

## Step-by-Step Guide to Complete EPAP Application on USAJOBS.gov (Part I: Preparing for the EPAP Application)

**PART I** addresses how EPAP applicants must begin their EPAP application by creating a USAJOBS account, developing their federal resume, and uploading their application documents to USAJOBS.

**PART II** addresses how EPAP applicants can apply to the EPAP vacancy announcement when it becomes live. The application will require that EPAP applicants transfer their resume and application documents from the USAJOBS site to the “Gateway to State” site where, additionally, EPAP applicants will need to answer two sets of questions (“Eligibility” and “Vacancy”) and ultimately (at the very end of the application process) select the position(s) they want to apply for.

### EPAP Program Details

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For details on the program, including required documents to submit with your application, please carefully review information on [FLO’s EPAP webpage](#).

Appointment Eligible Family Members (AEFM per 3 FAM 7120) applying for any of the advertised EPAP positions for the 2020 centralized vacancy announcement (**dates to be determined**), must submit an application, including required documents via [www.usajobs.gov](http://www.usajobs.gov) (USAJOBS) by the closing date and time of the vacancy announcement.

While there is no guarantee that an EPAP position will be offered at post, USAJOBS is the ideal repository of federal resume(s) which you may also use for civil service positions when you return to Washington D.C.

The two guides (I and II) provide tips and details on how to navigate USAJOBS and complete your application.

**Please note:** Screenshots are subject to change. FLO has done our best to reflect the most up-to-date information as it relates to this year’s EPAP application process on USAJOBS.

### Steps in the Application Process

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#### PART I: PREPARING FOR THE EPAP APPLICATION

##### 1. Create a USAJOBS account

- Sign-in to an existing or create a USAJOBS account/secure a login with Login.gov
  - Use Login.gov
  - Two-factor authentication required

##### 2. Prepare your USAJOBS profile and resume

- Save your job search under USAJOBS

- Create your USAJOBS profile
  - Profile Questions will pre-populate the Eligibility Questions
  - Occupational series vs skill codes
  
- Create or update a USAJOBS resume using the resume builder
  - Build one complete USAJOBS resume
  - How to build your USAJOBS resume with the resume builder

### 3. Prepare your application documents under USAJOBS

See **PART II: How to Apply to the “Live” Vacancy Announcement for next steps.**

## EPAP Related Webinars

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[Using USAJOBS](#) webinar covers creating an account, logging into USAJOBS, setting up your USAJOBS profile, and searching for positions on USAJOBS.

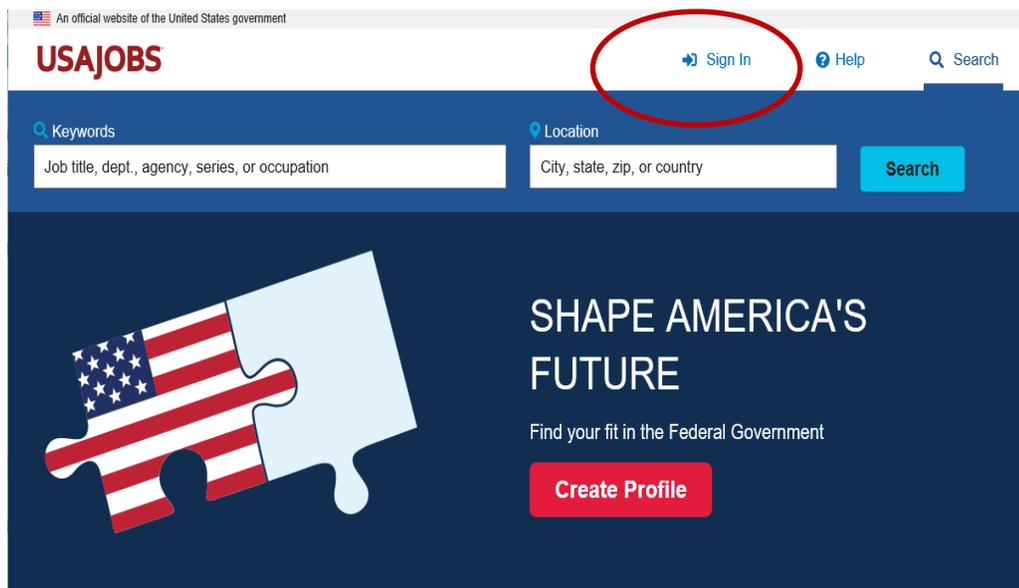
[Qualify on Paper](#) webinar explains how to create a Federal Resume that fits the EPAP qualification standards into your application.

