. citizen civilian employee (sponsor), who accompanies their civilian sponsor on a permanent change of station (PCS) move.	See Note 2	(Family Member Preference)	PCS Orders, area clearance, or command sponsorship letter. See Note 3
The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency including NAF activities whose duty station is in a foreign area.		(Excepted Service Family Member Appointment)	PCS Orders See Note 3
All U.S. citizens without personal competitive status; employees on temporary and term positions; employees on excepted service positions who do not meet eligibility requirements for an interchange agreement; and applicants who have not worked for the Federal government.	You are not eligible to apply under any other authorities. You are a high school graduate who is 16 years or older.	(Overseas Limited Appointment)	See Note 3

Note 1: Military Spouse Preference (MSP) applies when the spouse arrives in the overseas area and to a position in the commuting area of the military sponsor's permanent duty station. MSP applies if you are ranked among the best qualified for the vacancy for which you are applying. **To exercise Military Spouse Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

Note 2: Family Member Preference (FMP) applies when the family member (FM) arrives in the overseas area and to a position in the commuting area of the sponsor's duty station. MSP applies if you are ranked among the best qualified for the vacancy for which you are applying. **To exercise Family Member Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

Note 3: Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

Determining Your Veterans' Preference Eligibility

Veteran's Preference Advisor: <http://www.dol.gov/elaws/vetspref.htm>

If you are:	Then Preference is:
1. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of 30% or more.	10 Point – 30% Compensable Disability
2. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of at least 10% but less than 30%.	10 Point - Compensable
3. A Purple Heart Recipient.	10 Point - Disability
4. A Veteran discharged or released from active duty in the armed forces under honorable conditions and who qualifies as a disabled veteran because you served on active duty in the Armed Forces at any time and have a present service-connected disability or are receiving compensation, disability retirement benefits or pension from the military or the Department of Veterans' Affairs.	10 Point - Disability
5. The Spouse of other-than-dishonorably discharged disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability.	10 Point – Derived/Other
6. The Widow or widower of other-than-dishonorably discharged veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served between Apr 8, 1952 and Jul 10, 1955 or during a war, campaign or expedition for which a campaign badge is authorized.	10 Point – Derived/Other
7. The Widow or widower of a veteran not divorced from the veteran, not remarried, or the remarriage was annulled, and the veteran died while on active duty that included service described immediately above (6) under conditions that would not have been the basis for other than an honorable or general discharge.	10 Point – Derived/Other
8. The Mother of a living disabled veteran, and the veteran was released or discharged with an honorable or general discharge from active duty performed at any time and was permanently and totally disabled from a service-connected injury or illness; and the mother (1) is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or (2) is widowed, divorced, or separated from the veteran's father and has not remarried; or (3) remarried but is widowed, divorced, or legally separated from her husband when she claims the preference.	10 Point – Derived/Other
9. A Veteran released or discharged with an honorable or general discharge who served during a war (See note 1).	5 Point
10. A Veteran discharged or released with an honorable or general discharge who served during the period of Apr 28, 1962 through Jul 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after Jan 31, 1955 and before Oct 15, 1976 OR for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom. (See note 1).	5 Point
11. A Veteran discharged or released with an honorable or general discharge who served during the Gulf War from Aug 2, 1990 through Jan 2, 1992 (See note 1).	5 Point
12. A Veteran discharged or released with an honorable or general discharge that served in a campaign or expedition for which a campaign medal has been authorized. Any armed forces expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama Somalia, Bosnia, and Haiti, qualifies for preference. (See notes 1 and 2).	5 Point
13. None of the above.	No Preference

Notes: 1. Retirees at the rank of Major (O4) and above are not entitled to 5-point veterans' preference unless they are disabled veterans.

2. A campaign medal holder or Gulf War veteran who originally enlisted after Sep 7, 1980 (or began active duty on or after 14 Oct 1982 and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called to active duty. The 24-month service requirements does not apply to 10-point preference eligible's discharged or released for disability incurred or aggravated in the line of duty or to veterans discharged or released for hardship or other reasons under 10 U.S.C. 1171 or 1173.