

Step-by-Step Guide to Complete EPAP Application on USAJOBS.gov (Part II: How to Apply to the “Live” Vacancy Announcement)

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 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

For details on the program, including required documents to submit with your application, please carefully 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 (USAJOBS) by the closing date and time of the vacancy announcement.

Both Guides (I and II) provide tips and details on how to navigate USAJOBS and complete your application.

Please note: *Screenshots are subject to change. We have 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 continued

See **PART I: Preparing for the EPAP Application before applying to the EPAP vacancy announcement.**

PART II: HOW TO APPLY TO THE “LIVE” VACANCY ANNOUNCEMENT

- Vacancy announcement | Important points
 - Following the Steps you took in Part I
-
- 1. Select your USAJOBS resume and documents**
 - USAJOBS resume
 - Documents
 - Document guidance
 - Review package
 - Provide demographic data (optional)
 - 2. Transfer your application from USAJOBS to the State Application Site**
 - 3. Gateway to State site**
 - Provide additional information
 - Answer questions about veteran eligibility (if applicable)
-

- Answer demographic questions (optional)
- Check your account information
- Finish creating your State application site's account

4. Answer "Eligibility" and "Vacancy" Questions

- Answer "Eligibility" questions
- Confirm the series
- Confirm the grade
- Confirm the location
- Set up email reminders
- Answer "Vacancy" Questions

5. Select one or several EPAP positions.

6. Attach your documents to your application

7. Answer demographic questions (optional)

8. Review, submit and check your application status.

9. Check your dashboard

- Know the status of your application
- Before the closing date of the announcement

10. Additional screen shots

11. Save a copy of your application

EPAP-Related Webinars

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.

PART II: HOW TO APPLY TO THE "LIVE" VACANCY ANNOUNCEMENT

Once the vacancy goes live, you will be able to click on "Apply." This will lead you to a new screen with 26 "Eligibility" questions followed by another screen with 22 "Vacancy" questions. The eligibility questions are being pre-populated with your initial answers from your USAJOBS profile, however, those answers are geared toward civil service positions because USAJOBS is mainly designed to advertise civil service positions.

The "vacancy" questions will mainly help the regional bureau's HR specialists determine your eligibility for an EPAP position.

- **Vacancy announcement | Important points**

Typically, vacancies are listed once a year for two weeks only, generally in late winter. If you have not subscribed to the automatic notification service, search "EPAP" under USAJOBS.gov to find the current announcement.

VERY IMPORTANT: Note The Following Announcement Clarification

- **LOCATION** – Although USAJOBS indicates “Department of State Posts – Overseas and Domestic, United States, many vacancies,” EPAP Professional Associate positions are only available at U.S. Missions abroad.
- **WORK SCHEDULE** – All EPAP positions are full time, except for MED positions, which may be offered on a part-time basis.
- **APPOINTMENT TYPE** – The hiring mechanism is the Family Member Appointment (FMA). An FMA is not a “permanent” appointment and “temporary” in this case means that the family member appointment cannot exceed 5 years. See [3 FAM 7120](#) definition of FMA.
- **PAY SCALE AND GRADE** – The series and grade level indicates only FP-07, however, the actual grades range from FP-07 to FP-01.

The [2020 Qualification Standards](#) list the possible grade range for each EPAP position. Additionally, the lists of advertised positions posted in the vacancy announcement will indicate the 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 HR Specialist based on the advertised grade(s) of the position and the individual's ability to meet the education and professional or specialized experience requirements listed for each grade.

- **THIS JOB IS OPEN TO FAMILY OF OVERSEAS EMPLOYEES** – “to be eligible to apply, EPAP applicants must meet the definition of an Appointment Eligible Family Member (AEFM) as defined in [3 FAM 7120](#).” Refer to the EPAP home page “[eligibility](#)” section.
- **90-DAY RULE:** current FMA-employed and PSA-employed applicants must wait 90 calendar days before applying for other jobs in the Mission. Applicants who are within the first 90 calendar days of an FMA appointment or a PSA shall not be considered for any advertised vacancies. They are deemed “Not Eligible” regardless of their qualification or skills. There are two exceptions to this rule where applicants are eligible to apply for positions within the first 90 calendar days of their employment if they are:
 - Current FMA employed hired on a temporary appointment or on Intermittent/When Actually Employed- WAE work schedule; or
 - Current PSA-employed hired on a temporary appointment or on intermittent/When Actually Employed work schedule.”
- **BACKGROUND CHECK AND SECURITY CLEARANCE** – the list of advertised positions will indicate the level of security clearance required for each individual position.

Expanded Professional Associates Program (EPAP) Professional Associate

DEPARTMENT OF STATE
[Department of State - Agency Wide](#)

[Overview](#) [Locations](#) [Duties](#) [Requirements](#) [Required Documents](#) [Benefits](#) [How to apply](#)

Overview Help

Open & closing dates
🕒 04/15/2019 to 04/28/2019

Pay scale & grade
FP 07

Appointment type
Temporary - Family Member Appointment (FMA) not to exceed a total of five years

Service
Excepted

Salary
\$43,901 to \$165,649 per year

Work schedule
Full-Time - All EPAP positions are offered full time, except for MED positions, which may be offered on a part-time basis.

This job is open to Help

- Family of overseas employees**
Family members of a federal employee or uniformed service member who is, or was, working overseas.
- The public**
U.S. citizens, nationals or those who owe allegiance to the U.S.

Clarification from the agency
To be eligible to apply, EPAP applicants must meet the definition of an Appointment Eligible Family Member (AEFM) as defined in 3 FAM 7120. AEFM who are within the first 90

○ Following the Steps you took in Part I

Login and Apply. Once the vacancy announcement is open on www.usajobs.gov, you can submit your application by clicking “Apply” on the vacancy announcement.

Apply

Print

Share

★ Saved

Announcement number

EPAP-2019-0006

Control number

3262479900

You will need to use login.gov to login to your account. Follow the instructions. Please remember that if you do not have access to your phone to login, you will need to use your secondary two-factor authentication method. Please refer to FLO’s Step-by-Step Log-In Instructions for USAJOBS.