## 1. Create a USAJOBS Account

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Go to [www.USAJOBS.gov](http://www.USAJOBS.gov). Sign-in to an existing account or create a new USAJOBS.gov account/secure a login with login.gov.

- **You will be prompted to sign in using login.gov. ([www.login.gov](http://www.login.gov))**



Please refer to our detailed [“Step-by-Step Login Instructions for USAJOBS”](#), which explains how to create a login.gov account and how to link it to your USAJOBS account. After you have completed this process, you can log-in again.

If you are signing in for the first time, you will see the screen:



**USAJOBS** is using login.gov to allow you to sign in to your account safely and securely.

**!** **First time here from USAJOBS?**  
Your old USAJOBS username and password won't work. Please create a login.gov account using the same email address you use for USAJOBS.  
[Learn more.](#)

**Create an account**

**Sign in**

[Back to USAJOBS](#)

If you are a returning user, follow the instructions on the screen:



**You have created your account with login.gov**

You can now log into **USAJOBS**.  
**Continue**

This is the only information login.gov will share with **OPM**:

✔ **Email address**

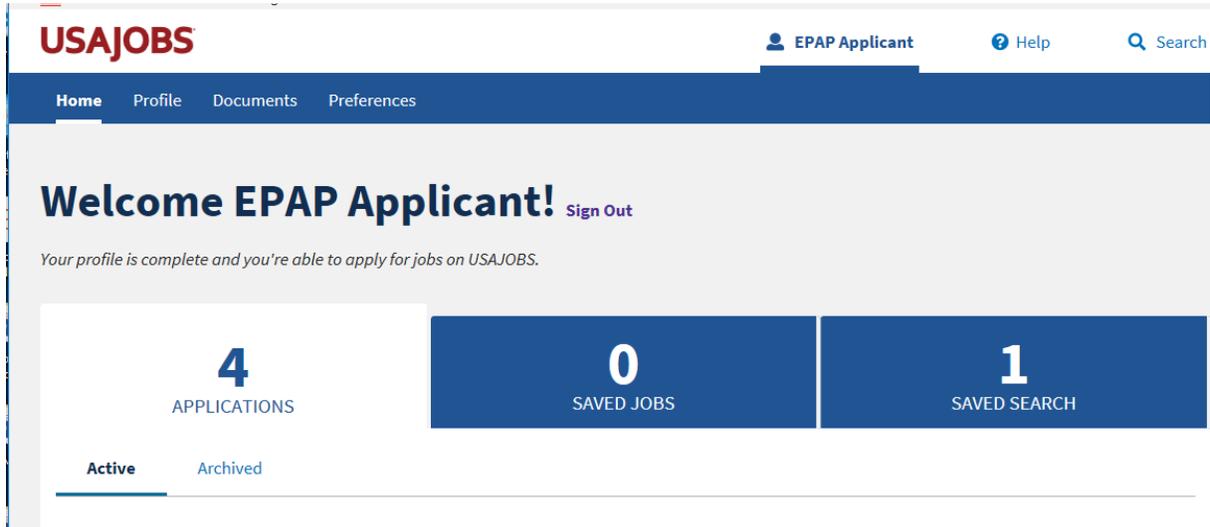
[Return to your login.gov profile](#)

**Additional Information:**

- [Step-by-Step Login Instructions for USAJOBS](#)
- [How do I create an account with login.gov?](#)
- [What do I need for two-factor authentication?](#)
- [I don't have a phone. Can I still use login.gov?](#)

