



## End of Resumix/Answer and NEW USA Staffing Requirements

As of 1 May 2012, USA Staffing is the only application system for all Department of Defense Appropriated Fund (AF) vacancy announcements. The Resumix application system has closed.

To apply through the Application Manager on USA JOBS, you must submit a resume directly to USAJOBS and upload the required documentation for your eligibility for merit promotion announcements. Documentation required:

- Current or Former Federal employees– a recent non-award SF-50
- Veterans-DD214 and if applicable, SF-15 plus VA letter
- Military Spouse-Sponsor's orders plus marriage certificate

If a position has requirements such as a drivers license or transcript documenting 24 semester hours in a particular field, a copy of that license or transcript must also be uploaded. If the resume and all required supporting documentation are not uploaded and included in the application packet, you will be ineligible for referral. Please see the vacancy announcement for specific requirements.

Effective 31 May 2012, you can no longer access your Resumix resume or track the status of your Resumix self-nominations in ANSWER. To move your Resumix resume to USAJOBS, you must copy it from Resume Builder prior to 31 May, then upload it into USAJOBS/Application Manager. You can view the status of your self-nominations via USAJOBS-My Account-Application Status.

Employees can access, save or print their own SF-50's from [www.cpol.army.mil](http://www.cpol.army.mil):

- Log into Portal by clicking on the link on the upper right: Employee Portal Login (CAC)
- Click OK and choose a digital certificate, then click on the yellow employee tab
- In the section titled "My SF-50" click Go
- Click on the PDF icon next to the SF-50 that you want to access
- From the gray menu bar at the bottom center of the screen, choose the computer disk icon to save a copy of the PDF file to your computer or removable storage media, or
- Click on the printer icon and select a printer

For further information please contact the Civilian Human Resources Center at [JTFCAPMED.CHRC@med.navy.mil](mailto:JTFCAPMED.CHRC@med.navy.mil) or call us at (301) 319-8387.