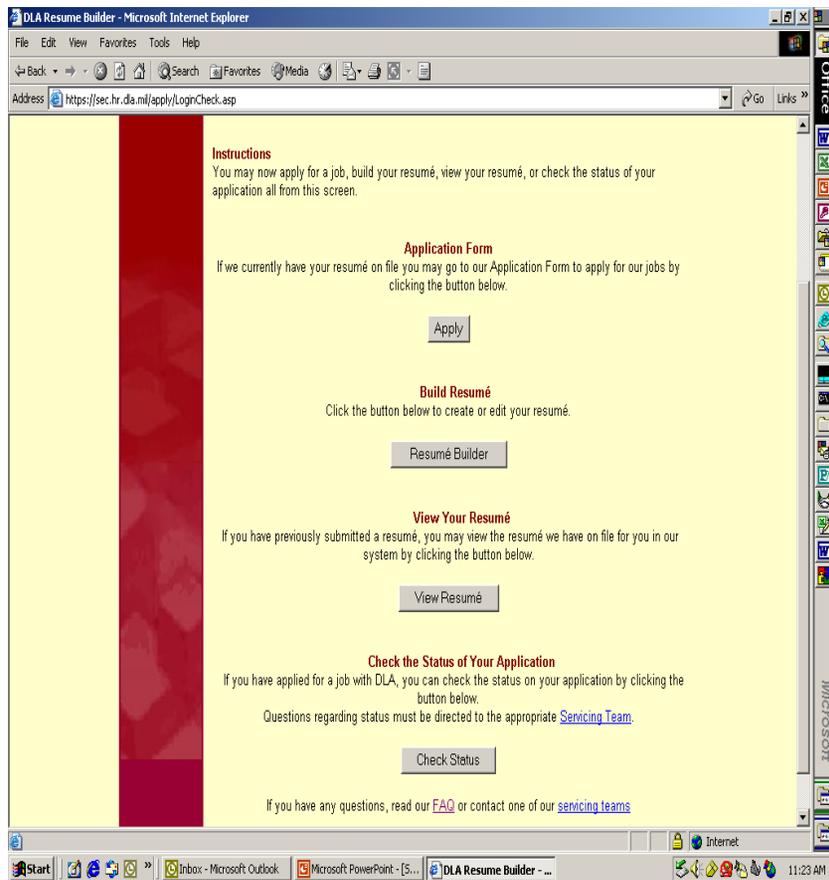
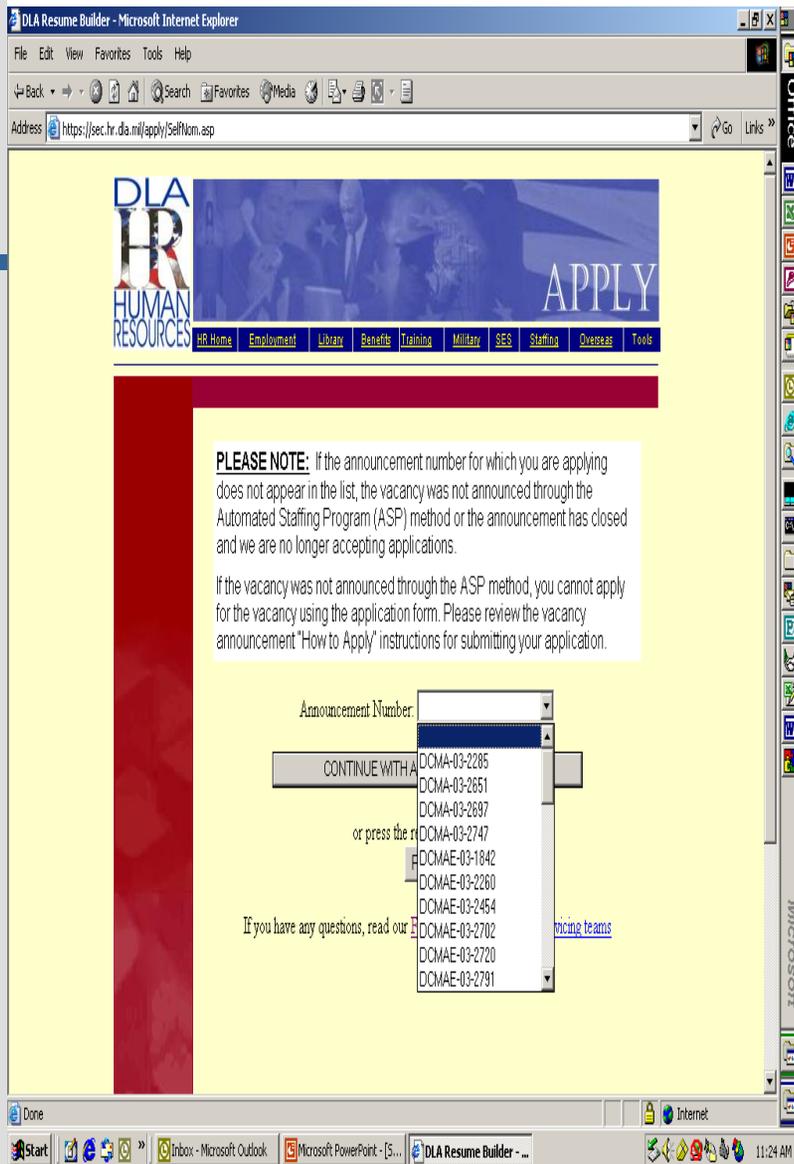


# Applying for ASP Announcements

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- To apply for a vacancy, you will log into the resume builder/application program.
- Click on the "Apply" button



- Select the announcement number for which you wish to apply from the drop down menu and click on the "Continue with Application Process" button. If the announcement number is not available on the listing, it is because electronic applications are not being accepted for the announcement.

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Address <https://sec.hr.da.mil/apply/SelfNom1.asp> Go Links

**Announcement:** [HQ-03-2830](#)

**Last Name:** [Duck](#)  
**First Name:** [Donald](#)  
**Middle Initial:** [D](#)

**Work Phone with area code:**   
**Home Phone with area code:**   
**E-mail (Only One):**  [Don't Have Email?](#)

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**Award Information**  
**IMPORTANT!** Except for 'Cash Award' (which may be performance related) these **ARE NOT** performance awards. Please read the definition of the award! From the list of awards below, check each award you have received.

[Cash Award](#)  
 [Departmental or Agency Superior Service Award](#)  
 [Departmental or Agency Meritorious Service Award](#)  
 [Departmental or Agency Exceptional Service Award](#)  
 [Departmental or Agency Personnel of the Year Nomination](#)  
 [Departmental or Agency Personnel of the Year Award](#)

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**Current and Former Federal Employees**  
Highest Federal Civilian grade held for one year or more on a permanent or temporary basis:  
Pay Plan:  Grade:   
Have you ever received a civilian government separation incentive?

Done Internet

Start | [Inbox - Microsoft Outlook](#) | [Microsoft PowerPoint - \[S...](#) | [DLA Resume Builder - ...](#) | 11:26 AM

- Complete the information requested on the page. Once you complete this information for the first time, the system will pre-fill many of the fields on your next application.
- Upon completing the form, click on the "Submit Form" button at the bottom of the page.
- If there are errors detected in your input, you will be directed to correct those errors and the form will not process
- If no errors are detected the form will process and you will receive both an on-line confirmation which you may print as well as an emailed confirmation if you provided a valid email address.