

# OCHR FactSheet

## USA Staffing – Applicant Documentation

Issued: 14 May 2018

### USA Staffing

- Describes the DON application process
- Provides the new DON applicant documentation requirements
- Answers Frequently Asked Questions about supporting documentation requirements

### Background

Applying for Department of the Navy (DON) jobs posted on USAJOBS has never been easier. Applicants can upload multiple resumes and multiple supporting documents to their USAJOBS account to select and attach to their application packages as needed.

Until now, the DON had two different processes for requiring supporting documentation on Job Opportunity Announcements (JOAs). Some JOAs required supporting documentation and others did not. On 28 May 2018, the DON will require supporting documentation on all JOAs in order to improve the quality of certificates for hiring manager consideration.

### Documentation Requirements

Applicants must provide documentation that supports the eligibility and qualification claims they make in their application package. Applicants that do not provide supporting documentation at the time of application will not be referred to the hiring manager. For example, if you claim that you are a current federal employee, you will have to provide the documentation (SF-50) that supports the claim. Requirements will be posted in the JOA.

- Qualification documentation requirements are in the **Required Documents** section:

ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?

You must submit a copy of your college transcript or an appropriate course listing. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications.

- Eligibility documentation requirements are directly under the **Eligibility** question:

Are you currently employed as a permanent competitive service internal employee in the Department of Defense (Army, Navy, Marine Corps, Air Force, etc)?

- 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 eligible, you are required to provide a copy of your last or most recent SF-50, Notice of Personnel Action.

### Uploading Documents

See our presentation on how to apply for a DON job, including step-by-step pictures on uploading documents here: [http://www.secnav.navy.mil/donhr/How-To-Apply/Application-Steps/Documents/USA\\_Staffing\\_Upgrade\\_Applicant\\_Training.pdf](http://www.secnav.navy.mil/donhr/How-To-Apply/Application-Steps/Documents/USA_Staffing_Upgrade_Applicant_Training.pdf)

Then, log in to your USAJOBS account and upload the documents you may want to use in the future such as:

- SF-50s
- Unofficial transcripts
- Licenses and certifications
- DD-214 and/or VA letter

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## Frequently Asked Questions

**Q: Where can I get a copy of my SF-50?**

A: You can obtain copies of your SF-50s by logging into MyBiz+ at <https://compo.dcpds.cpms.osd.mil> and clicking on SF-50 Personnel Actions or the Personal Box. From this section, you can save electronic copies of your SF-50s.

**Q: Where can I get a copy of my school transcripts?**

A: You can obtain copies of your unofficial transcripts by logging on to the student portal of your school's web site. If you do not remember your student account information you can also get unofficial transcripts from the school's registrar's office. You do not have to submit official transcripts at the time of application.

**Q: What if I have a degree, but a degree isn't required in the JOA? Do I still have to submit my transcripts?**

A: No. You can list your degree(s) in your resume if you would like the selecting officials to take that in to consideration, but you do not have to provide documentation unless required by the position and requested in the JOA.

**Q: I am a current DON employee and I am also a veteran. Should I submit my SF-50 and my DD-214?**

A: You only have to submit the eligibility documents specific to the claims that you make in the application package. If you answer 'yes' to the Current DON employee question, submit your SF-50. If there is no veteran appointing authority (i.e. VEOA, VRA) question, or you are not applying as a veteran, you do not have to submit your DD-214.

**Q: What if I want to submit multiple documents?**

A: Both USAJOBS and the agency site (USA Staffing) will allow you to submit multiple documents per document type. If you must submit more than one set of documents to meet the requirement (e.g. several transcripts from different universities) you can submit them all in the applicable field (in this case: transcript field). Please note: it is DON business process to review only the last resume submitted so please do not submit more than one resume.

**Q: I already applied to the JOA, but I just re-read the announcement and I see that I was supposed to submit a copy of my professional engineer registration. What can I do?**

A: If the JOA is still open, log into your USAJOBS account, find the application you want to update in the **Applications** tab, and click **Update Application**. The DON will not accept documents after the JOA has closed.

**Q: Will the USAJOBS/USA Staffing system warn me if I do not submit all the required documents?**

A: Since the required documents will vary from applicant to applicant depending on what eligibility is being claimed, the system will not stop you from applying if you have not submitted all the required documents. However, there is a warning that will alert you if you are about to apply and there are documents in your account that you did not submit.

### Where to Find Additional Information

Additional information on how to apply for DON jobs can be found on the DON OCHR web page: <http://www.secnav.navy.mil/donhr/How-To-Apply/Pages/Default.aspx>.

### Still Need Assistance?

For additional questions on the USA Staffing, email the DON USA Staffing helpdesk at [USASTaffingHelpDesk@navy.mil](mailto:USASTaffingHelpDesk@navy.mil).

### Send Us Your Feedback

OCHR welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the revision process. If you have comments or suggestions for improvement please send them to us via the DON HR FAQ box at [DONhrfaq@navy.mil](mailto:DONhrfaq@navy.mil).

