

Appendix J – How to Apply

500	<p>EXTERNAL - To be considered for civil service vacancies serviced by the Air Force Personnel Center (AFPC), you must have a verified resume and supplemental data on file prior to self-nominating for job consideration. If you do not have a verified resume on file and are submitting your resume, you will be able to self-nominate only after your resume has been processed. If you do not have a resume on file, detailed instructions on “How to Apply” are available in our Job Kit at http://www.afpc.randolph.af.mil/afjobs or by calling 1-800-699-4473 (within area code (210) 527-2377); TDD users call 1-800-382-0893 (within area code (210) 565-2928) between the hours of 0730 - 1630 (CST). Resumes can be submitted 3 ways:</p> <ol style="list-style-type: none"> 1) On-line through our Resume Writer at http://www.afpc.randolph.af.mil/afjobs, 2) By E-mail: Prepare resume in the body of your E-mail. Place “Applicant Information” in the subject line of E-mail and send to: Ext.Resume@randolph.af.mil 3) Mail hard copy resume to: HQ AFPC/DPCTDC, ATTN: Recruitment Call Center, 550 C Street West Suite 57, Randolph AFB TX 78150-4759. Only properly formatted resumes and supplemental data will be considered. The SF-171 and OF-612 are no longer accepted as an application for employment. You must allow at least 5 working days for the verification of your resume. If you already have an active resume on file with AFPC, you must self-nominate for this specific announcement. All self-nominations must be accomplished by the closing date. <p>If you have questions or comments on application procedures, please E-mail recruitment.center@randolph.af.mil.</p>
501	<p>INTERNAL - You must self-nominate for this vacancy electronically at http://www.afpc.randolph.af.mil/afjobs or by calling 1-800-997-2378 (within area code 210 call 527-2378); TDD users call 1-800-382-0839 (within area code 210 call 565-2928) between the hours of 0730 - 1630 (CST). All self-nominations must be accomplished by the closing date.</p>
502	<p>DEU ONLY - This position is being announced under the Air Force Personnel Center Delegated Examining Unit (DEU) authority and is “Open to all U S citizens” unless otherwise specified in the announcement. If you already have an active resume and supplemental data on file with the Air Force Personnel Center, you must also self-nominate by the closing date of the specific announcement in order to receive consideration. If you do not have a verified resume on file and are submitting an initial resume on-line through our Resume Writer, you may self-nominate at the same time. If you are submitting an initial resume by mail or E-mail only, you may include the announcement number on your supplemental data sheet. Initial resumes must also be received by the closing date of the announcement. If you do not have a resume on file, detailed instructions on How to Apply are available on our Job Kit at http://www.afpc.randolph.af.mil/afjobs or by calling 1-800-699-4473 (within area code 210 call 527-2377); TDD users call 1-800-382-3893 (within area code 210 call 565-2928) between the hours of 0730 - 1630 (CST). Resumes may be submitted 3 ways:</p> <ol style="list-style-type: none"> 1) On-line through our Resume Writer at http://www.afpc.randolph.af.mil/afjobs, 2) By E-mail: Prepare resume in the body of your E-mail Place “Applicant Information” in the subject line of E-mail and send to: Ext.Resume@randolph.af.mil 3) Mail hard copy resume to: HQ AFPC/DPCTDC, ATTN: Recruitment Call Center, 550 C Street West Suite 57, Randolph AFB TX 78150-4759. Only properly formatted resumes and supplemental data will be considered. The SF-171 and OF-612 are no longer accepted as an application for employment. You must allow at least 5 working days for the verification of your resume. If you already have an active resume on file with AFPC, you must self-nominate for this specific announcement. All self-nominations must be accomplished by the closing date. <p>If you have questions or comments on application procedures, please E-mail recruitment.center@randolph.af.mil.</p>