

**For additional information on using the Automated Staffing Program (ASP), please contact your servicing HR team. You will find this information on our Web site at <http://www.hr.dla.mil/cntctus.htm>**



*Thank You*

**The Defense Logistics Agency (DLA) has implemented an automated process for filling vacant positions called the Automated Staffing Program (ASP). It is a streamlined process that uses an automated referral system to simplify and expedite the hiring process. ASP interfaces with a commercial-off-the-shelf automated tracking system called Resumix that is deployed throughout the Department of Defense (DoD). The system consists of a Job Announcement Search tool, the Job Announcement Email Notification tool, and the ASP account. The ASP account includes options to create, edit, and submit an electronic resume, an electronic application used to apply for vacant positions, an option to view your official resume located in the Resumix database, and an option to view the status of the applications you have submitted.**



The Automated Staffing Program

Launch your Internet browser (Internet Explorer or Netscape) and enter the following address into your browser's address bar: **<http://www.hr.dla.mil>**.

Under the Employment category click on the Job Announcement Search tool hyperlink.



At the next screen, click on the Job Opportunity Announcement Search Page hyperlink.

On the Job Announcement Search screen, you may choose to search for vacancies based on job series, grade levels, state, or country (to make multiple selections from the drop-down menus, hold down your control key while clicking on the series, grades, or locations you would like).

Once your selections have been made, click on the "Search" button.

A small, rectangular button with a light beige background and a thin black border. The word "Search" is written in a dark, sans-serif font in the center.


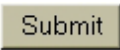
A page will be returned to you with a listing of open announcements matching your criteria. If you click on the announcement number, you will be able to view the full text of the vacancy announcement.


A horizontal banner with a red and white background featuring a stylized American flag. The text "The Job Announcement Search Tool" is centered in a white rectangular box with a purple border.

The Job Announcement Search Tool

This tool will allow you to set up an account and have announcements matching your criteria automatically emailed to you.

**To set up the account:**

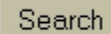
1. Launch your Internet browser (Internet Explorer or Netscape) and enter the following address into your browser's address bar: **<http://www.hr.dla.mil>**
2. Under the Employment category, click on the Job Announcement Search Tool hyperlink.  
A horizontal banner with a dark blue background and white stars, containing the word "EMPLOYMENT" in yellow, bold, uppercase letters.
3. On the next screen, click on the Job Opportunity Announcement (JOA) Search Page hyperlink.
4. On the Job Announcement Search screen click on the [set up email notification](#) hyperlink at the top or bottom of the page.
5. Enter your email address and a password of your choosing and click on the "Submit" button.
6. Re-enter your password and click on the "Submit" button. A small, rectangular button with a light beige background and a thin black border, containing the word "Submit" in black text.

A horizontal banner with a red and white background, featuring a stylized American flag design. The text "Job Announcement Email Notification Tool" is centered in a white box with a blue border.

**Job Announcement Email Notification Tool**

7. You may choose to have announcements sent to you based on series, grade levels, state, or country. To select multiple series, grades, or locations, hold down your control key and click on your choices.

8. Once you have completed making your selections, click on the “Search” button.

A rectangular button with a light beige background and a thin black border, containing the word "Search" in a dark, sans-serif font.

If you entered your email address correctly, you will begin to receive job announcements matching your selected criteria when they are announced.

**To Change your Email Notification Criteria:**

Follow the same steps above except for step #6.

**To Delete your Email Notification Account:**


At the bottom of the email you receive notifying you of a new job announcement, there is a hyperlink that can be used to delete your account.

Launch your Internet browser (Internet Explorer or Netscape) and enter the following address into your browser's address bar: **http://www.hr.dla.mil**

Under the Employment category click on the Automated Staffing Program (Resume Builder/Application Form/Check Status) hyperlink.



At the login screen, enter your social security number (without dashes) and a password of your choosing. Note: The password is case sensitive and you will be expected to enter the password exactly as you entered it initially when you access the program in the future.

Click on the "New User" button.  Note: If you are a new user and you click the "Submit" button, you will not be able to set up an account. The "Submit" button is for those who already have an account set up in the system.

