Save commonly required job application documents in USAJOBS. The Department of the Navy, like most Federal agencies, requires applicants to submit certain documents to determine your eligibility and qualifications for the job. It is also recommended that applicants bring copies of documents with them to career fairs.

For veterans, commonly required documents include DD 214, Certificate of Release or Discharge from Active Duty and SF 15, Application For 10-Point Veterans Preference. Other documents may include Sailor/Marine American Council on Education Registry Transcript (SMART) transcripts, college transcripts, and professional license or certifications.

The USAJOBS Saved Documents feature (available once you create an account at www.USAJOBS.gov) will allow you to store up to 10 documents in this area. During your USAJOBS application process, you will be prompted to select one or more of the saved documents to include in your application package.

Screenshot Example: USAJOBS – Saved Documents