Applying to:
Expanded Professional Asso...
Department of State - Agency ...
Closes 3/6/2018
Who may apply

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

Welcome to the USAJOBS Application Process

This step by step process will help you select your resume and documents (if required) for submission to the agency hiring for this position. Once you have reviewed your application, we will send you to an agency system where you will complete and submit your application.

Do not show this message again

Start Application

Select

Instruc

Select the resu
step until you select a resume. You can only submit one resume.

and in one of the following document

1. Select your USAJOBS resume and documents

○ Resume:

Click on “**Start Application.**” You will see the following screen:

The screenshot displays a notification banner at the top with an information icon and the text: "USAJOBS Resume Builder Required. This job position only accepts resumes created using the USAJOBS Resume Builder. Please select 'Build Resume' if you do not have a resume created with Resume Builder." Below the banner is the "Select Resume" section, which includes "Instructions" stating that only one resume can be submitted and that users should use the "Build Resume" option if their resume is not displayed. To the right is a sidebar titled "Required Documents" with a plus sign, and "Acceptable Formats" with a minus sign, listing supported file types (GIF, JPG, JPEG, PNG, RTF, TXT, PDF, Word) and a "Do Not Include in Resume" section for classified information.

Select the USAJOBS resume you created by clicking on your EPAP resume icon. You **can only select one resume** which should demonstrate you meet all the qualification requirements listed for the position(s) to which you are applying. Save and continue as indicated at the bottom of the screen.

○ Documents:

Applying to:
 Expanded Professional
 Asso...
 Department of State -
 Agency ...
[Who may apply](#)

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

Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents



Required Documents +

Acceptable Formats -

Uploaded resumes 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).

Do Not Include in Resume

- Classified information
- Social Security Number (SSN)
- Photos of yourself
- Personal or sensitive information
- Encrypted and digitally signed documents

Select any required documents you have saved in your USAJOBS account to be attached to your application. You will be able to select these by checking the upper right corner of the document. Click on "Save and Continue."

If you have not saved these documents to your USAJOBS account, you will be able to upload them from your computer to the "Gateway to State" site when you complete your application.

VERY IMPORTANT: Saving documents to your USAJOBS account does not automatically upload them to your EPAP application when you enter the State Application site. You will have to follow this process when you complete your application online.

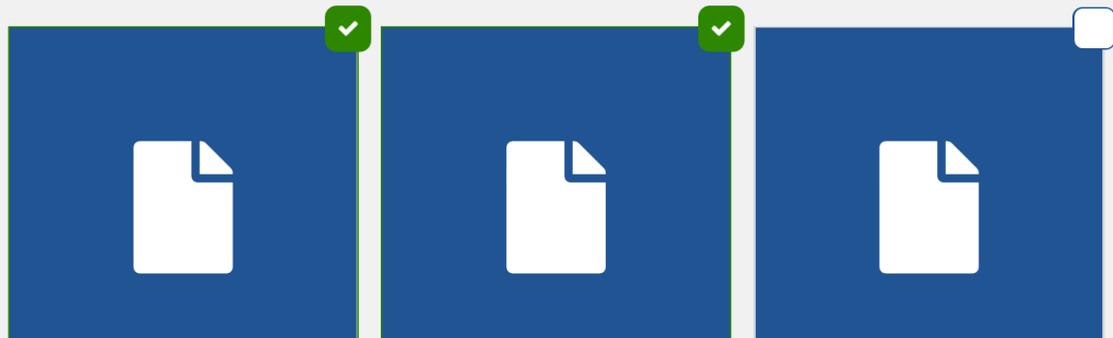
Select Documents

Instructions

Select the document(s) that you want to submit as part of your application. You can review the required document(s) for this job by selecting the "Documents" button.

If the document you want to submit is not available you can upload it by selecting "Add Document". Any documents added or deleted on this step will be reflected in your account. USAJOBS stores up to ten documents, so you may need to delete an existing document to upload a new one.

Your Documents



○ Document Guidance

Upload and attach to your application package:

- Your sponsoring employee's assignment notification (TM-ONE), or
- Travel Orders (TM-FOUR), or
- Approved Form OF-0126 Foreign Service Residence Dependency Report (an approved form is one that is signed by an authorizing official) listing you by name as a dependent, the sponsoring agency, and the post of assignment. **This post must be the same location to which you are applying for a position(s).**

If you have not yet received either of the above documents, please request of the appropriate office (depending upon the sponsor's agency/office) that the document process be expedited for the EPAP deadline. You will not be able to complete your application for EPAP positions without providing official documentation containing (on one document or in combinations) the following required information:

- Sponsor's name
- Sponsoring agency
- The post of assignment at where they are applying
- Applicant's name listed as a dependent*

- *If your sponsoring employee is assigned to a Priority Staffing Post (PSP), you must include the assignment cable/notification. Since you cannot be included in this document, unless/until you are hired by post, the regional bureau understands that you may not be listed on the assignment cable/notification.

Please contact FLOAskEPAP@state.gov for further assistance. If you have *any* document questions or if your sponsoring employee's agency provide a different form or document.

You may go back and add required documents until you can complete the rest of your application. You need however to ensure that these documents are uploaded with your application before **the vacancy announcement closes**.

- **Review package**

Once you have selected your USAJOBS resume and documents you want to attach, you will see the following screen:

Applying to: [Expanded Professional Asso...](#)
 Department of State - Agency ...
[Who may apply](#)

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 App...t Resume
 Built 4/9/2019
[View](#)

Your Documents [Add/Remove Documents](#)



EPAP App...t TM One
 Other 4/9/2019
[View](#)



EPAP App...nt SF 50
 SF-50 4/9/2019
[View](#)



EPAP App...nscripts
 Transcript 4/9/2019
[View](#)



EPAP App...on JP 57
 Other 4/9/2019
[View](#)

In addition to the list of required/optional document detailed in the vacancy announcement, you may also find the same list under the icon “Required documents” (see above screen shot, on the right).

