

SPECIAL EDITION

Lost Your Army Resume Builder Password?



**Then we have good news
for you!**

Department of the Army Resume Builder experts recently announced that an Automatic Password Reminder has been added to the current Army Resume Builder.

If you have forgotten your password or you did not create a question/answer hint, or if you have forgotten the answer, now you will get a new option screen that will help you out.

You will now be asked to enter your Social Security Number and the e-mail address you used when you created your resume in the Resume Builder.



If the SSN and e-mail address matches what is in the Resume Builder database, you will receive two e-mails automatically - one with your user ID and the other with your password. If the SSN and e-mail address do not match, the Webmaster will be notified automatically to provide assistance.



Frequently Asked Questions About RESUMIX

† **What is RESUMIX and how does it work?**
Ans: RESUMIX is an automated resume storage and referral system that uses artificial intelligence



† **Are all jobs in the Southwest Region filled using RESUMIX?**

Ans: The majority of positions are filled using RESUMIX procedures, but there are a few activities that are currently not under RESUMIX. Also certain permanent Career Program positions are not filled using RESUMIX. Positions announced through the Delegated Examining Unit (DEU) are also not filled using RESUMIX.

† **Does RESUMIX change the way I apply for positions?**

Ans: Yes, If the position is being filled using RESUMIX procedures, you must submit a resume and supplemental data. The resume should not exceed 3 pages. The resume and supplemental data must be submitted together. When a position is announced that you are interested in, you must submit a self-nomination form.



† **How do I prepare a resume?**

Ans: The Army's Resume Building is the preferred method for preparing your resume and supplemental data sheet. It is available on the World Wide Web at <http://www.cpol.army.mil> (Click on Employment).

† **How do I prepare a resume if I don't have access to the World Wide Web or email?**

Ans: If you do not have access to the World Wide Web or email, you may prepare a resume and supplemental data on a typewriter or word processor following the format included in the Southwest Region Job Kit. The Job Kit is available on our web site or at any Southwest Region Civilian Personnel Advisory Center (CPAC).



NEW!

Centralized RESUMIX Is Coming Soon!

Department of Army is currently working with the CPACs to meet labor relations obligations regarding centralization of the RESUMIX process.

Listed below are some notes about Centralized RESUMIX that you need to be aware of:

† † Centralization of RESUMIX means that all resumes maintained by a CPOC will be consolidated into a central single database located and maintained in Alexandria, Virginia.



† † 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.



† † An employee needs to submit only a single resume to be available for any vacancy within the centralized system.

† † Resumes input through the Army Civilian Resume Builder will automatically flow directly into the RESUMIX central database with no manual intervention. This will transmit the resumes to the database much faster than the current process. No resume submitted through the Army Civilian Resume Builder



will be rejected.

† † A change associated with the centralized RESUMIX effort is the establishment of the Army notification system that will be called ANSWER.

Answer stands for:

Applicant
Notification
System
Web
Enable
Response



Answer will be the method for employees to obtain information on the status of their resumes. Applicants can access it via the web.

Answer includes the functionality contained under your current applicant response system and in June will allow an applicant

ATTENTION CPACs
If you believe you will not be able to meet the implementation schedule previously sent to you, please contact your CPOC representative as soon as possible.

to edit a resume from the application.



Send comments or suggestions to:
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