Re-enter your password and enter a valid email address. Click on the "Confirm Password" button.



This will complete the process of setting up your account. Before you apply for vacancies, you must have a valid resume on file in the DLA Resumix database. You may begin to build your resume by clicking on the "Resume Builder" button. Detailed instructions for building the resume are located under the "Creating/Editing Your Electronic Resume" tab of this booklet.

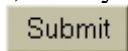


Launch your Internet browser (Internet Explorer or Netscape) and enter the following address into your browser's address bar: **<http://www.hr.dla.mil>**

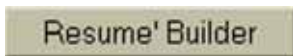
Under the Employment category click on the Automated Staffing Program (Resume Builder/Application Form/Check Status) hyperlink.



At the login screen, enter your social security number (without dashes) and your password and click the "Submit" button.



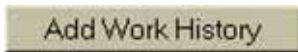
Click on the "Resume Builder" button.



The initial section of the resume builder will obtain your personal information (name and address).

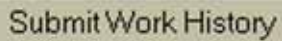
**To add your Work Experience/History:**

Click on the "Add Work History" button.



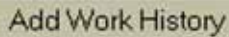
Upon clicking this button, you will be presented with additional data fields to complete such as dates of employment and a block to type in your duties and accomplishments. If your work history pertains to your present position, you will use the current date for the “to” date of employment and respond “yes” to the question, “Is this your current employer?”

Once you have filled in the data fields, click on the “Submit Work History” button

 Submit Work History


to save this work history.

To add additional periods of related employment, click on the “Add Work History” button

 Add Work History

again and repeat the process for each of your related employment periods.

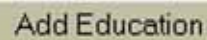
If you need to edit or delete a work history, click on either the “Edit Employment” or “Delete Employment”

button.  

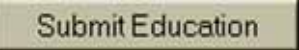
### **To add your Education:**

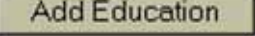
First respond to the questions regarding your highest secondary level education and year of graduation (if applicable).

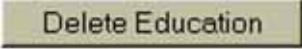
To add college education click on the “Add Education” button.

 Add Education




Upon clicking this button, you will be presented with additional data fields to complete. After entering the data, click on “Submit Education” button to save the education information. 

To add additional periods of education, click on the “Add Education” button  again and repeat the process for each period of education.

If you need to edit or delete a period of Education, click on either the “Edit Education” or “Delete Education” button.  

### **Additional Information:**

Complete each of the additional information blocks as applicable.

If you are interrupted during your process or you do not wish to submit the resume, you may click on the “Save But Do Not Submit Resume”  button at the bottom of the page.

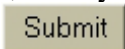
To submit your resume, follow the instruction under the “Submitting Your Electronic Resume” tab contained in this booklet. You will not be able to apply for vacancies until your resume is submitted.

Launch your Internet browser (Internet Explorer or Netscape) and enter the following address into your browser's address bar: <http://www.hr.dla.mil>

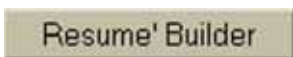
Under the Employment category, click on the Automated Staffing Program (Resume Builder/Application Form/Check Status) hyperlink.



At the login screen, enter your social security number (without dashes) and your password and click the "Submit" button.



Click on the "Resume Builder" button.



To submit your resume, click on the "Submit Resume to DLA" button at the bottom of the page. You will receive a page called "Error Checking."



Click on the "Begin Error Checking" button.



If no errors are found, your resume will be submitted.

Your resume may contain warnings. These warnings will not stop the resume from being submitted but are there to draw your attention to information that may not be correct.



If errors are detected, the resume will not be submitted, and you will be directed back to correct the error conditions.

Upon successful submission of your resume you will receive an email confirming the submission if you provided a valid email address. This email will contain a listing of the skills extracted from your resume. If the skills you receive do not reflect the types of skills you feel you have, you may need to reevaluate the content of your resume.

