DRAFT COMMAND AND EMPLOYEE EMAIL

Effective Monday, July 1, 2019, all applicants, including Department of the Navy (DON) employees, will be required to submit both eligibility and qualification supporting documents at time of application for all DON vacancy announcements. Applicants who do not provide all of the supporting documentation necessary to verify appointment eligibility, promotion eligibility, and qualifications will not be referred

This change in process is designed to increase the quality of our referral certificates, standardize application procedures for all DON vacancy announcements, align DON with the application processes of other DoD and Federal agencies, and reduce the wait time for tentative job offers.

KEY POINTS:
- DON Employees applying for DON vacancy announcements will need to submit at time of application copies of SF-50s, unofficial transcripts, licenses and other documents required to verify eligibility and qualifications.
- Required documents are outlined in the "Required Documents" section on each DON vacancy announcement and in the announcement questionnaire.
- Applicants that fail to provide substantiating documents will not be referred.

WHAT EMPLOYEES CAN DO NOW TO PREPARE FOR THIS CHANGE:
- Read the attached FactSheet and PowerPoint presentation.
- Log into MyBiz+ to obtain an electronic copy of their most recent SF-50. General Schedule (GS) employees should also obtain an SF-50 dated more than one year ago to establish time in grade.
- Obtain electronic copies of unofficial transcripts.
- Scan in copies of active professional licenses, certificates or other documents.
- Log into USAJOBS and upload eligibility and qualification documents into their USAJOBS Profile under Documents page.
- Check out DON's step-by-step visual presentation with screenshots including how to upload documents into a USAJOBS profile at http://www.secnav.navy.mil/donhr/How-To-Apply/Pages/Default.aspx.
- Take time to check out the USAJOBS Help Center at https://www.usajobs.gov/Help/ for additional information on uploading and/or attaching documents.

Questions on this change may be directed to our Human Resources Office.