



USA Staffing Applicant Documentation Command Brief

Recruitment Tools And Processes Division
Office of Civilian Human Resources
May 2018



BLUF

- ❑ 28 May 2018, all documentation that supports applicant eligibility and qualifications will be required at the time of application
- ❑ Eligibility will be determined PRIOR to referral to the hiring manager
- ❑ Applicants who do not provide supporting documentation, or provide documentation that does not support their claims, will not be referred



Agenda

- Reason for the Change

- Applicant Certification

- Current DON Applicant Documentation Process

- New DON Applicant Documentation Process

- Instructions for Submitting Documentation

- Review



Reason for the Change

- This change was a result of customer input and is expected to:
 - ◆ Increase the quality of our certificates
 - ◆ Standardize application procedures for all DON vacancy announcements
 - ◆ Align DON with the application processes of other DoD and Federal agencies
 - ◆ Reduce the wait time for tentative job offers



Applicant Certification

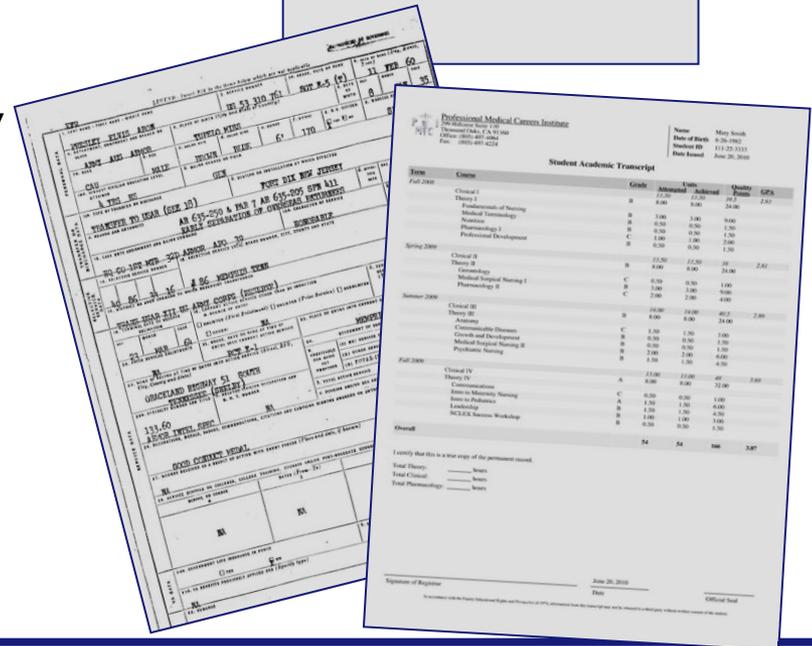
- Applicants to DON Job Opportunity Announcements must **answer questions** to make **claims** regarding their eligibility and qualifications
- Applicant answers or “**claims**” must be **verified** by an HR Specialist before certification and referral to the hiring manager
- Verification requires review of eligibility and qualifications **documentation**

Current Documentation Process

❑ On **internal** recruitments, i.e. status candidates, the HR Specialist uses the content of the resume to verify applicant claims

