Over the next 2 years, the Army Civilian Personnel Advisory Centers will continue to transition from using Resumix to USA Staffing. During this transition period, each job announcement will have instructions to guide job seekers through the appropriate application process.

How do I find out about Army jobs?

Current Army job opportunities are available on www.armycivilianservice.com

Each job announcement will provide a description of the duties to be performed, minimum qualifications required, salary range, information on who can apply, and whether the job is permanent or temporary, full-time or part-time. The announcement sites are updated daily so you are encouraged to visit often.

What is the status of my application?

Application Manager provides easy access to information on the status of your applications. When in USAJobs, login to "My Account" then click "Application Status". E-mail notices will also be sent to the address you provide in your "biographical data".

ARMY CIVILIAN CORPS CREED

I am an Army Civilian - a member of the Army Team
I am dedicated to our Army, our Soldiers and Civilians
I will always support the mission
I provide stability and continuity during war and peace
I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage
I am an Army Civilian

February 2011

USA Staffing®
Application Manager

An Applicant's Introduction

**Real opportunities.
Important work.
Army Civilian Service.
Join us.**

www.armycivilianservice.com

USA Staffing® Application Manager

The Department of Army is introducing the use of USA Staffing® Application Manager, an automated tool that will streamline the application process. For information on Army job opportunities, please visit www.armycivilianservice.com

Highlights of Application Manager

- You will have a single source for managing and tracking Army job applications

- You will receive timely feedback at multiple stages during your application process

- You can create and store up to five resumes as well as required supporting documents in your USAJobs account

- You may upload documents once and reuse them for future applications

The Application Package

Your application package includes your resume, responses to the assessment questionnaire and supporting documents.

Resume

- You may create and store multiple resumes and choose the best for each application you submit
- You may submit your resume in a format of your choice:
    - Create your resume using the USAJobs template
    - Copy and paste your current Resumix resume into the USAJobs template

Assessment Questionnaire

- Your qualifications and eligibility will be determined based on your selected responses to a series of questions

Supporting Documents

- To assist you in ensuring your application package is complete, the announcement will identify all required documents in **How to Apply**

- You may upload and reuse supporting documents (e.g. transcripts, veterans documentation, SF-50)

How to Apply

- To search for current Army vacancies, go to www.armycivilianservice.com and click on **Job Search**

- For each specific vacancy, complete instructions on submitting your application package can be found by clicking on **How to Apply**

- You can easily start the application process by clicking on **APPLY ONLINE**

- Login or create your USAJobs account

- After uploading all required supporting documents, to submit your answers click **Submit My Answers**

- You will receive an email confirming your submission