

# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement		2 Grade(s) applying for		3 Announcement number	
4 Last name		First and middle names		5 Social Security Number	
6 Mailing Address 7221				7 Phone numbers (include area code)	
City Rio Linda		State CA	ZIP Code 95673	Daytime: (916)	
				Evening: (916)	

## WORK EXPERIENCE

8 Describe your paid and non-paid work experience related to the job for which you are applying. Do not attach job descriptions.

1) Job title (if Federal, include series and grade)

### Full-time Student/ Non-profit Internships/Other Activities

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
09-98	05-02	N/A	N/A	N/A
Employer's Name and address American River College, Sacramento, CA and California State University (CSUS), Sacramento, CA				Supervisor's name and phone number (916) 278-5668

Describe your duties and accomplishments

## Summary of work experience during my educational pursuits for my Bachelor of Science in Health and Human Services in Recreation Administration with a concentration in Recreation and Park Management:

- (1) My recent internship was with the American Humanics non-profit management organization at CSUS (8 hours per week, total of 160 hours (total of one month) from January thru May 2002. My activities included working on fundraising activities, hosting information booths, managing the nonprofit career fair, and setting up community outreach presentations.
- (2) I worked full-time as an Intern at the City of Sacramento's Dept. of Parks and Recreation as a Recreation Program Leader (total of 640 hours equivalent to four months) from May thru August 2001. Planned and implemented full and part-day recreation programs for children 6-12 years old. Also planned and managed field trips, special events, and other recreation activities. I supervised a six-person staff, by preparing their planned/scheduled work hours, processed time sheets, and conducted weekly activity programming meetings. Planned and supervised the serving of over 200 lunch meals daily for program attendees of the sponsored by the U.S. Dept. of Agriculture free lunch program.
- (3) I worked another internship with the California Parks and Recreation Society from January 30<sup>th</sup> thru May 10<sup>th</sup> 2001 (12 hours per week, total of 180 hours). I assisted in the planning and coordinating of the 2001 California and Pacific Southwest Recreation and Park Training Conference. Hosted by the National Recreation and Park Association the purpose of the conference was the Recreation and Park Conference provided educational sessions, networking opportunities, professional development, and awards. I supervised four temporary

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voluntary employees, and documented attendance and hotel reservation, assembled conference attendee packages, and scheduled conference events. I tabulated and compiled post-conference surveys for continuing education units for professional development.

**Accomplishments:**

- Certificate of Appreciation from the Board of Trustees of the Rio Linda School District in recognition of the friendship, time and effort given in serving and promoting the Volunteer Program during 1998-2003
- Graduated Cum Laude from CSUS with a GPA of 3.69 in May 2002.
- Awarded \$500 from the California Parks and Recreation Society for my dedicated performance.
- Awarded \$250 Foundation Scholarship from the Soroptimist International Sacramento North while I attended American River College.
- Earned my AA Degree at American River College with Honors a GPA of 3.46.
- Received Student Association Instructional Award in recognition of outstanding achievement in physical education/recreation

**Volunteer Work:**

- Volunteer at the California Alliance of Child and Family Services since November 2002.
- Volunteer planner and programmer for Winter STARS Extravaganza for Healthy Start in collaboration with AmeriCorps in Rancho Cordova, CA from August thru December 2001.
- Volunteer as the swimming event coordinator for the 1999 Sacramento Area Special Olympics at American River College.
- Volunteered in the 1999 Fifteenth Annual A.C.T. (Ability to Compete Together) games at American River College I served as a participant awards coordinator.
- Volunteered and managed a sponge painting event booth for the 1999 Eighth Annual Sacramento Kids Catch a Smile Event for the physically challenged.
- Volunteered by assisting the Arden Manor Parks District director by coordinating recreational events during the 1999 Alliance for Excellence Annual Community Celebration.

