

DFAS JOB KIT

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Applying for Positions At the Defense Finance and Accounting Service

If possible, you should prepare your resume using the web based DFAS Resume Builder located at <https://hr.dfas.mil>. Follow the links to the DFAS Resume Builder. The DFAS Resume Builder will allow you to save your resume so that you may retrieve, edit it, and resubmit it without having to recreate it from scratch again. **DFAS employees are required to submit their resumes via the DFAS Resume Builder.**

The DFAS Resume Builder is accessible to anyone whose web browser supports 128-bit secure socket layer encryption. Everyone, regardless of his/her employment status or agency, should use the DFAS Resume Builder because it ensures that data entered is complete and received in the correct format. If anyone is unable to use the DFAS Resume Builder, he/she can submit a resume using the method described in this Job Kit. However, the Job Kit method often results in format errors or missing data. When the format is not correct or there is missing data, your resume will be rejected.

This Job Kit contains guidelines and instructions for preparing an acceptable resume. It also contains an example of a resume in the required format. It is important that you read the instructions carefully and ensure that any resume you submit adheres to the basic format presented in the Sample Resume at the end of this kit.

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The Formula for Success

Once we receive your resume, it will be electronically entered into our automated recruitment system, where a profile of your qualifications and skills will be stored. The machine reads only typed, clear, and legible submissions. This Job Kit provides helpful DO's and DON'Ts when preparing your resume. If you do not follow these guidelines, the system will not be able to identify the information you want to present. This may result in your losing consideration for placement. Please remember, **handwritten résumés will not be accepted.**

Things To Do

All potential applicants should read this package carefully and completely. If they follow the format used in the Sample Resume, applicants submitting résumés electronically (via Internet or a diskette) should experience few, if any, problems in having their résumés accepted by the system. Applicants who mail a hardcopy document should pay particular attention to the following requirements:

- Create your resume on a typewriter or word processor, ensuring that it is clear and legible. Handwritten résumés will not be accepted.
- Use white 8 1/2" by 11" paper, printed on one side only.
- Use a laser printer if possible. A 24-pin, letter quality dot matrix printer is also acceptable.
- Stick to standard business fonts such as Courier, Futura, Helvetica, New Century Schoolbook, Optima, Palatino, Times and Univers.
- Use a font size of 10-14 points.
- Use capital letters instead of boldface for headings.
- Maintain 1/2" to 1" margins on the top, bottom and sides of each page of the resume.
- Submit an original resume or a very clear copy. Second and third generation copies do not scan well.

Things To Avoid

- Avoid italics, script, and underlining.
- Do not use horizontal or vertical lines.
- Do not staple or fold your resume.
- Do not deviate from the Sample Resume format unless specifically instructed to do so.

How to Submit a Resume

It is highly recommended that your resume, when printed, not exceed three pages excluding the Supplemental Data.

Résumés can be submitted to the Regional Service Center using one of four different methods (listed in order of preference):

1. If you have access to the internet and a web browser that supports 128-bit Secure Socket Layer (SSL) encryption and JavaScript, you should prepare your resume using the on-line [Resume Builder web form](#).
2. If you have a personal computer and access to the Internet, you can prepare your resume on your personal computer as an E-mail message. The subject line should be: **Resume of (your name)**, and your resume text must be incorporated into the body of your E-mail message. Your resume should be formatted to contain no more than 74 characters per line of text and should contain no more than 11,000 total characters. Immediately following your resume text, begin listing your supplemental data, as explained in the section entitled "Supplemental Data Instructions." Send your completed E-mail to rsc@dfas.mil.
3. If you wish to prepare your resume at home, using your own personal computer and word processing software, save the prepared resume and supplemental data as a text file to a DOS formatted standard 3 1/2" diskette. The file **MUST** be saved in a text format. See the next paragraph for information about saving the text file. Mail your diskette with the text file saved on it to the U.S. Mail address listed below. Please note, **diskettes will not be returned**.

If you're unsure as to how to create and/or save a file in a **text** format, please refer to the Help utility or user's manual of the word processing software that you are using. Also, please ensure that the text file you create has a **.txt** extension. Name your resume text file using the letters of your full last name and append the characters **_res**. For example, my last name is Westmoreland. I would name my resume text file **westmoreland_res.txt**. There is no limit on how long your last name can be. If the software you are using does not permit file names longer than 8 characters, just use the first 4 letters of your last name before appending **_res**, for example, **west_res.txt**.

4. You can prepare your resume on your personal computer or a typewriter and mail the hardcopy resume and supplemental data documents to the Regional Service Center. Your supplemental data should begin on a separate page.

If you choose to mail a diskette or hardcopy resume documents, please send them to the following address:

DFAS-PSO/HR
ATTN: Resume Builder Team
8899 East 56th Street
Indianapolis, IN 46249-6451

How To Update Your Resume

Résumés will be processed every business day. New résumés or resume changes will replace or overwrite any resume already on file.

If you wish to change or update a data item in the supplemental data portion of your resume, you may do so at any time and as often as you wish. If you wish to update any of the textual portions of your resume (e.g., job history, education, training), you must submit a whole new resume, but you may do so at any time and as often as you wish.

To submit a new or changed resume, use the DFAS Resume Builder.

If you are unable to use the web forms, submit your updated supplemental data by sending an e-mail message or a memo indicating the data field names you wish to update and the new information for each field. Be sure to include your full name and social security number. If you need to submit a new resume, follow the same preparation instructions you did for your first resume. If you send your update by e-mail, address the e-mail to rsc@dfas.mil with the subject line **Update Resume**. If you mail your update, send it to:

DFAS-PSO/HR
ATTN: Resume Builder Team
8899 East 56th Street
Indianapolis, IN 46249-6451

If you used e-mail or U.S. Mail in the past to submit your resume or update, but you now have the ability to use the web pages, you should use the web pages to submit your new resume or updates. The web pages result in fewer, if any, format or completeness errors.

