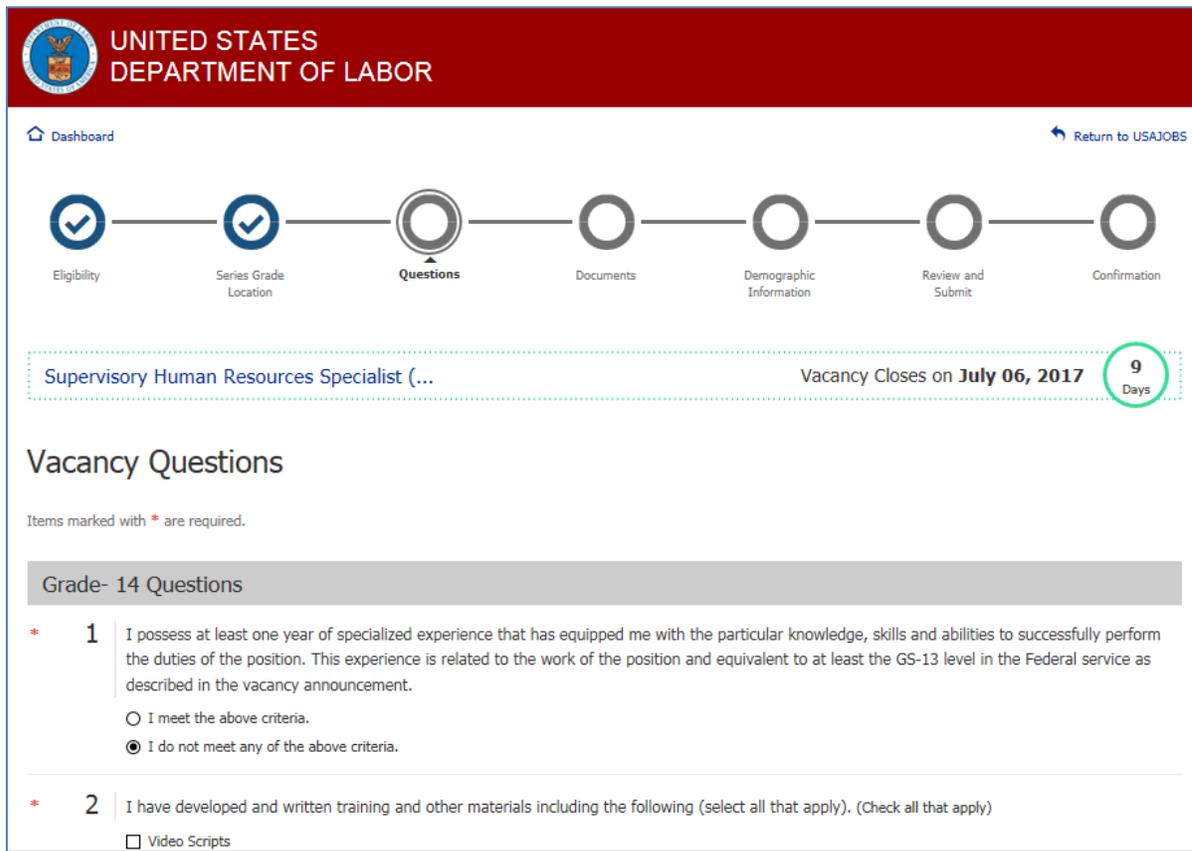


## How to Submit Supplemental Documentation DOORS SOP #33G

In order to apply to a DOL Announcement, you must first create a USAJOBS Account/Profile, which will include a resume(s) and may include several supporting documents (for ex: Cover Letters, Transcripts, Veteran documents).

The page where you can attach documents for your DOL Application appears after you have answered the vacancy questions (screenshot below).



