



**EPAP** EXPANDED PROFESSIONAL ASSOCIATES PROGRAM

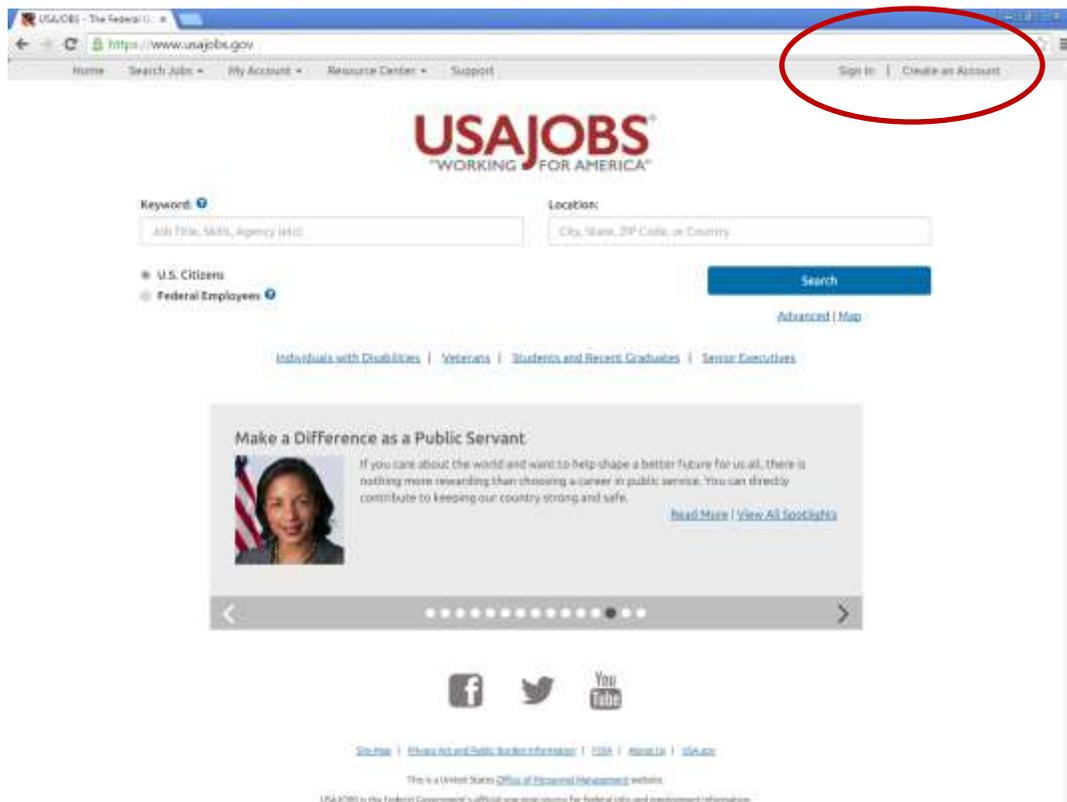
## Tip Sheet: Suggestions for completing your EPAP Application on USAJOBS.gov

For details on the program, including required documents to submit with your application, please carefully review the information posted on [www.state.gov/flo/epap](http://www.state.gov/flo/epap).

All U.S. citizen eligible family members applying for any of the advertised EPAP positions during this open season, **February 22 – March 7, 2016**, must submit an application, including required documents via [www.usajobs.gov](http://www.usajobs.gov) by the closing date and time of the vacancy announcement.

This document provides tips and details on how to navigate the USAJOBS site and complete your application. **Please note: Screenshots are subject to change.**

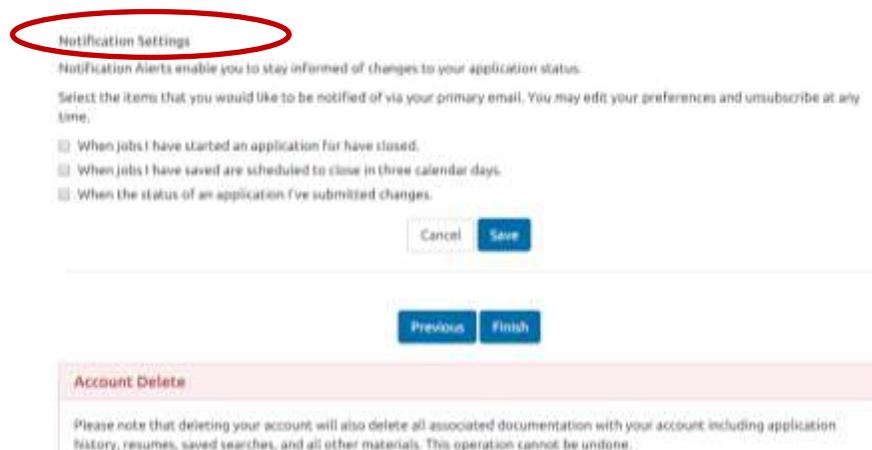
### SIGN-IN TO AN EXISTING OR CREATE A USAJOBS.GOV ACCOUNT



- Create or update your responses in the Profile tab.
  - Your responses here will pre-populate some answers to questions later in your EPAP application.



- Select the boxes on the last page of the profile section to receive email notifications on the status of your application during the initial review. If you do not select notifications, you will have to log in to your USAJOBS.gov account to confirm or check the status of your application as it is reviewed for eligibility.