2) Job title (if Federal, include series)

Procurement Clerk (typing) Office Automation GS-1106-04

From (MM/YY)

To (MM/YY)

Salary

Per

Hours per week

06-23-97

09-23-99

19,212

year

40

Employer's Name and address

77 SM-ALC/ PKOS  
McClellan AFB, CA

95652-1314

Supervisor's name and phone number

Phone Number Unknown

Describe your duties and accomplishments

Performed technical work in support of the contracts used to purchase equipment, services, or supplies for the federal government. I prepared and maintained procurement files, e.g., contracts, purchase orders, proposals, and close-out files. I monitored and reported contractor progress reports by compiling, tabulating the Delivery/Indefinite Quantity contracts. In addition, I researched and compiled information using the Davis-Bacon Act regulation, to make sure contractors were receiving the correct pay/wages. I maintained and updated changes to procurement manuals and regulations, as well as review and maintain procurement documents. I monitored, prepared and posted organizational Defense Civilian Payroll System entries in the automated payroll program (Marathon Telenet). I typed, issued, and monitored contractor identification badges. I screened contractor personnel listings against barment and suspension lists. I Prepared procurement documents for litigations, performed duties associated with the operation or administration of procurement documentation, prepared and reviewed contract information, and performed general office clerical work. Systems used were Base Contracting Acquisition System (BCAS), Excel, MS/Word, Advanced Word, and PowerPoint for Graphs.

### Education/Training:

- Files Maintenance/FARM, McClellan AFB, CA, 5 hours, June 1998
- Microsoft Computer Training (Windows, Advanced Word, Excel, PowerPoint), McClellan AFB, CA 1 week, August 1998
- Clerical Training, McClellan AFB, CA, 3 days, February 1998

3) Job title (if Federal, include series and grade)

**Assistant Inventory Manager**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
12/95	06/97	9.27	Hour	40
Employer's Name and address			Supervisor's name and phone number	
Starwest Botanicals		Rancho Cordova CA		(916)
11253 Trade Center Dr.				

Describe your duties and accomplishments

Initiated customer work-order blends of botanical raw mixes of herbs and spices. Scheduled packaging requisition and computed established cost indexes for all finished product packaging. Initiated and allocated other work-order projects for organic and non-organic milling work as needed. Maintained minimum sustainable daily inventory control log and back-order log, insuring sufficient product levels were in inventory with less than 0.01 percent error for twelve consecutive months. Compiled and computed data for monthly production/labor effectiveness reports.

**Accomplishments:**

- Allocated individual ingredients for mixes and computed unit cost index for over \$1 million of finished product each month with less than a 0.02 percent error.
- Initiated oil room production work-orders and computed unit cost index for finished product on over \$11,000.00 with 0.0 percent error.

4) Job title (if Federal, include series and grade)

**Office Manager**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
12/94	11/95	\$9.60	Hour	40
Employer's Name and address			Supervisor's name and phone number	
Families United, Inc.				(916)
77844 Madison Ave., Suite 120, Fair Oaks, CA				

Describe your duties and accomplishments

Assisted in the development and implementation of an automated personnel program for client and foster family processing. I coordinated between county social workers and probation officers to determine client classification for appropriate program entry. Maintained and controlled all sensitive and confidential document files for foster families and clients. Produced, and processed, and collated all client and foster family treatment and counseling plans. Initiated and processed background investigation packages for prospective foster families. I maintained monthly client placement availability files and database for social workers and probation officers. Developed suspense and control system ensuring timely document submission for client needs assessments, service termination, qualifying incident reports, and county periodic client and foster evaluations. Supervised and monitored client periodic medical and dental examinations and follow-ups for compliance. I scheduled foster family and client orientation sessions. I maintained schedules and calendars for all social workers and clinical staff. I scheduled social worker monthly and quarterly client reports. I created publicity, advertising brochures and fliers. Created agency newsletter to inform foster parents of upcoming activities, training, and general information. I organized, coordinated, and raised funds by soliciting local businesses to sponsor agency social events.

5) Job title (if Federal, include series and grade)

Supply Technician, GS-2005-05

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
04/93	05/94	\$18,951	Year	40
Employer's Name and address			Supervisor's name and phone number	
352 Special Operations Maintenance RAF Alconbury, United Kingdom			444	