Once verified, click on “I acknowledge that I have reviewed my resume and documents” and then on “**Save and Continue**”

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

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

○ **Provide demographic data (optional)**

You'll be asked to provide Personal Information. As indicated below, you may opt to decline.

Applying to:
[Expanded Professional Asso...](#)
 Department of State - Agency ...
[Who may apply](#)

1
Select Resume

2
Select Documents

3
Review Package

4
Include Personal Info

5
Continue Application with Agency

i

You either have no demographic data saved or have selected to decline to respond. If you would like to review or update your demographic information prior to sending you can: [Update your demographic information](#)

i

This information will never be used for hiring decisions or sent to the hiring manager. Information about you helps us improve the hiring process.

Include Personal Information

I do not volunteer to provide my [demographic information](#) to help improve the hiring process.

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

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

2. Transfer your application from USAJOBS to the Gateway to State Application Site

Applying to:
[Expanded Professional Asso...](#)
Department of State - Agency ...
[Who may apply](#)

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

Continue Application with Agency

* 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).

[Continue to Agency Site](#)

You will leave USAJOBS and be sent to the Department of State - Agency Wide application system once you select "Continue to Agency Site."

You will submit your application once you have completed all the agency specific requirements.

Certify by checking the box and confirm by clicking on “Continue Application with Agency”.

You will leave USAJOBS site and will be transferred to the Gateway to State site



3. Information for Gateway to State Application Site

Answer personal | veteran | demographic questions and create your State Application Site's account

NOTE: 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.

○ Provide additional information

Provide your personal information. Some part of the below form will be pre-populated based on the information you provided in your USAJOBS profile.



[Return to USAJOBS](#)



Personal Information



Veterans' Preference



Demographic Information



Resume Information



Account Created

Your Applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab.

You will be required to submit personal information for your registration profile. Before completing this section, please review the Privacy Policy by clicking on the link.

In order to proceed with the process, please click "Next".

Personal Information

To edit any personal and contact Information please go back to USAJOBS

Name: EPAP APPLICANT

Phone: 2026474000 (day phone)

Address: 2201 C Street NW

Email:

Washington DC, District of Columbia 20520
United States

○ Answer questions about any applicable veteran eligibility

Indicate if you claim veterans' preference.

Please note that applicants who are AEFM and also a preference-eligible U.S. Veteran must submit a copy of their most recent Member Copy Four (4) of the DD-214 to receive hiring preference at post.

See section Hiring Preference Order under the [EPAP main page](#). Click "Next"

The screenshot shows the 'U.S. Department Of State' account creation process. A progress bar at the top indicates the following steps: Personal Information (checked), Veterans' Preference (highlighted with a red circle), Demographic Information, Resume Information, and Account Created. Below the progress bar, the 'Account Creation' section contains a question: 'Have you ever served in the U.S. Armed Forces or are you a family member eligible for derived preference?'. The 'No' radio button is selected. A 'PREVIOUS' button is on the left and a 'NEXT' button is on the right.

○ Answer demographic questions (optional)

Provide your Demographic Information. Completion of this section is voluntary. You may choose not to answer those questions. Click "Next."

The screenshot shows the 'U.S. Department Of State' account creation process. A progress bar at the top indicates the following steps: Personal Information (checked), Veterans' Preference (checked), Demographic Information (highlighted with a red circle), Resume Information, and Account Created. Below the progress bar, the 'Account Creation' section contains a blue banner: 'To change demographics responses here, please return to USAJOBS, edit demographic responses and resubmit.' Below this is a 'YOUR PRIVACY IS PROTECTED' notice. The 'Demographic Information' section is titled and contains a question: '1 Sex:'. The 'Female' radio button is selected. A 'PREVIOUS' button is on the left and a 'NEXT' button is on the right.

○ **Check your Account Information**

Check your information. If you need to edit its content, you will need to return to your USAJOBS account.

U.S. Department Of State
DIPLOMACY IN ACTION

HOME PRESS TRAVEL CAREERS BUSINESS YOUTH & EDUCATION ABOUT STATE

Return to USAJOBS

Personal Information

Veterans' Preference

Demographic Information

Resume Information

Account Created

Account Creation

Your applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab.

Resume Information

EPAP Applicant

NOTE:

If you decide to stop in the middle of your application without clicking on “Apply to this Vacancy” **you will be able to return to your application in process** by locating the EPAP vacancy announcement and updating your application.

○ **Finish creating your Gateway to State account**

U.S. Department Of State
DIPLOMACY IN ACTION

HOME PRESS TRAVEL CAREERS BUSINESS YOUTH & EDUCATION ABOUT STATE

Dashboard Return to USAJOBS

Personal Information Veterans' Preference Demographic Information Resume Information Account Created

Account Creation

Effective immediately, the Department of State (DOS) has elected to utilize the USAJOBS applicant notification feature that will eliminate all correspondence from DOS. With this policy modification, you will receive status updates on your application(s) from USAJOBS only. It is important to the Department that you continue to receive application status updates. To do so, you must review your notification settings within your USAJOBS profile, <https://my.usajobs.gov/Profile> to ensure your preferences are appropriate for you to be notified via USAJOBS alert.

In addition, the U.S. Department of State's on-line recruitment and hiring system, Gateway to State contain features and functionality that will allow you to upload documents from your USAJOBS account, download documents directly into the application, and provide side navigational buttons that allow you to move to different sections within the application.

Please read the important steps below and take the appropriate action. Failure to do so will result in you losing consideration for the job.

