

Trailblazer

SPECIAL EDITION

SWCPOC to Deploy Centralized RESUMIX Database

The Army is centralizing its hiring process.



All resumes maintained by five CPOCs will be maintained in one centralized database located in Alexandria, Virginia.

The proposed deployment schedule follows.

North East	Feb 28 – 4 Mar
South East	Mar 14 - 18
South Central	Mar 21 - 25
South West	Mar 28 – 1 Apr
North Central	Apr 4 - 8
West	To be determined



Once the activities serviced by a CPOC are brought into the centralized database, each applicant will have one resume that will be shared by all the other CPOCs that have centralized. Employees will not have to resubmit a resume because of this centralization effort. Only the most recent resume will be retained.

Once centralized, there will be only one database of record in Army. Until that time, applicants using the Army's Resume Builder will continue to have the option to select certain

CPOCs where they want their resumes sent. The system will automatically send the resume to the CPOC identified or to the Centralized RESUMIX Database.



The Army's Resume builder is the preferred method in submitting a resume. Applicants will also have the option to email or submit a hard-copy resume to a specific region. Each region in turn will process the resume into the Centralized RESUMIX Database. This provision enables applicants that do not have computer access or access to the web a means of applying for vacant positions.

Advantages of Centralized System

- Business processes will be standardized under the centralized RESUMIX process so that employees will have one method for applying for Army jobs anywhere in the world.
- Applicants need to submit only a single resume to be available for any vacancy within the centralized system.
- Resumes submitted through the Army Civilian Resume Builder will automatically flow into the centralized referral database. This is the fastest way to get a resume into the Centralized RESUMIX Database. This is because the Army's Resume Builder is being reprogrammed to prevent applicants





from submitting incomplete resumes. Resume Builder experts at HQDA believe that using the Resume Builder will completely eliminate resumes from being rejected at the Central Database because of missing information.

- An electronically transmitted referral list will get to the manager much quicker and will provide for faster selections.
- Self-Nominations through the Vacancy Announcement Builder will be posted automatically to the Centralized RESUMIX Database with on-line confirmation.

Applicant Notification System

ANSWER

As a result of the Centralized RESUMIX Database process, the applicant notification system will change. Instead of applicants using SOARS to check on status of actions, they will be using the new Army Notification System Web Enable Response System (**ANSWER**).

Applicants will be able to use **ANSWER** to obtain information on the status of their resumes.

CPAC employees will also have view capability into ANSWER so that they can provide relevant advice and assistance to employees on the status of their applications.



Important Labor Relations Obligations

CPOCMA sent Impact and Implementation (I&I) letters to the CPACs on the Centralized RESUMIX Database process.

The National Unions were notified in November 2001 of the proposal to centralize use of

RESUMIX within Department of Army. They acknowledged the notification *but* reserved the right to negotiate at a later date.



CPAC Labor Relations Specialists are reminded to contact their CPOC if Unions request to negotiate this change or if negotiations will affect the deployment schedule.



Your feedback is important to us. Send comments or suggestions to: Lucy Gonzalez, Office of the Director DSN 856-0015, FAX 856-2393,

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