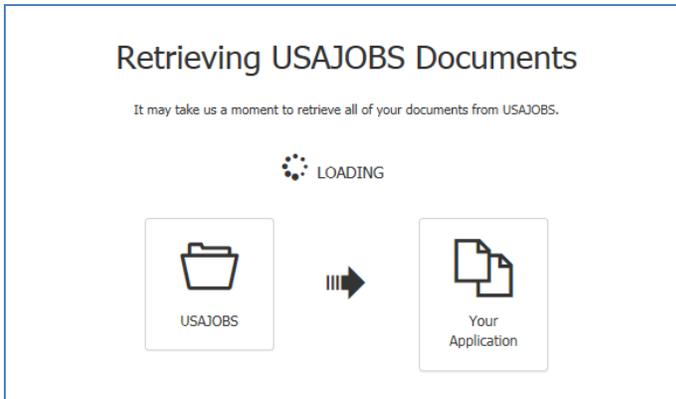
The screenshot shows the USAJOBS application interface. At the top is the United States Department of Labor logo and name. Below that is a navigation bar with 'Dashboard' and 'Return to USAJOBS'. A progress bar contains seven steps: Eligibility, Series Grade Location, Questions, Documents, Demographic Information, Review and Submit, and Confirmation. The 'Questions' step is currently active and highlighted. Below the progress bar, the job title 'Supervisory Human Resources Specialist (...)' is shown, along with the closing date 'Vacancy Closes on July 06, 2017' and a '9 Days' countdown timer. The main section is titled 'Vacancy Questions' and includes a note: 'Items marked with \* are required.' There are two questions listed:

- Grade- 14 Questions**
- \* 1** | I possess at least one year of specialized experience that has equipped me with the particular knowledge, skills and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-13 level in the Federal service as described in the vacancy announcement.  
 I meet the above criteria.  
 I do not meet any of the above criteria.
- \* 2** | I have developed and written training and other materials including the following (select all that apply). (Check all that apply)  
 Video Scripts

### Important Notes Regarding Document Submission:

- Refer to vacancy Required Documents section to see required documents to submit
- If you submit a document using the same document description, the 2nd submission will OVERWRITE the 1st submission
- 3MB size limit; recommend the fax option for larger documents
- Only these file formats can be uploaded: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX)

After answering the vacancy questions and clicking “Next”, the “Retrieving USAJOBS Documents” window will pop up as the system attempts to load any USAJOBS profile documents into your DOL Application.



At the Vacancy Documents page, one or more documents may have been automatically attached.

Screen 1 of 3 (top of Vacancy Documents page)

**UNITED STATES DEPARTMENT OF LABOR**

[Dashboard](#) [Return to USAJOBS](#)

Eligibility

Series Grade Location

Questions

**Documents**

Demographic Information

Review and Submit

Confirmation

Supervisory Human Resources Specialist (...)
Vacancy Closes on **July 06, 2017** 9 Days

### Vacancy Documents

The following documents are requested for this application. You do not need to submit documents that are not applicable to you. Documents from USAJOBS may automatically attach to your application however, they may be updated or modified prior continuing this application. Prior to the vacancy close date, documents may be added, updated or removed from this application.

#### Documents to Attach

**Your Documents from USAJOBS**

One or more of your USAJobs documents did not automatically attach.

#### Review Your Attached Documents

| Requested Document Type        | Attached Document Description            | Source  | Date Attached (MM/DD/YYYY) | Action |
|--------------------------------|--|---------|----------------------------|--------|
| ✓ College Transcripts          | <a href="#">Transcripts</a>              | USAJOBS | 08/19/2016 11:07:47 AM     | Remove |
| ✓ Cover Letter (Not Mandatory) | <a href="#">test cover letter doc</a>    | UPLOAD  | 03/18/2014 10:20:42 AM     | Remove |
| ✓ DD-214 Certificate of        | <a href="#">testing tracking created</a> | UPLOAD  | 06/18/2012                 | Remove |

**Screen 2 of 3 (middle of Vacancy Documents page)**

If not, please use one of the 4 options below to attach required, applicable documents:

1. **Your Documents from USAJOBS** section allows you to choose a document from your USAJOBS account by clicking on the document(s) on the left (2 examples from screenshot below are “Chase Cover Letter” and “DD-214”).
2. **Upload from your computer**
3. **Reuse a Document** previously uploaded or downloaded from USAJOBS. Option is NOT available for faxed documents and only available for DOL Vacancy Documents.
4. **Fax a Document** allows you to fax in hard copy documents
  - Requires applicant to print out specific fax cover sheet
  - You will receive a ‘fax received’ confirmation

Documents to Attach

**Your Documents from USAJOBS**

One or more of your USAJobs documents did not automatically attach.