- If you are a new user to the Department of States Gateway to State Hiring System you will need to complete the account creation pages before you can apply to any vacancy posting. Your account information from USAJOBS will be pre-populated for you where applicable.
- If you encounter an error while creating or updating your applicant profile, carefully read the error message to find out what is wrong then click the "BACK" button on your browser to complete the updating process.
- If this is NOT your first time applying for a vacancy announcement in Gateway to State, please take a few minutes to review and update the answers to your user information questions by clicking on the side navigation button, My Account, on the left-hand side of the application. To apply to the vacancy announcement you selected, please click on the side navigation button Apply to Your Vacancy on the upper left-hand side of the screen.
- If you have arrived at this page to view your application status OR to generate fax cover sheet(s), the next time you apply to a vacancy announcement please be sure to update the answers to your user information questions and upload/update any supporting documentation (i.e., transcripts, Standard Form 50 (SF-50) Notification of Personnel Action, DD-214 (Certificate of Release or Discharge from Active Duty), Performance Appraisal, SF-15 (Application for 10 point Veterans Preference), etc) by clicking on the side navigation button, My Account, on the left-hand side of the application.



Personal Information



Veterans' Preference



Demographic Information



Resume Information



Account Created

Welcome Back, EPAP APPLICANT FLO

You have arrived here from USAJOBS to continue your application.

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- If you have arrived at this page to view your application status OR to generate fax cover sheet(s), the next time you apply to a vacancy announcement please be sure to update the answers to your user information questions and upload/update any supporting documentation (i.e., transcripts, Standard Form 50 (SF-50) Notification of Personnel Action, DD-214 (Certificate of Release or Discharge from Active Duty), Performance Appraisal, SF-15 (Application for 10 point Veterans Preference), etc) by clicking on the side navigation button, My Account, on the left-hand side of the application.
- If you have arrived at this page to view your application status OR to generate fax cover sheet(s), the next time you apply to a vacancy announcement please be sure to update the answers to your user information questions and upload/update any supporting documentation (i.e., transcripts, Standard Form 50 (SF-50) Notification of Personnel Action, DD-214 (Certificate of Release or Discharge from Active Duty), Performance Appraisal, SF-15 (Application for 10 point Veterans Preference), etc) by clicking on the side navigation button, My Account, on the left-hand side of the application.

If assistance is needed, please contact the Monster Government Solutions (MGS) Helpdesk at 1-866-656-6831 (Monday - Friday 7:00 a.m. - 7:00 p.m. EST), except for Federal holidays.

Thank you for your interest in a career with the U.S. Department of State.

Sincerely,
U.S. Department of State
Human Resources Management Team

APPLY TO THIS VACANCY

4. Answer “Eligibility” and “Vacancy” Questions

Answer eligibility | vacancy questions | review and submit your application

○ Eligibility Questions

Once you have clicked on “Apply to the Vacancy,” you will need to answer several sets of questions.

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 (Human Resource Officer) at post or the EPAP Coordinator at FLOAskEPAP@state.gov.

Some of your responses to these questions will be pre-populated based on your responses to the questions answered in your profile.

Answer all the questions that are marked with a red asterisk. **Please note that the 26 questions as seen below are standard questions that are geared toward civil service positions** and which are included in any typical application done with the Department of State. EPAP positions are not civil service positions but [FMAs](#). **HR specialists will determine your eligibility by reviewing your documents and the responses provided under the section “Vacancy” Questions (which includes 22 questions), listed at a later stage in the application.**

Questions 1 and 2: Please note that if you are a current civil service employee, you may apply for an EPAP position as long as you do not have re-employment rights. Re-employment rights and reinstatement rights are different. See [OPM definition](#). If you have reinstatement rights and are listed on your sponsoring employee’s orders, you may apply for an EPAP position. However be aware that if you are found qualified and selected, you will need to resign from your civil service position to be appointed/converted into an FMA (see “Vacancy” Questions numbered 3 and 4).

Question 4: If you are currently hired at post under an FMA, please choose “Excepted Service.” Other responses will vary depending on your actual circumstances.

Question 5: See [OPM reinstatement](#) definition. Reinstatement only applies to civil service positions, not EPAP positions, which are offered under an [FMA](#).

Question 9: Although this question is not mandatory and asks about the highest-grade level of the civil service employee, please note **that EPAP position grades are determined by the applicant’s ability to demonstrate s/he minimally meets the combination of education and professional or specialized experience** (see [2020 Qualification Standards](#)). EPAP grades are **not** determined **based on a prior civil service grade**. Therefore, applicants must demonstrate they meet or exceed the Qualification Standards minimum requirements for the position/grade to which they apply.

The final grade and steps will be determined by the regional bureau who will do a complete review of the education and experience listed in the resume. Once the grade is determined, additional steps will be added for each year of general professional or specialized, where appropriate, experience that exceeds the minimum requirement. Please note that this review which accounts for education and

experience is done *in lieu* of Superior Qualification Review. Higher Previous Rate may be considered if the applicant previously served in a federal position. See [3 FAM 8216.2 Highest Previous Rate](#) for more information.

Questions 12: This question revolves around [non-competitive eligibility \(NCE\)](#). While you may have earned NCE by working 52 weeks in an FMA, **NCE may only be used to re-enter the civil service when you return stateside. It is not applicable when applying for an EPAP position.**

[Dashboard](#)

[Return to USAJOBS](#)



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 characters left (maximum 50)

* 4 If you are a Federal employee, under what type of appointment are you currently serving?

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing personnel specialist.)

- Permanent-Career, competitive service
- Career-conditional, competitive service
- Excepted Service
- Temporary (Time-Limited Appointment - not to exceed 1 year or less)
- Term (Time-Limited Appointment - more than one year, not more than 4 years).
- Pathways Internship Experience Program (IEP) - Indefinite
- Pathways Internship Temporary Experience Program (ITEP) - (Temporary up to 1 year)
- Not Sure
- Not applicable
- Temporary within Department of State AND can be appointed based on my reinstatement OR non competitive eligibility under a special appointing authority. (Time-limited Appointment not to exceed one-year or less).
- Term within Department of State AND can be appointed based on my reinstatement OR non competitive eligibility under a special appointing authority. (More than one-year, not more than 4 years)
- Excepted Service Appointment within the Department of State AND can be appointed based on my reinstatement OR non competitive eligibility under a special appointing authority.

* 5 If you are NOT currently serving in the competitive service as a permanent career or career conditional Federal employee, are you eligible for reinstatement based on career or career-conditional Federal status in the competitive service?

(See note below for additional information.)

