

From: Director, Human Resources Office, Pensacola

Subj: RESUMIX

1. On 1 March 2000, the automated civilian application program, Resumix, was implemented at the Human Resources Service Center, Southeast (HRSC-SE). HRO Pensacola established a Program Manager for this effort and began providing briefings and training to all serviced employees during the month of February. A total of 1,566 employees in the Pensacola Naval Complex attended the Resumix briefings, and 992 employees attended "Resume Writing" training provided by the HRO. A computer lab was opened in Building 646 for use by all employees who need assistance in completing their resumes. To date, 108 employees have taken advantage of the lab services.

2. The HRSC-SE has advised us that they are beginning to issue certificates and fill vacancies using the Resumix System. The greatest deterrent to the full implementation of the Resumix System in the Southeast is that only a small percentage of HRO-Pensacola-serviced employees have actually submitted their resumes to Resumix. There have been 8,096 applications filed under Resumix from around the world to HRSC-SE. Of those, only 5,432 were accepted as prepared according to requirements. As a result of errors in preparation, 1,664 were rejected. Of the 5,432 acceptable applications, 1,792 were directed toward employment in the Pensacola area, and 1,624 of them were accepted. Employees of activities serviced by the HRO Pensacola filed a total of 322 applications, and 290 of those were accepted. It is vitally important that your employees understand the urgency of submitting their resumes into the Resumix System. The system cannot operate effectively until the majority of employees have their resumes entered into Resumix. Employees will not be considered for future jobs unless their resumes are in the system.

3. Although the on-line Resume Builder has been sporadic in its operation since it came on line in March 2000, it has been completely re-done on the programming level and has undergone rigorous testing of all its features and functions. The improved version was launched on Wednesday, 14 June 2000. The new Resume Builder provides a higher level of security for the user, offers a faster response time, and incorporates a user-friendly mode of operation. For a full description of the changes, refer to the attached document. Employees should understand that the Resume Builder is only one method of submitting their resumes to Resumix. Another method is to compose the resume in MS Word (using the proper Resumix format) and forward it to the appropriate HRSC via email, according to the guidance provided in the job kit. When the resume is received by the HRSC, it should be entered into the Resumix System within 48 hours and the employee will be notified via U.S. Mail.

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4. The Resumix Program Manager for HRO Pensacola, Mr. Dale Farley, is available to come to your activity and provide additional briefings and/or training for your employees. The Resumix computer lab is open 0700 to 1500, Monday through Friday, to assist your employees. To make an appointment at the lab, employees should call Ms. Chris Berkley at 452-2660. To request Resumix briefings, "Resume Writing" training, or additional information concerning the Resumix Program, please contact Mr. Farley at 452-2660. I encourage you to take advantage of the services we provide.

J. B. FOSTER

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