Self-Nomination

All applicants must indicate the specific vacancy announcements for which they want to be considered. We call this self-nominating. You will only be considered for the jobs whose announcement numbers you provide in your supplemental data. Before submitting your resume for the first time, or before self-nominating subsequent to submitting a resume, find the vacancy announcement for the position(s) for which you want to be considered. The vacancy announcements are found through links from the DFAS Vacancy Announcement page (see <http://www.dfas.mil/jobs>). You can also find DFAS vacancy announcements at the OPM web page <http://www.usajobs.opm.gov>.

For each announcement you'll need the:

- Vacancy announcement number
- Location(s) of the position(s)
- Grade level(s) being filled

If you see the same position advertised on an open-continuous and a one-time announcement, you should apply for both. You need to self-nominate for all positions of interest.

The instructions below apply if you have already submitted a complete resume and you have received confirmation from us that it was received in good order. The instructions for filling out a complete resume for the first time are in the [Resume Preparation Instructions](#) page.

If you need to e-mail your self-nomination, simply list the self-nominations in the body of your e-mail message in the following format:

My name is: (show your full name as it appeared on the original resume you submitted)

My SSN is:

SELFNOM= (list in the format described in the [Supplemental Data Instructions](#) page)

The body of your e-mail should look like this:

My name is: Freddy Jones

My SSN is: 931244321

SELFNOM=PSO001200INDIN11

SELFNOM=PSO001200INDIN12

There is no need for you to repeat a vacancy announcement number for an amended announcement. For example, if announcement XH-0001-00 has been amended once, it will also be shown as XH-0001-00A on the list of vacancy announcements on the web site. Do not list both XH000100 and XH000100A; list only XH000100. If you're applying for a temporary announcement, for example, XI-0001-02Q, do not list XI000102Q. You should list XI000102.

There is no limit on the number of self nominations you can submit at one time. You can submit them as often as you wish. All the new self-nominations are appended to the existing data. In other words, new data is added to the old data, which continually accumulates as new self nominations are added. Send the e-mail to rsc@dfas.mil.

If you need to send self-nominations via U.S. Mail, send them typed on a piece of 8 ½" by 11" paper. Make sure you include your full name and social security number. Sign the bottom of your list of self nominations. Mail the list to:

DFAS-PSO/HR
ATTN: Resume Builder Team
8899 East 56th Street
Indianapolis, IN 46249-6451

If you have self-nominated for a vacancy announcement for which you are no longer interested, either e-mail or send us a letter to the address above requesting that we delete your self-nominations. The email address is rsc@dfas.mil. If you mail us a hard copy note, include your full name, SSN, and sign your request. If you email us, please also include your full name and SSN. Use separate lines to indicate each vacancy announcement, site, and grade level that you would like removed.

Be Ready If Selected

Applicants who receive tentative notification that they've been selected for appointment to a permanent position will not be appointed until:

- They provide required documentation substantiating their qualifying status, i.e., SF-50, DD-214, letter from a state vocational rehabilitation agency, etc.
- Applicants have **three** business days from the date of notification to provide the required documentation. The offer will be withdrawn if we do not receive the documentation within three business days.

NOTE: Some documentation must be provided **before** your resume can even be considered. If you have self-nominated for a vacancy requiring a transcript, see the section entitled "[Transcript Requirements](#)." If you have indicated appointment eligibility based on 10 point veterans preference, see the section entitled "[Veterans Preference Documentation](#)."

Selected applicants should not take any action to resign from their current position until:

- They have furnished the required documentation to the Human Resources Customer Support Unit.
- Their documentation has been approved as acceptable.
- They have received written notification that their selection is final.

There will be **absolutely no exceptions** to the requirement to submit substantiating documentation prior to actual appointment.

Transcript Requirements

Mail your transcripts to:

Defense Finance and Accounting Service
Regional Service Center
Attn: DFAS-PSO-HR (Resume Builder Transcripts)
8899 East 56th Street
Indianapolis, Indiana 46249-6451

Your current name and social security number must be on the transcript.

Transcript(s) must be submitted by the closing date of the announcement. For open continuous announcements, announcements without closing dates, the transcript(s) should be submitted as soon as possible. Read the instructions below to determine if you must submit a transcript. If your transcript has not been received by the closing date, or by the date your resume is reviewed for a job filled from an open continuous announcement, your resume will be deemed incomplete and you will lose consideration for jobs filled from the announcement.

To protect the integrity of the process, your transcript will not be returned once submitted, nor will copies be made. Applicants are advised to make copies before submitting documents.

DFAS Employees

If you are a DFAS Accountant or Auditor applying for an Accountant or Auditor position, you do not need to submit an official transcript. An official transcript should already be on file for you.

If you are a DFAS employee applying for an Accountant or Auditor job but you are not an Accountant or Auditor, you must submit an official transcript if we do not have an official transcript on file for you. Please allow 30 days for us to review, validate and file your official transcript. This means that you should submit a copy of your transcript every time you apply for a job if you submitted your official transcript within the last 30 days. Once we have reviewed, validated and filed your official transcript, you do not have to submit a transcript when you apply or self nominate for an Accountant or Auditor job unless you have completed additional courses for which you wish to receive credit.

If you are a DFAS employee applying for other positions (not an Accountant or Auditor job) for which you are substituting education for experience to qualify, you must submit an official transcript when you apply for the job.

An official transcript is one that includes the college or university registrar's (or other authorized official's) signature, seal or stamp. A photocopy of the transcript(s) is acceptable as long as the signature, seal or stamp is clearly legible. Grade reports are not considered official transcripts.

External Applicants

If you are an external applicant applying for a position that has a positive education requirement or you are substituting education for experience to qualify, you must submit an official college transcript when you apply for a job. An official transcript is one that includes the college or university registrar's (or other authorized official's) signature, seal or stamp. A photocopy of the transcript(s) is acceptable as long as the signature, seal or stamp is clearly legible. Grade reports are not considered official transcripts.

