

BRAC - Fort Knox review of the information sessions

On Wednesday, April 15, representatives from Fort Knox visited IU Southeast to inform interested individuals about civilian career opportunities with the Army that will become available at Ft. Knox.

The one-hour sessions were filled with valuable information. Here are the highlights of what was discussed.

A flier is attached to this email which provides a great deal of information. Please read it carefully.

The employing program at Ft. Knox is known as the Army's Human Resource Center of Excellence or HRCOE. It will eventually employ about 5,000 people. In the near future, there will be 2,500 civilian employees. Although current civilian employees are being offered transfers to the new facility in Ft. Knox, it is anticipated that there will be openings for about 1,400 new civilian employees over the next three years. It is their plan to post about 400 positions on the web site this summer.

Construction is under way on a new, large office facility for the HRCOE. This facility (900,000 square feet) will be larger than all of the current buildings on the IU Southeast campus combined! Civilian employees do not wear uniforms. They are not 'in' the Army, but are Federal employees.

Candidates with any academic major will be considered. For example, six people who are currently employed in the Fort Knox program presented the information sessions. These six had degrees in elementary education, English, communications/public relations, aviation, and business administration.

The majority of positions that will be available will be in administration, human resources, and information technology. Additional opportunities are shown in the box on the lower right-hand corner of the attached flier.

Outstanding benefits are available including insurance, PTO, training, annual pay increases, a 401K equivalent, possible flex or alternative work scheduling, etc.

Four steps were suggested for candidates who are interested in civilian employment with Ft. Knox:

- 1) Begin by identifying the potential positions of interest to you. Go to the website: www.opm.gov/qualifications and click on USAJOBS to view the positions. Positions can be searched by position title, position series number, and / or geographic location.

The positions that are or will be most available will be:

HR Specialist	0201
HR Assistant	0203
Clerical & Administrative	0301
Information technology	2210

When the list is displayed, click on the job title to view a more detailed position description. Note the tabs at the top of the description for Duties, and Qualifications & Evaluations, etc. that explain the details for each position.

Candidates with bachelor's degrees generally begin at the GS 5 level. Masters candidates begin at the GS9 level.

- 2) To prepare credentials, a candidate MUST create an on-line resume using the system designed for the Army's civilian employment process. The website is: www.cpol.army.mil. At this site, click on Employment and then click on Build a Resume / View Status. New users must register to create a new account. Your Social Security Number is required for this process. Create your resume. Follow the on-screen directions and suggestions. Note that each section has space limits. It is suggested that you create your copy/text in Word where you can spell check and count your characters to be certain that everything is correct and not too long. When you have the information in the proper form, cut and paste your information into the resume sections of the CPOL site. Spell checking is not available in the CPOL resume section. **Be certain to SAVE your resume and to SUBMIT your resume. If the resume is not submitted, the copy will be purged after six months. A SUBMITTED resume will be kept on file indefinitely.
- 3) For in depth information on the resume preparation process, view the job kit about the application process at <http://www.oneknox.com/pdfs/jobkit.pdf>. This document will provide you with suggestions on how to prepare the resume. Only ONE resume can be maintained with the CPOL. Therefore, this resume MUST be totally comprehensive. You should be able to explain what you did, how you did it, and what happened because of your action.
- 4) To apply for positions, go to www.cpol.army.mil. Again, click on Employment and then click on Search for Jobs. This can be done by position title, occupation series number, and location. Don't select anything under Applicant Eligibility.

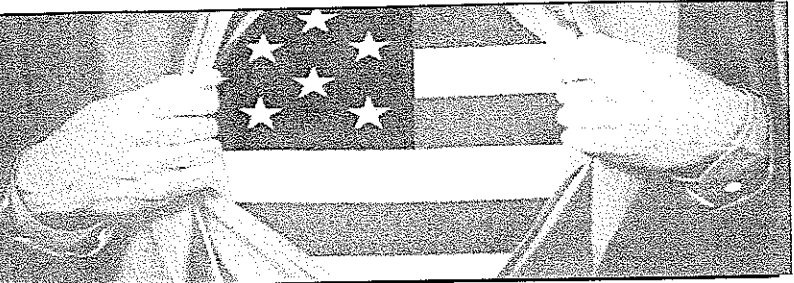
Review the vacancy announcements and read ALL of the information. Carefully check the location (Place of Work) of the position. Notice the qualifications required to make certain that you qualify and note WHO may apply.

If interested in the position, click the Self Nominate link. The system will submit the resume you have created, IF you both SAVED and SUBMITTED the resume when you created the document earlier.

- 5) To check your status in the application process, go to www.cpol.army.mil and click on Employment. Find Build a Resume / View Status and Login to your account. The Applicant Notification System Web-Enabled Response (ANSWER) tool allows you to check the status of your application. You can also send a 'request' to an HR Assistant who will respond to your inquiry.
- 6) To attend a three-hour training symposium at which all of this will be explained, go to http://www.oneknox.com/federal_hiring_symposium.php. You MUST preregister for symposiums which are held on the second Friday of each month at the Elizabethtown Community and Technical College campus.
- 7) To be hired into a special post-graduation internship, go to <http://ncweb.ria.army.mil/dainterns/default.htm>. Internships are designed for college graduates and are paying positions that lead to permanent employment. These are great opportunities.

Best wishes with your career search

Civilian Careers



Career Growth Potential

Tuition Assistance

Student Loan Repayment

**Recruitment and Retention
Bonuses**

Competitive Salaries

Flexible Work Schedules

**We have an
exciting career for you!**

Interested?

To apply go to:
www.cpol.army.mil
Or
www.usajobs.gov

To view qualification standards, visit:
www.opm.gov/qualifications

Intern Opportunities:
<https://ncweb.ria.army.mil/dainterns/default.htm>

Please contact:

**Fort Knox Civilian Personnel
Advisory Center (CPAC)**

502-624-3429

- Other Benefits Include:**
- *Generous Health & Life Insurance Coverage*
 - *Matching Retirement Contributions/Excellent Retirement System*
 - *Instant Accrual of Holidays & Vacation Time*
 - *Lifetime learning and professional development*

CIVILIAN CAREER

- Live and work in diverse locations throughout the United States and around the world
- Work with advanced technologies on specialized equipment and sophisticated multi-billion dollar projects in **world-class laboratories**
- Opportunities for tuition assistance or loan repayment
- Potential **Recruitment BONUSES**
- Internships available

**Department of the Army
Ranks #10 among**

**The Best Places to
Work**

**In the Federal
Government 2007**



Wide Variety of Civilian Career Opportunities:

- Engineer
- Researcher
- IT Specialist
- HR Specialist
- Budget Analyst
- Secretary
- Anthropologist
- Quality Assurance Specialist
- Doctors
- Nurses
- Psychologists
- Training Specialist
- Lawyers
- Office Assistant