Submitting a resume does not mean you applied for a specific job announcement. To apply for a specific job announcement, you must follow the instructions located at the “Applying for a Job” tab of this booklet.

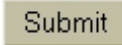
Please note: To apply for a job, you must have a valid resume on file in the DLA Resumix database. To complete a resume, follow the instructions located at the “Creating/Editing Your Electronic Resume” tab of this booklet.

Launch your Internet browser (Internet Explorer or Netscape) and enter the following address into your browser’s address bar: **http://www.hr.dla.mil**

Under the Employment category, click on the Automated Staffing Program (Resume Builder/Application Form/Check Status) hyperlink.



At the login screen, enter your social security number (without dashes) and your password and click the “Submit” button.

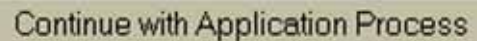


Click on the “Apply” button.



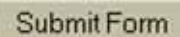
Select the announcement number for which you wish to apply from the drop down menu. Only open announcements being filled through the Automated Staffing Program are available from this menu.

Click on the “Continue with Application Process” button.



An application page will come up, and you will be required to complete the requested information. After you complete this information for the first time, the system will pre-fill some of the fields on your next application.

Upon completing the form, click on the “Submit Form” button at the bottom of the page.

A banner with a red and white background and a stylized American flag pattern. The text "Applying for a Job" is centered in a white box.

Applying for a Job

When you submit your application for a specific vacancy announcement, the ASP system takes a "snapshot" of your last **submitted** resume and that "snapshot" resume is used in the evaluation for the vacancy announcement for which you have applied.

Note: If you apply for a job and decide to then update your resume prior to the job closing, you must reapply for the job after editing and resubmitting your resume so the system can take a new "snapshot" of your resume.

If there are errors detected in your input, you will be directed to correct those errors or the form will not process. Once the errors have been corrected, click on the "Submit Form" button at the bottom of the page.

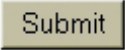
If no errors are detected, the form will process and you will receive an on-line confirmation that you may print and an email confirmation if you provided a valid email address.


You may review your official resume on file in the Automated Staffing Program database by following the steps below.


Launch your Internet browser (Internet Explorer or Netscape) and enter the following address into your browser's address bar: **<http://www.hr.dla.mil>**

Under the Employment category click on the Automated Staffing Program (Resume Builder/Application Form/Check Status) hyperlink.



At the login screen, enter your social security number (without dashes) and your password and click the "Submit" button. 

Click on the "View Resume" button  to see your completed official resume. This process will show you the official resume which is the last resume submitted. It will not reflect any information you have changed and saved but not submitted in the resume builder.

A banner with a red and white background, featuring a stylized American flag pattern. The text "Viewing Your Official Resume" is centered in a white box.

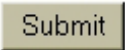
Viewing Your Official Resume


To check the status of applications you have submitted:

Launch your Internet browser (Internet Explorer or Netscape) and enter the following address into your browser's address bar: **<http://www.hr.dla.mil>**

Under the Employment category click on the Automated Staffing Program (Resume Builder/Application Form/Check Status) hyperlink.



At the login screen, enter your social security number (without dashes) and your password and click the "Submit" button. 

Click on the "Check Status" button. 

You will be provided with the up-to-date status for all job announcements for which you have submitted an application—even non-ASP announcements.

A banner with a red and white background featuring a stylized American flag. The text "Checking the Status of your Application" is centered in a white box with a dark border.

Checking the Status of your Application

***If I have an older resume in the system, will it be deleted when I submit my new resume?***

Yes, your older resume will be overwritten by your new resume. We maintain only one resume in our Automated Staffing Program database.

***How do I print my resume after it is completed?***

When you log into the Automated Staffing Program there is an option to review your resume. The resume you submitted was formatted in the resume builder program to be read by another computer system. The computer system automatically determines your skills using artificial intelligence. As a result, the resume is not formatted for "appearance" OR PRINTING, but rather for functionality. If you wish to print the resume you will need to copy and paste the resume text into your word processor, format it however you wish, and then print it.

