

Special Edition of the Personnel Employee Bulletin

September 20, 2011

USAJOBS – Important Update

USAJOBS is the Office of Personnel Management's (OPM) on-line tool for advertising Federal job vacancies. DLA posts all job openings to the site, and many employees and applicants seeking to obtain Federal employment establish 'agents' to email them when vacancies open matching their interests. USAJOBS also allows applicants to store resumes on-line so they are readily available when applying for positions.

USAJOBS will be undergoing a significant system upgrade in October and the site will be down from October 6-12, 2011. As a result, employees will not be able to search for jobs or access their resumes and email agents during that period. Because of this, OPM has directed that no jobs can close during the downtime - so no one will miss an opportunity to apply for a position because of the system outage.

DLA will ensure that open one-time job opportunity announcements (JOAs) will be closed no later than October 5. New job announcements will not open until October 13, after USAJOBS is back on-line.

If you haven't been in USAJOBS recently, OPM strongly encourages you to login before October 3 to update your profile, answer questions related to account security, and establish a new password.

In addition, on or after October 13, OPM requests all account holders with job announcement email agents login and update their email agent search criteria. The USAJOBS system upgrade changes the location options in the vacancy search tool, and your email search agents will not work properly unless they are revised after the system change is installed.

USAJOBS is located at <http://usajobs.opm.gov>. Click on the 'Are You Ready' link on the upper right corner of the webpage to get the latest information about the USAJOBS changes.

The upgrade is designed to improve your ability to locate and apply for jobs that best meet your requirements and goals. The downtime is an inconvenience, but OPM is working hard to keep everyone informed of the schedule and changes. Please visit the USAJOBS website soon and update your account to maximize your job search opportunities.

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

The Personnel Employee Bulletin is now published periodically on subjects of interest.