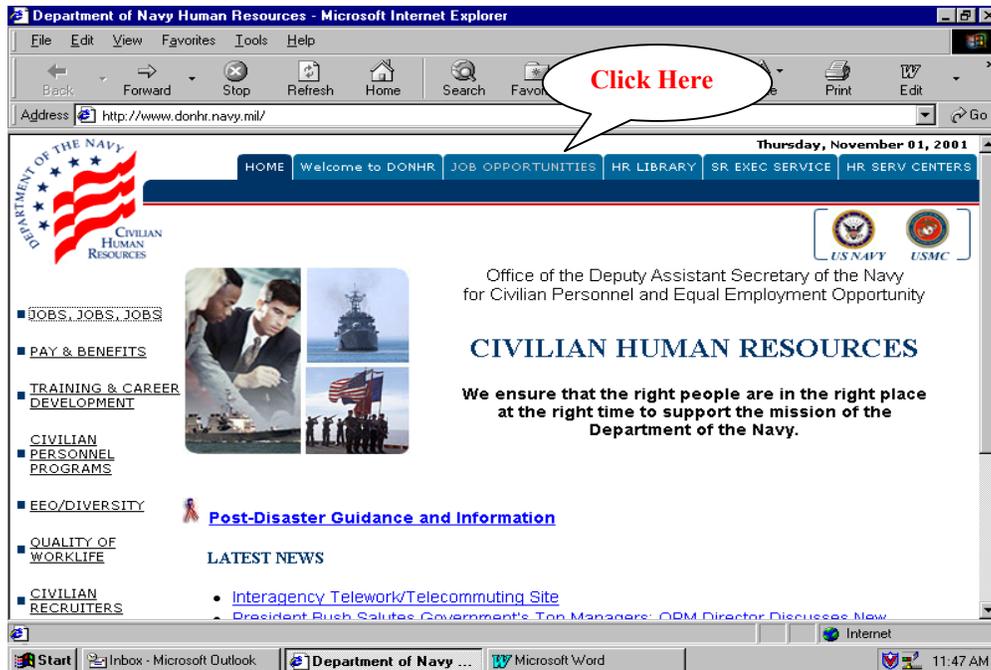
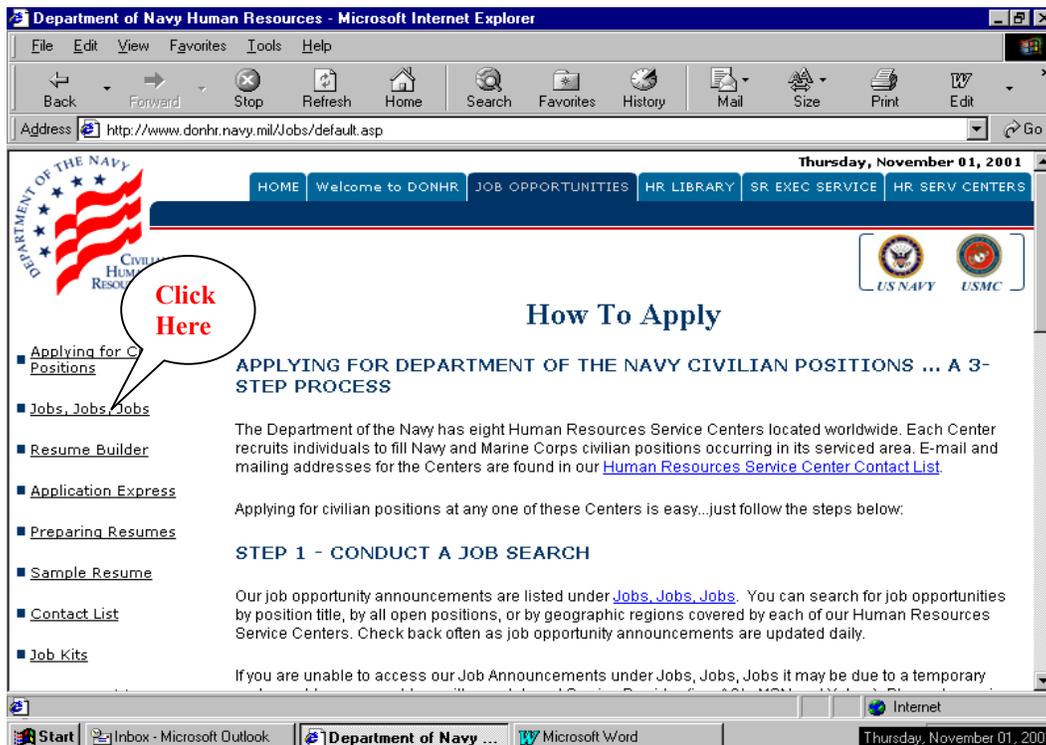


## INSTRUCTIONS FOR USING THE NAVY'S ON-LINE RESUME BUILDER

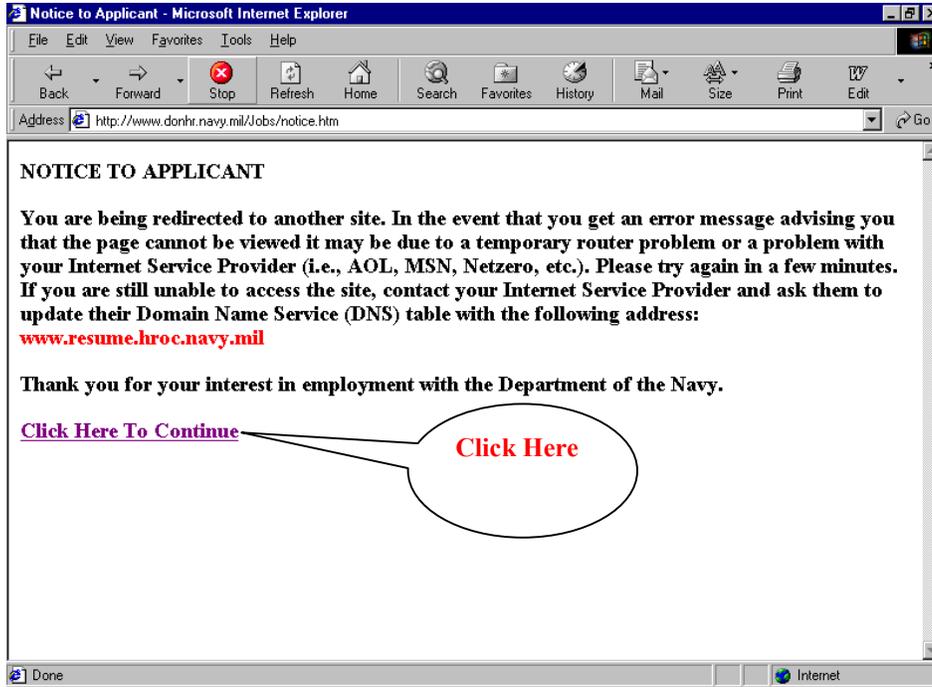
1. Log on the internet and type <http://www.donhr.navy.mil>. It will automatically open to the Department of Navy Human Resources (DONHR) homepage.
2. From the DONHR homepage (Civilian Human Resources), click on the blue tab marked **JOB OPPORTUNITIES**.