If you are a Certified Public Accountant, Certified Internal Auditor or you have an undergraduate degree in accounting, you are not required to submit a transcript when you apply for an Accountant or Auditor job. You will be asked to provide an official transcript if you are selected. A current copy of your CPA or CIA certification is acceptable in lieu of a transcript.

If you have a degree in a related field such as Business Administration, Finance, or Public Administration with a major, minor or concentration in accounting, you must submit a transcript when you apply for an Accountant or Auditor job.

If you are required to provide an official transcript when you apply for a job, you may miss consideration for the job if you do not submit an official transcript by the closing date of the announcement or as soon as possible after applying on an announcement without a closing date.

Veterans Preference Eligibility & Documentation Requirements

Veterans Preference Eligibility

5-Points Veterans Preference Eligibility

You are entitled to 5 point veterans preference if your service was:

- During a war including December 7, 1941 through July 1, 1955.
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976.
- During the Gulf War from August 2, 1990, through January 2, 1992 (See Note).
- 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, Southwest Asia, Bosnia, Yugoslavia, and Haiti, qualifies for preference (See Note).

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

5-Points Veterans Preference Documentation

If you are claiming 5 point veteran preference, you will be granted 5 point tentative veteran preference for referral purposes. If you are selected for a position, you must provide copies of your DD-214(s) within 3 business days of the date of our notification of your tentative selection

10-Points Veterans Preference Eligibility

You are entitled to 10 point veteran preference if one of the following applies:

- **10-Point Disability:** You are entitled to 10 point veterans' preference if you are a former member of the Armed Forces who was separated under honorable conditions and have a service-connected disability that is 10 percent or less, but the Veterans Administration has not awarded any compensation.
- **10-Point Compensable:** You are entitled to 10 point veterans' preference if you are a former member of the Armed Forces who was separated under honorable conditions and have a service-connected disability that is at least 10 percent, but less than 30 percent, and you are receiving disability compensation from the Veterans Administration.
- **10-Point Other:** You are entitled to 10 point veterans preference because you are (a) the spouse or mother of a veteran occupationally disabled because of service-connected disability, or (b) the widow/widower or mother of a deceased wartime veteran.
- **10-Point/30 Percent Compensable - Veteran:** You are entitled to 10 point preference if you have a service connected disability of 30 percent or more.

10-Points Veterans Preference Documentation

If you are claiming 10 point veteran preference, you must submit Standard Form SF 15, Application for 10-Point Veteran Preference, along with appropriate documentation. For your convenience, you can print the SF 15 by visiting <http://www.opm.gov/forms/pdfimage/sf0015.pdf> or by visiting <http://www.opm.gov/forms/html/sf.htm>

Documentary Proof

Documentary proof includes but is not limited to the following documents:

- An official statement, dated within the last 12 months, from the Department of Veterans Affairs or a branch of the Armed Forces, certifying a service connected disability of less than 10% or proof you are receiving a non-service connected disability pension.
- An official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying payment for a service connected disability of 10% or more or receipt of disability retired pay.

- An official citation, document, or certificate, issued by a branch of the Armed Forces, awarding the Purple Heart for a wound or injuries incurred during action.
- An official statement or retirement orders from a branch of the Armed Forces showing you retired with a permanent service connected disability or were transferred to the permanent disability retirement list.

For applicants claiming derived preference (spouse, widow, or mother) documentary proof includes, but is not limited to, the following documents:

- Spouses and mothers of disabled veterans must submit an official statement, dated within the last 12 months, from the Department of Veteran Affairs or a branch of the Armed Forces, certifying the following:
 - The veteran has a serviced connected disability
 - The percentage and nature of the serviced connected disability
 - A notation as to whether or not the veteran is currently rated as unemployable due to the service connected disability, and
 - A notation as to whether the service connected disability is rated as permanent and total.
- Widows must submit one of the following:
 - The official notice of death occurring under honorable conditions if service member was on active military duty at the time of death
 - The death certificate if the death occurred while not on active military duty

Check the Veterans Preference section of the Supplemental Data Instructions, if you're unsure whether you qualify for the 10 point veterans preference. For derived veterans preference in other cases, visit <http://www.opm.gov/veterans/index.htm>.

Mail the SF 15 with documentation to:

Defense Finance and Accounting Service
Regional Service Center
Attn: DFAS-PSO-HR (SF 15)
8899 East 56th Street
Indianapolis, Indiana 46249-6451

The SF 15 along with appropriate documentation must be submitted by the closing date of the announcement. For open continuous announcements (announcements without closing dates), the SF-15 should be submitted as soon as possible.

If the SF 15 has not been received by the closing date or by the date your application is reviewed for a vacancy, your veterans preference will be changed to 5 points for referral purposes.

To protect the integrity of the process, your supporting documents will not be returned once submitted, nor will copies be made. Applicants are advised to make copies before submitting documents.

Preparing a Resume

General Guidelines for Applying for Employment with the Defense Finance and Accounting Service (DFAS)

This document provides guidelines so you can develop the best possible resume for the DFAS automated resume analysis system to accurately read, interpret and evaluate the skills in your background.

By studying this information carefully **before** developing your resume, you will maximize the opportunity for your resume to receive full and proper consideration. Remember, there is a direct correlation between the level of effort you invest in developing your resume and its ultimate effectiveness in accurately portraying your background.

These guidelines include:

- [Using a Resume to Best Display Your Talent](#)
- [Being Concise](#)
- [Using Appropriate Terminology](#)

Using a Resume to Best Display Your Talent

The best resume is one that is focused, concise and includes only significant skills, knowledge and abilities from your background. Preparing a resume like this requires an investment of effort, thought, and preparation before the easy part -- putting words on a page -- ever begins.

