CIVILIAN CAREERS

REAL-WORLD CHALLENGES REAL-LIFE REWARDS

DEPARTMENT OF THE NAVY

APPLICANT CHECKLIST-(Merit Promotion)

This list will help you submit all the required and recommended documents for this vacancy. We recommend that you print a copy of this checklist for reference while completing your application package. Failure to submit a complete application package (Current resume and assessment questionnaire) may result in an ineligible rating and loss of consideration. Be sure to read and follow the instructions carefully, as missing application information will not be requested.

Required Documents

_____ **RESUME** showing 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.

_____ **COMPLETED ASSESSMENT QUESTIONNAIRE** (part of the online application).

_____ **ARE YOU AN ICTAP ELIGIBLE?** You must provide the following:

- A copy of your agency notice; **AND**,
- A copy of your most recent annual performance appraisal; **AND**,
- A copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.

For additional information, click here: ICTAP Information.

Required Documentation

You are **required** to document in your application package evidence that supports your eligibility and qualification claims. You are strongly encouraged to upload the following applicable documents with your application package. These documents will assist the staffing specialist in determining your eligibility and qualifications, but are not required at the time of application. If you do not upload the suggested documents, then you must document in your application package the information needed to determine your eligibility. If selected, these documents will be requested at the time of tentative job offer to verify eligibility and qualifications. You will have 5 business days to submit these documents before a job offer is rescinded.

_____ **DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE?** You are strongly encouraged to provide a copy of your license or certificate in your application package. It is also acceptable to document your license number and the name of the licensing authority in your resume.

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_____ **ARE YOU A CURRENT OR FORMER FEDERAL EMPLOYEE?** You are strongly encouraged to provide a copy of your last or most recent SF-50, "Notice of Personnel Action." DOD employees can access their SF-50 at: My Biz. For additional information, click here: Current Perm DOD Federal Civilian Employee or Reinstatement Eligible. It is also acceptable to document the work experience that supports your eligibility claim in your resume. Your resume must include the pay plan, series, grade level and dates of the applicable work experience.

_____ **ARE YOU A VETERAN CLAIMING SOLE SURVIORSHIP PREFERENCE OR 5-POINT VETERANS' PREFERENCE?** You are strongly encouraged to provide legible copy/copies of the following:

- DD-214 (member 4 copy), "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.).

Or

- Statement of Service/Proof of Service (in lieu of a DD-214) from your command or local Personnel Support Detachment (PSD). The Statement of Service/Proof of Service must provide all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.). Veterans should upload their DD-214 once they receive it upon separation.

It is also acceptable to:

- Document your complete military service information in the Veterans' Preference and Military Service Section of the assessment questionnaire (type of preference, dates of service, date of VA letter, character of service, etc...)

_____ **ARE YOU A DISABLED VETERAN or CLAIMING 10-POINT VETERANS' PREFERENCE?** Disabled veterans, veterans, widows, spouses or the mother of a veteran, who are eligible for 10-point veterans' preference, are strongly encouraged to provide legible copies of the following:

- Applicable supporting documents as noted on Standard Form-15 (SF-15). To obtain a copy of SF-15, go to http://www.opm.gov/forms/pdf_fill/SF15.pdf.

It is also acceptable to:

- Document your complete military service information in the Veterans' Preference and Military Service Section of the assessment questionnaire (type of preference, dates of service, date of VA letter, character of service, etc...)

Additional Veterans' information:

- To obtain a copy of your DD-214 from the National Archives website:
  - http://www.archives.gov/veterans/military-service-records
- If you are not sure of your preference eligibility, visit the Department of Labor's website:
  - Veterans' Preference Advisor
- For more veterans' preference information click here:
  - Veterans' Preference Information
- For more veterans' information on veterans' appointing authorities click here:
  - Veterans Employment Opportunities Act (VEOA)
  - Veterans' Recruitment Act (VRA)
  - 30% or More Disabled Veterans

_____ **ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?** You must provide sufficient documentation of your education in your resume. You are strongly encouraged to provide a copy of transcripts or degrees in your application package. It is also acceptable to document your applicable course listing in your resume (course number, credits earned, etc…). 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. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: http://www.ed.gov/admins/finaid/accred/index.html. All education claimed by applicants will be verified by the appointing agency accordingly. If selected, an official/sealed transcript will be required prior to appointment.

_____ **ARE YOU ELIGIBLE FOR MILITARY SPOUSE/OVERSEAS FAMILY MEMBER PREFERENCE or MILITARY SPOUSE UNDER EXECUTIVE ORDER 13473 OR EXECUTIVE ORDER 12721?** You are strongly encouraged to provide acceptable documentation of your appointment eligibility which may include the following: The service member's permanent change of station orders, including a statement authorizing the spouse to accompany the member to the permanent duty station, the specific location to which the member is assigned, reassigned, or transferred to permanent change of station orders, and the effective date of the permanent change of station; verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage); verification of the member's 100 percent disability; and or verification of the member's death while on active duty. Additionally, you may need to submit applicable supporting documents as noted on the Standard Form-15 (SF-15). To obtain a copy of SF-15, go to http://www.opm.gov/forms/pdf_fill/SF15.pdf. It is also acceptable document your eligibility in your resume (date and location of orders, marriage, etc…) For additional information, click here: Military Spouse Preference (MSP) or Military Spouse under Executive Order 13473 or Overseas Family Member Preference or Overseas Military Spouse Preference or Executive Order 12721.

_____ **ARE YOU ELIGIBLE UNDER A SPECIAL APPOINTING AUTHORITY?** You are strongly encouraged to provide proof of your eligibility (for example, a copy of qualification certificate from a State or Federal Vocational Rehabilitation Office (Schedule A appointment of people with disabilities). Examples of special appointment authority include appointment of people from Administrative Office of the U.S. Courts, Commissioned Corps of the Public Health Service, General Accounting Office, Panama Canal Commission, Peace Corps, Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteers, etc. You are strongly encouraged to provide acceptable documentation of your appointment eligibility, by submitting a copy of proof of employment, from the appropriate agency with your completed application. For additional information, click here: Person's with Disability or Postal Service/Peace Corp & Other Unique Authorities.

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Important Notes

*You are highly encouraged to upload/save all your documents in your USAJOBS resume builder account: https://my.usajobs.gov/Account/Login . You only have to upload/save documents once and you can to apply to jobs quickly at the click of a button.

*For instructions on how to upload/save documents please review this link: How do I upload/save documents?

***It is the applicant's responsibility to verify that all information in their resume and documents, whether uploaded or faxed, are received, legible, and accurate. HR will not modify answers/documents submitted by an applicant.**

***If you upload/fax more than one resume, only the last resume received will be reviewed.**