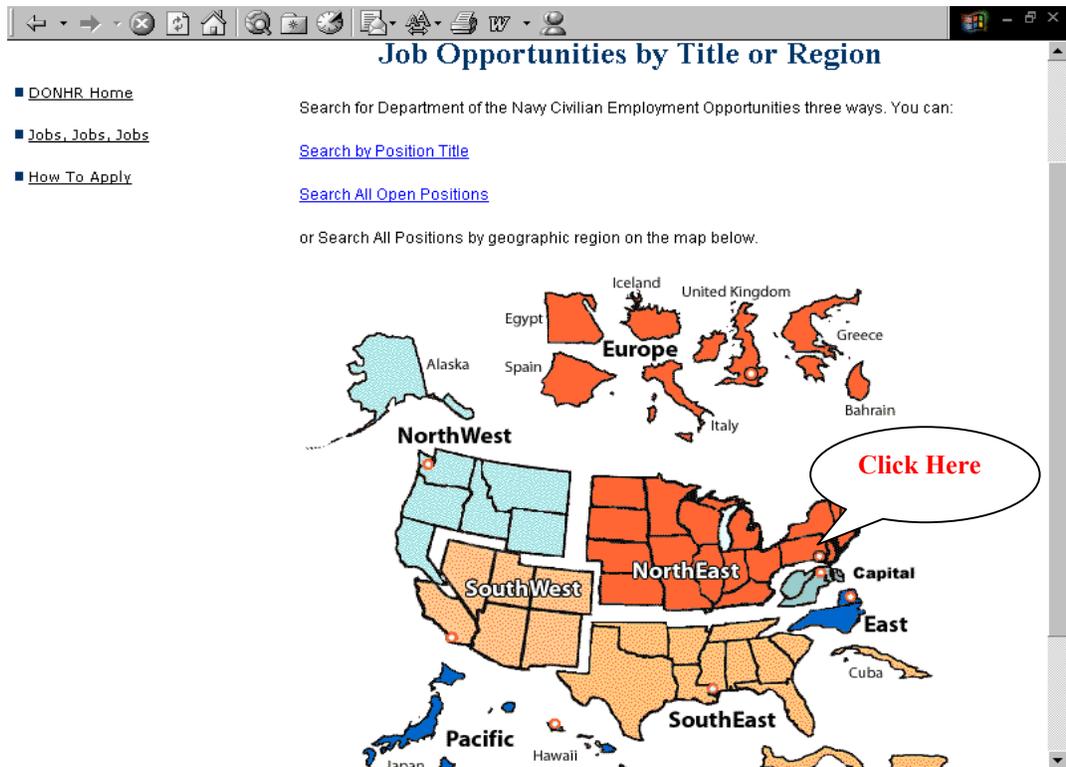
3. After reading all the instructions, click on the link located on the left side of the page marked **JOB, JOBS, JOBS**.



4. Click on **Click Here To Continue**



5. On the map, click on Pennsylvania for Northeast Region listings. For other geographic locations, click on the appropriate area.



6. When the job listing is displayed, it can be sorted by any of the column headings (e.g. **Announcement Number**, **Position Title** or **Location**). For example, to sort by position title, click the heading marked **Position Title**.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Department of the Navy Civilian Human Resources Vacancy Listing. The address bar shows the URL: [http://www.resume.hroc.navy.mil/vacancy/vac\\_list.cfm?REGION=NORTHEAST](http://www.resume.hroc.navy.mil/vacancy/vac_list.cfm?REGION=NORTHEAST). The page content includes a yellow informational box, a search bar, and a table of job listings. Two callout boxes are overlaid on the table headers:

- One callout box points to the "Announcement Number" header with the text: "To sort by Announcement number, Click Here".
- Another callout box points to the "Position Title" header with the text: "To sort by Position Title, Click Here".

The table of job listings is as follows:

<a href="#">Announcement Number</a>	<a href="#">Date Posted</a>	<a href="#">Location</a>	<a href="#">Position Title</a>
PNS-OC-01-0141	05/22/01	KITTERY ME, PORTSMOUTH NAVAL SHIPYARD, PROD RES DEPT COATS/COVERINGS SHOP 964/971/975	<a href="#">PAINTER (L608865)</a>
PNS-OC-01-0122	05/01/01	KITTERY, MAINE, PORTSMOUTH NAVAL SHIPYARD, PRODUCTION RESOURCES DEPARTMENT	<a href="#">WELDER LEADER</a>
		KITTERY ME PORTSMOUTH NAVAL SHIPYARD	

7. Locate the vacancy in which you are interested and click on the title. This opens the job announcement.

Department of the Navy Civilian Human Resources Vacancy Listing - Microsoft Internet Explorer

Address: http://www.resume.hroc.navy.mil/vacancy/vac\_list.asp?REGION=NORTHEAST

CIPO-02-0077	4/3/02	Pearl Harbor, HI, JOINT INTELLIGENCE CENTER PACIFIC, DIRECTORATE OF INFO SYS & SUPT SVCS, INFO MGT & DISSEMINATION DEPT, DIGITAL DISSEMINATION DIVISION (SDD)	<a href="#">Computer Specialist</a>	GG-0334-12 \$54,955 - \$71,438	4/18/2002
CIPO-02-0078-NR	4/4/02	Suitland, MD, Office of Naval Intelligence (ONI), Information Acquisition (ONI-3)	<a href="#">INTELLIGENCE SPECIALIST</a>	IP-0132-01 - 04 \$110,472.00 - \$138,200.00	5/8/2002
CIPO-02-0079-NR	4/4/02	Pearl Harbor, HI, Joint Intelligence Center Pacific (JICPAC), Directorate of Operations (DO)	<a href="#">INTELLIGENCE SPECIALIST</a>	IP-0132-01 - 04 \$99,096 - \$129,800	5/8/2002
CIPO-02-0080-NR	4/5/02	Suitland, MD, Office of Naval Intelligence (ONI)	<a href="#">INTELLIGENCE SPECIALIST</a>	IP-0132-1 - 4 \$110,472.00 - \$138,200.00	5/8/2002
CIPO-02-0081	4/9/02	Arlington, VA, Director of Naval Intelligence, DNI Support Staff	<a href="#">Administrative Assistant (OA)</a>	GG-0303-7, 8, 9 \$31,397 - \$49,924	04/24/2002
CIPO-OC-0093	1/14/02	Washington, DC Metro Area, Naval Intelligence	<a href="#">Various Scientist Positions</a>	GG-1301, 1310, 1320, 1520, 1550-5, 7, 9	INDEFINITE
CIPO-OC-0094	1/14/02	Washington, DC Metro Area, Naval Intelligence	<a href="#">Various Scientist Positions</a>	GG-1301, 1310, 1320, 1520, 1550-11, 12, 13	INDEFINITE
CIPO-OC-0095	1/14/02	Washington, DC Metro Area, Naval Intelligence	<a href="#">Various Engineer Positions</a>	GG-0801, 0830, 0840, 0850, 0854, 0855, 0861, 0871-05, 07, 09	INDEFINITE
		Washington, DC Metro Area		GG-0801, 0830, 0840, 0850, 0854	

8. Read the entire announcement carefully paying particular attention to the **Who May Apply**, **Duties** and **Qualification Requirements** paragraphs.
9. Scroll to the bottom of the announcement and click the button marked **Take Me to the Resume Builder**.

http://www.resume.hroc.navy.mil/vacancy/vac\_preview3\_N1.asp?vac\_id=45496 - Microsoft Internet Explorer

Address: http://www.resume.hroc.navy.mil/vacancy/vac\_preview3\_N1.asp?vac\_id=45496

**Requirements:** Compartmented Information.  
 Drug Testing: The Department of the Navy is a Drug Free Workplace employer. S... position will be subject to drug testing prior to employment and periodic random testing after... incumbent may also be subjected to drug testing based on reasonable suspicion of illegal...  
 Polygraph Examination: Selectee may be required to successfully complete...

