



USA Staffing Applicant Documentation Command Brief

Operations Department
Office of Civilian Human Resources
May 2019



BLUF

- ❑ 01 July 2019, all applicants, **including current DON employees**, applying to DON positions must submit documentation that supports their eligibility and qualifications at the time of application
- ❑ Eligibility will be determined PRIOR to referral to the hiring manager
- ❑ Applicants who do not provide all of the supporting documentation necessary to verify appointment eligibility, promotion eligibility, and qualifications 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 is the result of customer input and a successfully pilot. It will:
 - ◆ 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

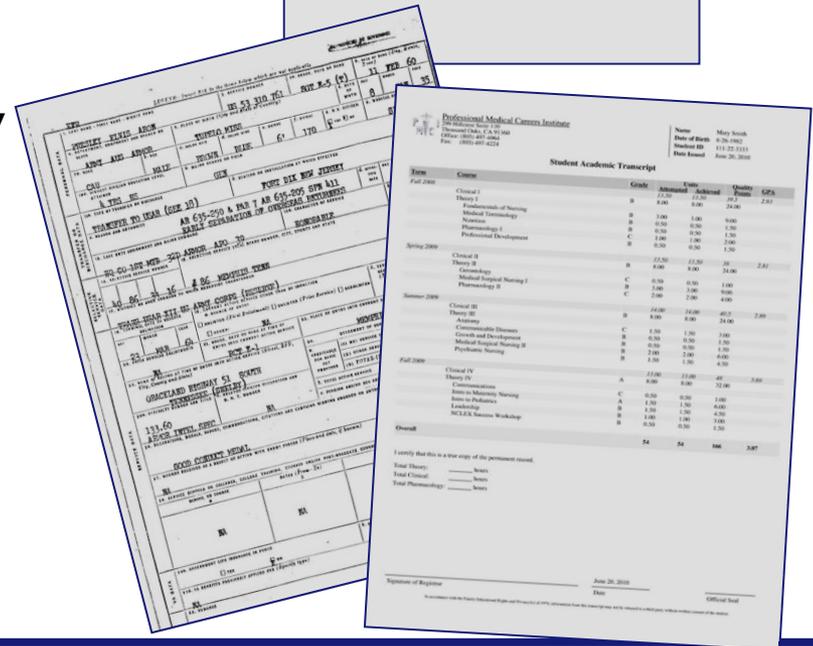
- ❑ Applicants to DON Job Opportunity Announcements must answer questions to make claims regarding their appointment or promotion eligibility, and qualifications
- ❑ Applicant claims must be verified by an HR Specialist before referral to the hiring manager
- ❑ Verification requires review of appointment or promotion 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