Preparing a short, substantive resume is a radical departure for many of us, who, for years frequently submitted lengthy, immensely detailed "life histories" of our prior work experience. You need to change completely the mind set you bring to the task of preparing a resume. To facilitate your transition to the world of concise resume preparation, we offer the following guidelines:

Being Concise

Remember the "golden rule" of resume development:

Include in your resume ONLY those items of experience, education, and training which DIRECTLY SUPPORT your career aspirations. We highly recommend that you limit your resume to three typewritten pages. Failure to do so may result in missed consideration for Resumix® job opportunities.

The importance of following this advice cannot be overstated.

Avoid crowding your resume with unnecessary details or descriptions of skills or training, which are not directly related to the positions for which you desire consideration. For example, if you are applying for a position as a GS-12 budget analyst, your previous experience as an insurance claims processor is not directly related to the budget analysis field; or, the fact that you took a half day seminar on business writing six years ago will be of no significant value in determining your overall knowledge, skills, and abilities.

Don't be repetitive; just get to the point. For example, if you want to apply for a secretarial position, it is not necessary to name specifically and describe four previous and distinct word processing systems you have used. All you need to say in your resume is that you have a substantive knowledge of and have used word processing skills and systems. This same basic principle applies to education and training.

One final suggestion about achieving brevity, **don't use "flowery" language to describe your experience.** Avoid adjectives and adverbs. Instead of saying, "I was responsible for the processing of a *wide variety of extremely complex* financial transactions using two *technically advanced* automated accounting systems", you could say, "I was responsible for processing a variety of financial transactions using two automated accounting systems". You receive no additional consideration for the descriptive terms. It is more productive to state the facts simply and clearly.

In summary, your resume should be completely free of unneeded detail that does not **materially contribute** to your overall career aspirations.

Using Appropriate Terminology

Use plain English. Write your resume as though you are submitting it for review by someone who has no technical understanding of the kind of work done in positions you may have previously held. Imagine that you are explaining what you have done and the skills you have used to a friend who has never worked in the same kind of jobs as you.

Describe the knowledge and skills you possess and the duties you have performed using terminology common to the general occupational field. Describe skills and experience in universally accepted terms that could be readily understood in both the public and private sectors.

Minimize the use of acronyms in your resume narrative. If you must use them, explain what they represent, what processes or systems they describe, and how you have used the knowledge, skills, or abilities associated with them.

The following examples demonstrate ways "technical goulash" can be translated into something understandable for both Resumix® and staffing specialists:

BAD:

I use IATS to process travel vouchers.

BETTER:

I use an automated financial system, IATS, to compute and process travel reimbursements for transportation, meals, lodging, and similar entitlements.

BAD:

I process vouchers and issue a variety of disbursements using SRD1.

BETTER:

Using knowledge of disbursing principles and procedures, I examine requests for payments to individual military and civilian employees, private sector vendors, and other public agencies. I perform a quality control review to ensure that these requests are in order, assign appropriate accounting classifications, and prepare checks or electronic transfer payments. I use an automated disbursing system, SRD1, to accomplish these actions.

This straight forward, three sentence paragraph might be sufficient to describe all of the major duties performed by a disbursing clerk or technician position.

BAD:

I assist functionals in writing SCRs. I develop interfaces and am the POC for all EC initiatives.

BETTER:

I work with functional users of automated financial and accounting systems to help identify needed changes and to write system change requests (SCRs). I write computer programs to enable automated systems to interface and to communicate with each other. I am the primary contact for automated electronic commerce (EC) systems and improvements.

Descriptions of duties performed, knowledge used, and skills applied in accomplishing those duties should be simple and straightforward, descriptive, and reduced to only essential information. When finished writing a paragraph, it is helpful to stop and ask yourself the following questions:

- Would a third party who is not familiar with my occupational background understand the kind of work that I do?
- Is there nonessential information (nice to have, but not helpful in meeting mandatory qualification requirements) in what I have written?
- Have I omitted any unique, but **relevant** special experience or skills I possess that might distinguish me from other candidates if my resume reaches the desk of a selecting official?
- Have I adequately described the **major** characteristics of my occupation or background and skills that are **most common** to my occupation?

Resume Preparation Instructions

Resumes should be no more than 3 pages long. Capitalize headings and follow them with a blank line. Also separate a section from the next heading with one blank line. It may be useful for you to print and refer to the [Sample Resume](#).

Name

(Type your name using normal capitalization form for a name, i.e., Jane H. Doe)

PERMANENT ADDRESS:

Street Address

City, State, Zip Code

DAYTIME PHONE:

Be sure to include the area code in parentheses.

(International numbers should use the following format: 011 country code city code local number. Example: 011 49 335 123456)

EVENING PHONE:

Be sure to include area code in parentheses.

(International numbers should use the following format: 011 country code city code local number. Example: 011 49 335 123456)

EMAIL:

This field is not required. However, without it, we may not be able to communicate with you in a timely manner.

EXPERIENCE:

Leave one blank line after each experience entry.

Please begin with current position and list any other experience entries sequentially from latest to oldest.

Do not include past jobs that are not relevant to the types and grade levels of positions for which you wish to be considered. Generally, list only the last 5-8 years of pertinent experience. List Pay Plan, Series, and Grade for all Federal jobs, and indicate if the employment type was permanent, term or temporary. When listing the employment type, be sure to follow the Sample Resume and use the data item title of **EMPL TYPE**:

Use abbreviations and shortened versions of common titles and words to insure that the dates, title, and firm associated with each entry are included on one line.

Include all administrative information for each entry as reflected on the [Sample Resume](#).

When listing the names of current and previous supervisors, be sure to follow the [Sample Resume](#) and use the data item title of **Supvr:**.

Similarly, use the data item title **Weekly Hrs Worked:** exactly as reflected in the [Sample Resume](#).

If any listed experience was gained from a detail or temporary promotion, be sure to identify it as such.

When describing duties, be sure to include:

- Only major tasks which demonstrate your knowledge and skill to perform jobs identified in your career goals
- Any key systems or software you have worked on or with, but only if they are necessary to demonstrate your qualifications for specific positions which you have identified as personal or career objectives
- Regulations, directives, instructions, etc. you have used, implemented, researched, or developed that are pertinent to the jobs for which you wish to be considered
- Be sure to leave one blank line between each experience entry

EDUCATION:

Leave one blank line between each education entry.