**Notes:** Selectee will be required to participate in the Department of Defense (DOD) Fund Transfer which is the standard method of payment within DOD for pay of...

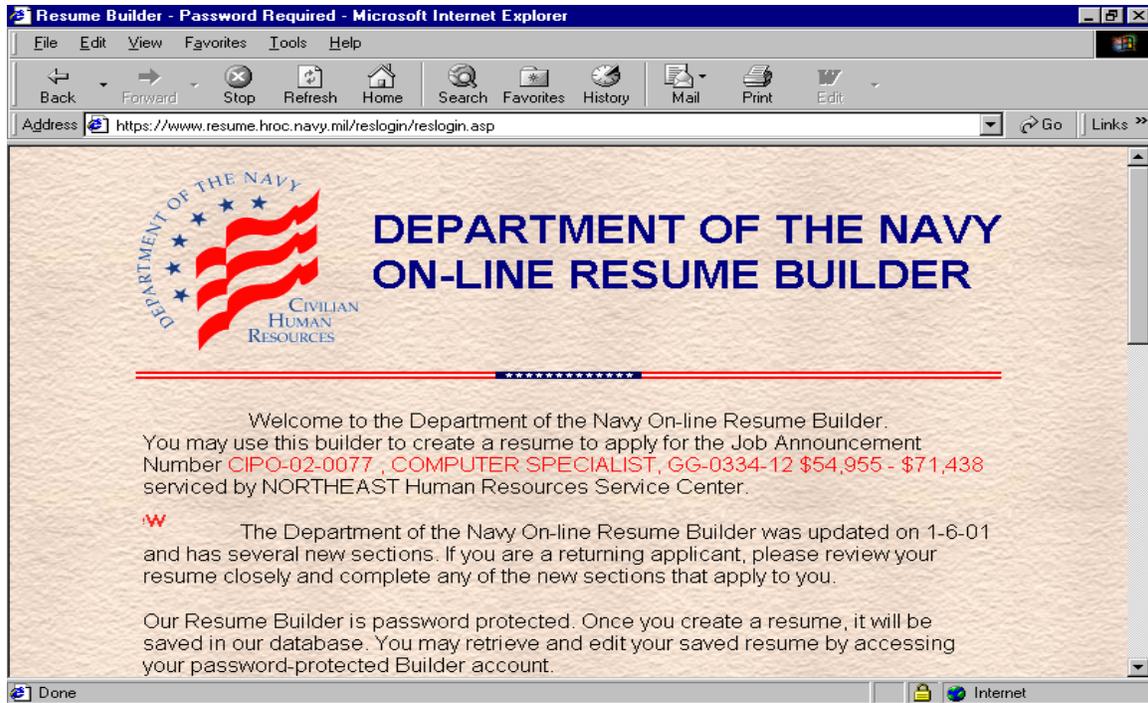
[Take Me to the Resume Builder](#)

[Application Express](#)

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

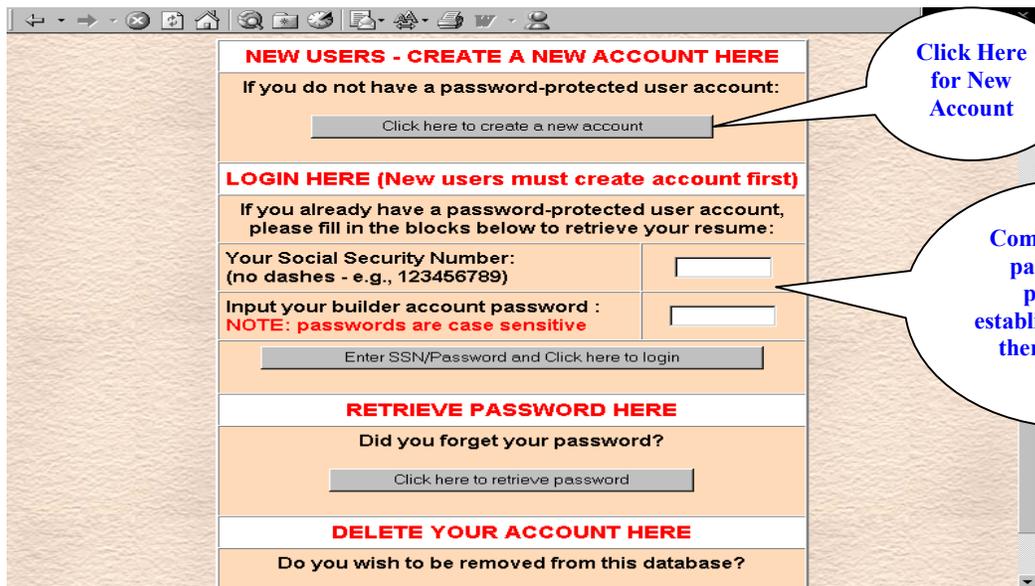
The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at HRSC Northeast (215) 408-5250, DSN: 243-5250 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

10. The Resume Builder will open – using scroll bar, move down the page.



Scroll Down Using This Scroll Bar

11. If you have never used the Resume Builder before, you will need to establish an account. Click on the button marked **Click here to create new account**. [If you already have an account, enter your social security number and password in the appropriate blocks. A screen acknowledging authentication of your SSN and password will be displayed.] Click on the button marked **Click here to continue** and the Online Resume Builder will open.



Click Here for New Account

Complete SSN & password for previously established account, then click here.

12. The create new account page will open. Fill in the blanks and click on the **Register** button.  
Be certain that Social Security Number is correct before registering.

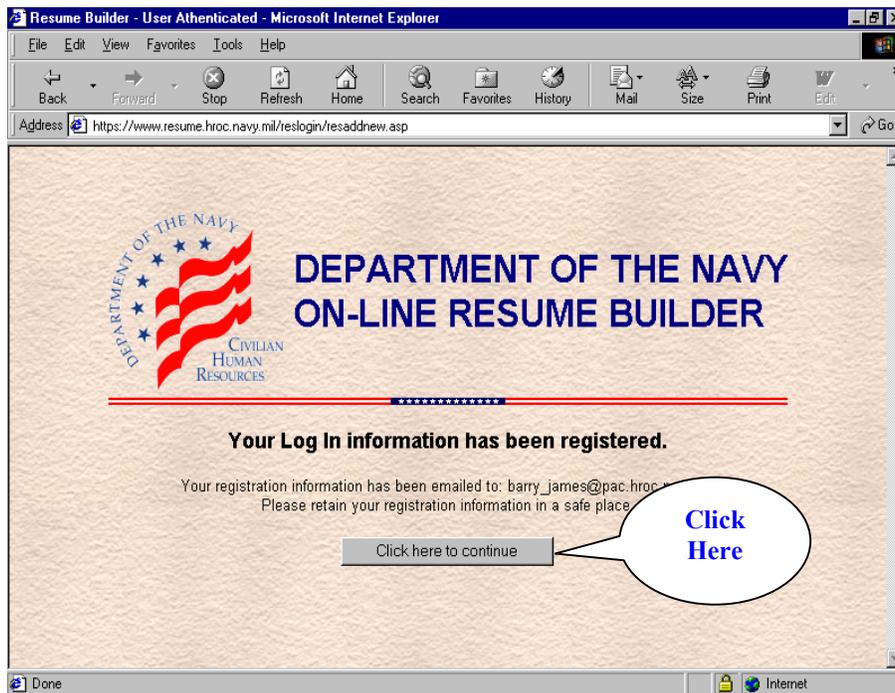
**Navy Online Resume Builder Log In - Account Registration**

