

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER & FORT POLK
FORT POLK, LOUISIANA 71459

CIVILIAN PERSONNEL
BULLETIN NO. 14-02

10 June 2002

THE ARMY MWR REFERRAL PROGRAM

The Army MWR Referral Program was established to attract and retain highly qualified employees by providing greater career opportunity for promotion, transfer and reassignment to managerial, professional, technical and administrative positions. Central rosters of eligible employees are maintained by the Morale, Welfare and Recreational Staffing Office in Alexandria, Virginia. Referral lists from the program are comprised of candidates determined as best qualified at levels GS-09 and NF-4 and above.

Any qualified person may register in the Army MWR Referral Program. All NAF employees who are eligible for NF-4 and above are required to register in the program. Registrants identify geographical location preferences and positions for which they want to be considered for employment.

The Army MWR Referral Program has a new automated process to speed filling positions at grade levels GS-09 and NF-4 and above. The Resumix system, designed specifically for use by Personnel Staffing Specialists, quickly and efficiently identifies the best available candidates to fill vacant positions.

HOW TO APPLY

Prepare a traditional-style resume by using the on-line resume builder available at www.mwrjobs.army.mil. Complete or provide the information requested in the Supplemental Data Sheet (available on-line or by request from the MWR Referral Office at staffing@cfsc.army.mil)

HOW TO SUBMIT YOUR RESUME

INTERNET - The best way to submit your resume is to use the on-line resume builder at www.mwrjobs.army.mil. It prepares and submits your resume, in the proper format, directly to the Army MWR Referral Office.

E-MAIL - You may submit your resume via e-mail. Copy and paste your resume and Supplemental Data Sheet into the body of your e-mail message. Do not send your resume and Supplemental Data Sheets as attachments to the e-mail message. Title your message "MWR Resume" and address it to refermwr@cfsc.army.mil.

U.S. MAIL - You may mail your resume and Supplemental Data Sheet to the MWR Referral Office at the following address: US Army Community and Family Support Center, Attn: CFSC-HRC, 4700 King Street, Alexandria, VA 22302-4407.

THINGS TO REMEMBER WHEN SUBMITTING YOUR RESUME

Follow the instructions for preparing and submitting your resume that are provided at www.mwrjobs.army.mil. Complete the MWR Supplemental Data Sheet and Geographic Location Form. Submit only one resume, even though you may be applying for more than one vacancy announcement. Do not use a cover letter. Do not fax your resume.

For additional information on the MWR Referral Program contact Mr. Bill R. Chance, NAF Human Resources Officer at 531-4906.

//ORIGINAL SIGNED//

DONALD R.MALLET
Director of Civilian Personnel
Advisory Center