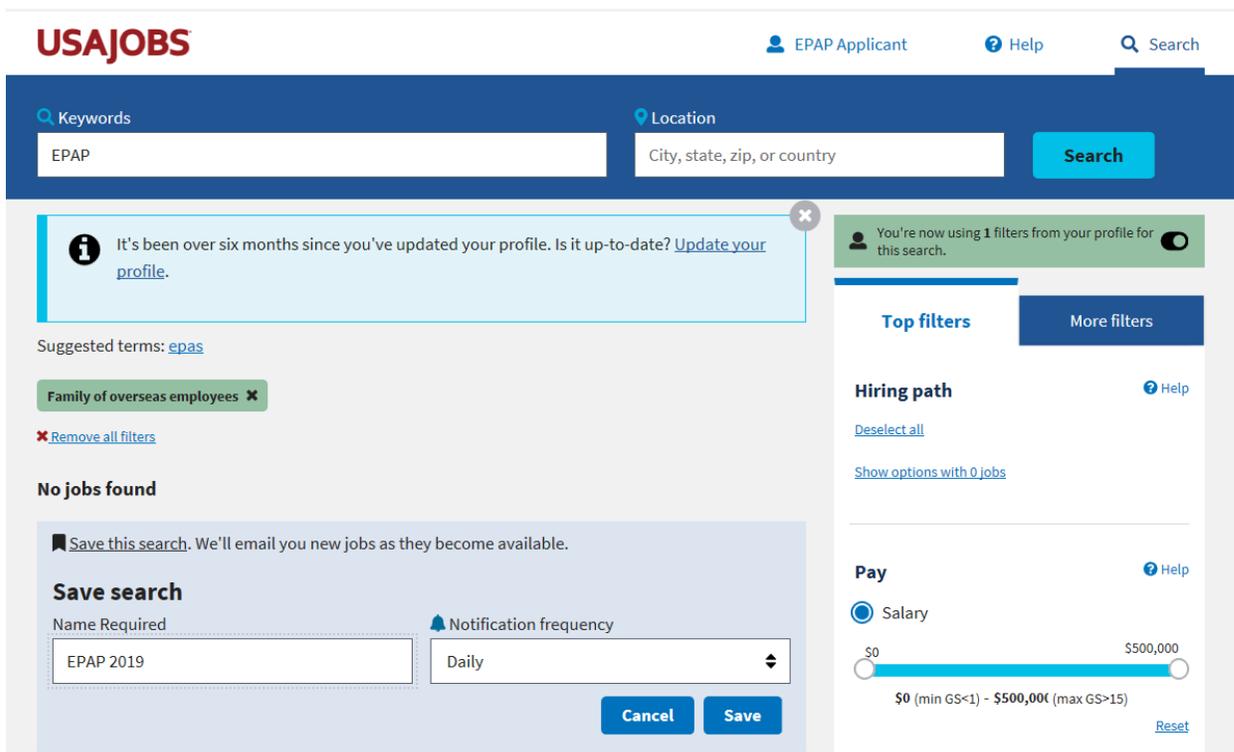
## 2. Prepare your USAJOBS profile and resume

Once you have logged in into login.gov, you will be able to enter [www.USAJOBS.gov](http://www.USAJOBS.gov) and will see the following screen:



- **Save your job search under USAJOBS**

You may have already saved a job search by using the keyword “EPAP.” See “[How do I set up notifications for future job announcements?](#)”



As soon as the EPAP vacancy announcement goes live, you will receive a notification informing you the EPAP vacancy is open.

**USAJOBS** EPAP Applicant Help

Home Profile Documents Preferences

## Welcome EPAP Applicant! [Sign Out](#)

Your profile is complete and you're able to apply for jobs on USAJOBS.

**4** APPLICATIONS      **0** SAVED JOBS      **1** SAVED SEARCH

Active Archived

**EPAP**  
Alert: Daily  
Created 12/19/2018

**Editing notification settings**

Name Required: EPAP      Notification frequency: Daily

Cancel Save

- **Create your USAJOBS profile**

Create your profile by filling the **“Contact Information”** section as seen in the below screenshot. Fill as needed.

## How this works

Create your profile in three easy steps:

- 1 **Contact information**
- 2 **Citizenship**
- 3 **Work Experience**

This will take about 3-5 minutes and we'll save your progress once you complete the first step.

**Continue**

## Contact Information

All fields are required unless otherwise noted

### Legal Name

Title (optional)

First name

EPAP Applicant

Middle name (optional)

Last name

Suffix (optional)



### Email and password

USAJOBS is now using login.gov to manage your email address and password. To make changes go to login.gov and update your account. For more help, read:

[How do I change my email address?](#)

[How do I change my password?](#)

### Why are we asking for contact information?

We'll include your contact information in your application package, if you apply to a job through USAJOBS.

