

## **APPLYING FOR ARMY CIVILIAN JOBS IS GETTING EASIER**

The Army has consolidated all the resumes maintained by four of its Continental United States (CONUS) Civilian Personnel Operations Centers (CPOCs) into one central Resumix database. This consolidation was completed in stages starting with the Northeast CPOC (July 11, 2002) and followed by the Southwest (August 1, 2002), South Central (August 15, 2002) and North Central (August 29, 2002) CPOCs. All the resume records were successfully migrated. The automated tools are working well and user response has been very positive. Users of the centralized system comprise applicants, managers and CPOC and CPAC personnel.

In 2001, the Army Civilian Staffing Process Reengineering Group recommended that the Army needed to move toward a single portal, centralized employment process for all Regions in 2002. The announcement to close the Army National Capitol Region and the Southeast CPOCs resulted in a redistribution of serviced organizations among the remaining CPOCs. Since CPOCs now need access to resumes and requisitions residing in other databases, the Army decided to consolidate the databases as soon as possible. The central Resumix database is maintained by the Army in Alexandria, VA.

Using the new automated tools developed to support Centralized Resumix, resumes submitted through the Army Civilian Resume Builder now flow automatically into the centralized Resumix database. Self-nominations initiated through the Vacancy Announcement Board are posted automatically to the centralized Resumix database and provide on-line confirmation to the applicant. Centralized Resumix also introduces two new software applications to support centralized on-line applicant notification and web-based referral.

The consolidation of these four regional databases is considered Phase I in the move to the single portal concept. Phase II will bring in the remaining regions (West, Europe, Pacific and Korea Regions) in 2003.

## **DESCRIPTION OF THE STAFFING TOOLS FOR CENTRALIZED RESUMIX**

**Army Civilian Resume Builder Autoflow** – Resumes and supplemental data submitted through the Army Civilian Resume Builder will automatically flow into the centralized referral database. The Army Civilian Resume Builder can be accessed from <http://cpol.army.mil>

**Self-Nomination Autoflow** – Self-nominations submitted through the Vacancy Announcement Builder will be posted automatically to the Centralized RESUMIX Database with on-line confirmation. The Army Civilian Vacancy Announcement Board can be accessed from <http://cpol.army.mil>

**Web-Based Referral List** - An electronically transmitted referral list will be sent to the manager's Army Knowledge On-line (AKO) e-mail address along with an electronic copy of each resume. Selecting officials will use a hyperlink to make selections on-line using their AKO login.

**ANSWER** –Applicants and Civilian Personnel Advisory Centers will use the new Applicant Notification System Web Enabled Response System (ANSWER) to check the status of their resumes, self-nominations and referral activity. ANSWER replaces the Regions' ROAR and SOARS notification systems. ANSWER can be accessed from <http://cpol.army.mil>

## **APPLICANTS SHOULD NOTE THESE IMPORTANT FEATURES OF CENTRALIZED RESUMIX**

- One resume will be on file for all centralized regions. There is no need to submit a new resume if you have one on file.

- Resumes submitted through the Army Civilian Resume Builder (<http://cpol.army.mil> click on Employment, then Army's Resume Builder) will automatically flow into the centralized referral database. This is the fastest way to get a resume into the centralized referral database. If you are applying through the Army Civilian Resume Builder, you will continue to select the CPOCs as you do now to send your resume. The system will automatically send the resume to the CPOC you identified or to the centralized referral database as appropriate.
- Applicants will submit a new resume after they have accepted a position.
- Self-Nominations through the Vacancy Announcement Board (<http://cpol.army.mil> click on Employment, then Army's Vacancy Announcements) will be posted automatically to the centralized referral database with on line confirmation.
- ANSWER (<http://cpol.army.mil> click on Employment, then ANSWER) will be the method for applicant notification. It is the best way to review your most recent resume on file.