



DEPARTMENT OF THE ARMY  
WALLA WALLA DISTRICT, CORPS OF ENGINEERS  
201 NORTH THIRD AVENUE  
WALLA WALLA, WA 99362-1876

January 2010

Civilian Personnel Advisory Center

**INSTRUCTIONS FOR APPLYING FOR RESUMIX ANNOUNCEMENTS**

**ON INTERNET**

- Go to <http://www.cpol.army.mil>
- Go to “Employment.” Click on “Search for Jobs”
  - At Search Page, select from available boxes (we usually recommend searching by state)
  - Since you must have competitive status to apply to Resumix, **do not** check box that says “I have never worked for the federal government.” Click the box that indicates you have Competitive Status. Competitive status includes: 30% Vets, handicapped, current in-service employees, reinstatement eligible, transfers, reassignment eligible, VEOA, VRA, etc.
- Scroll to the right and Click on the box that says “Get Results.” This brings up a list of all available jobs on your search. Walla Walla District positions start with “WTHG.”
- Click on Vacancy Announcement Number to open advertisement. The announcement number should end with a number or “OC.”
- Review announcement and click on paragraph headings for more information.
- You should then go to the Army Resume Builder to build your resume. This is located at the same drop down menu under “Employment.” Upon completion, submit the resume to the centralized database. If you already have a resume in the centralized database, you can choose to use it or update it, if needed.
- Go to the same menu under “Employment” and enter into the “Build a Resume/Review Resume Status program.” This is a program for you to review your resume and see if your name has been pulled for jobs. As soon as you can see that your resume has been received and is active, go back into the Vacancy Announcement, scroll to the bottom and click on “Self Nominate.” By doing this, you are submitting your name for this job.
- If you have questions on this process, contact Walla Walla District’s CPAC at 509-527-7023, or email at [cenww-hr@usace.army.mil](mailto:cenww-hr@usace.army.mil)