



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


There are four options you can use to submit your documentation:


**Option 1:**  - Allows you to upload documents from your computer (limited to 3MB; recommend the fax option for larger documents)

**Option 2:**  - Allows you to download documents you stored on your USAJOBS account (limited to 3MB; recommend the fax option for larger documents).

Important:

- To use this option, you must have first selected the documents on the USAJOBS page where you select your resume to attach to your DOL application.

**Option 3:**  - Allows you to fax in hard copy documents

**Option 4:**  - Allows you to reuse previously uploaded or downloaded USAJOBS documents. This option is NOT available for faxed documents and only available for DOL Vacancy Documents.

**Important Note:** If you submit a document using the same document title, the second submission will **OVERWRITE** the first submission

Example: If you submit your undergraduate transcript using the “College Transcripts” document title and later on submit your graduate degree transcript using the same “College Transcripts” document title, only the graduate degree transcript would display in the system.

To avoid this problem, you can submit both transcripts under the “College Transcripts” document title.

\*This applies to all four methods of submitting documentation.

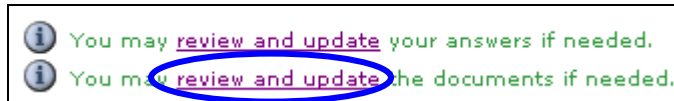
### **To submit documentation while applying:**

- Once you have answered all the questions, the “Vacancy Documents” page will appear. Refer to the Vacancy Documents section below for the options to submit documents.

### **To submit documentation after applying:**

- Go to [www.usajobs.gov](http://www.usajobs.gov), click on ‘My Account’ and log in if you are not already logged in.

- On the 'My Account' homepage, click on '**Application status**' at the bottom right.
- Find the announcement for which you need to submit documentation. Under the 'Application Status' column, click on '**more information...**'.
- On the 'Application Detail' page, select 'You may **review and update** the documents if needed' link.



## Vacancy Documents Page

You will be taken to the 'Vacancy Documents' page. This page shows you:

- 1) **DOL Profile Documents:** the supplemental documents you can include in your *Department of Labor (DOL) Profile* for submission with your application, IF APPLICABLE TO YOU.  
\* Veterans will see 3 additional documents: DD-214, SF-15, and VA Letter
  - 2) **DOL Vacancy Specific Documents:** the additional documents you are requested to submit for this vacancy, IF APPLICABLE TO YOU.
- On the 'Action' column, select one from the options below:

### ➤ Upload (Option 1):

- Click on 'Upload' in the action column to upload a document that you have saved on your computer
- Enter a description for your document
- Find the document saved on your computer by clicking *Browse*
- Click 'Upload Document' to complete the process

**Note:** Only these file types can be uploaded: gif image (.gif), jpeg image (.jpg), png image (.png), rich text format (.rtf), Microsoft Word (.doc, .docx), and Adobe pdf (.pdf). 3MB is Maximum size of document that can be uploaded.

- 'Document uploaded successfully' message is displayed at the top of the vacancy documents page

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U.S. Department of Labor

Return to USAJOBS  
View Application Status  
My Account

Vacancy Documents

Series Grade Location | Grade Specific Question | All Grade Questions | Documents | Application Review

Documents

**Document uploaded successfully.**

This page shows you 1) the supplemental documents you can include in your Department of Labor (DOL) profile for submission with your application and 2) the additional documents you are requested to submit for this specific vacancy, IF APPLICABLE TO YOU. There are 4 ways to submit your documents:

- **Upload** - upload documents from your computer
- **USAJOBS** - download documents you stored on your USAJOBS account (please note: when selecting your resume on USAJOBS, you must also select your USAJOBS account documents in order to view them here)
- **Fax** - fax in hard copy documents
- **Reuse existing document** - reuse previously uploaded or downloaded USAJOBS documents - this option is not available for faxed documents and is only available for vacancy specific documents

You can add the documents listed in the box below as part of your DOL profile. They will be submitted with your application. Please upload, download or fax the applicable documents. You will only need to associate these documents once.

