

Road Map to Civilian Jobs On Fort Sam Houston

The Department of the Army offers abundant opportunity for challenging and rewarding civilian employment in virtually all career fields and many parts of the world. Whether you are a student, a recent graduate, a veteran, a current Federal employee, or a citizen seeking information about opportunities at Fort Sam Houston, this road map should help. The Army is committed to making the process of applying for jobs as easy as possible; however there are some speed bumps that we all must navigate around. Each year our Army Commands hire over 25,000 permanent employees, and thousands of temporary and seasonal employees. This road map addresses some common questions:

- What jobs are available?
- What do I do next?
- How do I prepare a resume?
- How do I submit a resume?
- How do I self-nominate (apply) for jobs?
- How do I monitor the status of my job application?
- Whom do I contact if I have questions?
- What are some of the “speed bumps” on my job hunting trek?
- Where is an alternate employment route?

Please read on and travel down the hiring highway....

WHAT JOBS ARE AVAILABLE?



The most current and reliable information is available via the Internet. The Fort Sam Houston Civilian Personnel Advisory Center (CPAC) posts vacancies on two web sites. These are www.cpol.army.mil and www.usajobs.opm.gov. By accessing these sites you can view current vacancy announcements. The vacancy announcement will provide a description of the work

to be performed, qualifications required, salary range, whether the job is permanent or temporary, full time or part-time and information on who can apply. These web sites are updated daily so you are encouraged to visit these regularly. When you locate a job that interests you, the Army's webpage located at <http://www.army.mil/organization> can be effectively used to learn about the organization, where the vacancy exists and about living and working in that location. Use the information highway to conduct your research.



WHAT DO I DO NEXT?

It will be important for you to read the vacancy announcement to see if you are within the target audience as described below. The target audience for the first type of announcement is generally current permanent Army employees. However, the announcement is often open to other current and former Federal employees and those who can be appointed under various appointment authorities such as some veterans, handicapped employees, reinstatement eligibles, Executive Order 12721 eligibles, and military spouses. Additional information can be found in Army Resume Builder. The target audience for the second type of announcement is those who have never been a permanent Federal employee or are not eligible for one of the appointment authorities described in the preceding paragraph. This type of announcement is commonly used for entry level positions, hard-to-fill jobs (such as Medical and Engineering occupations), and when managers choose to expand the applicant pool to the general public. Most of these announcements are restricted to U.S. citizens. This is your avenue to employment as an Army civilian

HOW DO I SUBMIT A RESUME?

It is recommended that you submit a resume at the beginning of your job search. Once a resume is on file in Resumix, the Army's automated recruitment tool, you can easily nominate yourself for vacancies (see below). The Army Resume Builder or the job announcement will have guidance on where to submit this resume. You may update your resume at anytime;

however, it is important to remember that only the latest resume will be active. Continue on this path to get started.

HOW DO I SELF-NOMINATE (APPLY) FOR JOBS?

You must complete two steps to apply under a vacancy announcement; submit a resume and self nominate. Once you have saved and submitted your resume, you are ready to apply for specific vacancy announcements. As you see vacancies for which you want to be considered, you must apply by self-nominating. The preferred method is to go to <http://www.cpol.army.mil> and open the announcement. You will find a button labeled “Self-nominate” which allows you to electronically apply for the vacancy.

Please look for the text: *“If your resume is currently in our central database, you may click here to Self Nominate.”*

Although not recommended, you may also self nominate through e-mail, surface mail or fax. Instructions for this process are in the announcement. Click on “How to Apply” and be prepared for a longer drive than the automated self-nomination process online.

HOW DO I PREPARE A RESUME?

The Army provides “driving” instructions on how to construct your resume. Use the Army Resume Builder with the following in mind: This tool allows you to create a resume with all of the required information and to electronically save it to Army's database. By electronically submitting your resume and/or self-nomination(s) for a vacancy, you will receive an electronic acknowledgement of receipt. This tool can be accessed from the employment tab on <http://www.cpol.army.mil> or from hyperlinks within the vacancy announcement.

Please look for the text: *“Click here to use the Army Resume Builder to create your resume. Follow the instructions in this vacancy announcement to apply for the job.”*

Your resume is not intended to be a complete “working life history” but should provide enough information to determine eligibility and qualifications. When preparing your resume, start by thinking about your career goals. Focus on refining and identifying the key and meaningful skills you currently possess. Describe your experience in sufficient detail with concrete words rather than vague descriptions. Specifically identify the timeframes of prior jobs. Do not use acronyms. A well-written resume can put you on the right path to compete for many Army job opportunities.