## CREATE OR UPDATE A USAJOBS RESUME USING THE RESUME BUILDER

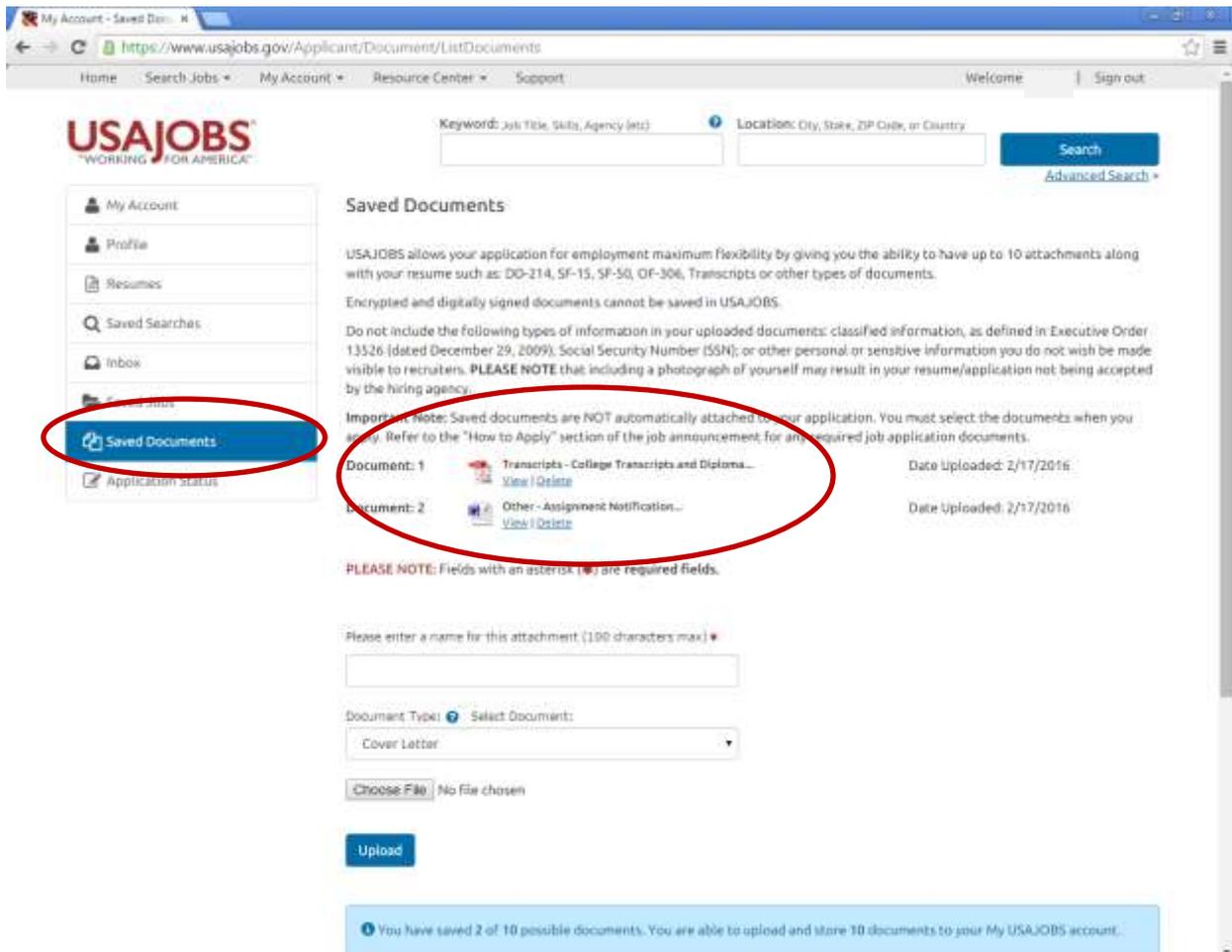
The screenshot shows the USAJOBS Resumes page. The top navigation bar includes links for Home, Search Jobs, My Account, Resource Center, and Support. The main content area is titled 'Resumes' and contains a search bar with fields for 'Keyword: Job Title, Skills, Agency (etc)' and 'Location: City, State, ZIP Code, or Country'. Below the search bar, there is a 'List Resumes' section with two buttons: 'Build New Resume' (circled in red) and 'Upload New Resume' (crossed out with a red X). A blue notification box states: 'You have created 0 of 5 possible resumes. You are able to upload and store 5 resumes to your My USAJOBS account.' Below this, there is a 'Tips' section with information about searchable resumes, renewing, acceptable file formats, and a note that uploaded resumes may not be accepted by some agencies' online application processes.

- A USAJOBS resume is the only type of resume that can be submitted with your application. **Do not upload any other type of resume.**

## SAVE YOUR DOCUMENTS IN YOUR USAJOBS.GOV ACCOUNT

- When you submit your application, you will be able to transfer saved documents to the Gateway to State site. If you do not save these documents to your USAJOBS.gov account, you will be able to upload them from your computer to the Gateway to State site when you complete your application.

- You will be able to see all documents uploaded to your USAJOBS.gov account in the Saved Documents tab.



## SUBMIT YOUR EPAP APPLICATION

- The vacancy announcement will go live on [www.usajobs.gov](http://www.usajobs.gov) at 12:01 a.m. Eastern time on **Monday, February 22**, and close at **5:00 p.m. Eastern time on Monday, March 7, 2016**. Search “EPAP” to find the announcement.
- Please note the following announcement anomalies:

The screenshot shows the USAJOBS website interface. At the top, there is a search bar with fields for 'Keyword: Job Title, Skills, Agency (etc)' and 'Location: City, State, ZIP Code, or Country'. Below the search bar are navigation tabs: Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The job details section includes:

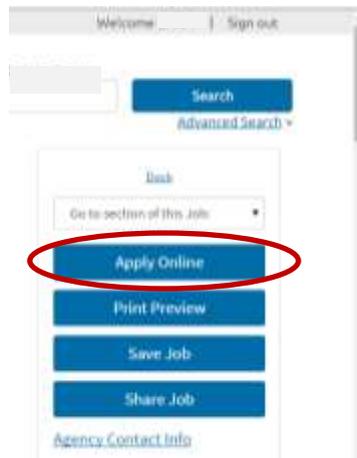
- Job Title:** Expanded Professional Associate Program (EPAP) Professional Associate
- Department:** Department Of State
- Agency:** Department of State - Agency Wide
- Job Announcement Number:** EPAP-2016-0001
- SALARY RANGE:** \$34,667.00 to \$78,616.00 / Per Year
- OPEN PERIOD:** Monday, February 22, 2016 to Monday, March 7, 2016
- SERIES & GRADE:** FP-0130-07
- POSITION INFORMATION:** Full-time - One year, with the possibility of extensions not to exceed five years total.
- PROMOTION POTENTIAL:** NA
- DUTY LOCATIONS:** MANY vacancies - Washington DC, DC View Map
- WHO MAY APPLY:** Applicants must be a U.S. citizen spouse or U.S. citizen same-sex domestic partner enrolled in the SSDP program of a direct-hire (not contract) government employee of any federal agency currently serving (or will be serving) in a full-time position overseas under Chief of Mission authority. Other family members or dependents of direct-hire Foreign Service, Civil Service, or uniformed service employees, Members of Household (MOH), or family members of contractors are **not** eligible to apply.
- SECURITY CLEARANCE:** Top Secret
- SUPERVISORY STATUS:** No

On the right side of the page, there are buttons for 'Print Preview', 'Save Job', and 'Share Job', along with a 'Job Announcement Number' and 'Control Number'.

- **Series/Grade** – Although the series and grade level above indicates a FP-07 grade level, the actual pay grades range from FP-07 to FP-04. The list of advertised positions posted on [www.state.gov/flo/epap](http://www.state.gov/flo/epap) indicates all possible grade levels at which individual positions may be offered. Salary/grade level will be determined at the time an offer of employment is made by a bureau HR Specialist based on the advertised grade of the position and the individual's educational background and work experience as they relate to the salary guidelines developed for EPAP for each type of Professional Associate position. Salary guidelines are different from qualification standards. For information on selection, salary determination and benefits please see the information posted on the Selection Process page: [www.state.gov/m/dghr/flo/246120.htm](http://www.state.gov/m/dghr/flo/246120.htm).
- **Duty Locations** – USAJOBS no longer allows the Department to advertise positions for worldwide availability, so although the announcement states “Many Vacancies in Washington, DC” – **all** EPAP Professional Associate positions are **only** available at U.S. Missions abroad.

## Key Steps:

- Once the vacancy announcement is open on [www.usajobs.gov](http://www.usajobs.gov) you can submit your application by clicking the **Apply Online** button on the vacancy announcement.



