



## Application Info/How to Apply via Fax

### **If you cannot apply online:**

1. View and print the occupational questionnaire from the job announcement.
2. Print and complete 1203FX form to provide your responses to the occupational questionnaire:  
[http://www.opm.gov/forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf).
3. Submit all documents identified under the "Required Documents" section of the vacancy announcement and the Applicant Checklist:  
<http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicantChecklist.pdf>.
4. Fax the completed 1203FX form along with all supporting documents to (478)757-3144. Your 1203FX form must be placed on top of all materials being faxed and will serve as a cover page for your fax transmission.
5. Keep a copy of your fax receipt in case verification is needed.

PLEASE NOTE: The numbering on the OPM Form 1203-FX will not match the Assessment Questionnaire. Section 25 of the Occupational Questionnaire restarts with number one, so when entering your responses please continue regardless of number sequence. This issue has been identified and will be resolved as soon as possible. Applicants are responsible for ensuring their responses are transferred accurately.

### **Applied online but are unable to upload your supporting documents:**

1. Print and complete this cover page: <http://staffing.opm.gov/pdf/usascover.pdf>
2. Use the Vacancy ID # from announcement. You must use this fax cover sheet in order for your documents to be matched with your online application.
3. Submit all documents identified under the "Required Documents" section of the vacancy announcement and the Applicant Checklist:  
<http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicantChecklist.pdf>.
4. Fax the completed cover sheet along with all supporting documents to (478)757-3144. Your fax cover sheet must be placed on top of all materials being faxed.
5. Keep a copy of your fax receipt in case verification is needed.

### **Your Cover Page Should:**

- Include the 6-character Vacancy Identification Number identified in the vacancy announcement (Example: 123456)
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- You may submit multiple documents for the same vacancy announcement using one cover page.

**Faxed documents may take 2-3 business days to process.**

**Faxed documents submitted with missing information will not be processed.**

The following will prevent your documents from being processed:

- Not using the 1203FX or cover sheet mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

**\*\*NOTE:** Your resume, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications must include the basic information outlined below:

**Job Information:**

-Vacancy Identification Number, title, grade and location for which you are applying.

**Personal Information:**

- Full name, mailing address (with zip code), email address and, day/evening telephone numbers (with area code).

- 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 ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

**Education:**

- High School name, city, state and zip code, date of diploma or GED.

- Colleges and/or Universities attended, city, state and zip code.

- Major field(s) of study.

**\*\* It is the applicant's responsibility to verify that information and documents entered, uploaded, or faxed is received, legible and accurate.**

**HR will not modify answers/documents submitted by an applicant. \*\***