

DLA Deploys Paperless Job Application Process to DDC NEW AUTOMATED STAFFING PROGRAM TO DEPLOY TO ALL DDC DISTRIBUTION CENTERS BY OCTOBER 2004

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DLA will roll out the new Automated Staffing Program (ASP), a streamlined, automated process that allows DLA employees to apply for vacant DLA positions online, to the Defense Distribution Center (DDC) Headquarters and Defense Distribution Depot Susquehanna, PA (DDSP) this summer. The remaining 23 DDC distribution centers are expected to be ASP-capable by October.

Replacing the lengthy SF-171 and OF-612 forms, ASP allows applicants to build a resume and apply for a job vacancy electronically using the www.hr.dla.mil website. All applications submitted are "read" by an artificial intelligence system that uses a 100-point scoring system to rate each applicant based on information provided in their resume and application for experience/skills, education, training and awards.

When the job announcement closes, the system will automatically tally the scores of all the applications and generate a list of applicants. A DLA Human Resource

Specialist will then perform a qualification determination of the applicants and prepare a referral certificate for the selecting official. The selecting official will review the referral certificate and make his or her selection online.

The most important thing for the applicant to remember is to review the e-mail message they receive after submitting their resume to DLA to make sure it contains the skills required for the vacancies for which they apply.

ASP has already been deployed to numerous DLA activities including Defense Reutilization and Marketing Service (DRMS), Defense Logistics Information Service (DLIS), Document Automation and Production Service (DAPS), DLA J-4, DLA Pacific, DLA Europe, Defense National Stockpile Center (DNSC), DLA Customer Support Office New Cumberland (CSO-N), Defense Distribution Depot Korea (DDDK), and Defense Distribution Depot Sigonella, Italy (DDSI).

Tips for building a resume in ASP:

- Use the resume builder to ensure that you provide all required information.
- List your skills, not your responsibilities.
- Be sure to list tools, equipment or software you used in previous positions.
- Avoid using jargon.
- Don't repeat skills within the description of a position; it won't earn you extra credit.
- Include all necessary information, but keep the resume concise.
- List the job experience that best relates to the position for which you plan to apply.
- When finished, click the button "Submit Resume to DLA" to receive e-mail notification of the skills the system has identified that you have matched in Resumix. If those skills don't match the skills required for the position for which you plan to apply, rework your resume accordingly.

Additional information on ASP is available at www.hr.dla.mil. Under the heading "Employment," you will find the following links:

- Automated Staffing Program (Resume Builder/Application Form/Check Status)
- Automated Staffing Program (ASP) FAQs
- Automated Staffing Program On-Line Training
- ASP Step by Step Guide



DLA Human Resources Specialist Kathy Harder Martin explains the benefits of the Automated Staffing Program (ASP) at a recent training.