- **Select the USAJOBS resume you created and any required documents you have saved in your USAJOBS.gov account to be attached to your application.** If you have not saved these documents to your USAJOBS.gov, you will be able to upload them from your computer to the Gateway to State site when you complete your application.
  - Note: saving documents to your USAJOBS.gov account does not automatically upload them to your EPAP application. You will have to do this when you complete your application on-line.

USAJOB - Review Pack: K  
https://www.ust.usajobs.gov/Applicant/Application/3247686500/Review/

**USAJOB**  
WORKING FOR AMERICA

Job Search My Account Job Resources Support EPAP

Applying to:

- 1 Select Resume
- 2 Select Documents
- 3 **Review Package**
- 4 Include Personal Info
- 5 Continue Application with Agency

## Review Package

Required Documents +

**Your Resume** [Add/Remove Resume](#)

EPAP  
Built 2/18/2016  
[View](#)

**Your Documents** [Add/Remove Documents](#)

Assignmen...ication  
Other 2/18/2016  
[View](#)

US Colleg...Diploma  
Transcript 2/18/2016  
[View](#)

\* I acknowledge that I have reviewed my resume and document(s)

[Previous](#) [Save & Continue](#)

- Click the *Save & Continue* button. You'll be asked to provide Personal Information.

The screenshot shows a web browser window with the URL <https://www.ust.usajobs.gov/Applicant/Application/3247686500/PersonalInfo/>. The USAJOBS logo is at the top left, and navigation links for Job Search, My Account, Job Resources, and Support are at the top. An EPAP icon is in the top right. A progress bar shows five steps: 1. Select Resume, 2. Select Documents, 3. Review Package, 4. Include Personal Info (current step), and 5. Continue Application with Agency. Below the progress bar, a blue box contains the job title 'Human Resources Specialist', the agency 'Department of State - Agency ...', the closing date 'Closes 3/6/2016', and a link 'Who may apply'. A white box with an information icon states: 'Your demographic information will not be sent to the hiring manager responsible for this position. It is used solely for statistical purposes to assist the agency in the development of recruiting plans and to ensure the agency is reaching all segments of the population.' The main heading is 'Include Personal Information'. A checkbox is followed by the text: 'I volunteer to provide my demographic information to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.' Below this, a paragraph asks: 'So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.' There are ten radio button options: 'I searched the USAJOBS website', 'I received an automated USAJOBS saved search notification', 'I saw a social media posting', 'I visited the agency website', 'I was referred by an agency employee', 'I attended a recruitment event (Job/Career Fair, Meetup, etc.)', 'I viewed the posting on a job board or search agent other than USAJOBS', 'Radio or TV advertisement', 'Professional organization', and 'School/University announcement'. An 'Other' option is followed by a text input field. At the bottom, there is a 'Previous' button and a 'Save & Continue' button, which is circled in red.

Applying to:  
Human Resources Specialist  
Department of State - Agency ...  
Closes 3/6/2016  
Who may apply

1 Select Resume — 2 Select Documents — 3 Review Package — 4 Include Personal Info — 5 Continue Application with Agency

**i** Your demographic information will not be sent to the hiring manager responsible for this position. It is used solely for statistical purposes to assist the agency in the development of recruiting plans and to ensure the agency is reaching all segments of the population.

## Include Personal Information

I volunteer to provide my [demographic information](#) to help determine if the government's equal employment opportunity efforts are reaching all segments of the population.

So we can better locate applicants in the future, please tell us how you heard about this job. Please choose the best option available.

I searched the USAJOBS website

I received an automated USAJOBS saved search notification

I saw a social media posting

I visited the agency website

I was referred by an agency employee

I attended a recruitment event (Job/Career Fair, Meetup, etc.)

