

AY12 RECRUITER SHOPPING LIST

Original Posting:

Updated: 10/31/11

E-RESUME (Endorsement) Guidance:

If qualified and recommended the Endorsement **MUST** be completed by one of the following mbrs of the command cadre: CO, XO, OIC, Logistics Officer, or Personnel Officer and state; "Member meets the minimum eligibility requirements as outlined in COMDTINST M1000.8 Art. 1.E.2 and 1.E.7 and is recommended for Recruiting Duty. Package under SEPCOVER." If an OUTCONUS duty station is requested, commands should pre-screen applicants for OSEAS duty and provide comments within the E-Resume Endorsement.

IMPORTANT Notes:

CPO's - If you take the SWE and are above the cut for SCPO, you will be considered for a POCS posn at CGRC in Arlington, VA or your orders for Recruiting Duty **WILL BE CANCELLED**.

PETTY OFFICERS SHOULD LIST A MINIMUM OF 10-20 GEOGRAPHICALLY DIVERSE LOCATIONS ON THEIR ERESUME.

PO1's should place PO1 positions on the Eresume and if you desire, some PO2 positions as your final choices. If you are above the cut for Chief, list POC positions instead and state as such within your ERESUME Remarks.

PO2's can request some PO1 positions however there is usually limited opportunity for this special consideration. For the most part, you should request PO2 positions. If you are above the cut for PO First Class, list PO1 positions and state as such within your ERESUME Remarks. List PO2 posns after the PO1 posns.

Problems entering a position on your ERESUME?

1. Enter Position Nbr and appropriate Job Code from the Shopping List

2. Delete the Job Family Info 3. Put a check in the "Not on Shopping List" box 4. Drop the position into your Job Basket.

When applying for Special Assignment positions via the ERESUME you will need to input the following Job Codes along with the position number as applicable:

| Job Code | Description |
|----------|----------------------------|
| 491090 | Master Chief Petty Officer |
| 491091 | Senior Chief Petty Officer |
| 491092 | Chief Petty Officer |
| 491093 | Petty Officer First Class |
| 491094 | Petty Officer Second Class |
| 491095 | Petty Officer Third Class |

| Pos Nbr | Rank | Unit | Location | Job Title |
|---------|------|------|----------|-----------|
|---------|------|------|----------|-----------|

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|----------|------|-------------------------------|-------------------|--------------------------------|
| 00035061 | POCS | CGRC OPS MISSION EXECUTION BR | ARLINGTON VA | REGIONAL SUPERVISOR |
| 00010308 | PO1 | CGRC OPS MISSION EXECUTION BR | ARLINGTON VA | OPERATIONS - DUTY |
| 00024367 | PO1 | CGRC OPS MISSION EXECUTION BR | ARLINGTON VA | OPERATIONS - DUTY |
| 00075303 | PO1 | CGRC OPS ACCESSIONS BR | ARLINGTON VA | IN-SERVICE TRANSFER TEAM - FTS |
| 00010144 | PO2 | CGRC OPS MISSION EXECUTION BR | ARLINGTON VA | OPERATIONS - DUTY |
| 00036176 | PO2 | CGRC OPS ACCESSIONS BR | ARLINGTON VA | OPERATIONS RESERVATIONS |
| 00075304 | PO2 | CGRC OPS ACCESSIONS BR | ARLINGTON VA | IN-SERVICE TRANSFER TEAM - FTS |
| 00036183 | PO2 | CGRC OPS ACCESSIONS BR | ARLINGTON VA | MISSION SUPPORT - ADMIN |
| 00004407 | PO2 | CG RUITOFF POTOMAC MILLS | WOODBIDGE VA | RECRUITER |
| 00024359 | PO2 | CG RUITOFF WASH DC | WASHINGTON DC | RECRUITER |
| 00010143 | PO2 | CG RUITOFF CORPUS | CORPUS CHRISTI TX | RECRUITER |