Please fill in the form below and click on the REGISTER button when finished:

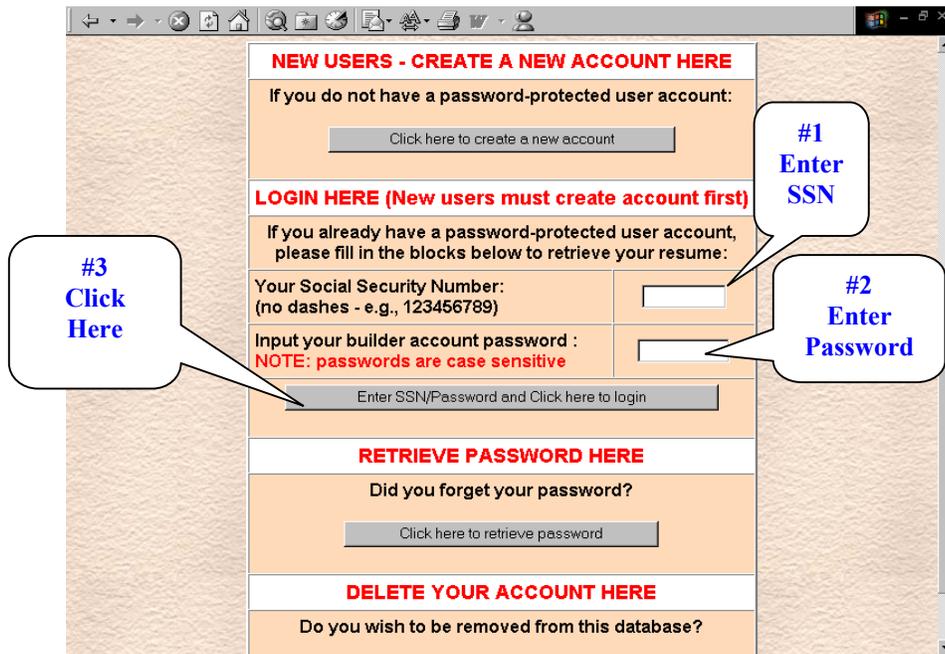
Your Social Security Number: (no dashes - e.g., 12345678)	<input type="text"/>
Identify a builder account password: (10 characters maximum length)	<input type="password"/>
Verify your password by re-typing it exactly as entered above:	<input type="password"/>
Identify a password hint: If you forget your password, your hint should serve to remind you. Keep your hint in a safe place. If you forget your password, we can not provide it to you without you providing us your hint.	<input type="text"/>
Enter one valid email address: Email is not mandatory. If you provide a valid email address, your password and hint will be emailed to you for safekeeping.	<input type="text"/>

**Click Here When Complete**

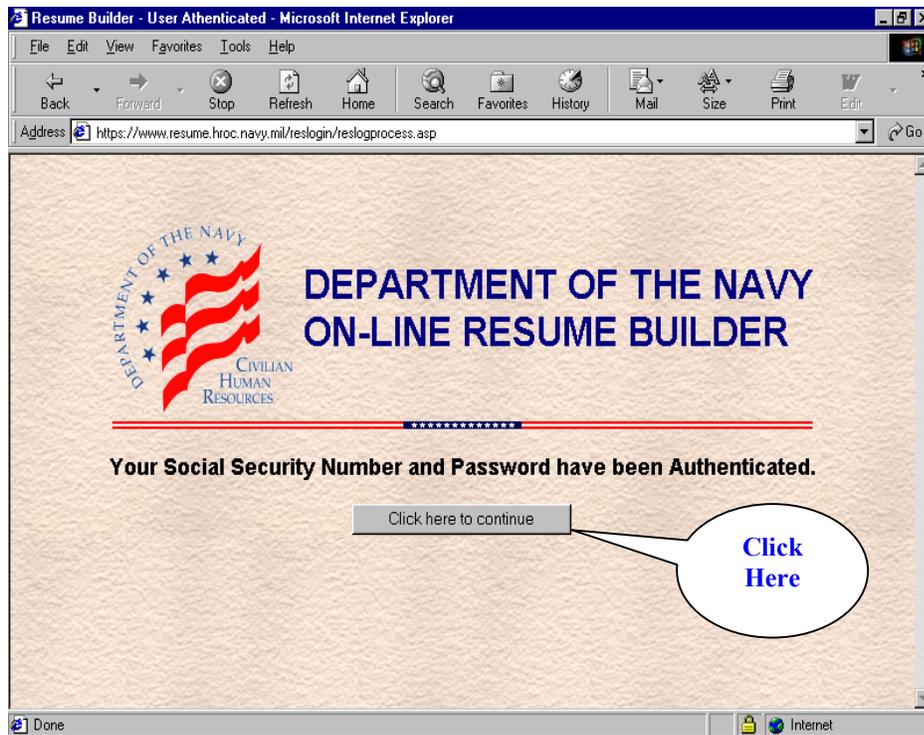
13. When your account has been registered, click the button marked **Click here to continue**.



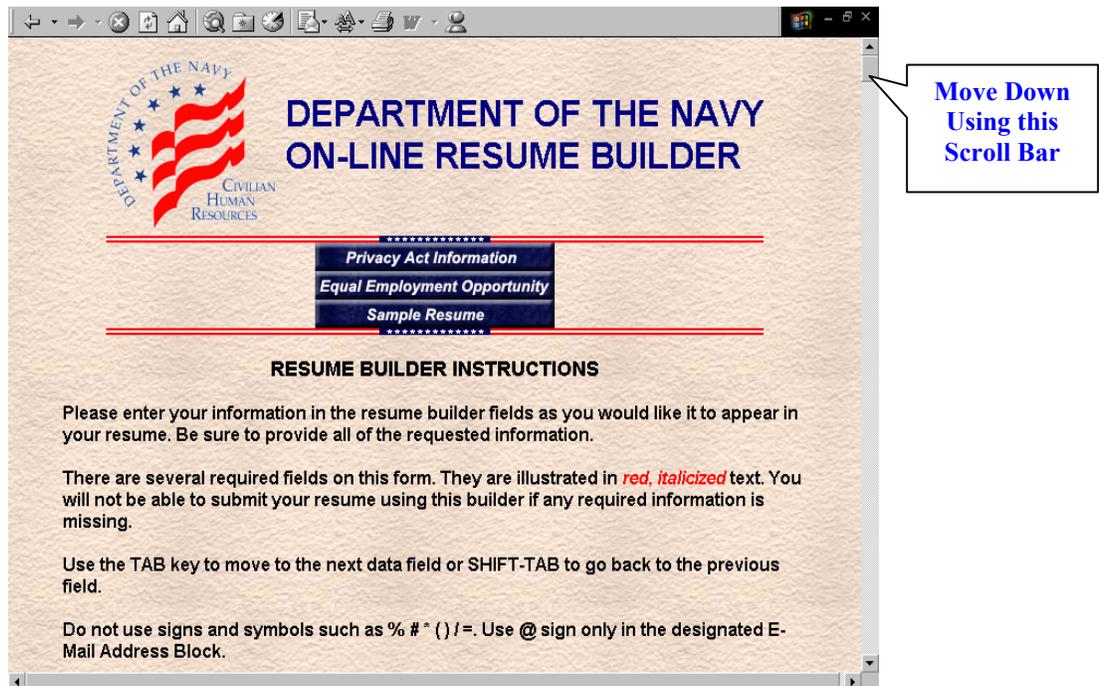
14. The Login page will open. Enter your SSN and password under **LOGIN HERE** and click on button marked **Enter SSN/Password and Click here to login**.