I viewed the posting on a job board or search agent other than USAJOBS

Radio or TV advertisement

Professional organization

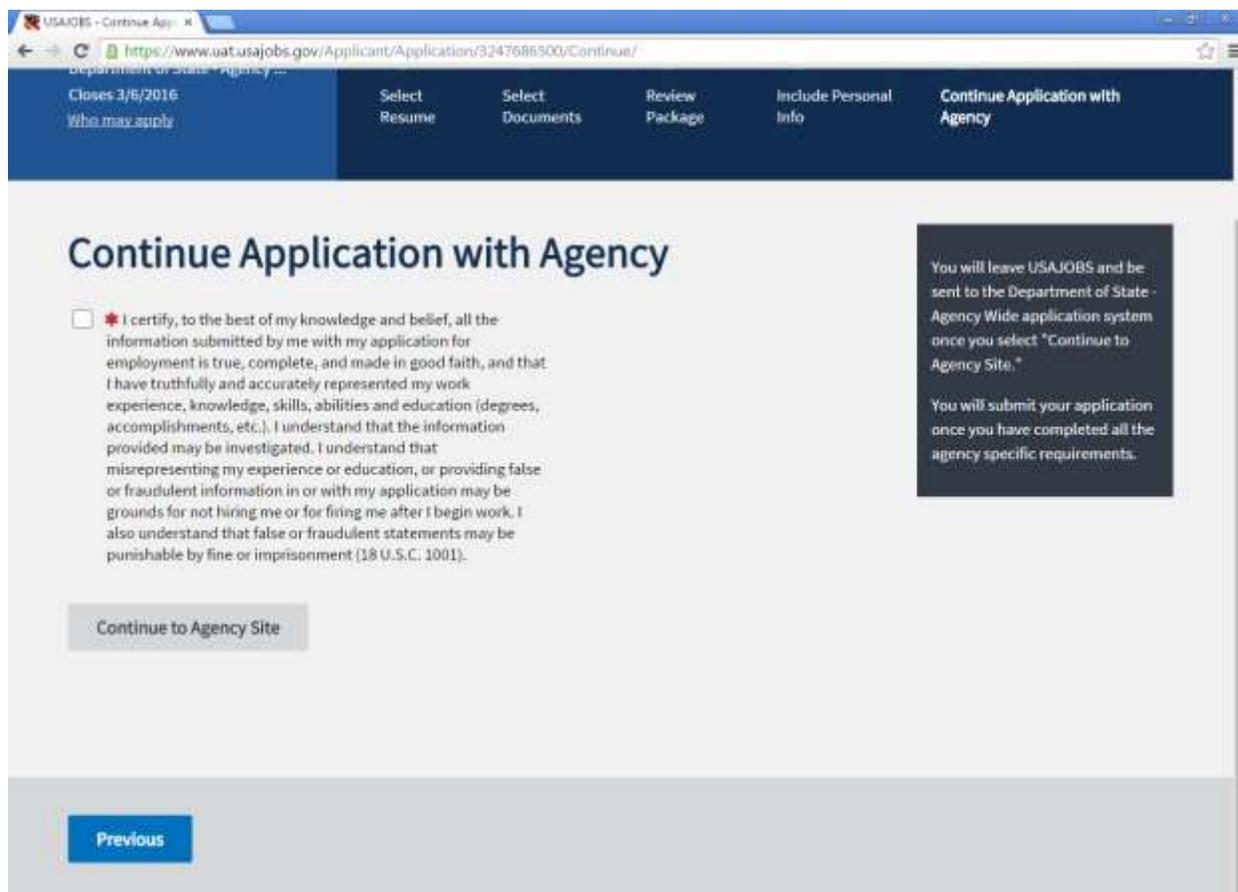
School/University announcement

Other

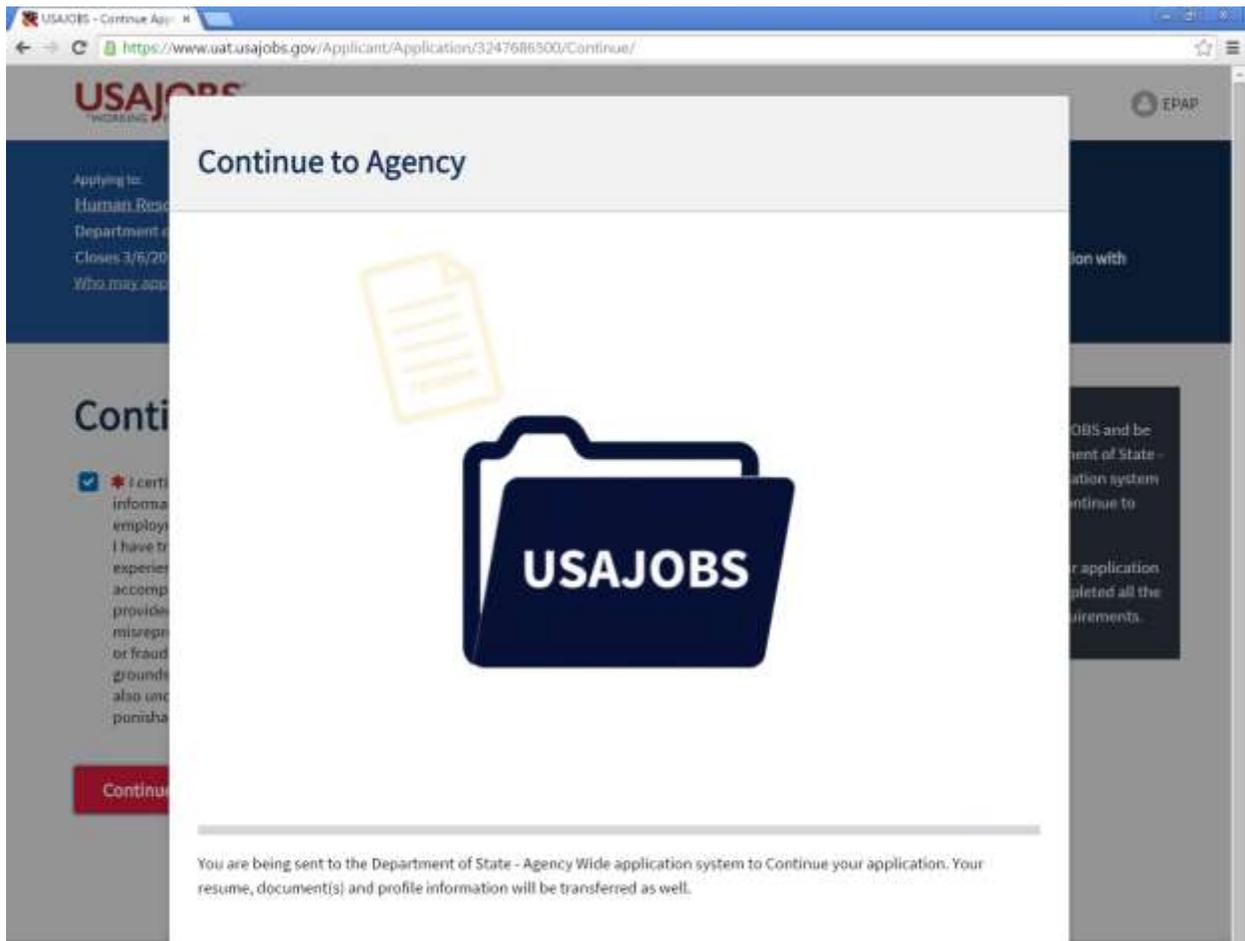
I would prefer not to answer

[Previous](#) [Save & Continue](#)

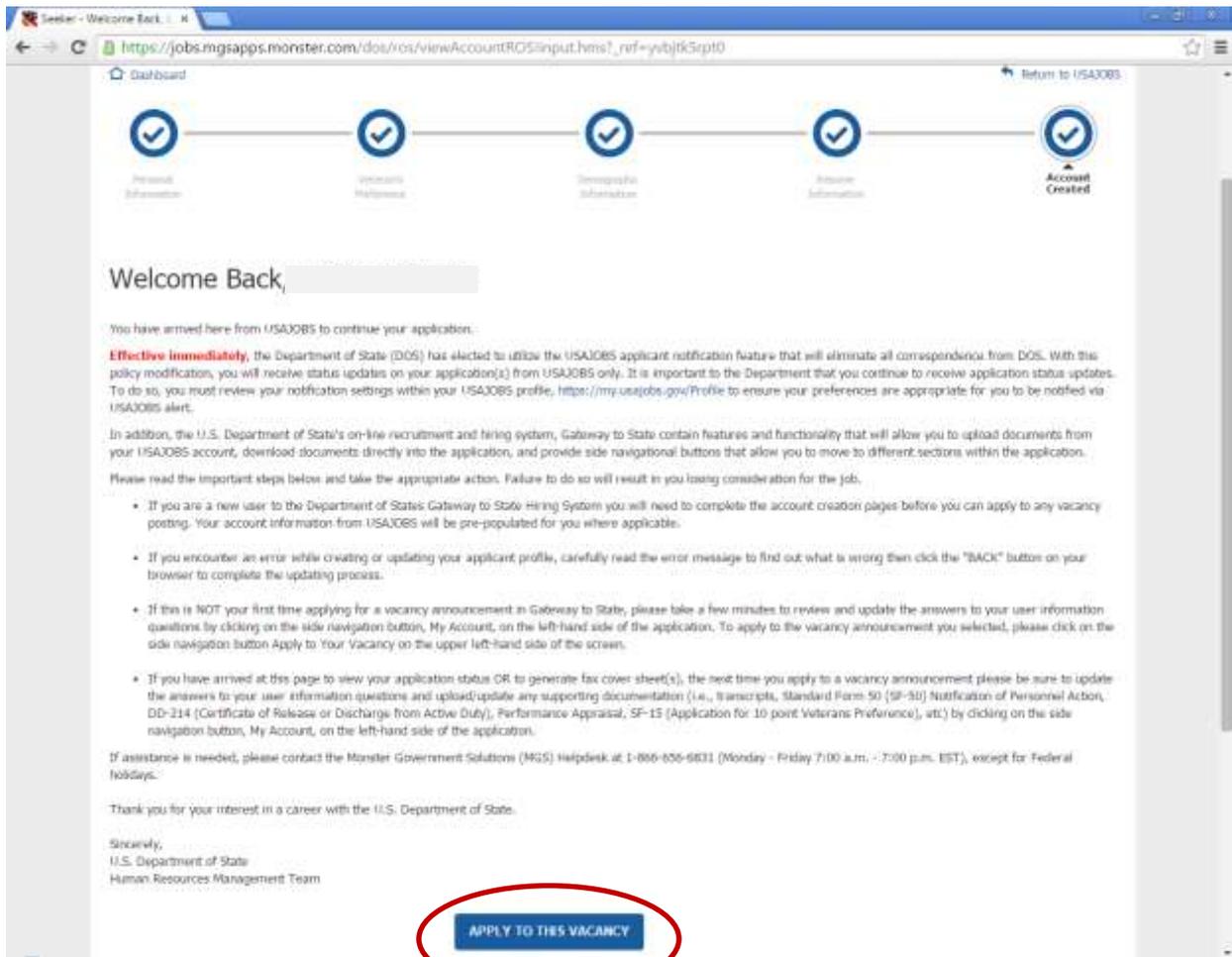
- Click the *Save & Continue* button. Check the box and click the *Continue to Agency Site* button.