Chase Cover Letter - Nov 12 2010 08:07 AM  
Attach →



DD-214 - Apr 09 2010 04:09 PM  
Attach →

**Additional Document Actions**

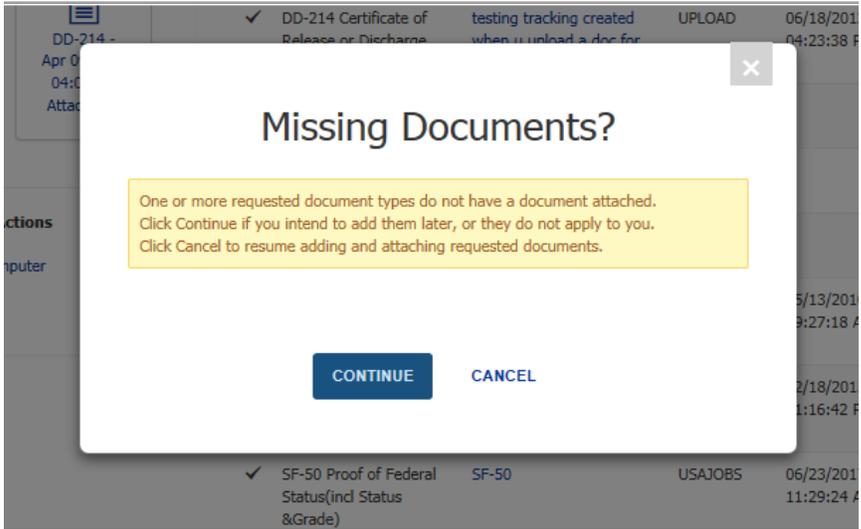
-  Upload from your computer
-  Reuse a Document
-  Fax a Document

**Review Your Attached Documents**

| Requested Document Type                               | Attached Document Description                           | Source  | Date Attached (MM/DD/YYYY) | Action   |
|---|---|---------|----------------------------|--|
| ✓ College Transcripts                                 | Transcripts   | USAJOBS | 08/19/2016 11:07:47 AM     |  Remove   |
| ✓ Cover Letter (Not Mandatory)                        | test cover letter doc                                   | UPLOAD  | 03/18/2014 10:20:42 AM     |  Remove |
| ✓ DD-214 Certificate of Release or Discharge          | testing tracking created when u upload a doc for an app | UPLOAD  | 06/18/2012 04:23:38 PM     |  Remove |
| ICTAP/CTAP Eligibility Proofs                         | No document Submitted                                   |         |                            |  |
| Most Recent Performance Appraisal                     | No document Submitted                                   |         |                            |  |
| Schedule A Certification of Disability                | No document Submitted                                   |         |                            |  |
| ✓ SF-15 Application for 10-pt Veterans Preference     | SF-15 Application for 10-pt Veterans Preference         | UPLOAD  | 05/13/2010 09:27:18 AM     |  Remove |
| ✓ SF-50 Proof of Federal Status (if applicable)       | test upload to old sf50                                 | UPLOAD  | 02/18/2015 11:16:42 PM     |  Remove |
| ✓ SF-50 Proof of Federal Status (incl Status & Grade) | SF-50   | USAJOBS | 06/23/2017 11:29:24 AM     |  Remove |
| ✓ Transcript  | upload  | UPLOAD  | 02/12/2010 08:53:22 AM     |  Remove |
| US Mil  | No document Submitted                                   |         |                            |  |

Click “Save and Continue” at the bottom of the Vacancy Documents page.

The “Missing Documents?” screen will pop up if one or more of the requested document types do not have a document attached. Click “Continue” if you intend to add them later, or if they do not apply to you. Click “Cancel” to resume adding/attaching documents.



Answer the Demographic Information, review your application package and click “Submit Application” at the top or bottom.

The last “Confirmation” circle will be checked and turn green to confirm submission. To complete all requested steps (ex. add any additional requested/required/applicable documents), you must update your application and again click “Submit Application”.