Describe your duties and accomplishments

Functioned as the technical authority for planning the acquisition and distribution of T-56 and T-64 Turbo-prop engines, quick engine change kits (QEC) propeller assemblies and their associated trailers. Managed the distribution of engines and they were always kept in ready status, when and where required. Exercised experienced and knowledge of supply and engine support requirements for a variety of special operation aircraft to determine engine management requirements. Used sound judgment and anticipated aircraft requirements. Developed local engine management policy and procedures. Developed a checklist for deployed aircraft maintenance personnel used to ensure that proper documentation was accomplished to maintain up-to-date and current parts assembly status. Maintained and updated current documentation pertaining to each engine and propeller to assigned delays shipment documents on engines, propellers and prospective trailers, and investigated delays in shipments, advising maintenance, supply and transportation personnel of findings and corrective actions necessary. Updated the CAMS on all engine movements, transactions and status changes. Reported all engine transactions and status to Headquarters Air Force Operations Command (AFSOC), Chief of Engine Maintenance utilizing the Air Force transmittal system.

**Accomplishments:**

- Received a Letter of Appreciation from my supervisor for my exceptional performance, Alconbury, United Kingdom, 1994.
- Selected to go TDY for one week to Ramstein and Rhein Main, Germany, to establish better communications and mission capable processing in order to expedite of T-56 and T-64 Turbo-prop engines.
- Received USAF Certificate of Achievement for Special Olympics Volunteer, September 1993

**Education/Training:**

- Quality Air Force Awareness Course, 2 days, Alconbury, United Kingdom, August 1993

6) Job title (if Federal, include series)

Food Service Worker

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
02-02-93	04-04-93	\$8.31	Hour	40
Employer's Name and address			Supervisor's name and phone number	
774 Services Squadron/SVF RAF Chicksands, United Kingdom, APO AE 09465-5000			Phone Number Unknown	

Describe your duties and accomplishments

Cleaned and sanitized the dining facility. Scraped food remnants into garbage cans or garbage disposers from pots, pans, and utensils; cleaned, washed, and rinsed same in designated scullery sinks and utensil washing machines; placed pots, pans, and utensils on storage racks for next service. Prepared vegetables and other foods for cooking. Served on the line; performed various other duties as required. Placed food items on plates during meal period using required utensils to maintain proper portion control. Filled soup bowls but not before being requested by customer. Operated cash register for shift and maintained accurate account of monies exchanged. Replaced items on the food line, such as; soups, meats, vegetables, salads and desserts to maintain sufficient to serve all personnel.

7) Job title (if Federal, include series)

**Inventory and Document Control (NCOIC) E-5, Staff Sergeant**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
10-17-91	10-31-92	\$1,950	Month	40+
Employer's Name and address				Supervisor's name and phone number
774 ABG/LGSC RAF Chicksands, United Kingdom, APO AE 09465-5000				Phone Number Unknown

Describe your duties and accomplishment

Screened and controlled all auditable documents to prevent pilferage. Performed scheduled inventories. Ensured the proper expenditure of material asset, orderly and proper release of base stock fund, and customer receipt of ordered property. Responsible for preparing and updating computer inventory control logs for inventory issues and receipts. Responsible for providing a check-and -balance between the supply customers's fund expenditures and the supply divisions running inventory. Coordinated transportation shipment suspense listings and delinquent shipping's to ensure the supply customer received requested property in a timely manner. Reconciled communication security assets and weapons inventories, and ensured inventory control of highly sensitive secure communication equipment and Air Force firearms. Monitored remote terminal transactions, and produced stock listings for screening account transactions for audit control to

**Accomplishments:**

- Aggressively monitored and coordinated transportation of delinquent shipments to reduce delinquent transactions to less than 4 per month. Researched and resolved inventory accuracy rate difficulties to new high of 97 percent.
- Attained a 100 percent document control accuracy rate during 1992 United States Air Force in Europe Inspector General Unit Effectiveness Inspection.
- Awarded a USAF Achievement Medal for Meritorious Service, June 1992
- Received Letter of Appreciation for Outstanding Volunteer Services, April 1992

8) Job title (if Federal, include series)

**War Readiness Technician, E-5, Staff Sergeant**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
05-02-91	08-29-91	\$1,950	Month	40+
Employer's Name and address			Supervisor's name and phone number	
63 <sup>rd</sup> Supply Squadron (MAC) Norton AFB, CA 92409-5000			Phone Number Unknown	

Describe your duties and accomplishments

Received, stored and issued war reserve material (WRM), and performed sample inventories as required. Performed semi-annual inventory and balance verifications. Performed functional check item reviews, and operated material handling equipment as well as the UTS 40 and Combat Supply System Computers. Maintained and monitored computer listings to ensure WRM was properly accounted for, and controlled necessary follow-up action when discrepancies were noted. Formulated the So5/DO40 reconciliation, and compiled the weekly war readiness spares kit (WRSK) report with the associated statistics. Prepared WRSK for deployment, and supervised two Inventory Management apprentices. Provided on-the-job training and counseling for two subordinates on assigned duties and responsibilities. Monitored duty performance and provided feedback.