- You will be directed to the Gateway to State site.



- If you are not directed to the Gateway to State site, refresh or check your browser settings and/or try a different browser to access the portal. **Internet Explorer, especially from a Department of State computer, does not always connect properly to the site.** If you do not reach the Gateway to State site, you will not be able to complete or submit your application.



- Click the *Apply to the Vacancy* button
- In addition to submitting a USAJOBS.gov resume and required documentation, you will also respond to several sets of questions while in the Gateway to State site:
  - **The first** set of questions will ask about your current or past federal employment. If you are currently working or have previously worked for the federal government, refer to your most recent SF-50 to respond to these questions. If you have questions, contact your HRO at post or the EPAP Coordinator at [FLOaskEPAP@state.gov](mailto:FLOaskEPAP@state.gov).
  - Some of your responses to these questions will be pre-populated based on your responses to the questions in your profile.

Seeler - Vacancy - Eligibility | [https://jobs.mgsapps.monster.com/dos/vacancy/apply/Vacancy\\_hms?\\_ref=sv6jtk5rpt08jnum=972958&orgId=1](https://jobs.mgsapps.monster.com/dos/vacancy/apply/Vacancy_hms?_ref=sv6jtk5rpt08jnum=972958&orgId=1)

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**Eligibility**

Screen Grade Lockbox

Questions

Documents

Demographic Information

Application Status

Confirmation

Expanded Professional Associate Program ...
Vacancy Closes on |  

**Note:** Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

Items marked with \* are required.

### Eligibility Questions

- \* 1** Are you a current Federal employee?

Yes

No
- \* 2** If you are a current Federal employee, by what agency and organization are you employed?

Department of State

Other

Not applicable
- 3** If you selected "other", please enter the agency and organization.

50 character limit
- 26** The following information is requested on a voluntary basis and will be used solely in connection with affirmative action obligations and/or efforts. The information attained from the question will be kept confidential and used only in accordance with the Rehabilitation Act. Refusal to provide the information will not subject applicants to any adverse treatment. Do you have a severe disability that is eligible for an appointment based under Schedule A, Persons with Disabilities Appointment eligibility per 5 CFR 213.3102 (u)?

(See note below for additional information.)

Yes

No

*(Note: In order to be considered eligible for a Schedule A, Persons with Disabilities Appointment, you must submit a copy of your Schedule A letter with your application citing your eligibility under 5 CFR 213.3102(u) from a licensed medical professional (e.g., a physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine), a licensed vocational rehabilitation specialist (i.e., State or private), or any Federal agency, State agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. For more information about Schedule A, Persons with Disabilities Appointments, please visit <http://www.opm.gov/disability/PeopleWithDisabilities.asp>.)*

**Important:** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

NEXT

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- **The next** series of questions asks about the series, grade and location of the position. Refer to the information at the beginning of this document on announcement anomalies.

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Eligibility **Series Grade Location** Questions Documents Demographic Information Application Review Confirmation

Expanded Professional Associate Program ... Vacancy Closes on

During this process, please use the "Previous" and "Next" buttons located at the bottom of the page. Using the browser BACK button will return you to the beginning of the process.  
Please Note: Your application will be saved for your convenience after each page.  
All questions marked with \* are mandatory and require a response.

**Series**

This position is offered for a single series.

\* Please confirm you wish to be considered for these series (Check all that apply.)

0130 Foreign Affairs Officer/Specialist

**Location**

\* Please indicate the locations for which you want to be considered. (Check all that apply.)

Washington DC, DC, US

**Notifications**

Are we allowed to send you email reminders about completing this vacancy before it closes?

Yes, please send me email reminders about completing this vacancy.

No, I do not wish to receive email reminders about completing this vacancy.

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- **The final** set of questions confirms your eligibility for the program and allows you to indicate for which positions you are applying. Several questions are “branched,” meaning you will respond to the initial question in sequence, and respond to the sub-parts of the questions once you have responded to all questions, in the Vacancy Follow-up Questions section.

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Eligibility  Service Grade Substantia  **Questions**  Documents  Demographic Information  Application Review  Confirmation

Expanded Professional Associate Program ... Vacancy Closes on

### Vacancy Questions

Items marked with \* are required.

#### All Grades Questions

**NOTE:** Eligible Applicants must be a U.S. citizen spouse or U.S. citizen same-sex domestic partner enrolled in the SEDP program, of a direct-hire, (not contract) government employee of any federal agency currently serving (or will be serving) in a full-time position overseas under Chief of Mission authority.

\* 1 Are you a U.S. citizen?  
 Yes  
 No

\* 2 Are you the spouse or same-sex domestic partner of the sponsoring employee?  
 Yes  
 No

\* 14 If I am selected for a position in the EPAP Program, I commit to serve in the position for a minimum of one year. I acknowledge that regular leave requests must be approved by my supervisor and leave without pay must be approved by the regional bureau.  
 Yes  
 No

\* 15 I certify that all the information provided in this application is true, correct, complete and made in good faith.  
 Yes  
 No

**Important:** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

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- Question 10 for example, will ask you to identify the bureau in which you will be applying for a position(s)

\* 10 Please select the bureau below and then specify for which overseas positions you are applying. Note: You can only select positions at the post to which your sponsoring employee is or will be assigned within six months of the position date available. If there are no positions advertised at this post of assignment, do not submit an application.

For additional details on individual positions, please review the complete list located at <http://www.state.gov/fo/epag> (and/or contact the respective Regional Bureau Representative).

- AF
- EAP
- EAP-IO
- NEA
- SCA
- WHA

- The follow-up questions will ask you to indicate to which positions you are applying.