We'll use your email address, if you sign up to receive emails for saved searches, saved jobs, or other alerts.

## Citizenship

All fields are required.

### Are you a U.S. Citizen?

Yes

No



### U.S. Citizenship

In general, you must be a U.S. citizen or national (residents of American Samoa and Swains Island) to work for the Federal Government, but there are some exceptions for [non-U.S. citizens](#).

Complete your profile by indicating your current or past employment status. Please note that this information is **optional** to set up your USAJOBS account. It is also mainly used for civil service applications.

**NOTE:** You may choose to skip this step. The information related to EPAP eligibility and positions will be found at a later stage in the application. **The later stage is where you want to focus.**

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- **Profile Questions will pre-populate the Eligibility Questions**

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When the EPAP vacancy goes live and you are transferred from USAJOBS to the “Gateway to State” site (State Application Site), you will be asked additional questions (“Eligibility” and “Vacancy” Questions). Your USAJOBS profile responses will pre-populate the Eligibility section.

Because EPAP positions are under Family Member Appointments (FMA) for overseas, your eligibility will be assessed if you meet the AEFM definition requirement with supporting documents (see Checklist on [FLO EPAP website](#)) **and** if your answers to the “vacancy” questions confirm your eligibility.

Your USAJOBS resume and your diploma/degrees with their transcript(s) (with accreditation, when applicable) will be the primary sources for HR specialists at the overseas post to determine your qualifications.

**Reinstatement eligibility** does not apply to FMAs. You may have reinstatement eligibility, but it would only be considered for civil service position applications and **is not a factor in your EPAP application.**

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- **Occupational series vs skill codes (Optional Section)**

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**Occupational series only apply to civil service positions.** FMAs (like EPAP) are listed with skills codes that are different from occupational series.

**If you previously held a civil service position**, you may wish to include the corresponding occupational series in the dropdown menu. Check your SF-50 (box 17). For EPAP application purposes, this section is **optional** and regardless of your choice, this information will not be used to determine your eligibility.

**If you previously held an EPAP position**, your SF-50s and a successful Employee Performance Report (EPR or JF-57), in addition to your USAJOBS resume and your degree(s), are the only documents that will establish that you worked in a certain EPAP area.

The section “Demographics,” “Preferences,” and “Language fields” are optional. However, for EPAP application purpose, post will determine whether you will need to take a language test.

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- **Create or update a USAJOBS resume using the resume builder**

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- **Build one complete USAJOBS resume**

Under the section “Documents,” start building your EPAP resume using the resume builder option. This is the only accepted resume format for EPAP applications.

When your application is transferred from USAJOBS to the “Gateway to State” site (State Application Site), you will be requested to choose one USAJOBS resume. Although USAJOBS allows you to create and save up to five resumes, **only one** USAJOBS resume built by the resume builder is allowed in the State Application Site for your EPAP application.

Therefore, make sure you list all your education, general professional and specialized experience in your document by addressing each position's minimum requirements. For additional guidance about how to create a federal resume that fits the general professional and specialized experience from the vacancy announcement into your resume builder, watch the webinar, "[Qualify on Paper.](#)"



NOTE: The profile building section of USAJOBS, allows you to fill in your work history. This will not automatically fill-in in the Resume Builder. You must refill all sections. The profile section of work experience is optional and simply allows Hiring Managers to search you much like LinkedIn for USAJOBS.

- **How to build your USAJOBS resume**

Click on upload or build a new resume. You must select **"Build Resume."**

The screenshot shows the 'Resumes' section of the USAJOBS website. At the top, there are two tabs: 'Resumes (0/5)' and 'Other (0/10)'. A 'Help' link is in the top right. Below the tabs is a large dashed box containing a blue plus sign and the text 'Upload or build resume'. Below this box, there is a note: 'Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX)'. To the right of this box is a section titled 'Do not include in resume' with a bulleted list: 'Classified or government sensitive information', 'Social Security Number (SSN)', 'Photos of yourself', 'Personal information, such as age, gender, religious affiliation, etc.', and 'Encrypted and digitally signed documents'. Below this is an 'Additional Help' section with a link: 'What should I include in my resume?'.

Name your new resume and start building it following USAJOBS' instructions.