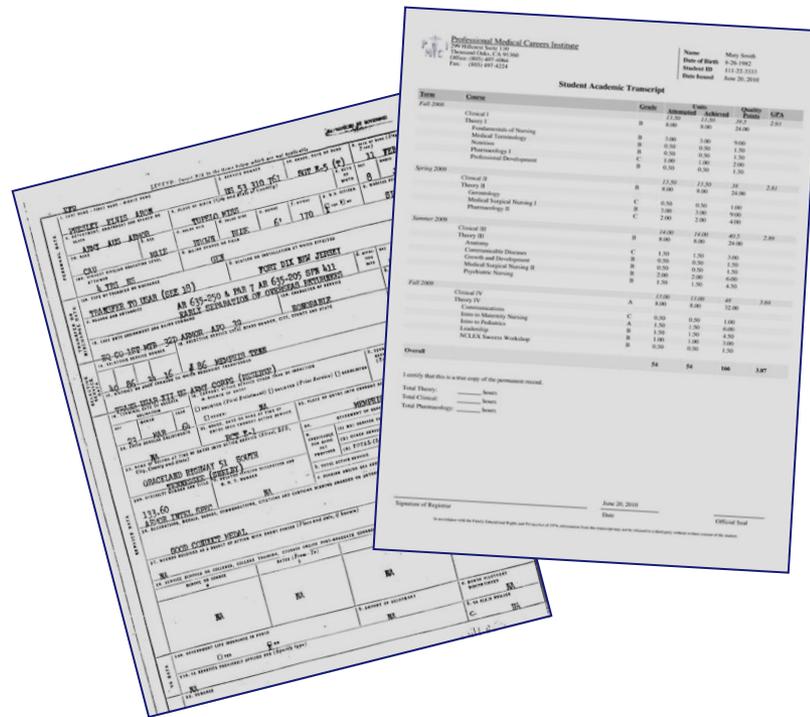




PILOT Documentation Process

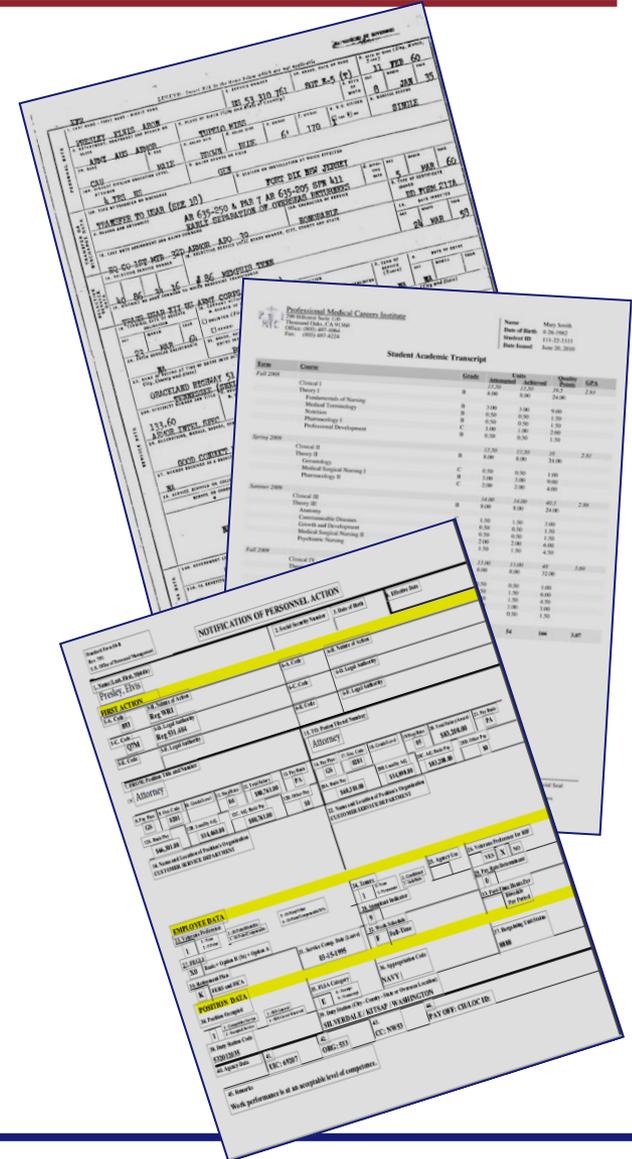
❑ DONAA piloted an “early eligibility” process. Both **internal and external** recruitments required supporting documentation (e.g. DD-214, Transcripts, etc.) to verify applicant claims

- ◆ Hiring Managers had greater confidence that candidates were eligible
- ◆ Overall percentage of ineligibles was not significantly impacted



New Documentation Process

- ❑ All DON internal and external recruitments will have the same documentation process
- ❑ Status candidates (**including DON employees**) must submit supporting documentation (e.g. SF-50(s), Transcripts, etc.) to support the claims made in the application and prove promotion eligibility (time in grade)





The Correct SF-50

- ❑ SF-50s are used to verify the applicant's appointment eligibility (or area of consideration) **AND** promotion eligibility
- ❑ The most recent SF-50 will prove eligibility (area of consideration)
- ❑ The most recent SF-50 will rarely prove promotion eligibility (time in grade)
- ❑ Applicants should submit their most recent SF-50 **AND** another SF-50 that is dated more than one year ago. In most cases, we need to see two (2) SF-50s to determine time-in-grade and eligibility for promotion.



DON employees need to know

- ❑ All applicants, **including current DON employees**, must submit documents at time of application
- ❑ Documents are required to prove: appointment eligibility, promotion eligibility, and qualifications
- ❑ If the position requires education, unofficial transcripts are usually required, but when specific coursework does not need to be verified, a copy of the degree is acceptable. The announcement will include this information.
 - ◆ 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
 - ◆ You may be able to copy your transcripts from your eOPF
- ❑ DON employees can obtain copies of their SF-50s from MyBiz+.
 - ◆ OCHR requests applicants submit two SF-50s. The SF-50 that supports your appointment eligibility will rarely support your promotion eligibility.
- ❑ 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. 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

A screenshot of a web application interface. At the top, there is a dark navigation bar with several menu items: "Application" (checked), "Assessment" (checked), "Documents" (unchecked), and "Review & Submit" (document icon). There are also help and user profile icons on the right. Below the navigation bar, a white pop-up window titled "Unassigned Documents" with a warning icon and a close button is displayed. The pop-up contains the following text: "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, the heading "Unassigned Documents" is followed by a list of document types: "Training Sign In Sheet", "Registration", "account login page", and "Transcripts". A red arrow points to the heading. At the bottom right of the pop-up, there are two buttons: "Continue" (blue) and "Cancel" (grey).

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

- ❑ 01 July 2019, all applicants, **including current DON employees**, applying to DON positions must submit documentation that supports applicant eligibility and qualifications 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



Questions

dawn.fish@navy.mil
