



Training on How to Apply for Positions Under USA Staffing





WEST Region

Transition to USA Staffing

- Through Sep 2013, the Army will transition to USA Staffing to advertise vacant positions, accept applications, and issue referral lists.
- Until all Army transitions to USA Staffing, vacancies may be filled under Resumix or USA Staffing procedures. Follow instructions in the job announcement!



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Applicant Features

Applicants will:

- Have a single source for managing and tracking Army job applications;
- Receive timely feedback via email at multiple stages during the application process;
 - Initial acknowledgment of application package
 - Qualifications/referral notification
 - Non-selection notification
- Create and store up to five resumes as well as required supporting documents in your USAJobs account.



Applicant Features

Applicants will:

- Be able to better demonstrate job specific qualifications by assessing yourself through the occupational questionnaire.
- Submit a tailored resume for individual vacancies
- Upload documents once and reuse them for future applications



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Applicant Package

Includes resume, responses to the assessment questionnaire, and supporting documents

– **Resume :**

- Must include complete dates (month/year) for each employment period
- Must include hours worked per week for each employment period.
- May be in the format of your choice
- Can be created using USAJobs template or copied/pasted from Resumix into USAJobs template
- Must be uploaded under “Resume” in order to receive consideration



WEST Region Applicant Package

– **Assessment Questionnaire:**

- Your qualifications and eligibility will be determined based on your selected responses to a series of questions
- Must be completed in order to be considered for a position

– **Supporting Documents:**

- SF-50s (Notification of Personnel Action)
- DD-3434 (Notification of Personnel Action-Non Appropriated Fund)
- DD-214, SF-15, Veterans Administration Letter; Request for Terminal Leave
- Transcripts
- Licenses/certifications
- Any additional documentation as required in the vacancy announcement



How Do I Apply?

- Search for current Army vacancies, go to www.armycivilianservice.com and click on “Job Search”
- For each specific vacancy complete instructions on submitting your application package can be found by clicking on “How to Apply”
- You can easily start the application process by clicking on “Apply Online” from the job announcement
- Login or create your USAJobs account
- Click on “Apply for this position now!”
- You will be directed to “Application Manager” and click on “Proceed with my Application”
- Complete required information



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Application Manager

With Application Manager You Can:

- Edit, submit, and track your application package
- Check the status of each application package (e.g., not submitted, complete, incomplete)
- View and print your assessment questionnaire responses and supporting documents submitted with an application
- Select and reuse documents submitted for previous applications in any new application
- Review any correspondence sent to you
- Review and update your personal information at any time

How to Move Your Resumix Resume into USAJobs

1. Go to www.acpol.army.mil

- Click “Employment”
- Click “BUILD RESUME/CHECK STATUS”
- Under Registered Users click “Login”
- Click “Answer”
- Click “View Resume”
- Highlight the Resume
- Right click “copy”
- Open word document
- Right click “paste”
- Click “File”
- Click “Save As” to Desktop
- Name your resume

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2. Go to USAJobs (www.usajobs.gov)

- Logon
- Click “Resume”
- Click “Upload New Resume”
- Name your resume under “Resume Title”
- Click “Browse”
- Select the resume saved to desktop
- Click “UPLOAD”



Remember.....

- Carefully review job announcement and instructions provided in the “How to Apply” section
- Complete the assessment questionnaire and submit all required supporting documents by the closing date of the Job Announcement
- Check your application status online



QUESTIONS???

Please contact your local
Civilian Personnel Advisory Center.