***What is wrong if I am unable to see drop down menus for date fields?***

You may need to upgrade the browser. There have been no reported problems with Internet Explorer. Some Netscape 4 version users have experienced this problem. To upgrade your Netscape browser: <http://channels.netscape.com/ns/browsers/download.jsp>

***How many pages should my resume be?***

There is no specific number of pages your resume must be, however, a concise resume is easier to read. The resume the manager receives is in electronic form and is not set up in pages. Please remember that it is not necessary for you to provide a description of every job you have ever held. You should input the experience that best relates to the type of positions for which you plan to apply.

***Why did a particular skill not extract from my resume and how will I know if the right skills are being extracted from my resume?***

Sometimes applicants do not go into specifics for a particular skill. We suggest that you rewrite this particular skill identifying more specifics; for example, what your responsibilities were, how you accomplished a particular task. Look at your skills email, if you notice that your skills include many skills that are related to your employment intentions you do not need to do anything. If your skills are not related, then you should look at your resume and rewrite with specifics that relate to your career objectives.

***Why is my score different than in the past?***

Under ASP announcements, the application process and the criteria used to rank applicants changed. These changes may result in a different score than you received for prior applications.



Unlike form-based applications, like the SF-171 or OF-612, in which you described your work experience in detail, the ASP resume should be **skills-based**. We want to know **what you did** on the job. The best way to convey that is to use simple sentences and concrete words, not flowery adjectives. Instead of describing what your **responsibilities** were, describe your **accomplishments**:

**Name** any tools, software, or equipment you used.

**Spell it out.** Avoid using jargon, abbreviations, and acronyms, unless they are common to a job field. Spell out the meanings of any abbreviations and acronyms you use at least once. Remember that ADA can mean a computer language, the American Dental Association, Americans with Disabilities Act, or Ada, Oklahoma. Even with the Department of Defense (DoD) the same acronym or abbreviation can have many different meanings.

**Do not repeat skills;** there is no extra credit. Once a skill such as “management” or “budget” is described, you need only use the phrase again if you are describing a different position with a different grade level.

**EBIS:** The **Employee Benefits Information System (EBIS)** is an automated tool created to provide 24-hour access to information you need about programs such as health benefits, life insurance, retirement, and the Thrift Savings plan. Get detailed program information and even make changes to your enrollments during open seasons or because of other life events. Your personal information is protected and available only to you. Click on the link [Employee Benefits Information System \(EBIS\)](#).

**EOPF:** The DLA Electronic Official Personnel Folder is available by just clicking on the link under HR Automated Systems and Tools for our HR Web site. Human Resource offices are required to maintain a file of personnel action related documents for every active civilian employee. It is started when you are hired and follows you through your career until you leave Federal Service. Employees can now access their documents using an access code and PIN. Newly hired employees will receive a letter by mail with their PIN and instructions on how to access your EOPF. Employees may also send the EOPF team email at [eopf@hr.dla.mil](mailto:eopf@hr.dla.mil) with any questions.

**MYPAY:** The **Defense Finance & Accounting Service (DFAS)** has created its Web site **myPay**. MyPay's new design helps you find the information and complete the transactions you want in just three clicks. Available nearly around the clock, myPay mean confidence in knowing your pay is going where it should, when it should. With your **myPay** account you can:

**View, print, and save leave and earnings statements.**

**View and print tax statements.**

**Change federal and state tax withholdings.**

**Manage allotments.**

**Make address changes and much more.**

Log on to our HR Web site and click on the **myPay** link or call toll free 1-877-363-3677. If you need a new PIN, just click "NEW PIN." Log on once you receive your temporary PIN in the mail.

**TALX:** DLA teams with "The Work Number for Everyone" to speed up employment and salary verifications so that your lender, potential landlord, or other service can get information fast—and you control their access to the data. Employees seeking a loan or other credit for which the lender requires current and prior earnings information may call "The Work Number for Everyone" at 1-800-367-5690 to get an authorization code or go to our HR Website and click on the [TALX – Employment Verification System](#). Obtaining verification takes about 2 minutes—and lenders are charged a nominal fee for the service based on the length of the call.