

Instructions for completing the CNIC Alternate Placement Process Data Sheet

For optimal performance, complete the data sheet in Microsoft Office 2007 or 2010
Employees should submit from their work computer to simplify processing
Please e-mail questions or IT problems to CNIC_APP@navy.mil.

Employee Information - This information is requested to allow HR and hiring managers to contact individuals who are completing the Data Sheet and are interested in relocation/reassignment.

- **Employee Name** – Enter your name (last name, first name, middle initial).
- **Work Email** – Enter your work email address.
- **Work Phone #** – Enter your work phone number.
- **Duty Location** – Enter your current official work location (e.g., Norfolk, VA or Sasebo, Japan).
- **N-Code** – Enter your current organizational code (e.g., N13).
- **UIC** – Enter the 5 character UIC where you are permanently assigned.
- **Region** – Select your CNIC region from the dropdown list.

Job Preference – This information is requested so that placement officials can compare your work experience against their projected positions and make appropriate placement decisions (these will be considered in addition to your current pay plan, series, and grade). Please list in preference order.

- **PP/Ser/Gr** – Enter the Pay Plan, series, and grade of the position(s) you wish to be considered for.
- **Title/Functional Area** – Enter associated title for position(s) you are interested in (e.g., Program Analyst).

Location Preference – This information is requested so that placement officials are aware of your desired locations outside of your current commuting area (these will be considered in addition to your current duty location). You may list up to 4 preferences (e.g., Washington, DC, Norfolk, Bremerton)

Attach Resume – For consideration you must attach a current resume (while any format will do, Adobe Portable Document Format [PDF] or Microsoft Word [doc or docx] are preferred) to the form. Click the button, and select the file to attach. NOTE: For Microsoft Word Files you may want

to watch for a popup (sometimes hidden behind Excel) asking for certificate information, undue delay can cause an error.

Attach Release Form – To allow us to share your information with HR Offices and managers, you must upload a signed copy of the CNIC Release Form. Click the button, and select the file to attach. NOTE: For Microsoft Word Files you may want to watch for a popup (sometimes hidden behind Excel) asking for certificate information, undue delay can cause an error.

Additional Information – This is an open space (up to 4,000 characters) for you to share any information you desire with the placement officials. You can expand on the kinds of work you have performed, the education/training you have completed, recognitions/awards you have received, memberships in professional associations, skills and talents you have to offer, etc.

Submit Data Sheet – Clicking this button will open an e-mail message to send the whole file including resume and release form to CNIC_APP@navy.mil. All fields under “Employee Information” must be completed and a resume and release form attached before the e-mail may be sent. The file will save 2 versions; one which is password protected and will be attached to the e-mail and another which you can keep on file for future records.