

*****ATTENTION ALL APPLICANTS IN THE SOUTHEAST REGION*****

The Human Resources Service Center Southeast has revised and expanded the list of geographic locations you can choose from when applying for vacancies we service. The revised list adds some new locations and separates others that were formerly grouped together. If you are currently registered for Jacksonville, FL; Pensacola, FL; Corpus Christi, TX; or Norfolk, VA., you must update your preference selection. These areas have been changed to allow more specific selections:

- a. Mayport, FL (previously included in Jacksonville, FL)
- B. Milton and Panama City, FL (previously included in Pensacola, FL)
- C. Kingsville and Ingleside, TX (previously included in Corpus Christi, TX)
- D. Chesapeake, Newport News, and Virginia Beach, VA (previously included in Norfolk, VA)

Please make any changes by 8-31-02. We are currently making referrals based on both the old and the new geographic listings but beginning 9-01-02, referrals will be based only on the new geographic preference listing.

If your current geographic preferences include Jacksonville, FL; Pensacola, FL; Corpus Christi, TX; or Norfolk, VA., or if you want to update any other geographic preference locations, you may do so by one of the following methods:

1. Resubmit your resume through the Navy On-Line Resume Builder. This is the best and fastest way to get your resume into the applicant pool. Simply click on the "TAKE ME TO THE RESUME BUILDER" button at the bottom of the announcement you wish to apply for (SE0801, SE4749, etc.). To view SE job announcements go to:

http://www.resume.hroc.navy.mil/vacancy/vac_list.cfm?REGION=SOUTHEAST

The Resume Builder will format and submit your resume to us and you will receive immediate confirmation of the transmission. Your resume and Additional Data Sheet (ADS) information will automatically flow into the Resumix database.

When you access your saved resume in the Resume Builder, the geographic preference fields on your Additional Data Sheet will be blank if you have not updated your geographic preferences on a new ADS. Your previously submitted geographic preferences are still valid, but they will not appear due to the revised ADS format.

2. Submit your resume and ADS via e-mail. Because this method requires manual processing, it will take longer for your resume to become available in the candidate pool. To use this method, type "Resume - <your first and last name> - and the <Announcement Number>" on the subject line of your e-mail. Send your resume as the e-mail message, not as an attachment. E-mail attachments CANNOT be accepted. Include your responses to the ADS at the end of your resume text. Send to:

Wantajob@se.hroc.navy.mil

The ADS is available at http://www.donhr.navy.mil/jobs/ads_se.pdf.

3. Submit your resume and ADS via mail. Because this method requires scanning and manual processing, it will take longer for your resume to become available in the candidate pool. Mail your completed resume, ADS, and any additional documents required in the vacancy announcement to Human Resources Service Center Southeast, ATTN: Wantajob, 9110 Leonard Kimble Road, Stennis Space Center, MS 39522-0002. You may obtain a copy of the job kit with instructions at http://www.resume.hroc.navy.mil/pdf/jobkit_se.pdf.

If you submit by e-mail or hard copy, rather than through Navy's Resume Builder your resume must be processed manually. We can normally process hard copy and e-mail inputs within 2 business days of receipt but the time can be longer, depending on the number we have to manually process.

4. Submit your Geographic Preference changes via e-mail to wantajob@se.hroc.navy.mil. Include your full name, social security number and list all geographic preferences for which you wish to be considered. Changes that do not include full name and social security number will not be processed.

You should submit a new resume if you need to update your address, phone numbers, work history or education in addition to selecting new geographic preferences as directed above. **NOTE: Any time you submit a resume, you must reselect any additional series using the Application Express button at the bottom of each series announcement.** If you do not reselect additional series, you will be considered only under the series for which you submitted your most recent resume.

To see a list of positions by location and other helpful information, visit our website at <http://www.donhr.navy.mil/HRSC/southeast/localnews.htm>.