The screenshot shows a web browser window with the URL [https://jobs.mgsapps.monster.com/dos/vacancy/vacfollowupQSelectinput.htm?\\_ref=yybjk5pr0&ref=tgh4tr0E93FcrvZK3kgXa](https://jobs.mgsapps.monster.com/dos/vacancy/vacfollowupQSelectinput.htm?_ref=yybjk5pr0&ref=tgh4tr0E93FcrvZK3kgXa). The page header features the U.S. Department of State logo and navigation links: HOME, PRESS, TRAVEL, CAREERS, BUSINESS, YOUTH & EDUCATION, and ABOUT STATE. A progress bar below the header shows seven steps: Eligibility, Service Grade/Location, Questions, Documents, Demographic Information, Application Review, and Confirmation. The 'Questions' step is currently active. Below the progress bar, there is a section for 'Expanded Professional Associate Program ...' with a 'Vacancy Closes on' date and a circular icon. The main content area is titled 'Vacancy Follow-up Questions' and includes a note: 'The following questions are being asked as a follow-up to answers previously given. The response you gave to each question will be shown prior to the follow-up. If you wish to change your answer to questions previously asked, please click on the "Previous" button at the bottom of the page.' Below this note, it states 'Items marked with \* are required.' The section is titled 'All Grades Followup Questions' and contains question 10, which is identical to the one shown in the first image. Below the question text, there are two radio button options: 'AF' and 'EAP'.

- Upload the required documents (see the vacancy announcement and/or information posted on [www.state.gov/flo/epap](http://www.state.gov/flo/epap) for details)
  - You may transfer documents from your USAJOBS account or upload documents from your computer, **you may NOT fax documents.** They will not be accepted.

The screenshot shows the 'Vacancy Documents' page for an 'Expanded Professional Associate Program'. The page includes a progress bar with steps: Eligibility, Review of Job Vacancies, Questions, Documents (highlighted), Demographic Information, Application Review, and Confirmation. Below the progress bar, there is a section for 'Vacancy Documents' with instructions and a list of document types. A red 'X' is drawn over the 'Upload documents from your computer' option. The 'Document Manager' table lists various document types, all with 'No document Submitted' status.

**Vacancy Documents**

All documentation must be submitted prior to the close date on the vacancy announcement. Documents submitted after the vacancy has closed may not be reviewed for this vacancy. The Application System allows up to 4 methods to submit requested documentation: Transfer documents from USAJOBS portfolio, upload documents from your computer, fax, and resubmit documents. Please select your preferred method beside the requested document from the listing below by clicking on one of the following actions:

- Transfer documents from USAJOBS. **Note:** This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on [\[X\]](#).
- Upload documents from your computer. **Note:** In order for the supporting documentation to be reviewed with your application, it has to be successfully faxed in and received by the agency.
- Submit a print coversheet and fax the documents.
- Resubmit available documents from a previous application.

You can provide a new version of a submitted document by clicking the USAJOBS, upload, or fax actions. The new document will replace the existing version already on file. If you are unable to submit documents or print fax coversheets at this time, you can return to this page at a later time via USAJOBS Online Application Status Tab and clicking the Application History **More Info** link for this vacancy announcement. You will be brought back to this application system and provided the ability to review and update documents.

**Document Manager**

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Source	Action
Assignment notification/cable or OP-126	No document Submitted		Upload document list for document type Assignment notification/cable or OP-126
DD - 214	No document Submitted		
SF-50	No document Submitted		
U.S. Medical License	No document Submitted		
U.S. Transcripts/Foreign Ed. Evaluations	No document Submitted		

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Seeker - Account Update

https://jobs.mgsapps.monster.com/dos/vacancy/uploadVacancyDocsInput.htm?\_ref=yvbjtk5pt0&docType=Assignment+notification%2Fcable+or+OF-126



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## Document Manager

### Upload a Document ?

Simply fill in the fields below, use the Browse button to find the file you wish to upload, and then select the Upload Document button.

Items marked with \* are required.

\* **Description:**   
200 character limit.

**Type:** Assignment notification/cable or OF-126

**File:**  Assignment...cabn.docx

Seeker - Vacancy Docum

https://jobs.mgsapps.monster.com/dos/vacancy/uploadVacancyDocs.htm

All documentation must be submitted prior to the close date on the vacancy announcement. Documents submitted after the vacancy has closed may not be reviewed for this vacancy.

The Application System allows up to 4 methods to submit requested documentation: Transfer documents from USAJOBS portfolio, upload documents from your computer, fax, and resubmit documents. Please select your preferred method beside the requested document from the listing below by clicking on one of the following actions:

- Transfer documents from USAJOBS.  
**Note:** This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on [UE](#).
- Upload documents from your computer.
- Generate a fax coversheet and fax the documents.  
**Note:** In order for the supporting documentation to be reviewed with your application, it has to be successfully faxed in and received by the agency.
- Resubmit available documents from a previous application.

You can provide a new version of a submitted document by clicking the USAJOBS, upload, or fax actions. The new document will replace the existing version already on file.

If you are unable to submit documents or print fax coversheets at this time, you can return to this page at a later time via USAJOBS Online Application Status Tab and clicking the Application History **More Info** link for this vacancy announcement. You will be brought back to this application system and provided the ability to review and update documents.

## Document Manager ?

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Source	Action
Assignment notification/cable or OF-126	Assignment Notification	UPLOAD	
DD - 214	No document Submitted		
SF-50	No document Submitted		
U.S. Medical License	No document Submitted		
U.S. Transcripts/Foreign Ed. Evaluations	No document Submitted		

Upload from USAJOBS, link for document type U.S. Transcripts/Foreign Ed. Evaluations

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## Document Manager

Use this page to add another document to the system.

**Retrieve a document from USAJOBS**

The dropdown below has your USAJOBS documents in it. Select the document you want to use for this document type and click the Download button.

USAJOBS Documents

**DOWNLOAD FROM USAJOBS** CANCEL

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- The attached documents will be indicated by name and their source on the Vacancy Documents page.

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Dashboard Return to USAJOBS

Eligibility | Service Guide | Questions | **Documents** | Demographic Information | Application Review | Confirmation

Expanded Professional Associate Program ... Vacancy Closes on

### Vacancy Documents

- Document Downloaded Successfully.

All documentation must be submitted prior to the close date on the vacancy announcement. Documents submitted after the vacancy has closed may not be reviewed for this vacancy. The Application System allows up to 4 methods to submit requested documentation: Transfer documents from USAJOBS portfolio, upload documents from your computer, fax, and resubmit documents. Please select your preferred method beside the requested document from the listing below by clicking on one of the following actions:

- Transfer documents from USAJOBS.  
**Note:** This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on [US](#).
- Upload documents from your computer.
- Generate a fax coversheet and fax file documents.  
**Note:** In order for the supporting documentation to be reviewed with your application, it has to be successfully faxed in and received by the agency.
- Resubmit available documents from a previous application.

You can provide a new version of a submitted document by clicking the USAJOBS, upload, or fax actions. The new document will replace the existing version already on file. If you are unable to submit documents or print fax coversheets at this time, you can return to this page at a later time via USAJOBS Online Application Status Tab and clicking the Application History **More Info** link for this vacancy announcement. You will be brought back to this application system and provided the ability to review and update documents.

