UPDATE – INSTRUCTIONS ON HOW TO APPLY FOR JOBS AT LETTERKENNY

Over the next two years, the Army will transition from one automated recruitment tool – Resumix to another – USA Staffing – for advertising vacant positions. Employees were first advised of this change via CPAC Bulletin LEAD NO. 11-06 dated 18 March 2011. Additional changes to this automated process are now beginning to take effect. The purpose of this bulletin is to provide employees with updated step-by-step instructions to follow when applying for jobs at Letterkenny Army Depot. Employees will continue to be advised of changes to the automated recruitment system as these changes occur.

Use the following instructions when applying for positions at Letterkenny Army Depot:

1. Access the CPOL portal home page at http://acpol.army.mil. Click on the "Jobs and Career Opportunities" box located on the left hand side of the page.

2. You will be taken to a screen titled "Army Civilian Service". Click on the "Army Job Search" link. This link is found at the top of the page and also on the left hand side of the screen. Select either link to proceed.

3. You will be taken to a "Job Search" page within USAJOBS.gov. On this page type the words "Letterkenny Army Depot" in the "Where" box.

4. Click on "Search Jobs" to view a list of all open jobs at Letterkenny Army Depot. You will be taken to a list of position vacancies. You will see a section called "Refine Your Results" on the left hand side of the screen. Make sure you select the "Jobs for Federal Employees" button in order to view **all** available jobs at Letterkenny.

5. On the next page you will see a list of all current openings at Letterkenny Army Depot. Each listing will display the open period of the job announcement; the position title; a description of the major duties of the position; and the salary range. Click on the job title for detailed information about the position. You can also click on the "Quick View" link for a brief synopsis of the position.

6. When a specific job is selected you will be taken to a new page. Additional details about the job are found on this page including a general overview of the job; the major duties of the position; required qualifications; how applicants will be evaluated; benefits and other information and specific instructions on how to apply for the job. Select "Apply Online".

7. On the next page you may receive a message stating, "There is a problem with this website's security certificate". If you see this message, select the link "Continue to this website (not recommended)". You may have to try this link more than once.

8. You will be taken to the USAJOBS site where you will be prompted to sign into your USAJOBS account. Log in to your account using your user id and password. Select the "I Agree. Sign me in." link.

9. Select "Apply for this position now!" Be sure to check the certification box.

10. **Please note: You must have an updated profile on USAJOBS in order to be taken to the Army RESUMIX site.**

11. You will be taken to the Self-Nomination form in the Army RESUMIX system. Complete the self-nomination form and then select the "Submit" button to complete the application process. Please note you must have an established Army Resume Builder account and an ACTIVE resume with the Army Centralized RESUMIX database before you submit your self-nomination form. If you do not have an ACTIVE resume on file, please select the link "Civilian Personnel On-Line" on the self-nomination page to use the Army Resume Builder to create or update your resume.

If you wish to apply for non-Letterkenny jobs through USAJOBS, you must return to the USAJOBS website and follow the specific application instructions for each vacancy you are interested in. Specific questions about the job application process at Letterkenny may be addressed to your servicing CPAC representative.