15. A screen acknowledging authentication of your SSN and password will be displayed. Click on the button marked **Click here to continue**.



16. The Online Resume Builder will open. Read all instructions carefully and scroll down page.



17. Complete the form making sure to fill out all required fields (those in red). Do not use signs and symbols such as % # ( ) / =. Be sure your spelling is correct - there is no spell checker.

https://www.resume.hroc.navy.mil/resume\_esp/resume3.asp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit

Address https://www.resume.hroc.navy.mil/resume\_esp/resume3.asp

**Mailing Address:**

123 Wall Street

City: New York State: NY Zip: xxxxx - xxxxx

Country: (if other than US)

**Phone Numbers**

	Area Code	Number Prefix	Number	Extension
<b>Contact:</b>	(123)	456	7899	
<b>Work:</b>	( )			
<b>DSN:</b>	( )			
<b>Examples:</b>				
U.S. Numbers:	(222)	333	4444	1111

Internet

18. If you don't know the definition of a Hiring Program Category, click on the program and a definition will appear (see example below - VEOA). As each section is completed, click on the button marked **Before proceeding, click here to SAVE**.

The screenshot shows a web browser window with a form titled "Veterans:". The form contains several sections with checkboxes and links:

- Veterans:**
  - [Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran](#)
  - [Veterans' Employment Opportunity Act Eligible](#)
- Others:**
  - [Person with Disability](#)
  - [Outstanding Scholar](#)
  - [Current Student](#)
- Overseas Applicants Only:**
  - [Overseas Military Spouse Preference Eligible](#)
  - [Overseas Family Member Preference Eligible](#)
  - [Overseas Limited Appointment Eligible](#)
- None of the Above:**
  - If none of the above categories apply to you, you may still apply for Department of the Navy job announcements. Please review the "Who May Apply" section of the job announcement to determine whether or not you are eligible to apply before submitting your resume.

At the bottom of the form is a button labeled "Before proceeding, click here to SAVE".

Two callout boxes are present:

- A callout box pointing to the "Veterans' Employment Opportunity Act Eligible" link with the text: "Click on program to see definition below."
- A callout box pointing to the "Before proceeding, click here to SAVE" button with the text: "Click here to save"

Below the form, the text "III - PERSONAL INFORMATION" is visible.

The screenshot shows a window titled "HIRING PROGRAM DEFINITION" with the following content:

### Veterans' Employment Opportunity Act (VEOA)

You are eligible for this hiring category if you meet the definition below:

Preference eligibles or veterans who separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service.

Supporting documentation: DD-214(s) showing length of active duty service and type of discharge. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form. To obtain a copy of SF-15, click

The window has a status bar at the bottom showing "Done" and "Internet".

19. In the Work Experience section, **if you are currently holding the position that you have indicated**, the "Employed From" block should reflect the date you were employed into the position and the "To" block should reflect "Present", not a month and year.

**IV - WORK EXPERIENCE**

Enter the following information beginning with your most recent paid or volunteer work experience. Please list those experiences that are relevant to the kinds of positions you wish to be considered. There is space to include up to six (6) different positions.

(1)

Employed From: (Format: mm-yyyy) 01-2000 To: (Format: mm-yyyy or present) Present

Average Number of Hours Worked per Week: 40

Position Title: Electrician

If Federal civilian position:  
 Pay Plan: WG Series: 2805 Grade: 10

If promoted in this position, what was the date of the last promotion?  
 (Format: mm-yyyy) 01-2000

Are you a temporary employee? No

Are you on a temporary promotion? No

20. **Description of Duties/Accomplishments:** Use the ENTER key for line and paragraph breaks. **\*\*\*You must Insert a blank line after every 20 typed lines\*\*\*** Use TAB to jump to the next field. **You are limited to approximately 7700 characters.**

Agency or Company Name: Philadelphia Naval Shipyard

Mailing Address: 123 Wahoo Circle, Philadelphia, PA 19106

Supervisor Name: Mary Johnson Phone Number: (123) 456-7890

May we contact this supervisor? Yes/No Yes

**Description of Duties/Accomplishments:** [?](#) (Please use the ENTER key for line and paragraph breaks. Insert a blank line after every 20 typed lines. Use TAB to jump to the next field. You are limited to approximately 7700 characters.)

Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible

(2)

Employed From: (Format: mm-yyyy) 12-1998 To: (Format: mm-yyyy) 12-1999

Average Number of Hours Worked per Week: 40

Position Title: Computer Specialist

21. Additional Data Sheet questions appear in red and must be completed before the resume can be submitted.

**VII - ADDITIONAL DATA SHEET**

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions.

**1. Are you a United States citizen? Yes/No** Yes

**2. Please indicate if you are interested and available for any of the following types of positions:**

- Part Time
- Temporary (positions lasting less than 1 year)
- Term (positions lasting 1 year or more, but less than 4 years)
- Shift Work
- Intermittent (on-call)
- Not interested/available in any of the above types of positions

**3. How many days per month would you be available for work-related travel?**

22. Convert Demonstration Project pay plans and grades to their General Schedule equivalent.

**5. What is the lowest Federal civilian pay plan and grade you will accept? Please check <http://www.opm.gov/oca/payrates/index.htm> to view Federal pay rates. Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.**

Pay Plan: GS Grade: 12

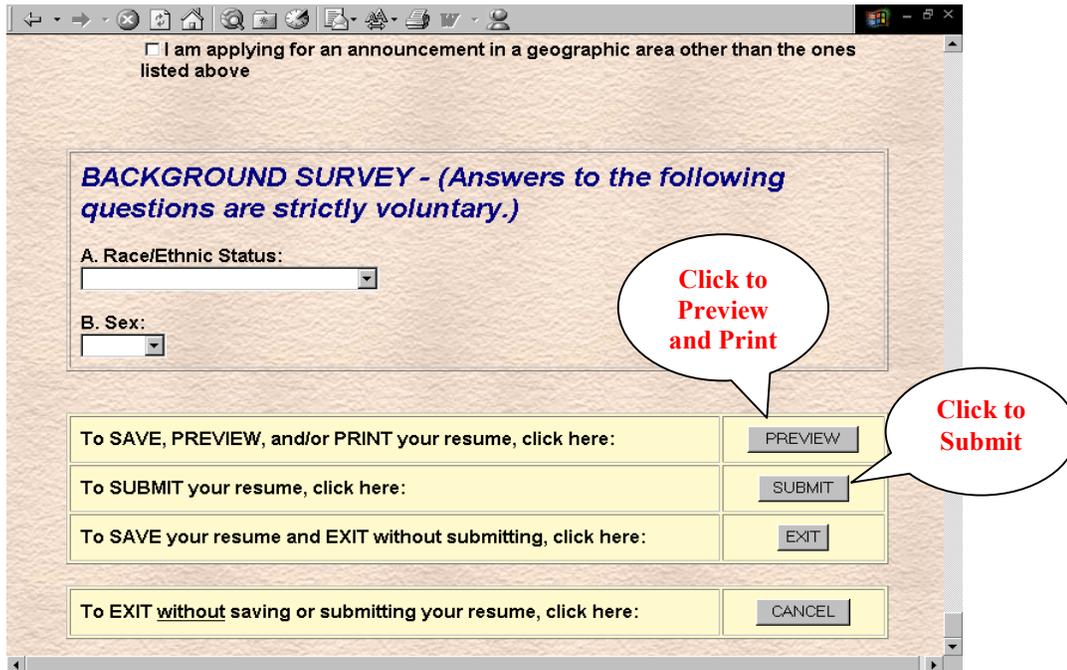
**6. What is the lowest salary that you will accept? Convert hourly wages to an annual salary. (Annual salary = hourly wage x 2087).**

