OCHR FactSheet

USA Staffing – Applicant Documentation

Re- Issued: 30 January 2019

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 06 August 2018, the DON began a pilot of a new process that will require supporting documentation from all applicants **(including current DON employees)** 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.

- Qualification & Promotion documentation requirements are in the **Required Documents** section of the Job Opportunity Announcement:

> **Are you using education as a substitute for some or all of the experience requirement? Is there a basic education requirement for this position?** Check the **Education** section above to see what is allowed and what is required. Any claims you make in your resume or assessment questionnaire regarding education or degrees must be supported by unofficial transcripts or a list of courses, grades earned, completion dates, and quarter and semester hours earned from your school. You may submit a copy your degree(s) if specific coursework does not have to be verified. Read the **Education** section above for a description of what is needed.
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> **Are you applying for a promotion?** If you are a current GS employee applying for a higher grade than the grade that you currently hold you must provide an SF-50 that shows that you have held the next lower grade for at least one year. SF-50s effective within the last 52 weeks will not always demonstrate you have held the next lower grade for at least one year (e.g. General Adjustment SF-50 from this year). In many cases, we need to see two (2) SF-50s to determine time-in-grade and eligibility for promotion. If you are a DoD employee, you can obtain a copy of your SF- 50(s) from MyBiz.

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

> Are you currently employed as a permanent competitive service employee in the Department of the Navy (Navy or Marine Corps)?
>
> If you are:
> - 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).
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> If you answer yes to this question, you are required to submit a copy of your most recent SF-50 showing you are employed in the DON in the competitive service AND the SF-50 reflecting the highest grade held if not reflected on your most recent SF-50.

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

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: I am a current DON employee applying to a DON JOA. Do I have to submit my SF-50?
A: Yes. Your status as a DON employee must be supported with documentation.

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: There are several SF-50s in my MyBiz+ account. Which one(s) should I submit?
A: The eligibility questions will provide detailed instructions on what is required for the claim. Current DON employees will need to submit their most recent SF-50 showing they are employed in the DON in the competitive service AND the SF-50 reflecting the highest grade held if not reflected on their most recent SF-50. If you submit an SF-50 that is dated within the last year (e.g. General Adjustment SF-50), you must submit **another** SF-50 that is dated more than one year ago to prove you meet the **promotion requirements**.

Q: I am a current DON employee in a Nurse position that requires education. Do I have to submit my transcripts when applying for other Nurse positions in the DON?
A: Yes. All claims made in your application package, including education and degrees held, must be supported with documentation. If you no longer have an electronic copy of your transcripts, they may be available in your eOPF.

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 submit documentation unless required by the position and stated in the JOA.

Q: I have other documents that I would like to submit, but I don't see a place to add them in USA Staffing Application Manager. Where should I submit them?
A: You should only submit documents requested and required by the JOA. Additional documents can be shared with the hiring manager if you are referred on the certificate and contacted by the command.

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 will only be considered for eligibilities you claimed and supported with documentation. If you claim current DON employee, submit your SF-50. If you claim VEOA submit your DD-214. Do not claim one eligibility and support another.

Q: What if I want to submit multiple documents?
A: Both USAJOBS and 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). lease 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: 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.

For additional questions on the USA Staffing, email the DON USA Staffing helpdesk at USAStaffingHelpDesk@navy.mil.

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