

memorandum

DATE: May 4, 1999

REPLY TO

ATTN OF: AD-442:Kent

SUBJECT: **APPLICATIONS FOR FEDERAL EMPLOYMENT**

TO: All ORO and OSTI Employees

As many of you aware, on December 31, 1994, the Office of Personnel Management (OPM) discontinued the requirement to use the SF-171, Application for Federal Employment, when requesting employment consideration from a Federal employer. This OPM policy remains in effect, and applicants may submit any of the following when applying for Federal employment at Oak Ridge Operations Office or the Office of Scientific and Technical Information:

- ✓ **SF-171, Application for Federal Employment.** Electronic versions of this form are available in the Human Resources Information Center, Room 1202 of the Federal Building; the Training Resources Center, Room G055 of the Federal Building; or in the Turnpike Building, 55 Jefferson Circle, Room 211K. This form is not available on the Internet.
- ✓ **OF-612, Optional Application for Federal Employment.** An electronic version of this form is available from the employment link on the Human Resources web site, or it can be accessed directly at <http://www.opm.gov/forms/html/of.htm>. Two electronic versions are available at this site. The PDF/F version can be completed online and printed, but not saved. The Word version can be saved to a disk, completed, printed, and saved again for future use.
- ✓ **Resume.** An online resume builder is also available from the employment link on the Human Resources web site or it can be accessed directly at <http://resume.usajobs.opm.gov/access.asp>.
- ✓ **Any other application** that the applicant feels clearly demonstrates job related knowledge, skills, and abilities.

Regardless of the chosen format, it is important to be especially careful to ensure that information contained in application materials is accurate and complete. Applicants should ensure that sufficient information is provided to allow Personnel and Management Analysis Branch (PMAB) staff to make qualifications and time-in-grade determinations, as well as to rate and rank applicants based on the ranking factors applicable to each job posting. Applicants are encouraged to address the knowledge, skills, and abilities identified in each vacancy announcement or recruiting bulletin in an attachment to their application materials.

Employees are reminded that personal knowledge of an applicant's grade, experience, education, etc., may not be used in the evaluation of a candidate for employment consideration. PMAB staff must depend solely on information contained in each applicant's application package to assess the applicant's eligibility for consideration. Consequently, omission of specific information from application materials, particularly dates of service, job series and grade levels, type and level of degree, and other educational information may result in applicants being rated *ineligible* for positions for which they might otherwise be considered. Applicants are responsible for assuring that basic information needed to make time-in-grade and qualifications determinations is included in their application package. PMAB staff will not use information contained in official personnel files to supplement insufficient information provided by applicants.

At a minimum, applicants should ensure that the following information is included in application materials submitted for consideration to PMAB:

Job Information - Announcement number, title, and grade.

Personal Information- Full name, mailing address (with zip code), day and evening phone numbers (with area code), social security number, country of citizenship, veterans' preference, reinstatement eligibility, highest Federal civilian grade held.

Education - High school name, city and state, colleges or universities, name, city and state, majors and type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours).

Work Experience - job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary, and indicate whether or not your current supervisor may be contacted. Prepare a separate entry for each job.

Other Qualifications - job related training courses (title and year); job related skills; job related certificates and licenses; job related honors, awards, and special accomplishments. Applicants should note these items in application materials; copies of certificates, etc., are not necessary.

If you are applying for a position with another Department of Energy field office or another Federal agency, you should refer to procedures described in the vacancy announcement or recruiting bulletin or check with the Human Resources organization in that field office or agency regarding their application procedures. Questions regarding application procedures at Oak Ridge Operations or the Office of Scientific and Technical Information should be directed to your Personnel Management Specialist.

Lois Jago, Chief
Personnel and Management
Analysis Branch