USA Staffing
Applicant Documentation
Command Brief

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

<table>
<thead>
<tr>
<th>Accepted Documents</th>
<th>Available Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Engineer Registration <em>(required)</em></td>
<td></td>
</tr>
<tr>
<td>Resume <em>(required)</em></td>
<td></td>
</tr>
<tr>
<td>Cover Letter</td>
<td></td>
</tr>
<tr>
<td>DD-214</td>
<td></td>
</tr>
</tbody>
</table>

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.
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

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

You must have all green check marks to apply
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.secnav.navy.mil/donhr/How-To-Apply/Pages/Default.aspx
Questions

USA Staffing dawn.fish@navy.mil