9) Job title (if Federal, include series)

**Flight Line Dedicated Support Unit Specialist, E-5, Staff Sergeant**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
02-16-90	05-01-91	\$1,950	Month	40+
Employer's Name and address			Supervisor's name and phone number	
63 <sup>rd</sup> Supply Squadron (MAC) Norton AFB, CA 92409-5000			Phone Number Unknown	

Describe your duties and accomplishments

Supervised and ensured the pick-up and delivery of aircraft expedite parts for the flight line Dedicated Support Unit (DSU). Verified, processed and issued of all supply requests on part numbered items that have no matching national stock number (NSN). Supervised and ensured the warehousing and control procedures were followed for all assets stocked in the flight line DSU. Performed Mark-For changes and bench check updates in the Core Automated Maintenance System for Airlift (CAMSFA). Initiated the mission support (MICAP) checklist when requested items were not available for issue for all partial/not mission capable (PMC/NMC) supply assets to ensure weapons systems were returned to full-mission-capable status. Supervised one supply inventory management apprentice. Provided On-the- Job training and counseling on assigned duties and job performance.

10) Job title (if Federal, include series)

**Special Support (NCOIC), E-5, Staff Sergeant**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
04-14-88	05-15-90	\$1,900	Month	40+
Employer's Name and address				Supervisor's name and phone number
63 <sup>rd</sup> Military Airlift Wing (MAC) Norton AFB, CA 92409-5000				Phone Number Unknown

Coordinated and resolved problems between 36 base bench stock accounts and base supply. Monitored all AF form 1996's to adjust stock levels and resolve local purchase problems. Responsible for the breakdown and distribution of all supply account documentation received from base supply for use by the aircraft maintenance complex. Maintained a supply assistance record file of all correspondence between base supply and aircraft maintenance units for requests of supply technical assistance. Served as the time compliance technical order (TCTO) and time change monitor, and provided liaison between base supply and maintenance units to resolve difficulties. Additionally, served as publications and technical orders (TODA) distribution office to the entire maintenance complex. Monitored and managed the "critical items" and the monthly "top ten" cannibalizations items by attending daily staff meetings with the Deputy Command of Maintenance (DCM). Served as the technical order distribution account administrator (TODA).

**Accomplishments:**

- Received Letter of Appreciation for Outstanding Volunteer Services, May 1989
- Received Letter of Appreciation for Exceptional Performance, January 1989
- Awarded a USAF Commendation Medal for Meritorious Service, January 1989

11) Job title (if Federal, include series)

**Reparable Asset Control Manager, E-4, Sergeant**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
01-06-87	04-18-88	\$1,500	Month	40+
Employer's Name and address				Supervisor's name and phone number
63 <sup>rd</sup> Military Airlift Wing (MAC) Norton AFB, CA 92409-5000				Phone Number Unknown

Supervised processing of assets into the reparable asset control center (RACC) from base and off-shore activities. Supervised the In-checking of property to ensure proper identification through part/stock number checks. Additionally, supervised the preparation of necessary documentation for scheduling, assigning of priority and man-hours necessary, selection of proper repair shops, and performed active follow-up on all assets to ensure prompt maintenance action. Ensured maintenance management supervisors were aware when problems occurred in material control. Supervised and monitored the maintenance of files and performance of the pick-up and delivery functions. Supervised two Reparable Asst Control Center technicians. Provided On-the-Job training and counseling on duties and job performance.