### Add New Resume



Build resume



Upload resume

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

#### Additional Help

[What should I include in my resume?](#)

- **Work Experience**

Make sure you address each section. Save and repeat the “Work Experience” section as often as needed. If you plan to apply to different EPAP areas, you may consider building several sections that include your (general or specialized) experience as required for each EPAP area. You may also copy and paste your resume from Word, as long as it contains all of the required information of a USAJOBS resume.

See below FAQs:

- [How to build a resume](#)
- [How to fix formatting errors](#)
- [How to supply work experience](#)
- [Qualify on Paper – Fitting Your Resume to Federal Vacancy Announcement](#)

# Resume Builder

## Work Experience

All fields are required unless otherwise noted

Employer Name

Formal Job Title

Employer Address 1

Start Date

Start Year

Employer Address 2

*Optional*

End Date

End Year

Country

Salary

*Optional*

Currency

Salary Rate

Postal Code

Average Hours per week

City/Town

May we contact your supervisor?

Yes  No  Contact me first

State/Territory/Province

Is this a Federal Civilian position? 

Yes  No

Duties, Accomplishments, and Related Skills

(5000 characters remaining)

After entering your professional experience, click "Next"

## Resume Builder

Resume Name Required

EPAP Applicant Ideal Resume

Edit

**!** READ THIS - important notice before listing your education! Only list degrees from accredited schools or other education programs that meet the provision of the [Office of Personnel Management's Operating Manual](#).

Add Education to enter information related to your educational programs.

Add Education

I do not wish to provide education

Previous

Next

- **Education Experience**

**NOTE:** Under “Add Education,” we strongly suggest you fill the section “Relevant Coursework, Licensures and Certifications”.

Remember that your degree transcript will be carefully reviewed to determine if it relates to the EPAP area you will be applying for. **At least 60 percent of the course work should relate to the specific EPAP area.**

Therefore, under “the Relevant Coursework” section, add the courses you think are relevant to the EPAP position(s) you are applying for. Briefly explain the nature of your “related degree” and explain how the degree you earned has given you the general professional and/or specialized experience and knowledge required in in the Qualification Standards. If you intend to apply for several EPAP positions, make sure that you address each EPAP area (i.e., Political, Public Diplomacy, etc.).

If you exceed 2,000 characters, continue your description on a word document and scan it with your degree transcripts. See below instructions regarding education/transcripts that you need to scan into one pdf document.

**Foreign education transcripts will not be accepted without an accompanying credential evaluation.** In order to be credited, foreign education (i.e., education acquired outside of the U.S.) must be evaluated by a credential evaluation service recognized by the U.S. Department of Education, and the name, logo or seal of

the credential evaluation service must be listed on the evaluation report. Applicants may request a credential evaluation report from one of the following credential evaluation services: (a) National Association of Credential Evaluation Services (NACES) [www.naces.org](http://www.naces.org) or (b) Association of International Credentials Evaluators (AICE) [www.aice-eval.org](http://www.aice-eval.org)

***Credential evaluation reports are not free, and applicants are responsible for paying for the report.***

Applicants should submit copies of their foreign credential evaluation reports with their application documents, as well as copies of their foreign degrees and the related transcripts.

There will be separate areas of required documents. Each area must have all documents **scanned together as one pdf for uploading**. In this section, for example, all transcripts and supporting educational documents, including any additional course description prepared on a separate word document, must be **scanned together as one pdf document**.

# Resume Builder

## Education

*All fields are required unless otherwise noted*

School or Program Name

Major

*Optional*

Country

Minor

*Optional*

Postal Code

GPA

*Optional* of GPA Max.

*Optional*

City/Town

Total Credits Earned

*Optional*

State/Territory/Province

System for Awarded Credits

*Optional*

Semester Hours

Quarter Hours

Continuing Education Units

Degree/Level Attained

Honors

*Optional*

Completion date

*Optional*

Relevant Coursework, Licensures, and Certifications *Optional*

(2000 characters remaining)

- **Job-Related Training**

<p>If you took any <b>RELATED specialized training</b> to the EPAP positions you are applying, including FSI courses, please list the course under this section.</p> <p>Do not include unrelated training.</p>	<h2>Resume Builder</h2> <h3>Job Related Training</h3> <p>List the titles and completion dates of training courses that are relevant to the position you are seeking.</p> <div data-bbox="743 638 1360 863" style="border: 1px dashed gray; height: 100px; width: 100%;"></div> <div data-bbox="748 873 1109 919"><span>Cancel</span> <span>Save Job Training</span></div>
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### 3. Upload documents to USAJOBS

In the following section, you will prepare the documents that you will upload into your USAJOBS account so that they are ready to be transferred to the “Gateway to State” site (State Application Site) when the vacancy goes live.

