

**MESSAGE APPROVED FOR RELEASE  
BY DIRECTOR HRO BEAUFORT "TRI-COMMAND"**

**1 OCT 2004**

**Please ensure that this information is available to employees who do not have computer access.**

**HOW CIVIL SERVICE JOBS ARE FILLED...**

When filled through competitive procedures, civil service positions at MCRD Parris Island, Naval Dental Center Parris Island, 6th Marine Corps Recruiting District, Naval Hospital Beaufort, and the Marine Corps Air Station Beaufort, are recruited for either through the Dept of Navy RESUMIX system or through the U.S. Office of Personnel Management's Delegated Examining Unit (DEU) system.

**...THROUGH DEPT OF THE NAVY'S RESUMIX SYSTEM  
FOR APPLICANTS WITH CIVIL SERVICE "STATUS"**

\*\* Recruitment through RESUMIX is almost always used when it is believed that there is a pool of eligible and qualified applicants who are already in the Federal civil service or who are eligible to be appointed to Federal civil service.

\*\* RESUMIX job applications must be submitted electronically via the following website:  
[www.donhr.navy.mil](http://www.donhr.navy.mil).

\*\* All positions in the Beaufort SC Navy-Marine Corps Tri-Command are located in the DON SOUTHEAST region. With only rare exceptions, all vacancies are subject to Department of Defense Priority Placement Program (PPP).

\*\* The Civil Service Vacancy Listing can be accessed at any time at [www.nhbeaufort.med.navy.mil](http://www.nhbeaufort.med.navy.mil) or from computers on the Parris Island LAN at <http://intranet> click "Unit Pages", click "Civilian Human Resources, click "Job Vacancies".

**RESUMIX GUIDANCE**

\*\* To ensure that you are considered for positions for which you may be interested, you MUST have an active RESUMIX resume' in the HRSC-SE database at all times! If you need help preparing or submitting your electronic RESUMIX resume', it is recommended that you update your hardcopy resume (SF-171 or equivalent) and find someone who is comfortable using the computer to help you complete the electronic resume' and submit it to HRSC-SE.

\*\* Be sure to designate the SPECIFIC POSITION OR JOB SERIES that you would like to be considered for on your RESUMIX resume'. To update the position series for which you are interested, you can either modify your RESUMIX resume'; OR, you can notify HRSC-SE of your interest in another position series (without modifying your RESUMIX resume') using the "APPLY NOW" feature on the DON website (Be sure to click this button twice).

\*\* If you already have civil service status, go to the Jobs, Jobs, Jobs link on the [www.donhr.navy.mil](http://www.donhr.navy.mil) website, click SE region, then enter the four-digit series of the position you're interested in. This should generate the open-continuous, Navy job announcement for the type of position you are interested in being considered for.

\*\* Be sure to show the LOWEST grade level (or pay rate) that you would be willing to accept, even if it is not the grade level that you would ideally like to have.

\*\* RESUMIX resumes are maintained in the HRSC-SE database for one year. Be sure to update your RESUMIX resume' at least once each year so that it is not deleted from the database!! Review "key words" that may be helpful in preparing your RESUMIX resume' in the government-wide qualification standards for the position series you're interested in. These are located at [www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm)

\*\* **Additional guidance on how to complete and submit a RESUMIX resume' is found at [www.donhr.navy.mil](http://www.donhr.navy.mil) (click Jobs, Jobs, Jobs).**

\*\* **Applicants with active duty military service may have civil service "status" and be eligible for recruitment through RESUMIX under authorities in the Veterans' Readjustment Act (VRA) or the Veterans' Employment Opportunity Act (VEOA). Additional information can be found at <http://www.opm.gov/veterans/html/vetguide.asp#6>.**

**..THROUGH OPM'S DELEGATED EXAMINING UNIT (DEU)  
FOR EXTERNAL RECRUITMENTS**

\*\* DEU (or external recruitment) is used to fill civil service jobs that are historically hard-to-fill with current civil service employees or other eligible candidates.

\*\* Vacancies being recruited for through OPM Delegated Examining Unit (DEU) are posted on both of the following websites: [www.usajobs.opm.gov](http://www.usajobs.opm.gov) and [www.donhr.navy.mil](http://www.donhr.navy.mil)

\*\* Be sure to follow the instructions carefully on how to apply for positions being recruited for through DEU!

\*\* Laws and regulations concerning veteran's preference apply in external recruitment procedures. For more information about Veterans Preference in civil service hiring, go to <http://www.opm.gov/veterans/html/vetguide.asp#2>.

## CURRENT CIVIL SERVICE VACANCIES

### MCRD, PARRIS ISLAND

(2) Laborer WG-3502-03	DEU ONLY ANN #SE-04-3502-03MR223048DE \$11.13-\$12.98 ph
(3) Firefighter (Basic Life Support) GS-0081-07	DEU ONLY \$33,071-\$42,993 pa
Management Assistant (OA) GS-0344-07	RESUMIX \$33,071-\$42,993 pa
Supv. Engineering Technician GS-0082-11	RESUMIX/MCRD ONLY \$48,947-\$63,629 pa

### MCAS BEAUFORT

Air Traffic Control Specialist GS-2152-11	Open to Only VRA \$48,947-\$63,629 pa
Fire Chief GS-0081-12	RESUMIX \$58,665-\$76,261 pa

### NAVAL HOSPITAL BEAUFORT

Lead Diagnostic Radiologic Technologist (Mammography) GS-0647-09	RESUMIX/DEU (All U. S. Citizens) \$40,454-\$52,591 pa
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### NAVAL DENTAL CENTER

None

### 6<sup>th</sup> MARINE CORPS DISTRICT

None

**THE DEPARTMENT OF NAVY AND THE UNITED STATES MARINE CORPS SUPPORT FEDERAL MERIT SYSTEM PRINCIPLES (5 USC 2301) AND EQUAL EMPLOYMENT OPPORTUNITY (29 USC) IN HIRING AND FILLING CIVIL SERVICE POSITIONS.** Consideration of applications and selections will be made without regard to applicant's race, color, national origin, religion, sex, age, marital status, political affiliation, qualified handicapping/disabling condition, or appropriate exercise of protected activity that is prohibited under any law or regulation. Unless authorized by law or regulation, no

preference or advantage will be afforded to any employee or applicant for employment for the purpose of improving or injuring the prospects or any particular person for employment. The employer shall neither deceive nor willfully obstruct any person with respect to such person's right to compete for employment nor influence any person to withdraw from competition for any position for the purpose of improving or injuring the prospects of any other person for employment

**FOOD FOR THOUGHT**

*"You cannot shake hands with a clenched fist."*

*Golda Meir 1898-1978*