#### Document Manager

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Source	Action
Assignment notification/calls or OP-126	Assignment Notification	UPLOAD	
DD - 214	No document submitted		
SP-50	No document submitted		
U.S. Medical License	No document submitted		
U.S. Transcripts/Foreign Ed. Evaluations	College Transcripts	USAJOBS	

[PREVIOUS](#) [NEXT](#)

Questions, Comments, or Feedback can be directed to [mgshlp@monster.com](mailto:mgshlp@monster.com) POWERED BY MONSTER

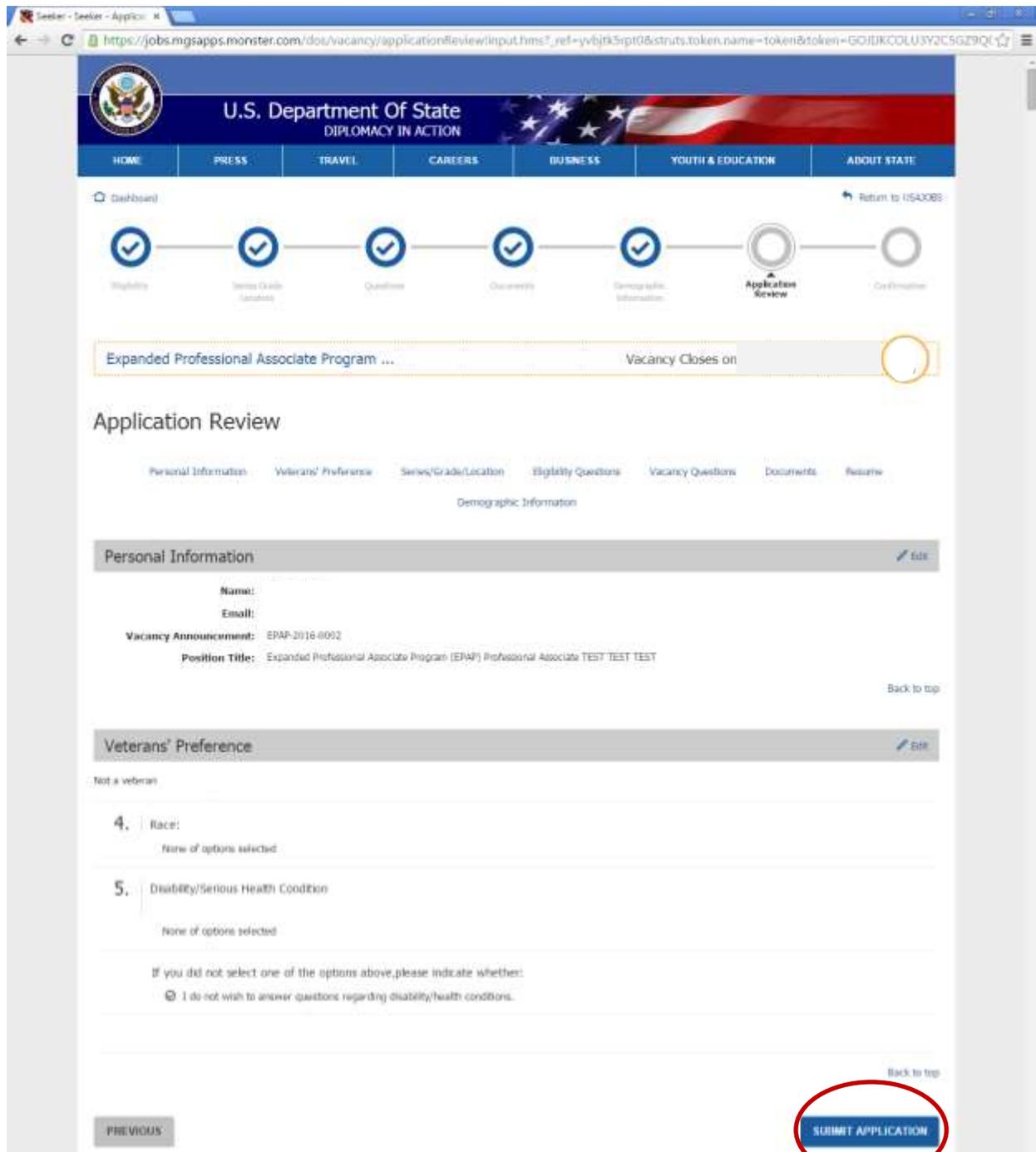
[State.gov](#) | [What's New](#) | [FAQ](#) | [Contact Us](#) | [Subject Index](#) | [Search](#) | [USA.gov](#) | [Email this Page](#) | [Accessibility Statement](#)  
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- The last section of the application includes demographic information that may be pre-populated by your responses in the profile section.