\$55,000.00

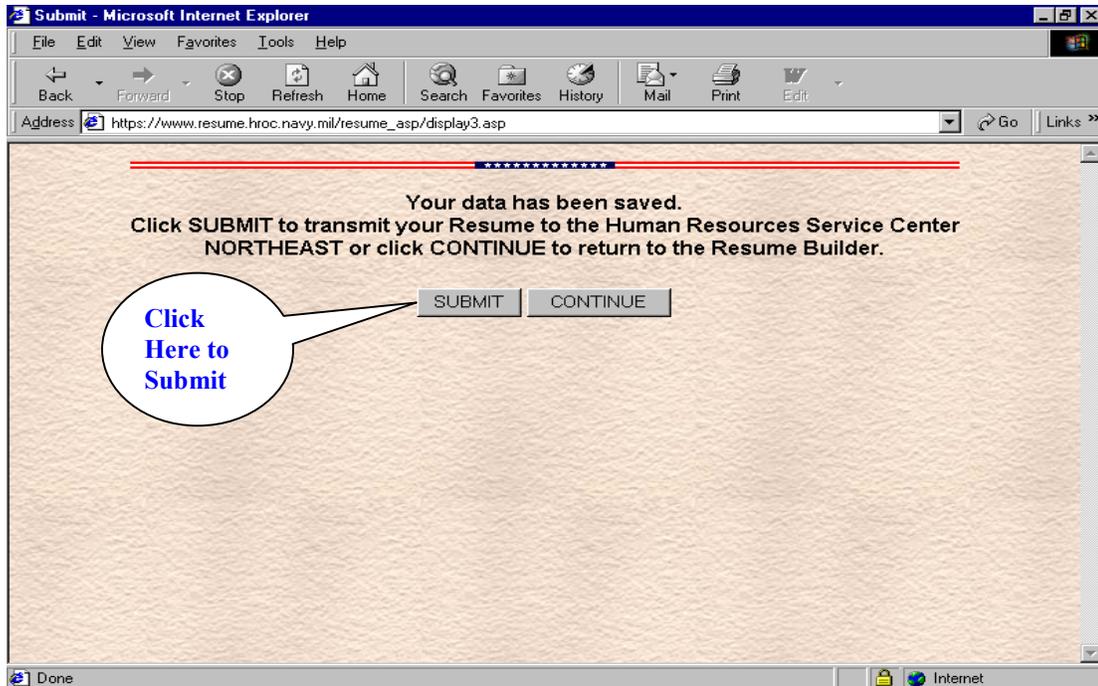
**7. If you are a current/former Federal civilian employee, what is/was the highest pay plan and grade you held on a permanent basis? Convert Demonstration Project pay plans and grades to their General Schedule equivalent. Please click [here](#) to view a Demonstration Project Pay Plan Conversion Chart.**

Pay Plan: GS Grade: 12

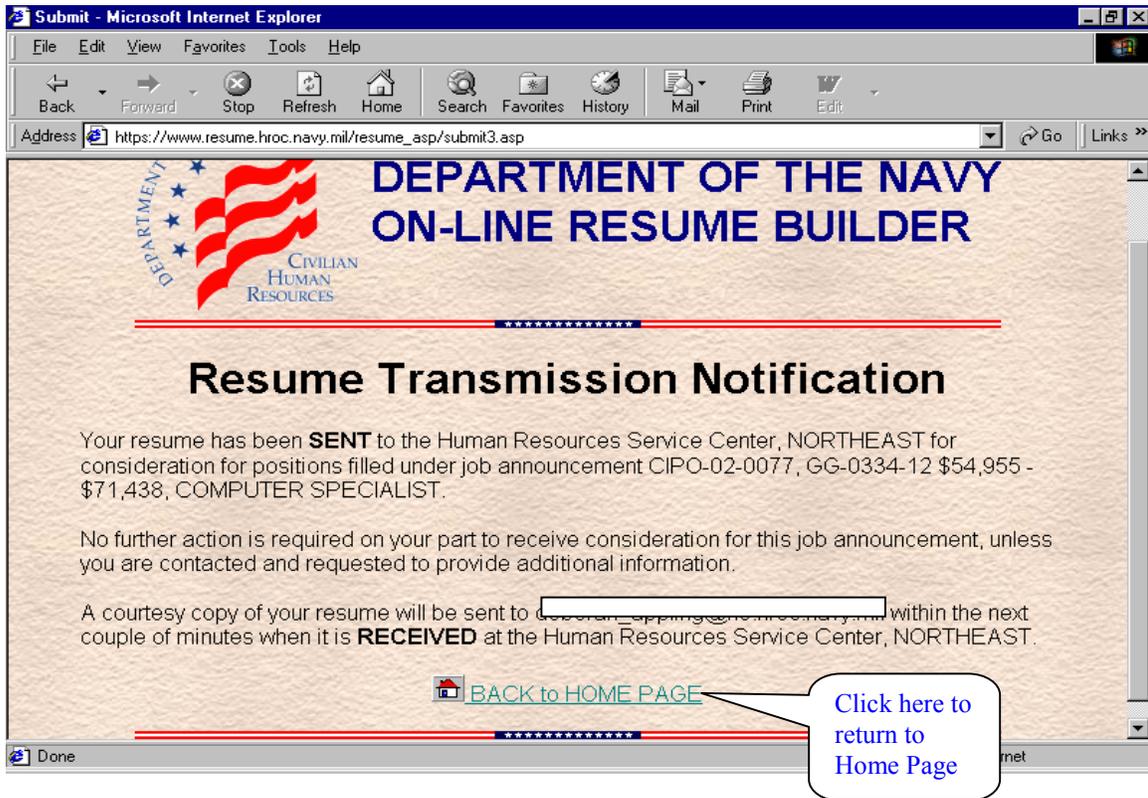
23. Upon completing the resume, it can be saved, previewed and printed by clicking on the button marked **Preview**. If submitting the resume, be sure to click the button marked **Submit**. If you wish to save the resume but not submit it, click on **Exit**.



24. When the SUBMIT button is clicked, the following is displayed.



25. A notification of transmission will be displayed and an email confirmation will be sent to the email address entered in the Resume Builder. Complete the process by clicking on **BACK to HOME PAGE**. Allow **2-3 workdays** for the resume to become active in the Northeast Region's inventory database.