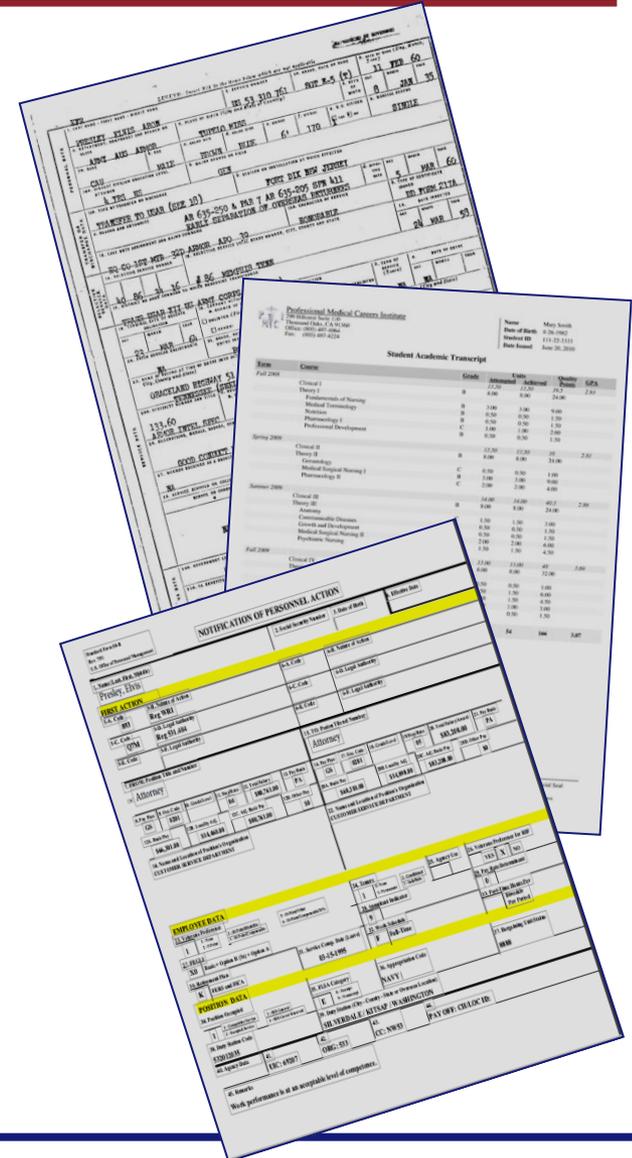


❑ On **external** recruitments, i.e. public candidates, the HR Specialist requires supporting documentation (e.g. DD-214, Transcripts, etc.) to verify applicant claims



New Documentation Process

- Internal and external recruitments will have the same process
- Status candidates (**including DON employees**) must submit supporting documentation (e.g. SF-50, Transcripts, etc.) to support the claims made in the application





DON employees need to know

- ❑ All DON announcements will identify the required documents
- ❑ If required by the position, unofficial transcripts should be submitted at time of application. Unofficial transcripts are free and can be printed from the student portal of the college website. If you encounter difficulty using the school's student portal, call the school's registrar office
- ❑ SF-50s can be downloaded from DCPDS MyBiz+ or eOPF
- ❑ Documents loaded to USAJOBS once can be re-used
- ❑ HR Specialists at the OCHR Operations Centers will not change an applicant's answer to a question, even upon request
- ❑ OCHR Operations Centers will not accept documents after the closing date of the announcement unless USAJOBS or USA Staffing acknowledges the system was at fault
- ❑ It is the responsibility of the applicant to make sure the documents submitted are the correct documents



Documentation Requirements

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated

[Read more](#)

Background checks and security clearance

Security clearance
[Not Applicable](#)

Required Documents

A COMPLETE RESUME IS REQUIRED. Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0201-09. Note: Only the last resume received will be reviewed.

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You are required to upload the applicable documents with your application package. These documents will assist the staffing specialist in determining your eligibility and qualifications.

Announcement Text

3. Are you currently employed as a permanent civilian employee in the competitive service in a Federal agency?

- Your Notification of Personnel Action, Standard Form 50 (or equivalent personnel action form) will reflect career or career-conditional: Tenure 1 or 2 in box 24 **AND**
- Your Notification of Personnel Action, Standard Form 50 (or equivalent personnel action form) must reflect your status in the competitive service: Position Occupied is 1 in box 34 (Unless you are on a permanent VRA appointment then it will show a 2 in box 34).

If you answer yes, you are required to submit a copy of your latest SF-50 Notification of Personnel Action with your application. Failure to provide supporting documentation will result in a rating of ineligible.

- A. Yes
- B. No

Application

- ❑ General documentation requirements are located in the **Required Documents** section of the **Announcement Text**
- ❑ Specific documentation requirements are listed for each eligibility in the **Eligibilities** section of the **Application**.



Required Documents

Any available documents that are not assigned to an Accepted Document type will NOT be submitted as part of your application.

You MUST assign at least one supporting document for each **required** document type in order to submit your application.

Accepted Documents	Available Documents
Professional Engineer Registration (required)	<input type="text"/>
Resume (required)	<input type="text"/>
Cover Letter	<input type="text"/>
DD-214	<input type="text"/>

Not all required documents will be marked required. Only documents required of all applicants are marked required. Document requirements that vary by type of applicant (i.e. DD-214 or SF-50) will not say required, but you must submit the document that applies to you.



Submitting Documents

Any available documents that are not of your application.