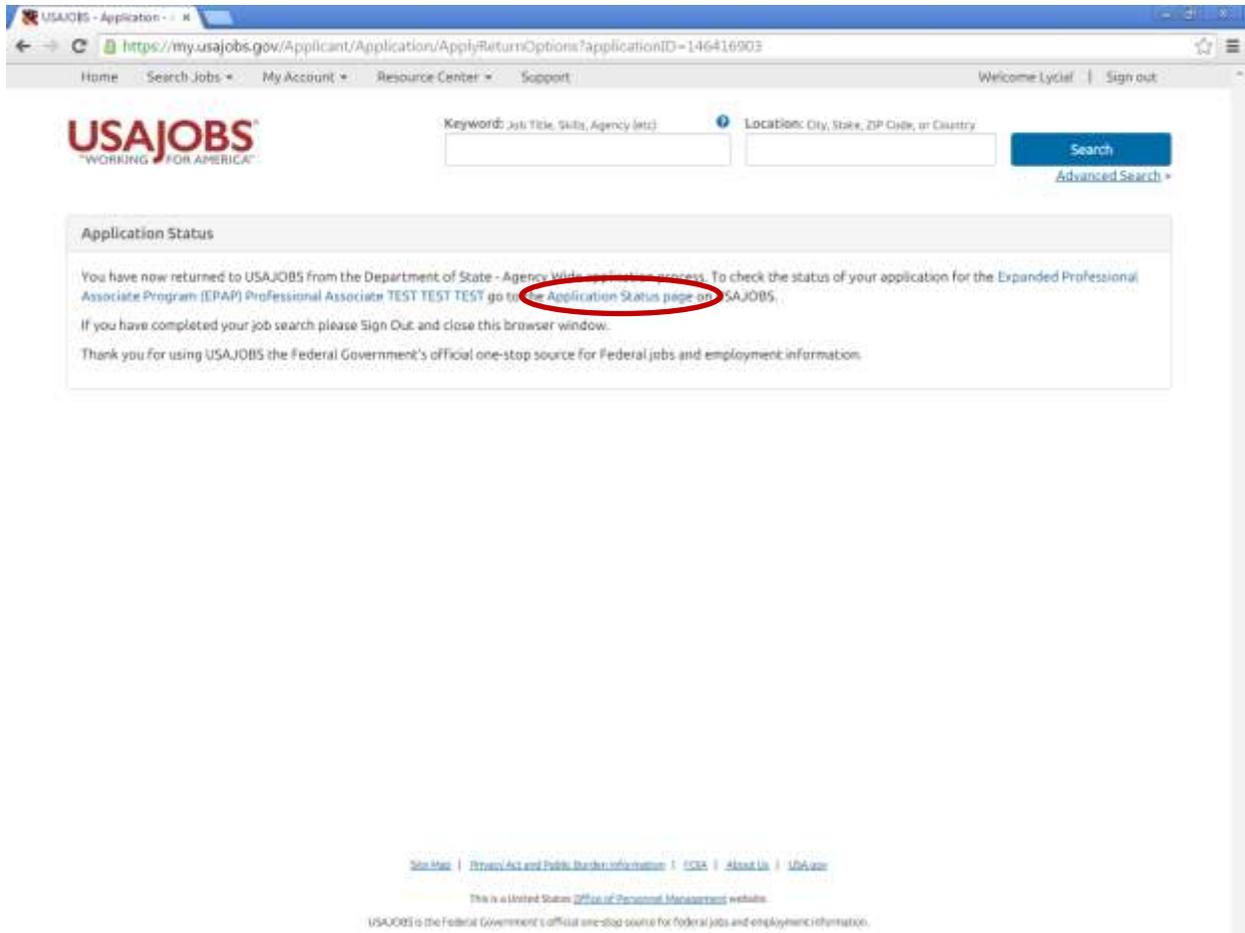
The screenshot shows a web browser window with the URL [https://jobs.mgsapps.monster.com/dos/vacancy/ombDemographicQuestions.htm?\\_ref=yvbjt5rpt0](https://jobs.mgsapps.monster.com/dos/vacancy/ombDemographicQuestions.htm?_ref=yvbjt5rpt0). The page header features the U.S. Department of State logo and navigation links: HOME, PRESS, TRAVEL, CAREERS, BUSINESS, YOUTH & EDUCATION, and ABOUT STATE. A progress bar at the top shows steps: Eligibility, Service Grade Selections, Questions, Clearance, Demographic Information (current step), Application Review, and Confirmation. Below the progress bar, the job title "Expanded Professional Associate Program ..." is displayed, along with a "Vacancy Closes on" date indicator. A blue banner instructs users to return to USAJOBS to edit demographic responses. A privacy notice follows, stating that responses are voluntary and confidential. The main section is titled "Demographic Information" and contains question 1: "How did you learn about this position?". It lists seven radio button options: Agency Internet Site recruitment, Private Employment Web Site, Other Internet Site, Job Fair, Newspaper or magazine, Agency or other Federal government on campus, and School or college counselor or other official. Below the options, a sub-section asks if the user did not select an option, with two radio button choices: "None of the conditions listed above apply to me" and "I do not wish to answer questions regarding disability/health conditions." At the bottom of the form, there are "PREVIOUS" and "NEXT" buttons. A large section titled "PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS" contains detailed text regarding the Privacy Act of 1974 and the Paperwork Reduction Act of 1995.

- Verify that you have answered all of the questions and attached all required documents to your application prior to the closing date.



- Click the *Submit Application* button to complete your application.

- You must complete and submit all required supporting documentation by the closing date of the vacancy announcement, **Monday, March 7, 2016, 5:00 p.m. ET.**
- **Applications received without required documents will be deemed ineligible. Applications and documents cannot be submitted after the deadline.**
- If you wish to make any changes to your responses or documents, you can do so by going back into the application and follow the prompts to review your submitted application **before the closing date of the announcement.**



Home Search Jobs My Account Resource Center Support Welcome Lycia! Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

Keyword:  Location:   [Advanced Search >](#)

My Account  
Profile  
Resumes  
Saved Searches  
Inbox  
Saved Jobs  
Saved Documents

**Application Status**

**IMPORTANT!** Application Status is only available if you submit your resume through USAJOBS using the "Apply Online" button. Tracking your application is not possible if your applications have been posted directly to an agency's website or through any other job application method outside of your USAJOBS account.

- Each record will be deleted 36 months after the Last Application Date
- Applications you no longer wish to view may be hidden by selecting the "hide" link beside the application details
- You may want to print this page for future reference

**Notification Settings**  
Notification Alerts enable you to stay informed of changes to your application status. Select the items that you would like to be notified of via your primary email. You may edit your preferences and unsubscribe at any time.

When jobs I have started an application for have closed.  
 When the status of an application I've submitted changes.

[View Hidden Applications](#)

Search:  Show  entries

1 to 9 of 9 results << < 1 > >> Sort By: --Select-- ascending

[Hide](#) [Expanded Professional Associate Program \(EPAP\) Professional Associate TEST TEST TEST](#)

Job Number:	EPAP-2015-0004	Job State:	Open
Pay Plan:	FP-0130-07	Close Date:	03/25/2015
Location:	US-District of Columbia-Washington DC	Last Apply:	03/20/2015
Organization:	Department Of State,	Last Status Update:	03/20/2015
Status:	Received		

[More Information...](#)

- Check the status of your application before the closing date of the announcement:
  - Logon to your **USAJOBS** account.
  - Click on the "Applications" tab and locate the position.
  - Under the "Application Status" column click on the "more information" hyperlink.
  - You will then be transferred to the "Gateway to State" application detail screen.
  - Under the "Vacancy Status" column it will show you the status of the vacancy announcement (e.g., if your application was received, whether the job was cancelled, if the vacancy was filled, etc.);
  - Under the "Application Status" column it will show you the status of your application (e.g., incomplete application, not qualified - lacks specialized experience, not eligible, referred for consideration, selected, etc.).
  - Click the "Return to USAJOBS" radio button to return back to USAJOBS.

If the status of your application states: Application Status Not Available, be sure to follow the steps above and confirm your application was completed in the Gateway to State site. If you have confirmed your application is complete in the Gateway to State site, click the update application button and your status should be updated to Application Received. If the status does not change, contact the Monster Help Desk as indicated below.

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Welcome, [User Name]

Applications

All | Complete | Incomplete

Announcement Number	Position Title	Application Status	Vacancy Status	Comments	Actions
EPAP-1000-10000	Expanded Professional Associate Program (EPAP) Professional Associate TEST TEST TEST	Grade 07 Application Received You have answered all the required questions for this grade.	Accepting Applications Only open in 2 days	Grade 07. No Comment.	Edit Application Update Documents

Show 25 results per page GO

QUESTIONS, COMMENTS, OR FEEDBACK CAN BE DIRECTED TO [mgshelp@monster.com](mailto:mgshelp@monster.com) | POWERED BY MONSTER

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- You should allow at least three to four hours to complete your application package and are encouraged not to wait until the deadline to submit your application.
- If you encounter a technical problem with the USAJOBS site, please contact the Help Desk at [mgshelp@monster.com](mailto:mgshelp@monster.com) or (866) 656-6830 or (703) 269-4944 between the hours of 7:00 a.m. and 7:00 p.m. Eastern Time.
- For general information, please see FLO's website: [www.state.gov/flo/epap](http://www.state.gov/flo/epap) or contact [FLOaskEPAP@state.gov](mailto:FLOaskEPAP@state.gov).