



HRSC-SW BULLETIN

SUBJECT: NEW TOOLS FROM HRSC-SW ON THE WEB

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INTENDED AUDIENCE:

HR Directors, Site Managers and HRSC-SW Staff Members

The purpose of this Bulletin is to let you know that there are four new features on the HRSC,SW portion of the Department of Navy Human Resources website under "Regional Information." You may find them useful when you brief your customers and conduct internal training. The new tools are:

1. A new Managers' Kit for Recruitment and Selection through Resumix. Please use this hyperlink to see it:

<http://www.donhr.navy.mil/HRSC/southwest/localnews/Code50/managerskit.pdf>

2. A new Resume Builder with screen shots. The Builder continues to be the preferred format for applicants to use. To see it, please click here:

<http://www.donhr.navy.mil/HRSC/southwest/localnews/Code50/resumebuilderinst.pdf>

3. Information on the requirements that must be met for a promotion to be processed noncompetitively as an accretion of duties promotion may be found here:

<http://www.donhr.navy.mil/HRSC/southwest/localnews/Code50/Accretion.pdf>

4. Finally, we now have a table that lists new classification standards and status of their implementation, as well as other pertinent information. This will be particularly useful for Manage-to-Payroll (MTP) activities. To view the table, click on the hyperlink below, scroll down to the "Classification" section and click on "List of new OPM classification standards." The table's fourth column contains links to the classification standards for each series on the list.

<http://www.donhr.navy.mil/HRSC/southwest/localnews/localnews.htm>