- Yes
- No
- Not Applicable

(Note: You must submit with your application a copy of the appropriate SF-50, Notification of Personnel Action that documents your reinstatement eligibility. All documents must be faxed by the closing date of the announcement. See "How to Apply" information on the announcement.)

ily Liaison Office

* 6 Are you a current Federal employee serving under a Veterans Recruitment Appointment (VRA)?

(See note below for additional information.)

- Yes
- No

(Note: If you are unsure, refer to your most recent Notification of Personnel Action (SF-50) or ask your servicing Personnel Specialist. A copy of your DD-214, Certificate of Release/Discharge from Active Duty and/or other proof of eligibility must be submitted with your application.)

* 7 Are you a student appointee under the Pathways Internship Program who has completed all requirements for graduation and conversion under the Pathways Internship appointing authority and are within the 120 day period for conversion to term, career, or career-conditional appointment?

- Yes
- No
- Not Sure

8 If you are, or ever were, a Federal civilian employee, please indicate pay plan of the highest graded position you held:

- GS
- WG
- Other
- Not Sure
- Not applicable

9 If you are, or ever were, a Federal civilian employee, please indicate the highest grade level (or equivalent) you have ever held.

- 00
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08

10 If you are, or ever were, a Federal civilian employee, please indicate the dates of the highest graded position you held (MM-YYYY to MM-YYYY or Present, or NA if Not Applicable):

(Note: Time-In-Grade restrictions apply in relation to advancement to General Schedule positions of employees in the competitive service.)

100 characters left (maximum 100)

11 If you are, or were, a Federal employee who held a permanent position in the competitive service, what is the highest full performance level of that position? (Enter NA if Not Applicable)

- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12
- 13
- 14
- 15
- Not Applicable

*** 12** Are you eligible for noncompetitive appointment under a Special Appointing Authority?

- Yes
- No

- * **13** Are you a retiree receiving a Federal annuity, either military or civilian?
(Note: If you are an annuitant, your salary or annuity may be reduced upon employment.)
- Yes
 No

- * **14** Have you accepted a buyout from a Federal agency within the past 5 years?
- Yes
 No
 Not Applicable

- * **15** Are you a veteran who is either a preference eligible or been honorably separated from the armed forces after substantially completing three or more years of continuous active service? A veteran who is released under honorable conditions shortly before completing a 3-year tour is also eligible.(See note below for additional information.)
- Yes
 No

(Note: If yes, you will need to submit a copy of your DD-214, Certificate of Release / Discharge from Active Duty or other proof of eligibility. In addition, persons claiming 10-point preference must submit a SF-15, Application for 10-point Veteran Preference, plus the proof required by that form.)

- * **16** If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System?
- Yes
 No
 Not Applicable

- * **17** If you are a male at least 18 years of age, born after December 31, 1959 AND you have NOT registered with the Selective Service System, do you have an approved exemption?
- (Note: You will be asked to provide a copy of the exemption prior to appointment.)
- Yes
 No
 Not Applicable

- * **18** Displaced employee information:
- (Note: You must submit the appropriate proof of your eligibility to be considered as a displaced employee. All documents must be faxed by the closing date of the announcement. See "How to Apply" information on the announcement.)
- I am an employee of the Department of State who has been declared surplus or displaced AND I am requesting special selection priority under the Department of State's Career Transition Assistance Plan (CTAP).
 I am a displaced employee from another Federal agency and eligible for selection preference based on the Interagency Career Transition Assistance Plan (ICTAP).
 I am not a displaced employee from a Federal Agency.

Questions 19 and 20: this question relates to nepotism. Check [3 FAM 8310](#) for more information.

* 19 Do you have a relative working for the Agency for which you are applying?

- Yes
 No

20 If yes to Question 19, please provide the name, relationship, organization in which employed, and location if known.

100 characters left (maximum 100)

* 21 Are you a former employee of the Department of State who is on a Reemployment Priority (RPL) List?

- Yes
 No

* 22 If you are a veteran claiming 5 point preference, did you serve in a campaign or expedition?

- Yes
 No
 I do not claim 5 point veterans preference

23 If you selected "Yes" above, please provide the name of the campaign or expedition.

100 characters left (maximum 100)

24 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. Are you an individual with an intellectual disability, a severe physical disability, or a psychiatric disability and therefore eligible for a non-competitive appointment in accordance with 5 CFR 213.3102 (u)?

- Yes
 No

25 Per Section 501 of the Rehabilitation Act, as amended, individuals with disabilities who apply for this position via the Schedule A hiring authority (5 CFR 213.3102(u)) and are referred but not selected, may elect to be considered for other similar positions within the Department of State. Those who opt in below will be considered for positions of the same occupational series and grade level, but potentially in a different Office/Bureau. If you select "YES" to the following, you will be considered for vacancies for a period of up to two years and will be notified if your application is referred.

- 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

Click "Next."

○ **Confirm the series**

Series – There is only one choice: Foreign Affairs Officers/Specialist. Please confirm this choice

The screenshot shows the U.S. Department of State application portal. At the top, there is a navigation bar with links for HOME, PRESS, TRAVEL, CAREERS, BUSINESS, YOUTH & EDUCATION, and ABOUT STATE. Below this is a progress indicator with seven steps: Eligibility, Series Grade Location, Vacancy Questions, Documents, Demographic Information, Review and Submit, and Confirmation. The 'Series Grade Location' step is currently active. Below the progress indicator, there is a section titled 'Expanded Professional Associate Program ...' with a 'Vacancy Closes on ...' date. A red circle highlights the 'Series' label in a grey box. Below this, there is a red asterisk and the text 'Please confirm you wish to be considered for these series (Check all that apply.)'. A red arrow points to the checked checkbox for '0130-Foreign Affairs Officer/Specialist'.

○ **Confirm the grade**

There is only one possible grade within this application website system. **The actual EPAP position grades are determined by a combination of education and general professional or specialized experience** as well as each bureau's grade range determination for each individual position. Some positions are only available with one grade (Facility Manager) while others are offered with a grade range. You will be able to see the grade or grade range for each position after you select your post and the position at the end of the application.