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While Army accepts resumes by e-mail or regular mail, you are strongly encouraged to use Army Resume Builder. If you choose to submit an application by e-mail or regular mail it must be in the format used by the Army Resume Builder. Other resume formats will not be considered. If you choose the longer route to prepare and submit a traditional resume (not recommended), you will need to follow the instructions in the Army Job Application Kit at <http://cpol.army.mil/library/employment/jobkit/index.html>.

Please remember that all information included in your resume is subject to review and verification. Legal and regulatory penalties may be imposed on those submitting false information. Don't lose your "license" by heading down this road!

WHOM DO I CONTACT IF I HAVE QUESTIONS?

If you have any questions not covered by this road map, feel free to submit an inquiry to applicanthelp@cpsrxtp.belvoir.army.mil or contact the Central Resume Processing Center at (410) 306-0137. Please visit the Fort Sam Houston CPAC website at <http://www.samhouston.army.mil/cpac/> for additional information.

HOW DO I MONITOR THE STATUS OF MY JOB APPLICATION?

You have easy access to real-time information on the status of your application via the Internet by using a tool called ANSWER. ANSWER is accessed at <http://www.cpol.army.mil> under the Employment tab. By following the instructions at the ANSWER web site, you create a user ID and password that will give you access to the status of your resume and self-nomination(s). You can also view the resume that you currently have on file. By using the Army Resume Builder to electronically submit resumes and self-nominations, you will receive immediate notification of your status.

Resumes from applicants not permanently employed by the Department of Army will be retained in the database for six (6) months from date of last submission of resume, date last accessed, or until selected for a position.

WHAT ARE SOME OF THE "SPEED BUMPS" ON MY JOB HUNTING TREK?

In many instances, job applicants are unaware of some of the detours a vacant position takes before it even makes it (if it makes it) to the information highway. Laws such as veterans' preference and regulations such as the DoD Priority Placement Program serve as effective toll gates to job hunters. These are legal and regulatory requirements that all Defense Agencies must abide by which may sometimes frustrate non-veteran applicants. All vacant Army jobs must "cruise by" the DoD Priority Placement Program first. For the

most part, this is a mandatory placement program designed to minimize the adverse effects on current DoD employees caused by actions such as reductions-in-force, base closures, realignments and contracting-out decisions. For example, a well-qualified current employee whose job has been abolished will be placed into the vacant position. This stops the recruitment process for that job. For vacancies open to all U.S. citizens, certain veterans have preference for those jobs. The veterans' preference law mandates the selection of veterans who are disabled or who served on active duty in the Armed Forces during certain specified time periods or in military campaigns, over non-veterans. This law is not intended to place a veteran in every vacant Army or for that matter, Federal job; this would be incompatible with the merit principle of public employment. However, preference does provide a uniform method by which special consideration is given to qualified veterans seeking Federal employment. Bottom line, veterans' preference can detour the job seeker in another direction.

WHERE IS AN ALTERNATE EMPLOYMENT ROUTE?

Family and Morale, Welfare and Recreation (FMWR) jobs is an alternate route for applicants. "Nonappropriated Fund" (NAF) positions in Army Community Services, Child and Youth Services, Recreation Services, Army Lodging and Food Services are critical jobs with the main mission of taking care of our Soldiers and their families. Many Fort Sam Houston employees are having rewarding careers in FMWR positions. These NAF jobs are a means for non-veterans to can gain status to apply for "permanent Army employee" vacancies. Through a NAF "Interchange Agreement", candidates can apply for NAF jobs and "get their foot in the door." Once NAF employees successfully complete one year of service, they are eligible to be considered for appropriated fund jobs in fields such as law enforcement, health and safety, engineering, communications, social work, human resources and the various medical professions, provided that they are qualified for the particular positions. How do you get on this career path? By going to Employment tab on <http://www.cpol.army.mil>, self-nominate online for the FMWR jobs that interests you or send your resume via surface mail to NAF Department, 1410 Stanley Road, Suite B, Fort Sam Houston, TX, 78234. Call the NAF Human Resources Office at (210) 221-1600 or visit us at Building 144 at 1410 Stanley Road.

We hope you find this road map helpful!

Fort Sam Houston
Civilian Personnel Advisory Center
1410 Stanley Road
Fort Sam Houston, TX 78234
(210) 221-2526



ROAD MAP



to
**Civilian
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Fort Sam Houston**