**Accomplishments:**

- Received Letter of Appreciation for Exceptional Service, December 1988
- Awarded a Laudatory Award for Exceptional Performance, May 1988
- Received Letter of Appreciation for Outstanding Volunteer Services, July 1987

12) Job title (if Federal, include series

**Equipment Management Monitor, E-4, Sergeant**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
02-86	11-86	\$1,500	Month	40+
Employer's Name and address				Supervisor's name and phone number
66 <sup>th</sup> Supply Squadron (USAFE), Sembach AB, Germany APO NY 09130-5000				Phone Number Unknown

Describe your duties and accomplishments

Assigned control numbers utilizing the Zenith 100 computer, and performed quality control inspections for over 1,800 AF Form 601's (Equipment Action Requests) semi-annually. Distributed AF Form 601's to the appropriate account monitors for research and processing, and maintained suspense files to ensure requested actions were completed within prescribed time frames. Provided listings of all delinquent AF Form 601's, and updated information to maintain the internal files in a current status. Performed follow-up action every 30 days on all requests forwarded to higher headquarters, and not-returned-for approval/disapproval action. Researched appropriate tables of allowances, and loaded the required information into the Sperry 1100 computer. Maintained a less than 5 percent error rate on all hard-copy and computer generated documentation.

13) Job title (if Federal, include series

**Repair Cycle Support Unit (NCOIC), E-4, Sergeant**

From (MM/YY)	To (MM/YY)	Salary	Per	Hours per week
09-83	02-86	\$1,500	Month	40+
Employer's Name and address				Supervisor's name and phone number
66 <sup>th</sup> Supply Squadron (USAFE), Sembach AB, Germany APO NY 09130-5000				Phone Number Unknown

Describe your duties and accomplishments

Managed the repair cycle operation. Provided control of all unserviceable and serviceable repair cycle items. Served as alternate inspector by processing and transferring reparable items. Maintained due-in-from-maintenance (DIFM) suspense system data and monitored delinquent items. Compiled data, prepared charts, and briefed DIFM status to the squadron commander and deputy commander for resources at weekly DIFM meetings. Distributed computer listings and the management notices to all accounts supported by the reparable assets control center (RACC). Formulated the Initial Issue Program, Time Change Program, and served as the Material Deficiency Report Monitor. Processed an average of 495 maintenance turnaround record updates (TRNs) monthly. Supervised 3 personnel and provided on-the-job training and performance reports.

**Accomplishments:**

- Received Letter of Appreciation for my outstanding performance, 1984
- Received Letter of Appreciation for volunteer service, 1984.

9 May we contact your current supervisor?

**YES** \_\_\_ **NO**  ⇒ If we need to contact your current supervisor before making an offer, we will contact you first.

**EDUCATION**

10 Mark highest levels completed. Some HS  HS/GED Associate  Bachelor  Master  Doctoral

11 Last high school (HS) or GED school. Give the school's name, city, state, ZIP Code (if known), and year diploma or GED received.

Cody High school Detroit, Michigan 48228 1976

12 Colleges and universities attended. Do not attach a copy of your transcript unless requested.

Name			Total Credits Earned		Major(s)	Degree - Year (if any) Received
			Semester	Quarter		
California State University			141		Recreation Administration	BS May 2002
Sacramento	CA					
American River College			38		Liberal Studies	AA May 2000
Sacramento	CA					
American Humanics					Nonprofit Management	Certificate May 2002
City	State	ZIP Code				
Kansas City	MO	64112				

**13 OTHER QUALIFICATIONS**

Conference planning, Data Analysis, Grant Writing, Budgeting, Funding, Procurement, Inventory, Office Manager. Skilled user with Windows driven spreadsheets, multimedia presentation software, word processing, Corel WordPerfect, Print Artist gold/platinum, PowerPoint, FrontPage web design and research and develop grant proposals.

**GENERAL**

14 Are you a U.S. citizen? **YES**  **NO**  ⇒ Give the country of your citizenship.

15 Do you claim veterans' preference? **NO**  **YES**  ⇒ **Mark your claim of 5 or 10 points below.**  
 5 points  ⇒ attach your DD 214 or other proof. 10 points  ⇒ Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required

16 Were you ever a Federal civilian employee?  
**NO** **YES**  ⇒ For highest civilian

grade give:

Series	Grade	From (MM/YY)	To (MM/YY)
GS	05	04/93	05/94

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

**NO**  **YES**  ⇒ If requested, attach SF 50 proof.

**APPLICANT CERTIFICATION**

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

**SIGNATURE**

**DATE SIGNED**

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