You MUST assign at least one support application.

- account login page
- Training Sign In Sheet
- Resume
- Transcripts
- SF 50
- Registration**

Accepted Documents		
Professional Engineer Registration (required)		
Resume (required)	<input type="text"/>	
Cover Letter	<input type="text"/>	
DD-214	<input type="text"/>	

Click the dropdown box next to every accepted document type that applies to you and select your document to submit it. Documents not assigned to an accepted document type will **NOT** be submitted with the application



Adding New Documents

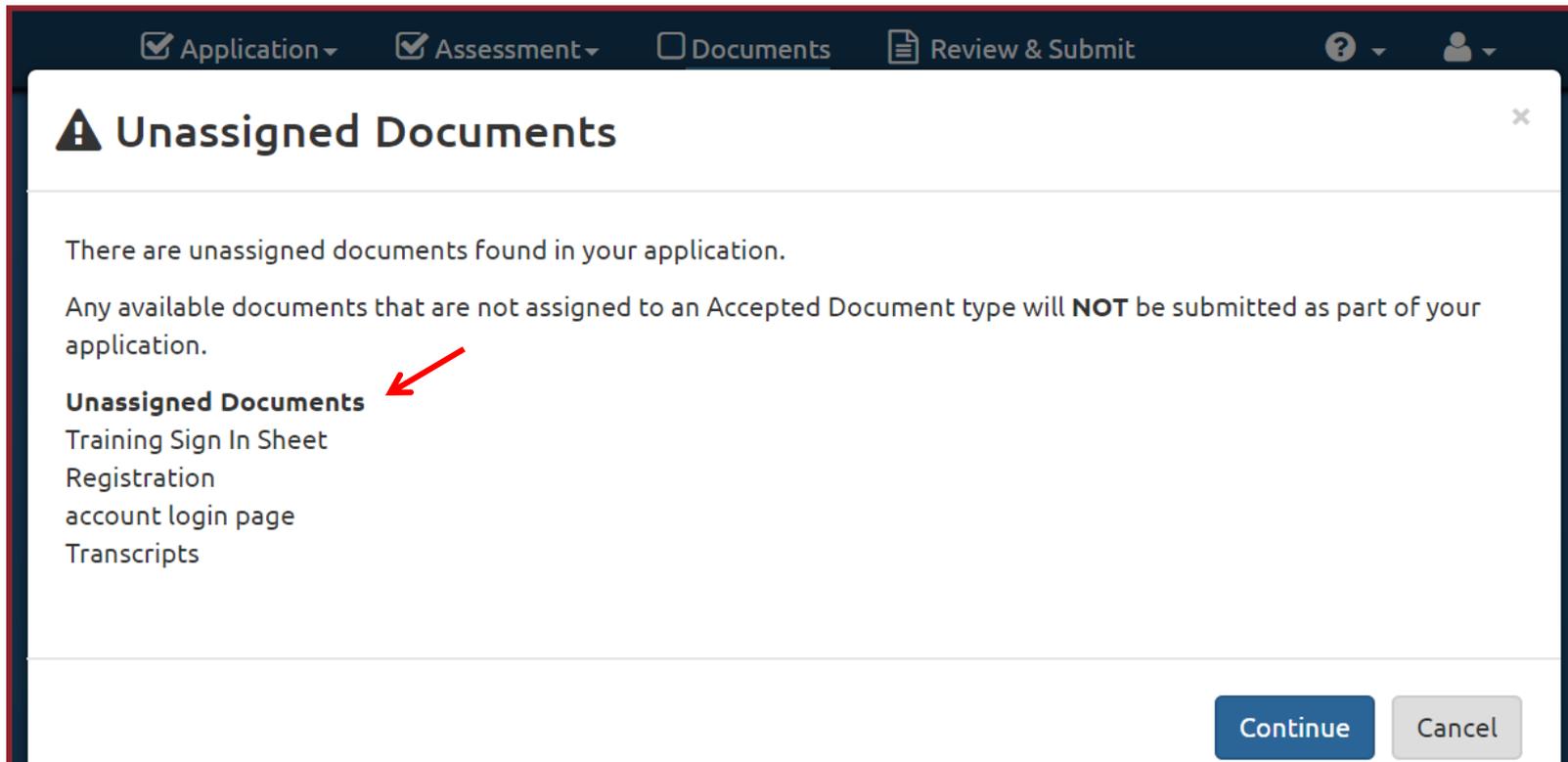
	<input type="text"/>
SF-15	<input type="text"/>
SF-50	<input type="text"/>
Transcript	<input type="text"/>
VA Letter, Statement of Service	<input type="text"/>

Are you missing a document?