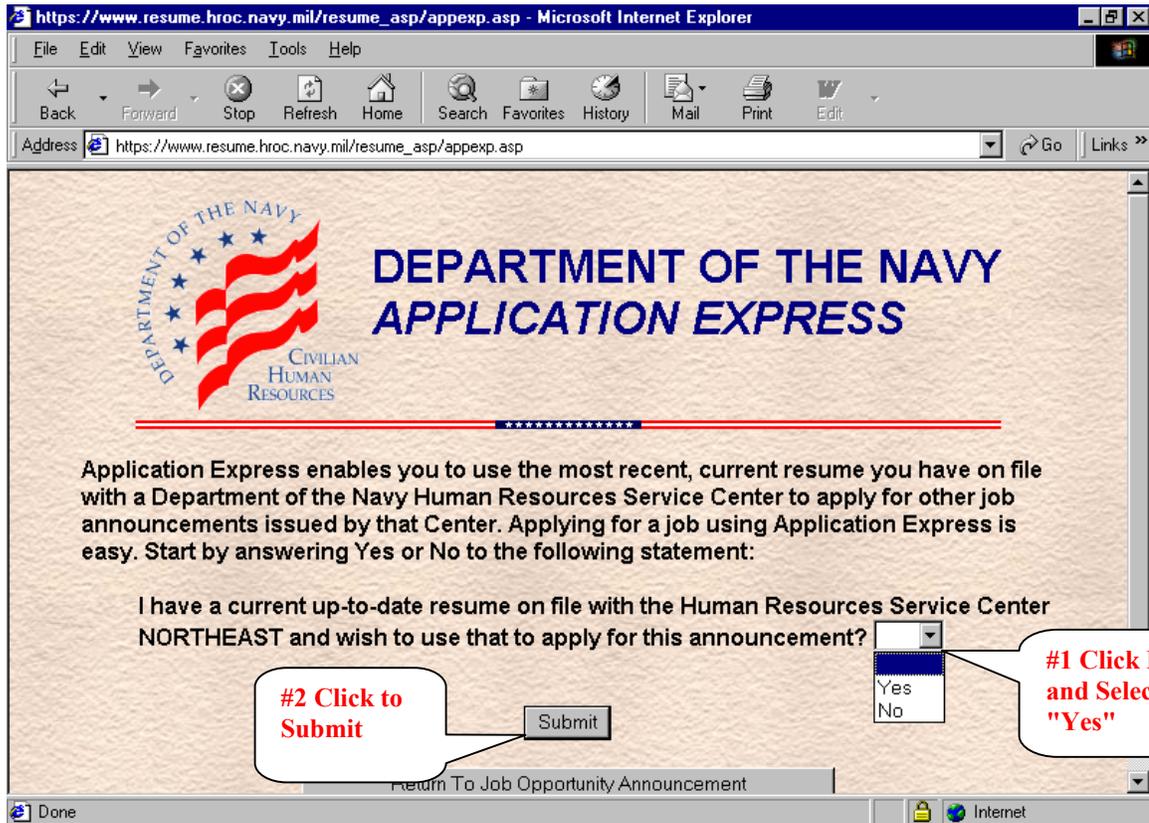
## USING APPLICATION EXPRESS

1. Once your resume has been submitted and is active in the Northeast Region's database, additional job announcement numbers may be added by using Application Express. **Note:** Do not use Application Express unless you have an active resume on file with our office. Allow 48 hours for processing after the resume has been submitted.
2. Log on the internet and type <http://www.donhr.navy.mil>. It will automatically open to the Department of Navy Human Resources (DONHR) homepage. Navigate to the **Job Opportunities** tab and click. Click on **Jobs, Jobs, Jobs**, then on **Click Here to Continue**. Select Northeast Region from the map and wait for the job listing to open. Navigate to the job announcement you wish to add to your resume and scroll to the bottom just as was done for the Resume Builder. Click on the button marked **Application Express**.

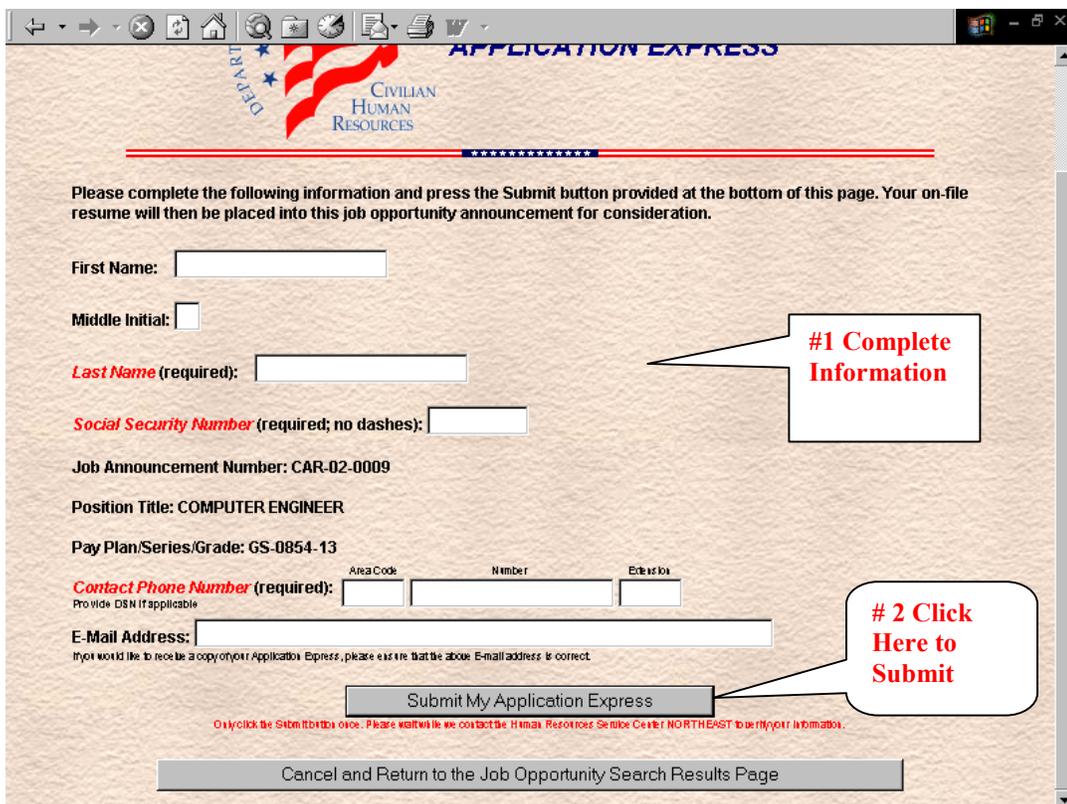
<b>Pre-employment Requirements:</b>	Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment. Some positions may require successful completion of a physical examination, agility test, pre-employment drug test, and/or participation in the Anthrax vaccine immunization program if applying for an emergency essential position. Selectees required to meet one or more of these employment conditions before appointment will receive a tentative offer of employment. An offer of employment may be rescinded if the selectee fails to report to any of the scheduled appointments, fails the medical/agility/drug test, lacks the certification requirements, or is unable to obtain a security clearance. Incumbents of drug testing designated positions will be subject to random testing. Drug test results will be provided to the employing activity/command.
<p>Take Me to the Resume Builder</p> <p>Application Express</p>	
<p><b>Click here for Application Express</b></p>	
<p>The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.</p> <p>The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact the Equal Employment Opportunity staff at HRSC Northeast (215) 408-5250, DSN: 243-5250 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.</p>	