List degrees or each educational accomplishment on a separate line as shown in the [Sample Resume](#). Leave at least one blank line between each entry. If you have no degree but have completed some post-secondary courses, show total credits earned and indicate whether semester or quarter hours. Technical and vocational courses of study may also be included as education entries. If your GPA is equal to or greater than 2.95 for all bachelor degrees earned or higher, then please list your GPA by entering **GPA:** then your GPA.

If you are applying for an Accountant, Auditor or Contract/Procurement job or you wish to substitute education for experience to qualify for a job, you may be required to submit a copy of your official college [transcript](#).

TRAINING:

No blank lines are needed between training entries. List as shown in the [Sample Resume](#). List only training courses that you have completed and consider relevant to the positions for which you wish to be considered.

LICENSES AND CERTIFICATES:

No blank lines are needed between entries. List entries as reflected in the [Sample Resume](#).

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

No blank lines are needed between entries. List entries as reflected in the [Sample Resume](#). Entries may include publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards.

Supplemental Data Fields:

Please refer to the [Supplemental Data Instructions](#) for details about these fields.

Supplemental Data Instructions

In addition to the experience, education and training information on your resume, the Human Resources Regional Service Center needs supplemental data to place you in the job most suited to your personal and career goals.

In order for the system to recognize this data as separate and apart from normal resume information, it must be:

- Placed on a separate page from your resume.
- Completely left justified. In other words, the text you type must begin the same distance from the left margin so the first character of each line is vertically aligned.
- Entered on the page in a structured fashion. The [Sample Resume](#) illustrates how the supplemental data should look.

All supplemental data items marked with an asterisk (*) are mandatory. Failure to include all mandatory supplemental data elements may result in you losing consideration for available positions. The supplemental data fields are as follows:

***SOCIAL SECURITY NUMBER**

See our [Privacy Act Statement](#)

Enter **SSN:** followed by your social security number. Do not include dashes.

Example: If your social security number is 173-28-7931, your entry would be:

SSN=173287931

TYPED WORDS PER MINUTE

If you wish to be considered for clerical positions, then you must indicate how many words per minute you can type. If you do not provide this information, you will not be considered for these types of positions. Use the code **TWPM=**.

Example: If you are interested in a clerical position, and you can type 90 words per minute, then your entry would be:
TWPM=90

DICTATION WORDS PER MINUTE

If you wish to be considered for clerical or office automation positions requiring dictation skill, then you must indicate how many words per minute of shorthand dictation you can take. Use the code **DWPM=**.

Example: If you are interested in a clerical position, and you can take 150 words per minute of shorthand dictation, then your entry would be:
DWPM=150

*EDUCATION LEVEL

Enter **EDULV=** followed by the code from the options below for the highest education level you have completed:

Code	Description
LHS	Less than high school
HS	You possess a high school diploma or have received a GED diploma
1YR	You have completed one full year of education above the high school level (the equivalent of 30 semester hours or more) in an accredited college or university.
2YR	You have completed two full years of education above the high school level (the equivalent of 60 semester hours or more) in an accredited college or university.
AD	You have received a recognized Associates degree from an accredited college or university.
3YR	You have completed three full years of education above the high school level (the equivalent of 90 semester hours or more) in an accredited college or university.
BD	You have received a recognized Bachelors degree from an accredited four year college or university.
MD	You have received a recognized Masters degree from an accredited college or university.
DD	You have received a recognized Doctoral degree from an accredited college or university.

Example: If you have completed 21 semester hours at an accredited college or university, your entry would be:

EDULV=HS

Example: If you have completed 45 semester hours at an accredited college or university, your entry would be:

EDULV=1YR

Example: If you have received a Bachelors degree from an accredited college or university, your entry would be:

EDULV=BD

HIGHEST PAY PLAN & GRADE EVER HELD

These fields are required only for those applicants who are current or former Federal civilian employees who hold or previously held permanent appointments. These fields are intended to help us determine whether or not you will be a competitive or noncompetitive candidate for vacant positions. Use the code **HIPP=** for Highest Pay Plan and the code **HIGRD=** for Highest Grade Ever Held. Enter the highest grade you have ever held.

Example: Two months ago you were promoted from a GS-501-7 to a GS-501-9. Your HIGHEST PAY PLAN & GRADE EVER HELD would be:

HIPP=GS
HIGRD=9

Valid entries for HIGRD: a number between 1 and 15

DATES HELD HIGHEST PAY PLAN & GRADE ON PERMANENT BASIS

You must enter the dates you held your highest pay plan and grade. The format must be month/day/year. The month and day must be two digits. Include leading zeros (0). The year must be four digits in length.

Example: You were a GS-501-9 from April 6, 2000 to October 25, 2001. GS-501-9 is the highest pay plan and grade that you have ever held. Your entry would be:

HIDTFR=04/06/2000
HIDTTO=10/25/2001

If you are currently working under your highest pay plan and grade, do enter an ending date.

Example: You were promoted on May 13, 2002 from a GS-501-9. This is the highest pay plan and grade that you have ever held. Your entry would be:

HIDTFR=05/13/2002

SELECTIVE SERVICE REGISTRATION

If you are a male applicant born after December 31, 1959, and you were required by law to register for the Selective Service, then you must have registered before your 26th birthday. If you were required to register and you knowingly or intentionally did not register, you are not eligible for appointment. Answering **No** to this question does not automatically mean we will not consider you further, since there are a number of situations in which males born in 1960 or later did not have to register. However, if you did answer **No**, we cannot appoint you until we verify that you did not have to register. Use the code **SELRE=** for your Selective Service entry.

