

# FREQUENTLY ASKED QUESTIONS IN MERIT STAFFING

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## 1. WHAT IS MERIT STAFFING?

The basic merit staffing principle is “finding the most suitable and best qualified person for the job.” Generally speaking, merit-based competitive procedures apply in filling regular Non-Appropriated Fund positions. The method of advertisement for these positions is through a Vacancy Announcement.

## 2. WHAT DOES THE “AREA OF CONSIDERATION” MEAN?

The area of consideration describes the area in which the search for highly qualified candidates is directed (where it is anticipated that qualified candidates can be located, where vacancy announcements are distributed, and from which applications will be accepted). Individuals meeting the area of consideration will be considered for a position. The area of consideration may include the following groups of individuals:

- All Sources –*Anyone may apply*
- All Camp Lejeune Non-Appropriated (NAF) and Appropriated Fund (APF) Civilian Employees- *Current NAF employees and Civil Service employees working aboard Camp Lejeune*
- Spouses of Relocating Active Duty Members- *Spouses of military personnel who received PCS orders to MCB Camp Lejeune, MCAS New River or MCAS Cherry Point. (Please refer to “Spouse Preference for Employment” in the Human Resources forms section of the MCCS Camp Lejeune web site [www.mccslejeune.com](http://www.mccslejeune.com) for more detailed information on eligibility)*
- Transition Assistance Separated Members of the Armed Forces and their eligible family members- *Involuntary separated members of Armed Forces who were issued DD Form 1173. This ID card is over-stamped with “TA” (Transition Assistance) in red on the front of the card.*

*~ Spouse preference and Transition Assistance preference eligibles will be considered part of the minimum area of consideration for all positions at grade levels NF-3 and below or equivalent hourly rate positions.*

## 3. HOW WILL I KNOW THAT I AM ELIGIBLE FOR A POSITION?

Applicants can determine whether they are eligible for a position by reviewing the requirements described in the vacancy announcement. The Minimum Qualification Requirements (MQRs) of a position are derived from the official position description. Applicants meeting the MQRs will be further evaluated.

## 4. HOW SHOULD I WRITE MY RESUME?

Applicants should prepare their resume in the chronological resume format. This format describes work history information by dates, beginning with your current or most recent position. It also stresses the

positions you have held and the companies where you have worked. In addition, this format helps to identify the qualification requirements and determine eligibility during the evaluation process. Remember to tailor your resume to the job you are applying for. Include pertinent information that relates to the Duties and Responsibilities described in the vacancy announcement.

## **5. WHAT ARE KSAs?**

Knowledge, Skills and Abilities (KSAs) are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position. They are derived from the official position description. Located on the job vacancy announcement, KSAs ask the applicant to describe work or related experiences that help the Staffing team evaluate your relative qualification for a position among other candidates.

## **6. HOW SHOULD I WRITE MY KSAs?**

Although not required, it is highly recommended that applicants submit responses to the Knowledge, Skills and Abilities (KSAs) listed on the vacancy announcement. There is no specific format for writing KSAs, however, when writing KSAs, the format most often used to describe the work experiences and/or training is a narrative descriptive format. Applicants are encouraged to provide in detail their work or volunteer experiences related to the particular KSA, being careful to annotate specific *positions and dates* for each work experience listed.

## **7. HOW WILL MY APPLICATION AND/OR RESUME BE EVALUATED?**

Once your completed application, resume and/or responses to KSAs are received, it is determined that you meet both the Area of Consideration and Minimum Qualification Requirements, your qualifications will be evaluated against other candidates meeting the same criteria. Evaluation is based on the experiences listed in your resume and your responses to the knowledge, skills, and abilities (KSA's) provided in the announcement. Candidates determined to be among the "best qualified" based on this evaluation will be forwarded to the hiring manager for consideration.

## **8. HOW LONG DOES THE PROCESS TAKE?**

The process time for each position may vary. In processing a job vacancy announcement, each application/resume is thoroughly reviewed and evaluated by a member of the Staffing team.

## **9. WILL I BE NOTIFIED?**

Upon receipt of your resume, or shortly thereafter, you will receive a letter from the MCCA Human Resources Office confirming your consideration for the position applied for. Applicants selected for interview will be contacted for scheduling. Once a selection has been made, or in the event an announcement is canceled with no selection, a notification letter will be sent to all applicants. Applicants may contact the MCCA Human Resources at (910) 451-JOBS or 451-5627 at any time with questions.