

## USA STAFFING AND USAJOBS

Commands serviced by HRO Yokosuka and its Satellite Offices are scheduled to begin transition to USA Staffing and USAJOBS on 12 September 2011. **USA Staffing** will replace the RESUMIX tool currently used by Department of Navy (DON) for recruiting civilian positions. **USAJOBS** will also replace the current CHART system used by applicants to apply for DON civilian positions.

The Human Resources Service Center Southwest will conduct training courses on (1) USA Staffing Tools, and (2) Job Analysis Development for USA Staffing for managers, hiring officials, and HR professionals.

<u>DATES:</u>	<u>8 Aug 2011</u>	
<u>TIME:</u>	Session I	8:00 a.m. - 10:00 a.m.
	Session II	1:00 p.m.- 3:00 p. m.

	<u>9 Aug 2011</u>	
<u>TIME:</u>	Session III	8:00 a.m. - 10:00 a.m.
	Session IV	1:00 p.m.- 3:00 p. m.

Both courses will be offered twice a day on both the 8<sup>th</sup> and 9<sup>th</sup> of August.

LOCATION: Regional Workforce Development Office  
Room 205, Bldg. A20, Second Floor

Please contact Kazue Suyama at 243-5447 or at email [Kazue.Suyama.JA@fe.navy.mil](mailto:Kazue.Suyama.JA@fe.navy.mil) to register for the training. Online training and information on the transition and related hiring reform initiatives is also available on the [Hiring Reform site](http://www.donhr.navy.mil) at [www.donhr.navy.mil](http://www.donhr.navy.mil). Applicants, employees, hiring managers and the public are encouraged to visit this site often for the latest information on the DON's action to improve and reform the hiring process.

If you would like to obtain additional information on USA Staffing and/or USAJOBS and how the transition to these systems will affect your organization, please contact Junarion Hubbard, HRO Yokosuka, USA Staffing Transition Action Officer at 243-9128.