EXAMPLE: You are a male applicant born after December 31, 1959 and have registered with Selective Service. Your entry would be:
SELRE=Yes

*SERVED ON ACTIVE DUTY IN THE ARMED FORCES OF THE UNITED STATES

Indicate whether or not you're eligibility for appointment under special hiring authorities based on active service in the armed forces, including service in the U. S. Coast Guard. Use the code **MILDIS=**.

Example: If you have not served in the Armed Forces of the United States, your entry would be:
MILDIS=No

If you have served in the Armed Forces of the United States, your entry would be:
MILDIS=Yes

If you answered **Yes** to having ever served on active duty in the Armed Forces of the United States, then you must answer the following:

Enter the Dates of Service MM/DD/YYYY

You must enter the dates you served in active duty. The format must be month/day/year. The month and day must be two digits each. Include leading zeros (0). The year must be 4 digits in length.

Example: You served twice on active duty in the U.S. Military. Your entry would be:

FROMDT1=06/14/1980
TODT1=09/13/1985

FROMDT2=02/08/1990
TODT2=12/11/1990

Type of Discharge

Enter **DISCH=** followed by the code from the options which indicate the type of discharge:

- Honorable
- General
- BCD
- Other Than Honorable
- Dishonorable
- Medical
- Not Listed

Example: You had an Honorable Discharge when you left the Armed Forces. Your entry would be:

DISCH=Honorable

Are You Retired From Active Duty in the U.S. Military?

Indicate if you have retired from the military following the code **RETMIL=**. If you have retired from the military, then you will be required to give the date of your retirement from the military following the code **RMLDT=**.

Example: You have from the military. Your entry would be:

RETMIL=Yes

You would also give the date of your retirement. The entry would be:

RMLDT=08/16/1998

*VETERANS PREFERENCE

Indicate whether or not you have veterans preference. If you do, indicate the nature of that preference. Follow **VETPR=** with one of the codes below:

Code	Description
1	None: You are not entitled to veterans preference.
2	5 point preference: You are entitled for 5 point veterans' preference if one of the following applies: <ul style="list-style-type: none">- You are a former member of the Armed Forces who served on active duty for more than 180 consecutive days, other than for training, any part of which occurred between 01/01/1955 and 10/14/1976- You began active duty after 10/14/1976 and before 09/08/1980 and served in a campaign or expedition for which a campaign badge is authorized- You enlisted in the Armed Forces after 09/07/1980- You entered on active duty through means other than enlistment after 10/14/1982 and served in a campaign or expedition for which a campaign badge is authorized and completed 24 months of continuous service or the full period for which called to active duty or were discharged early under 10 U.S.C. 2272 or for hardship under 10 U.S.C. 1173; or during the Gulf War from 8/2/90 through 1/2/92.
3	10-Point Disability: You are entitled to 10 point veterans' preference if you are a former member of the Armed Forces who was separated under honorable conditions and have a service-connected disability that is 10 percent or less, but the Veterans Administration has not awarded any compensation.
4	10-Point Compensable: You are entitled to 10 point veterans' preference if you are a former member of the Armed Forces who was separated under honorable conditions and have a service-connected disability that is at least 10 percent, but less than 30 percent, and you are receiving disability compensation from the Veterans Administration.
5	10-Point Other: You are entitled to 10 point veterans preference because you are (a) the spouse or mother of a veteran occupationally disabled because of service-connected disability, or (b) the widow/widower or mother of a deceased wartime veteran.
6	10-Point/30 Percent Compensable - Veteran: You are entitled to 10 point preference if you have a service connected disability of 30 percent or more.

Example: If you served in the Armed Forces of the United States from August, 1969 until August, 1973 or August 2, 1990 until January 2, 1992, did not suffer any service-connected disability and were honorably discharged, your entry would be:

VETPR=2

Example: If you have never served on active duty in the Armed Forces of the United States, your entry would be:

VETPR=1

ELIGIBILITY FOR APPOINTMENT

Your eligibility for appointment to a permanent position in the Federal civil service is based on your individual qualifying status under one of several legal appointing authorities. You may select as many choices as appropriate. Your eligibility for appointment will normally be based on one of the following circumstances. To indicate your eligibility, follow **AUTHY=** with the associated code(s):

Code	Description
DFAS	Current DFAS Employee on a permanent or term appointment. Persons who are on a temporary appointment should not use this entry. Temporary employees may make other entries if they are applicable (such as reinstatement, VRA, VEOA, etc.). Term employees are only eligible for consideration for other DFAS term positions for the duration of their current term.
DOD	Current DoD Employee working for another agency beside DFAS within the Department of Defense on a permanent appointment. Persons who are on a temporary or term appointment cannot transfer to DFAS. Temporary or term employees may make other entries if they are applicable (such as reinstatement, VRA, VEOA, etc.).
NonDODFed	Current Federal employee working for another Federal agency outside the Department of Defense on a permanent appointment. Persons who are on a temporary or term appointment cannot transfer to DFAS. Temporary or term employees may make other entries if they are applicable (such as reinstatement, VRA, VEOA, etc.).

Reinstatement Elig You previously attained career status in the Federal government on another appointment, left Federal service, and now wish to obtain a new appointment; you are a veteran and you previously served on a career conditional or career appointment, and now wish to obtain a new appointment; or you previously served in the Federal civil service on a career conditional appointment within the last three years, left the Federal service, and now wish to obtain a new appointment.

VRA You are eligible for appointment under the provisions of the Veterans Readjustment Act (VRA), i.e., you entered active duty service in the Armed Forces of the United States after May 7, 1975, served on active duty for a period of more than 180 days and have other than a dishonorable discharge. If you meet these criteria, you have 10 years after the date of your last separation from active duty or until December 31, 1999 (whichever is later) to apply for consideration and be appointed using VRA eligibility.

OR

You served on active duty between August 5, 1964 and May 7, 1975, in which case you have 10 years after the date of your last separation from active duty or separation to apply for consideration and be appointed using VRA eligibility. These time limits do not apply to a veteran with a 30 percent or more service connected disability.