Done Internet

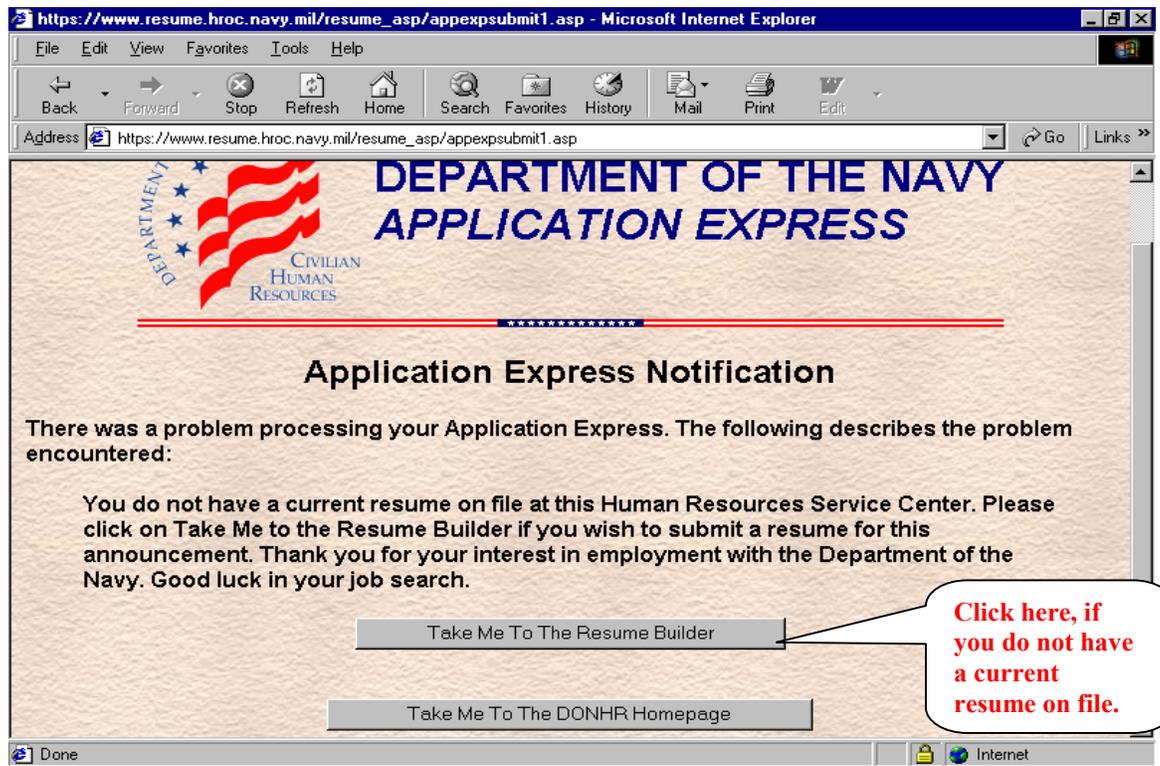
- Once the Application Express page is displayed, click on the down arrow on the box next to the question: "I have a current up-to-date resume on file with the Human Resources Service Center Northeast and wish to use that to apply for this announcement? Select "Yes". Click on the button marked **Submit**.



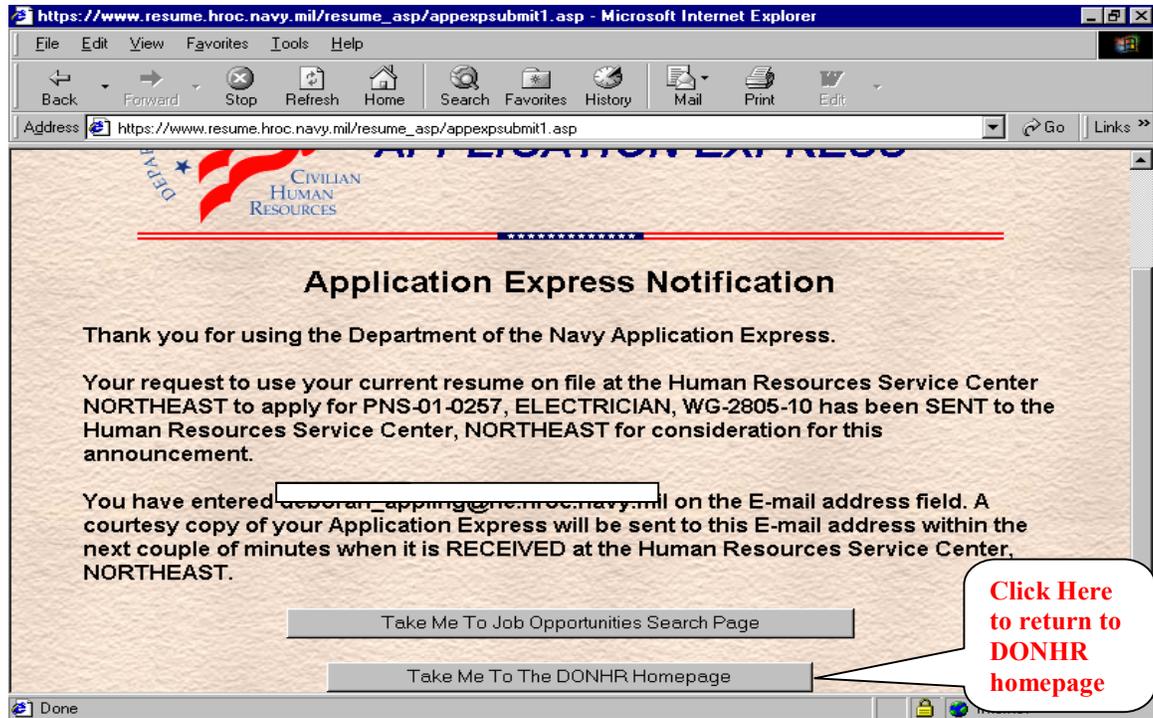
- When the Application Express page opens, complete all requested information making sure the ones in red are complete. Be certain your Social Security Number is entered correctly - this is very important. When finished, click on the button marked **Submit My Application Express**.



5. This Application Express Notification will display if you **do not** have a current resume on file as was indicated earlier. Click on Take Me to Resume Builder in order to create a new resume.



6. This Application Express Notification will display if you **do have** a current resume on file as indicated.
7. A copy of your Application Express information will be emailed to the address you provided.
8. Either close the browser or return to the DONHR homepage by clicking on the button marked **Take Me To The DONHR Homepage**.



## PRINTING A HARD COPY OF YOUR RESUME

1. To print a hard copy of your resume, from the last page of the Resume Builder click on the button marked **Preview**.

I am applying for an announcement in a geographic area other than the ones listed above

**BACKGROUND SURVEY - (Answers to the following questions are strictly voluntary.)**

A. Race/Ethnic Status:

B. Sex:

To SAVE, PREVIEW, and/or PRINT your resume, click here:	<input type="button" value="PREVIEW"/>
To SUBMIT your resume, click here:	<input type="button" value="SUBMIT"/>
To SAVE your resume and EXIT without submitting, click here:	<input type="button" value="EXIT"/>
To EXIT <u>without</u> saving or submitting your resume, click here:	<input type="button" value="CANCEL"/>

A callout bubble with the text "Click Here" points to the PREVIEW button.

2. A copy of your resume will be displayed. In the Browser's top menu bar, click on File.
3. Click on **Print** to produce a hard copy of the resume.

Preview - Microsoft Internet Explorer

File Edit View Favorites Tools Help

New Open... Edit Save Save As... Page Setup... Print... Print Preview... Send Import and Export... Properties Work Offline Close

Click on File

Click Here to Print

**EXPERIENCE 1:**  
09-1997 to present, 40 hours per week; Budget Assistant, GS-561-07; Temporary Employee No; Temporary Promotion No; Financial Resource Mgmt Dept, Naval Submarine Base Bangor, Timber Wolf, 555-2222

Duties and Accomplishments: Maintain budget unique files, including reports, fund authorizations and correspondence. Prepare fund authorization changes utilizing Excel, Budget Optar, Starlan and Stars-FL programs. Assist in the development and maintenance of statistical and budget cost systems, including historical costs. Independently gather data and produce statistical graphs and charts for briefs by higher authority. Gather monthly obligation data from Starlan as required. Maintain command unfunded list. Maintain a comprehensive work unit program by collecting work units to be used in various budget submission and reports. Develop spreadsheets/financial reports as required utilizing Microsoft Office programs. Assist in the preparation of budget and apportionment exhibits and associated budgetary data. Compile budgetary data in recurring

Edits this page.

4. Printer information will be displayed – click on **OK** and resume will print