The screenshot shows the 'Grade' selection step. The 'Grade' label is highlighted in a grey box. Below it, there is a question: 'Do you wish to be considered for Grade 07?' with radio buttons for 'Yes' and 'No'. The 'Yes' radio button is selected.

You must answer **Yes** otherwise the system will give you the error message below.

! Validation Error(s)

You must correct the following error(s) before proceeding:

- If you wish to continue the application process, you must apply to at least one grade, and you must select an option for each grade.

○ **Confirm the location**

For the location, please refer to Section “Vacancy Announcement - Important Information” (page 2), which explains the available locations. EPAP positions are not offered in Washington DC.

[LOCATION – Although USAJOBS indicates “Washington D.C., U.S.,”

EPAP Professional Associate positions are only available at U.S. Missions abroad.]

Location

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

- Washington DC, DC, US

○ **Set up email reminders**

Please select accordingly.

Notifications

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

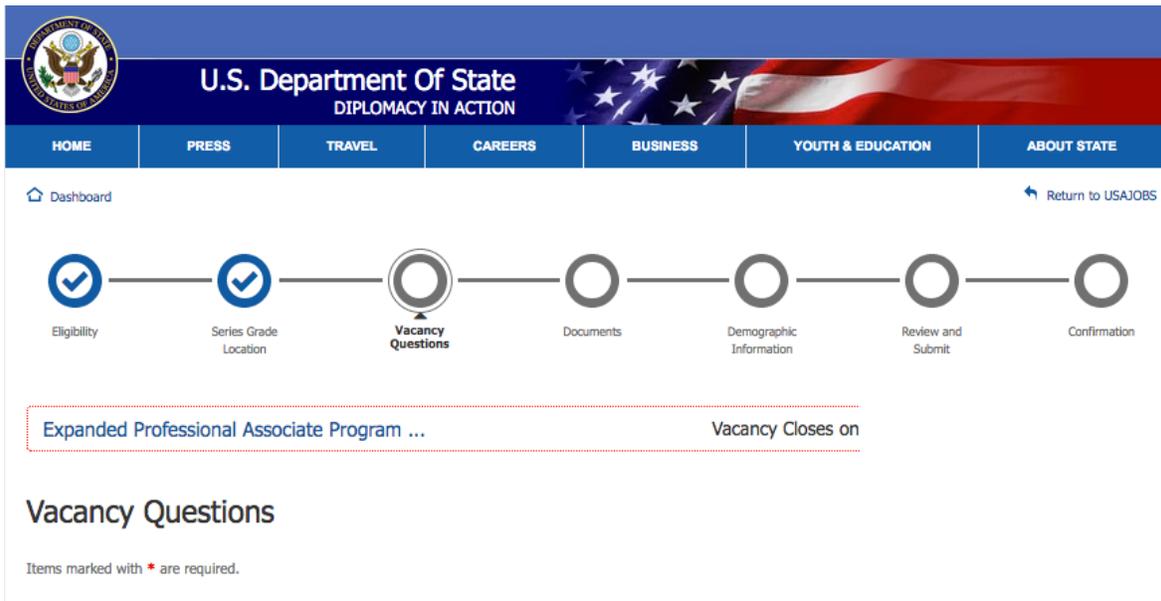
- Yes, please send me email reminders about completing this vacancy.
- No, I do not wish to receive email reminders about completing this vacancy.

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○ **Answer “Vacancy” Questions**

The final set of 22 questions confirms your eligibility for the program and enables 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 are prompted.



You must answer all the questions marked with a red asterisk; otherwise you will get an error message:

Vacancy Questions

Items marked with * are required.

Validation Error(s)

You must correct the following error(s) before proceeding:

- All mandatory questions must be answered. Please answer 1, 2, 3, 4, 5, 6, 7, 8, 9, 10.

Question 3 and 4: Current civil service employees (including Domestic Employee Telework Overseas – DETO) or civil service employees on LWOP are eligible to apply for an EPAP position assuming they meet the following conditions (per [3 FAM 7120](#)) :

- They do not have re-employment rights;
- If found qualified and selected for an EPAP position, they will need to resign from their civil service position prior to being appointed/converted into an FMA.

All Grades Questions

NOTE: To be eligible, applicants must meet the definition of an AEFM as outlined in 3 FAM 7120. Questions 1, 2, 3, 4, 5 and 6 relate to the applicant eligibility.

* 1 Are you currently a U.S. citizen?

- Yes
 No

* 2 Are you currently the spouse or same-sex domestic partner (as defined in 3 FAM 1610) of a sponsoring employee? A sponsoring employee (as defined in 3 FAM 7120) is a Direct Hire Foreign Service (FS), Civil Service (CS), or uniformed service member who is or will be assigned (not TDY) to a U.S. mission abroad under Chief of Mission (COM) authority, or at an office of the American Institute in Taiwan (AIT).

- Yes
 No

* 3 Are you a civil service employee with re-employment rights to your agency or bureau?

Please note that if you respond yes to this question, you do not meet the AEFM definition requirement as stated in 3 FAM 7120. You would need to resign from your Civil Service position prior to applying for an EPAP position.

- Yes
 No

* 4 Are you a civil service employee without re-employment rights to your agency or bureau, but on Leave Without Pay (LWOP)?

Please note that if you respond yes to this question, you meet the AEFM definition requirement and your application will be reviewed for qualification. However, if you are selected for the position, in order to allow your appointment or conversion to your EPAP position, you will need to resign from your Civil Service position prior to being appointed to the FMA for the EPAP position.

- Yes
 No

* 5 Are you a Foreign Service Generalist or Specialist in Leave Without Pay (LWOP) status?

- Yes
 No

* 6 Are you receiving a U.S. government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service?

- Yes
 No

* 7 Do you claim veteran's preference?

NOTE: if you claim veteran's preference, you must include your most recent Member Copy Four (4) of the DD-214 and any additional supporting documentation. Note that you can only claim once your veteran preference for a position at your current post of assignment.