30DAV You are a disabled veteran with a service-connected disability of 30% or more. You are eligible for appointment at any time.

Disabled Employment Program Outstanding Scholar You are a certified client of a state vocational rehabilitation agency.
You must be a college graduate (bachelor's degree or higher) and have maintained a grade point average (GPA) of 3.5 or higher or have graduated in the upper 10 percent of your graduating class.

ICTAP	Interagency Career Transition Assistance Plan eligible. You must be a current or former employee displaced from non-DoD agencies.
CIPMS	You must be currently serving on a CIPMS appointment without time limitation or have been involuntarily separated from such appointment without personal cause within the preceding year.
EO12721	You must have worked as an appropriated fund Federal employee overseas while a family member of a civilian employee, NAF employee, or uniformed service member serving overseas. You must have accumulated 52 weeks of creditable service, received a fully successful or better performance rating, and have returned to the U.S. from the overseas tour of duty and meet time requirements.
NAF	You must have served in a continuing NAF position for one year and be currently holding such appointment or have been involuntarily separated from such position within the last year.
VEOA	You must be a veteran who has been honorably discharged from the armed forces after 3 or more years of active service.
Military Spouse	The spouse of a current active duty soldier, sailor, airman, or marine serving on a permanent tour overseas who is authorized by the spouse's permanent change of station (PCS) orders to accompany the spouse. If you are selected for a family member appointment under Military Spouse Preference, you must be prepared to furnish a copy of your sponsor's PCS orders or other appropriate documentation that supports the preference.
Other	Enter this value if you are eligible for appointment under any other specific appointment authority not listed above.
None	Enter this value if you have never worked for the Federal Government as a civilian before, or do not have any eligibility for appointment. Applicants who have no appointment authority may apply through the DFAS Delegated Examining Unit (DEU). See http://www.dfas.mil/people/kcdeu .

Example: You served on a career conditional appointment with the Department of Housing and Urban Development but resigned from that position 2 1/2 years ago. You have reinstatement eligibility. Your entry would be:

AUTHY=Reinstatement Elig

Example: You served on active duty in the US Air Force from July 6, 1979 until May 3, 1982. You have eligibility for appointment under the VRA authority. Your entry would be:

AUTHY=VRA

Example: You have a letter from the Missouri Department of Vocational Rehabilitation certifying that you are a client of that agency, that you possess certain job skills and that the agency is supporting you in your efforts to obtain employment. Your entry would be:

AUTHY=Disabled Employment Program

Example: You are a current Federal civil service employee working outside of the Department of Defense but are still eligible for a VRA appointment and wish to use your VRA eligibility to apply for a position at DFAS . In other words, both NonDODFed and VRA are applicable to your personal circumstances. Your entry would be:

AUTHY=NonDODFed, VRA

Applicants who receive tentative notification that they've been selected for appointment to a permanent position AND who do not currently work for DFAS will not be appointed until they provide required documentation substantiating their qualifying status, i.e., SF-50, DD-214, letter from the Veterans Administration, letter from a state vocational rehabilitation agency, etc. They have **three** business days from the date of notification to provide the required documentation. Also note the Transcript Requirements (page 10) and the Veterans Preference Documentation (page 12) for exceptions to this 3-day rule. The offer will be withdrawn if we do not receive the documentation within three business days. These applicants should not take any action to resign from their current position until their documentation has been approved as acceptable, and they have received written notification that their selection is final. There will be **absolutely no exceptions** to the requirement to submit substantiating documentation prior to actual appointment.

***SUPERVISORY**

Indicate if you are interested in supervisory positions. Use the code **SUPVY=**.

Example: You are interested in supervisory positions. Your entry would be:
SUPVY=Yes

Example: You are not interested in supervisory positions. Your entry would be:
SUPVY=No

***SHIFT**

Indicate which shifts you are willing to work. Follow **SHIFT=** with one of the following codes:

Code	Description
1	Day Shift
2	Evening Shift
3	Night Shift

Example: You are willing to work either day or evening shifts. Your entry would be:
SHIFT=1, 2

***TRAVEL**

Indicate your travel preference. Follow **TRAVEL=** with one of the following codes:

Code	Description
1	None
2	Seldom (1 - 25%)
3	Occasionally (26 - 49%)
4	Frequently (50% or more)

Example: You are willing to accept positions where travel is over 50%. Your entry would be:
TRAVEL=4

*U.S. CITIZEN

Indicate if you are a U.S. Citizen. Follow **USCIT=** with **Yes** or **No**.

Example: You are a U.S. Citizen. Your entry would be:
USCIT=Yes

*SELF-NOMINATION

To complete this data entry field, you must be familiar with the DFAS vacancy announcements for which you want to be considered. The current vacancy announcements are from links at the DFAS Vacancy Announcement page. The Self-Nomination data entry is composed of the code **SELFNOM=** followed by three fields, the vacancy announcement number (without the dashes), the site location (if applicable), and the grade preference (if applicable).

Example: You are interested in applying for the position on vacancy announcement XI-0123-00. The vacancy announcement states that the position will be filled only in Indianapolis, IN at the grade level 9. Since the vacancy announcement only lists one site and grade, your entry would be:
SELFNOM=XI012300

Please do not include the dashes in the vacancy announcement number when self-nominating.

Some vacancy announcements are intended to be used for positions at multiple sites or for multiple grades, or both. If an announcement says it's for positions at more than one location, indicate the city you want in the Self-Nomination data entry field. Use the codes from the following list:

Site Preference	Code	Site Preference	Code
Arlington, VA	ARLVA	Oakland, CA	OAKCA
Charleston, SC	CHSSC	Omaha, NE	OMANE
Cleveland, OH	CLEOH	Orlando, FL	ORLFL
Columbus, OH	COLOH	Patuxent River, MD	PATMD
Dayton, OH	DAYOH	Pensacola, FL	PENFL
Denver, CO	DENCO	Rock Island, IL	ROCIL
Germany	ALLGE	Rome, NY	ROMNY
Honolulu, HI	HNLHI	San Antonio, TX	SATX
Indianapolis, IN	INDIN	San Bernardino, CA	SBECA
Kansas City, MO	KCMO	San Diego, CA	SANCA
Lawton, OK	LAWOK	Seaside, CA	SEACA
Lexington, KY	LEXKY	St. Louis, MO	STLMO
Limestone, ME	LIMME	Yokata AFB, Japan	YOKJA
Norfolk, VA	ORFVA		

For each combination of a grade and site you wish to be considered for under a particular announcement, you must make a separate SELFNOM data field entry.