If you are missing a required document in the drop down, you can upload it at the bottom of the page and it is immediately available in the dropdown.

Unassigned Documents



The screenshot shows a dark blue navigation bar at the top with the following items: a checked box for 'Application', a checked box for 'Assessment', an unchecked box for 'Documents', and a document icon for 'Review & Submit'. On the right side of the bar are a help icon (question mark) and a user profile icon. Below the navigation bar is a white pop-up window with a dark blue border. The pop-up has a title bar with a warning icon and the text 'Unassigned Documents'. The main content of the pop-up reads: 'There are unassigned documents found in your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.' Below this text is a section titled 'Unassigned Documents' with a red arrow pointing to it. Under this title, the following documents are listed: 'Training Sign In Sheet', 'Registration', 'account login page', and 'Transcripts'. At the bottom right of the pop-up are two buttons: a blue 'Continue' button and a grey 'Cancel' button.

If there are any documents in your account that were not assigned to an accepted document type, you will get a pop up warning. Review carefully! The documents listed in the pop up will **NOT** be submitted as part of your application.



Missing Required Documents

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section								
✓	Application ▾								
✓	Assessment ▾								
✗	Documents ▾								
	<table border="1"><thead><tr><th>Accepted Documents</th><th>Submitted Documents</th></tr></thead><tbody><tr><td>✓ Professional Engineer Registration (required)</td><td>Registration - View</td></tr><tr><td>✗ Resume (required)</td><td></td></tr><tr><td>✓ SF-50</td><td>SF 50 - View</td></tr></tbody></table>	Accepted Documents	Submitted Documents	✓ Professional Engineer Registration (required)	Registration - View	✗ Resume (required)		✓ SF-50	SF 50 - View
Accepted Documents	Submitted Documents								
✓ Professional Engineer Registration (required)	Registration - View								
✗ Resume (required)									
✓ SF-50	SF 50 - View								

* I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

If you do not submit a document marked required, you will not be able to submit your application

Submit Application
Please address all required items to submit application.



Missing Required Documents

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section								
<input checked="" type="checkbox"/>	Application ▾								
<input checked="" type="checkbox"/>	Assessment ▾								
<input checked="" type="checkbox"/>	<u>Documents</u> ▾ <table border="1"><thead><tr><th>Accepted Documents</th><th>Submitted Documents</th></tr></thead><tbody><tr><td><input checked="" type="checkbox"/> Professional Engineer Registration (required)</td><td>Registration - View</td></tr><tr><td><input checked="" type="checkbox"/> Resume (required)</td><td>Dawns resume - View</td></tr><tr><td><input checked="" type="checkbox"/> SF-50</td><td>SF 50 - View</td></tr></tbody></table>	Accepted Documents	Submitted Documents	<input checked="" type="checkbox"/> Professional Engineer Registration (required)	Registration - View	<input checked="" type="checkbox"/> Resume (required)	Dawns resume - View	<input checked="" type="checkbox"/> SF-50	SF 50 - View
Accepted Documents	Submitted Documents								
<input checked="" type="checkbox"/> Professional Engineer Registration (required)	Registration - View								
<input checked="" type="checkbox"/> Resume (required)	Dawns resume - View								
<input checked="" type="checkbox"/> SF-50	SF 50 - View								

* I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

You must have all green check marks to apply

Submit Application



Review

- ❑ Change takes effect 28 May 2018
- ❑ All applicants must provide eligibility and qualification documentation at the time of application
- ❑ Eligibility and qualifications determinations will be made prior to referral to the hiring manager
- ❑ Applicants who do not provide supporting documentation, or provide documentation that does not support their claims, will not be referred
- ❑ For step-by-step screenshots on the entire application process including how to upload documents into your USAJOBS profile for easy use at time of application go to <http://www.secnv.navy.mil/donhr/How-To-Apply/Pages/Default.aspx>



Questions

USA Staffing dawn.fish@navy.mil