- Yes
 No

* 8 Are you listed on the sponsoring employee's assignment notification/cable (TM-ONE) or travel orders (TM-FOUR) or approved form OF-126 (Foreign Service Residency and Dependency Report signed by an authorized officer), or other agency equivalent?

- Yes
 No

NOTE: Applicants must include in the uploaded Required Documents file a copy of the sponsoring employee's assignment notification/cable or travel orders or approved form OF-126 listing the post of assignment, date of arrival and the applicant named as a dependent. Applicants will need to provide a copy of their TM-FOUR (or equivalent of orders) the day of the interview.

* 9 Provide the full name (First, Middle, Last) of your sponsoring employee.

250 characters left (maximum 250)

A sponsoring employee is defined as a direct hire Foreign Service (FS), Civil Service (CS), or uniformed service member who is or will be assigned (not TDY) to a U.S. mission abroad under Chief of Mission (COM) authority, or at an office of the American Institute in Taiwan (AIT).

* 10 Provide your sponsoring employee's agency (select one):

- Centers for Disease Control (CDC)
- Drug Enforcement Agency (DEA)
- Department of Homeland Security (DHS)
- Department of Agriculture/Foreign Agriculture Service (DOA/FAS)
- Department of Commerce/Foreign Commercial Service (DOC/FCS)
- Department of Defense (DOD) – includes all military branches
- Department of Justice (DOJ)
- Department of State (DOS)
- Department of Transportation (DOT)
- Federal Bureau of Investigation (FBI)
- Federal Drug Administration (FDA)
- U.S. Agency for International Development (USAID)
- U.S. Secret Service (USSS)
- U.S. Trade Representative (USTR)
- Other

Questions 11 and 12: This question will help the HR specialist determine if you previously qualified and served in an EPAP position of the same area to which you are applying now.

Excepted for OBO and MED positions, which strictly require the applicant's qualification to be based on education and experience, applicants may seek qualification based on prior service in an EPAP position *in lieu of* education and experience. To qualify for the same EPAP area, the applicant needs to demonstrate successful employment in that EPAP area for 12 months or longer. Please refer to the revised [2020 Qualification Standards](#) for more information.

If this applies to you, please submit your first and final SF-50s and your JF-57 (Employee Performance Review) to document your qualification. See Note to Applicants who previously qualified for EPAP positions as found in our [FLO EPAP webpage](#).

* 11 Are you currently or have you previously worked in an EPAP position?

- Yes
- No

12 If yes, indicate the EPAP position(s) in which you worked. Please select all that apply. (Check all that apply)

- Economics
- Financial Management
- General Services
- Human Resources
- Management
- Office Management
- Political
- Public Diplomacy
- IRM

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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Vacancy Questions

Items marked with * are required.

All Grades Questions

NOTE: Applicants who were previously employed in EPAP positions for a minimum of 12 months and who received a performance rating of fully successful or better may be considered qualified for the same EPAP area at least at the same grade in which they were previously employed. The grade will be determined based on the service duration of the EPAP position (Exceptions: OBO and MED EPAP positions). To receive this consideration, applicants must submit two SF-50s and the corresponding performance evaluations that demonstrate a minimum of 12 months of fully successful or better performance in the same EPAP position.

Make sure you include in the uploaded Required Documents file a copy of the two SF-50s that demonstrate that you completed 12 or more months in an EPAP position and a copy of your Employee Performance Report(s) (EPR Form JF-57) that demonstrates that your performance was fully successful or better.

* 13 Per 3 FAM 8216.2, AEFM may be appointed above step 1 of the position based on the Highest previous rate (HPR) earned on a prior federal government appointment. Do you claim HPR and request the regional bureau to match your prior salary?

Please note that if you claim HPR, you need to provide two SF-50s that document you served at least 90 days in a federal position.

- Yes
- No

Question 13: Higher Previous Rate may be considered by the regional bureau to match a salary earned in a previous position. See [3 FAM 8216.2 Highest Previous Rate](#) for more information.

* 14 Please select below the regional bureau where your sponsoring employee is or will be assigned.

- AF - Bureau of African Affairs (150000)
- EAP - Bureau of East Asian and Pacific Affairs (130000)
- EUR - Bureau of European and Eurasian Affairs (120000)
- NEA - Bureau of Near Eastern Affairs (140000)
- SCA - Bureau of South and Central Asian Affairs (360000)
- WHA - Bureau of Western Hemisphere Affairs (110000)

* 15 Please list your sponsoring employee's post of assignment.

250 characters left (maximum 250)

Questions 14 and 15: Please note that positions for the Bureau of International Organization are listed under EUR (not shown on the above screenshot). Choose your sponsors bureau to which they are or will be assigned. Follow up questions will allow you to select the position(s) you wish to apply to. Confirm your choice(s) for positions that are offered at the same post.

NOTE: YOU CANNOT BE CONSIDERED FOR A POSITION AT A POST THAT IS DIFFERENT FROM WHERE YOUR SPOUSE IS OFFICIALLY ASSIGNED.

Applying to your sponsor's Bureau:

Question 16: Will ask you to identify the bureau in which you will be applying for a position(s).

This question is branched and a new window will open to indicate to which position(s) you are applying only after you have completed the remaining questions of this "Vacancy Questions" section.

- * 16 Please select the regional bureau and specify for which vacancies positions you are applying (please note that your will be able to select the positions only at the end of the questionnaire, a new window will open showing you the vacancy list).

For additional details on individual positions, please review the complete list located at <http://www.state.gov/flo/epap>

Note: To allow for maximum flexibility to applicants and the bureaus, more EPAP positions than are actually available may be advertised. You may only select EPAP positions at the post to which your sponsoring employee is or will be assigned within six months of the EPAP advertisement. If there are no EPAP positions available at your sponsoring employee's post of assignment, please do not submit an application.

- AF
- EAP
- EUR
- NEA
- SCA
- WHA



- * 17 What is the Entry on Duty date (EOD) of your sponsoring employee at the post of assignment at which you are applying for an EPAP position?