DOL Profile Documents

Document Type	Description	Action
<a href="#">College Transcripts</a>	<a href="#">Transcripts</a>	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>
<a href="#">SF-50 Proof of Federal Status</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>


- Click on the description to view the document uploaded. **This confirms that your document(s) has been uploaded successfully.**
- Click 'Finish' to return to application status page

➤ **USAJOBS (Option 2):**

Introductory Note: To use this option, you must have first selected the documents on the USAJOBS page where you select your resume to attach to your DOL application (screenshot below).

Home Search Jobs My Account Resource Center Welcome Test! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Search Jobs Where:     
[Advanced Search >](#)

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Announcement Number:** Job guide  
**Job Title:** Standing Register  
**Grade:** GS 07/08  
**Agency:** Occupational Safety and Health Administration  
**Job Location:** Bergen Passaic Counties, New Jersey

**Resume** - Select one of your stored resumes to send:

- SELECT -
- Accountant Resume
- Over 30.000 character Resume
- TEST RESUME #2
- SES Test Resume

**Attachment(s)** - Select one or more of your attachments to send:

- SELECT -
- COVER (Chase Cover Letter)
- DD-214 (DD-214)
- SF-50 (SF-50)
- TRANSCRIPTS (Transcripts)

I have [reviewed my resume](#) . The selected document includes the information I wish to provide with this application.

Allow me to attach demographic information to the application. [Review or update your demographic information.](#)

I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

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This is a United States Office of Personnel Management website.  
 USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

- Click on 'USAJOBS' in the action column to retrieve documents from your USAJOBS account

Document Type	Description	Action
<a href="#">VA Letter for Compensable Disability</a>	No document Submitted	<a href="#">Upload</a> <a href="#">USAJOBS</a> <a href="#">Fax</a>

- Select the document requested from the drop down
- Click 'Download from USAJOBS' and 'Document uploaded successfully' message is displayed at the top of the Vacancy Documents page
- Click on the description to view the document uploaded
- Click 'Finish' to return to application status page

➤ **Fax (Option 3):**

- Click on 'Fax' icon in the action column for the document you wish to print
- Review the fax instructions by clicking 'Fax Instructions' link
- Click on 'Generate Cover Sheet' button
- A new window will open for fax cover sheet, go to **File** and **Print** the coversheet
- Close out of this window and click cancel
- Fax the documents and you will receive a 'fax received' confirmation. **This confirms that your document(s) has been faxed successfully. In addition, you will receive a fax confirmation e-mail.**

➤ **Reuse existing document (Option 4) - only available for upload and USAJOBS download:**

- Click on the 'Reuse Existing document'
- Choose the document you have used before from the drop down
- It will have the vacancy number and document description on the drop down
- Click 'Select Document' and it will take you back to the document select page. You can also preview the document by clicking on 'View Document'. **This confirms that your document(s) has been uploaded successfully.**
- Click 'Finish'

To check document submission status (applies to all 4 Options):

- Confirm that your documents were submitted by viewing the Description column. If the column shows “No document submitted”, the document has not successfully posted.

The screenshot shows the 'Vacancy Documents' page on the USAJOBS website. At the top, there is a navigation bar with 'Return to USAJOBS', 'View Application Status', and 'My Account'. Below this is a breadcrumb trail: 'Series Grade Location' -> 'Grade Specific Question' -> 'All Grade Questions' -> 'Documents' -> 'Application Review'. The main heading is 'Vacancy Documents' with a sub-heading 'Documents'. A message states 'Document uploaded successfully.' followed by instructions on how to submit documents. A list of options includes 'Upload', 'USAJOBS', 'Fax', and 'Reuse existing document'. Below this is a section for 'DOL Profile Documents' with a table. The table has three columns: 'Document Type', 'Description', and 'Action'. The first row is for 'College Transcripts' with a description of 'Transcripts' and actions for 'Upload', 'USAJOBS', and 'Fax'. The second row is for 'SF-50 Proof of Federal Status' with a description of 'No document Submitted' and actions for 'Upload', 'USAJOBS', and 'Fax'. A blue box highlights the 'Description' column in the table.

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**Vacancy Documents**

Series Grade Location | Grade Specific Question | All Grade Questions | Documents | Application Review

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