

Personnel Employee Bulletin

August 3, 2011

USA STAFFING UPDATE

On August 16, 2010, DLA began using the USA Staffing automated system to recruit and fill its positions. If you have not yet had the opportunity, we recommend you bookmark the USA Staffing web page on the DLA Human Resources website for the latest guidance. You can access the USA Staffing web page by first going to www.hr.dla.mil. Click on the 'Automated Tools' button at the top of the page, and select the USA Staffing link. The USA Staffing page provides a variety of informational sources for you to use. Current items include:

- USAJOBS/Application Manager Quick Reference Guide for Applicants: A two page summary of what you need to know to establish an account, apply for jobs, and check application status.
- USA Staffing Applicant Information Briefing: The briefing contains screen shots and descriptions of the Application Manager, the system you will be using to apply for jobs within USA Staffing. The briefing can be viewed as a video with sound and closed captioning, opened as a slideshow, or as a MS Word document. If you experience any difficulty viewing and/or hearing these briefings, please contact your J-6 POC for technical support.
- Frequently Asked Questions (FAQs): This page displays questions and answers about USA Staffing, and USAJOBS.
- Links to USAJOBS and USA Staffing websites: The DLA Human Resources Services office encourages all employees to establish an account and resume in USAJOBS. When a vacancy occurs that you are interested in, having those steps completed will make the application process much easier.

TIPS:

- ❖ If you currently have a resume in a Word document, you can upload it into USAJOBS or you can build a resume in the USAJOBS resume builder. (Note: There is a 3,000 character restriction for each position in the USAJOBS resume builder.)
- ❖ DLA serviced employees are not required to submit supporting documentation if applying for a DLA serviced vacancy since we can view your documents in your Electronic Official Personnel File (EOPF). Review the supporting documents required for the position and ensure they are in your EOPF. If you have not updated your EOPF with the required document(s) (i.e., your veteran's documentation or transcripts), you

may lose consideration for a vacancy. Please contact your servicing HR Specialist for questions on updating your EOPF.

- ❖ USAJOBS is the tool used to review your application status. From the main page, click on “My Account” at the top and then click “Application Status”. As certificates are issued to the supervisor, this status is updated.
- ❖ To learn more about the qualifications required for positions you apply for, go to <http://www.opm.gov/qualifications/standards/indexes/num-ndx.asp> and select the Occupational Group. In your resume, include specific details of the experience you have in performing the skills identified in the qualification standards.

Note: All of the links provided in this Bulletin can be viewed at any time 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 office, <http://www.hr.dla.mil/ContactUs/>.
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