There will be separate areas of required document types.

Each area must have those relating documents scanned together as one single pdf for upload

[SEE SECTION HOW TO UPLOAD DOCUMENTS:](#)

**USAJOBS** EPAP Help

Home Profile **Documents** Preferences

## Documents

Resumes (1/5) **Other (0/10)**

Document examples: DD-214, SF-15, SF-50, OF-306, Transcripts.

Upload document

Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX).

Return to top

**Do not include in documents**

- Classified or government sensitive information
- Social Security Number (SSN)
- Photos of yourself
- Personal information, such as age, gender, religious affiliation, etc.
- Encrypted and digitally signed documents

**Additional Help**

[Where can I find forms that may be necessary when applying?](#)

[What types of documents might I need to provide?](#)

**VERY IMPORTANT:** You may save and upload your documents to USAJOBS.gov. **Give each a document name like: “John Doe Transcripts,” “John Doe SF-50s,” and “John Doe Assignment Notification.”**

If your document type needs to include more than one document, you must scan/merge them together into one single document and **upload them as one single document per document type.**

**EXAMPLE:** For initial and final SF-50s documenting your prior employment in an EPAP position or positions, you will combine those SF-50s into one scanned SF-50 document and upload under the SF-50 category. Similarly, if you have more than one transcript, degree or diploma, or a supplemental transcript description, or, if applicable, a foreign degree credential evaluation, those documents should be combined into one pdf document that will be uploaded under the Transcript category.,

Files must be one of the following formats: GIF, JPG, JPEG, PNG, RTF, TXT, PDF or Word (DOC or DOCX) and should not exceed 3 MB. If you do not save these documents to your USAJOBS account, you will still be able to upload them from your computer to the Gateway to State site when you complete your application.

## Add Document

*All fields are required*

Document Name

Please enter a unique name For your document (100 character maximum).

**Document type**

<input type="radio"/> Cover Letter	<input type="radio"/> SF-15
<input type="radio"/> DD-214	<input type="radio"/> SF-50
<input type="radio"/> ECQ	<input type="radio"/> Transcript
<input type="radio"/> OF-306	<input type="radio"/> Veteran Other
<input type="radio"/> Other	

Although USAJOBS allows you to add up to ten documents, remember that under the State Application Site, **you will only be able to select and attach up to six document types when you submit your application.** See list below:

- **ASSIGNMENT NOTIFICATION:** Assignment notification (TMONE) or travel orders (TMFOUR) or approved OF-126 (signed by an Authorizing Official) (**required**). Those documents must show your name as a dependent (required), your sponsoring employee’s name (required), agency (required), assignment post which should be where the EPAP position is advertised (required) and estimated time of arrival (ETA, optional). They may be combined to address each requirement if one document does not provided all the requested information.
- **TRANSCRIPTS:** High School Diploma/GED Certificate or college University degree and transcripts (**required for each applied grade**) and foreign degree credential evaluation (**if relevant**). The High school diploma/GED certificate is not mandatory if you provide an undergraduate/graduate degree. See education document guidance on the [Checklist webpage](#)
- **U.S. MEDICAL LICENSE:** Medical certification/licensure/degree/diploma (**if relevant**).
- **DD-214:** Most recent Member Copy Four (4) of Certificate of Release or Discharge from Active Duty (as the case may apply); letter from U.S. Department of Veteran’s Affairs or other supporting documentation (**if relevant**).
- **SF-50:** An initial and a final SF-50 that shows a minimum of 12-month service in a prior EPAP position (**if relevant**); or/and initial and a final SF-50 that shows a minimum of 90-day service in any position for Highest Prior Rate (HPR, **if relevant**); or a SF-50 for prior IM specialist position that shows prior employment with IT military codes (**if relevant**).

- **JF-57:** fully satisfactory or above employee performance report covering at least 12 months in an EPAP position (**if relevant**).
-