

# Special Edition of the Personnel Employee Bulletin

January 25, 2011

## Last Chance to Obtain Your Resume from the Automated Staffing Program (ASP)

On August 16, 2010, DLA began filling all positions using USA Staffing, a Federal application administered by the Office of Personnel Management (OPM). USA Staffing has been selected by the Department of Defense (DoD) as the interim standard system for filling jobs, and all DoD agencies are in the process of deploying the system as a replacement for their internal recruitment systems. For information pertaining to the use of USA Staffing within DLA, please reference the DLA Human Resources (HR) web page:

<http://www.hr.dla.mil/resources/employment/current/USAStaffing.html>.

ASP was formerly used by DLA for merit recruitment, and many DLA employees established a resume in the system. ASP was scheduled to remain operational until December 31, 2010 to allow employees time to copy their resumes out of ASP. **However, the ASP shutdown date has been extended until February 28th, 2011;** therefore this reminder is being issued to ensure everyone has one final opportunity to obtain their ASP resume if desired.

Employees interested in applying for DLA or other Federal vacancies should establish an account in USAJOBS, the OPM website for posting all Federal job opportunity announcements. Up to five resumes can be stored in the USAJOBS account, and one can be selected and transmitted to USA Staffing when applying for a vacancy. Employees may also store a resume on their computer and upload it at the time of applying. In either case, if the ASP resume is needed it should be retrieved before the February 28<sup>th</sup> deadline.

If you have a resume in ASP you wish to use in the future, take this last opportunity to go into your ASP account and copy and paste the information into a Microsoft Word document or a USAJOBS resume so it can be used in future applications. You can access the ASP by first going to <http://www.hr.dla.mil>. Click on the 'Automated Tools' button at the top of the page, and select the ASP link. The 'Automated Tools' page will also link you to the USA Staffing page where you can find detailed information about application procedures and creating your USAJOBS account.

*Note: All of the links provided in this Bulletin can be viewed at any time and from any computer. You do not have to use your CAC to view these sites.*

For additional information, please contact your servicing DLA Human Resources Services, <http://www.hr.dla.mil/cntctus.htm>.

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