Example: You are interested in the position listed on vacancy announcement XH-3210-00. The vacancy announcement states that this position is being filled at the DFAS Denver Center (Denver, CO), the DFAS Cleveland Center (Cleveland, OH), the DFAS Columbus Center (Columbus, OH), and the DFAS Indianapolis Center (Indianapolis, IN). You are only interested in the positions at the DFAS Cleveland Center and the DFAS Columbus Center. Your entry would be:

SELFNOM=XH321000CLEOH

SELFNOM=XH321000COLOH

Even though there is only one vacancy announcement, if you want to apply for the position in Cleveland and for the position in Columbus, you would self-nominate for the position twice.

NOTE: If the site preference code is missing on a the self-nomination data field entry, and the vacancy announcement states that the job is being filled at multiple locations, then you would not be considered for the job because we would not know which location you want. We will not assume you were interested in all locations.

If the announcement indicates it's to be filled at more than one grade, include the grade you want in the Self-Nomination field. Enter a number between 1 and 15.

Example: You are interested in the position listed on vacancy announcement XH-2345-00. The vacancy announcement states that this position is being filled at the DFAS Denver Center (Denver, CO) only at the grade levels 7, 9, 11, and 12. You are currently a grade 7. You are interested in grade 7 and grade 9. Your entry would be:

SELFNOM=XH234500Denco7

SELFNOM=XH234500Denco9

Even though there was only one vacancy announcement, if you want to apply for the position in at the grade 7 and grade 9 levels, you must self-nominate for the position twice.

NOTE: When self-nominating for a vacancy announcement with multiple grade levels, it is important to list the site code of the position as well, even if the position is being filled at only one location.

NOTE: If the grade level is missing on a the self-nomination data field entry, and the vacancy announcement states that the job is being filled at multiple

grade levels, then you would not be considered for the job because we would not know which grade(s) you want. We will not assume you were interested in all grades.

There is no need for you to repeat a vacancy announcement number for an amended announcement. For example, if announcement XH-0001-00 has been amended once, it will also be shown as XH-0001-00A on the list of vacancy announcements. Do not list both XH000100 and XH000100A. List only XH000100.

Sample Resume (Don't include this line on your resume)

Samuel B. Jones

PERMANENT ADDRESS:
16528 Morning Star Lane
Indianapolis, IN 46246

DAYTIME PHONE:
(317) 439-5714

EVENING PHONE:
(317) 510-0000

EMAIL:
Samuel.b.jones@dfas.mil

EXPERIENCE:

Jan 93-Apr 96, Supvry Personnel Spec, DFAS, Indianapolis, IN
Supvr: James Wright Tel: (816) 926-5324 Salary: \$37,821 PA
EMPL TYPE: Permanent
GS-201-11 Weekly Hrs Worked: 40

Served as the human resource advisor in a headquarters directorate. Performed organizational and position management reviews. Developed and recommended personnel policies and personnel regulations in all human resource functional areas. Chaired reorganization committee. Tasked with high grade program administration and execution. Supervised five subordinate personnel specialists. Developed position descriptions. Compiled directorate awards program policy.

Aug 91-Dec 92, Recruiter, US Steel, Pittsburgh, PA
Supvr: Jane Smith Tel: (623)418-3322 Salary: \$35,028
EMPL TYPE: Permanent
Weekly Hrs Worked: 40

Provided recruitment and placement services for major units. Developed recruitment strategy and crediting plans. Developed vacancy announcements. Evaluated candidate applications. Referred candidates for consideration. Utilized A-PDS-C automated personnel system. Performed awards review and processing. Provided health benefits, life insurance and retirement advice and information. Administered grievance and appeal programs. Participated in negotiation of new labor contract.

Feb 88-Aug 91, Personnel Spec, McChord Container Co., Memphis, TN
Supvr: William Hodges Tel: (912) 837-4168 Salary: \$32643

EMPL TYPE: Permanent

Weekly Hrs Worked: 40

Trained other personnel specialists. Acted as branch budget officer. Developed organizational pay setting plan. Analyzed recruitment trends and needs. Prepared workyear management reports. Advised supervisors of EEO program goals and requirements. Evaluated candidate qualifications. Referred candidates for consideration.

EDUCATION:

Rossler High School, Salina, KS, Diploma, 1979

BA, History, University of Buffalo (Buffalo, NY), 1982 GPA: 3.16

15 semester hours graduate study in management theory, University of Missouri

TRAINING:

Advanced Recruiting Techniques, 1 week, 1989

Management Development Seminar, 80 hrs, 1991

LICENSES AND CERTIFICATES:

Licensed Compensation Analyst

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

Performance Award 1995, On-the-Spot Award 1994, SSP Award 1994

Sample Supplemental Data (Don't include this line on your resume)

SSN=123456789
EDULV=BD
HIPP=GS
HIGRD=11
HIDTFR=02/16/1999
SELRE=Yes
MILDIS=No
VETPR=1
AUTHY=DFAS
SUPVY=No
TRAVEL=3
SHIFT=1
SELFNOM=PSO001200INDIN11
SELFNOM=PSO001200INDIN12

PRIVACY ACT AND PUBLIC BURDEN STATEMENTS

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.

We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.

If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.

We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.

We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel actions forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of

an agency's performance or other panel; and agency-appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filled disability retirement procedures.

We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.

Send your application to the agency announcing the vacancy.