Note: **Applicants must be at post or arriving at post within six months that precede the date the EPAP position is scheduled to become available but no later than December 31, 2019.**

- We are currently at post
- My sponsoring employee's EOD is in the Spring (April – May) 2019
- My sponsoring employee's EOD is in the Summer (June – August) 2019
- My sponsoring employee's EOD is in the Fall (September–November) 2019
- My sponsoring employee's EOD is in December 2019

Question 17 addresses the Entry on Duty date of your sponsoring employee and consequently your availability.

AEFM must either already be at post or arriving at post within six months that precedes the date the EPAP position is scheduled to become available but no later than December 31, 2020.

* 18 How did you learn about the Expanded Professional Associates Program (EPAP)?

- FLO Website: www.state.gov/flo
- ALDAC/Cable
- Department Notice
- FLO Weekly Update
- Post Newsletter
- Post's CLO Coordinator
- Post's HRO
- Global Employment Advisor
- Department of State Regional Bureau Office
- Transition Center/Overseas Briefing Center
- Facebook post
- LinkedIn post
- Other website (please specify)
- Friend or relative working for Department of State
- Poster/Flyer/Handout
- Other

* 19 If you chose "Other website" or "Other" above, please specify:

250 characters left (maximum 250)

* 20 Please provide an alternate email address (i.e., different from the email address provided on your USAJOBS resume).

100 characters left (maximum 100)

* 21 For applicant response: If I am selected for an EPAP position, I commit to serve in the position for a minimum of one year. I also commit to complete the functional training for my EPAP position within the first year of my employment in my EPAP position, in coordination with my current or future supervisor. I acknowledge that requests for leave must be submitted to my supervisor for approval and that any requests for leave without pay for periods longer than 80 hours must be submitted to the regional bureau for approval. (You must complete this section.)

Please choose one response:

- I have read and commit to and acknowledge the above statements.
- I do not commit to and acknowledge the above statements.

* 22 Do you certify that all of 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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5. Select one or several EPAP positions


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Vacancy Follow-up Questions

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.

Items marked with * are required.

All Grades Followup Questions

16 Please select the regional bureau and specify for which overseas positions you are applying (please note that your will be able to select the positions only at the end of the questionnaire, a new window will open showing you the vacancy list).

For additional details on individual positions, please review the complete list located at <http://www.state.gov/flo/epap>

Note: To allow for maximum flexibility to applicants and the bureaus, more EPAP positions than are actually available may be advertised. You may only select EPAP positions at the post to which your sponsoring employee is or will be assigned within six months of the EPAP advertisement. If there are no EPAP positions available at your sponsoring employee's post of assignment, please do not submit an application.

AF
EAP
<input checked="" type="radio"/> EUR
NEA
SCA
WHA

*** 16.1** | EUR/IO Professional Associate Positions

Below are some examples of what the sub-branched questions/positions will look like.

EAP

* 16.1 | EAP Professional Associate Positions

Bangkok - FP-04 - Human Resources - Now-May 2019 – English 4/4 – Secret

Bangkok - FP-02/1 – Physician - Now-May 2019 - English 4/4 - Top Secret

Beijing - FP-06/05 - Information Management - Now-May 2019 - English 3/3 - Top Secret

Beijing - FP-04/03 - Nurse Practitioner/Physician Assistant - Now-May 2019 - English 4/4 - Top Secret

Beijing - FP-04/05/06 – Political - June-Aug. 2019 – English 4/4 - Top Secret

Canberra - FP-04/05/06 – Economic - Sept.-Oct. 2019 - English 4/4 - Top Secret

Hanoi - FP-04/05/06 – Economic - June-Aug. 2019 - English 4/4 – Secret

Hanoi - FP-06/05 - Information Management - Now-May 2019 - English 3/3 - Top Secret

Hanoi - FP-04/05/06 – Political - June-Aug. 2019 - English 4/4 - Top Secret

As stated in the first paragraph How to Apply on the [EPAP webpage](#):

Conditions to Apply for Positions Appointment Eligible Family Members (AEFMs) who would like to be considered for one or more positions are required to submit only **one application**.

They must either already be at post or arriving at post within six months that precedes the date the EPAP position is scheduled to become available but no later than December 31, 2020.

If the selected position includes more than one possible grade, the grade offered will be the highest that is justified **by the candidate’s education and professional or specialized experience at the time the offer is made.**

6. Attach your documents to your application

Upload the required documents (see the vacancy announcement and the [FLO EPAP webpage](#).)

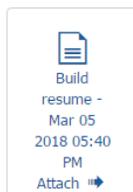
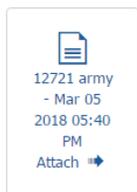
Attach Documents

The following documents are requested for this application. You do not need to submit documents that are not applicable to you. Documents from USAJOBS may automatically attach to your application however, they may be updated or modified prior continuing this application. Prior to the vacancy close date, documents may be added, updated or removed from this application. Note: Adobe Acrobat Reader is required to view PDF files.

Documents to Attach

Your Documents from USAJOBS

One or more of your USAJobs documents did not automatically attach.



Review Your Attached Documents

Requested Document Type	Attached Document Description	Source	Date Attached (MM/DD/YYYY)	Action
✓ Assignment notification/cable or OF-126 ?	12721 army	USAJOBS	03/06/2018 05:12:20 PM	Remove
✓ DD - 214	AF Civilian Employment Eligibility Guide	USAJOBS	03/06/2018 05:12:53 PM	Remove
✓ SF-50	Create account loggingov	USAJOBS	03/06/2018 05:13:17 PM	Remove
✓ U.S. Medical License	Eligibility	USAJOBS	03/06/2018 05:13:35 PM	Remove
✓ U.S. Transcripts/Foreign Ed. Evaluations ?	Family Member Panel	USAJOBS	03/06/2018 05:13:46 PM	Remove

You may transfer documents from your USAJOBS account or upload documents from your computer. **Faxed documents will not be accepted.**

Select and click any document you want to attach to your application file.

VERY IMPORTANT: Make sure you have previously uploaded all your documents under your USAJOBS document tab.

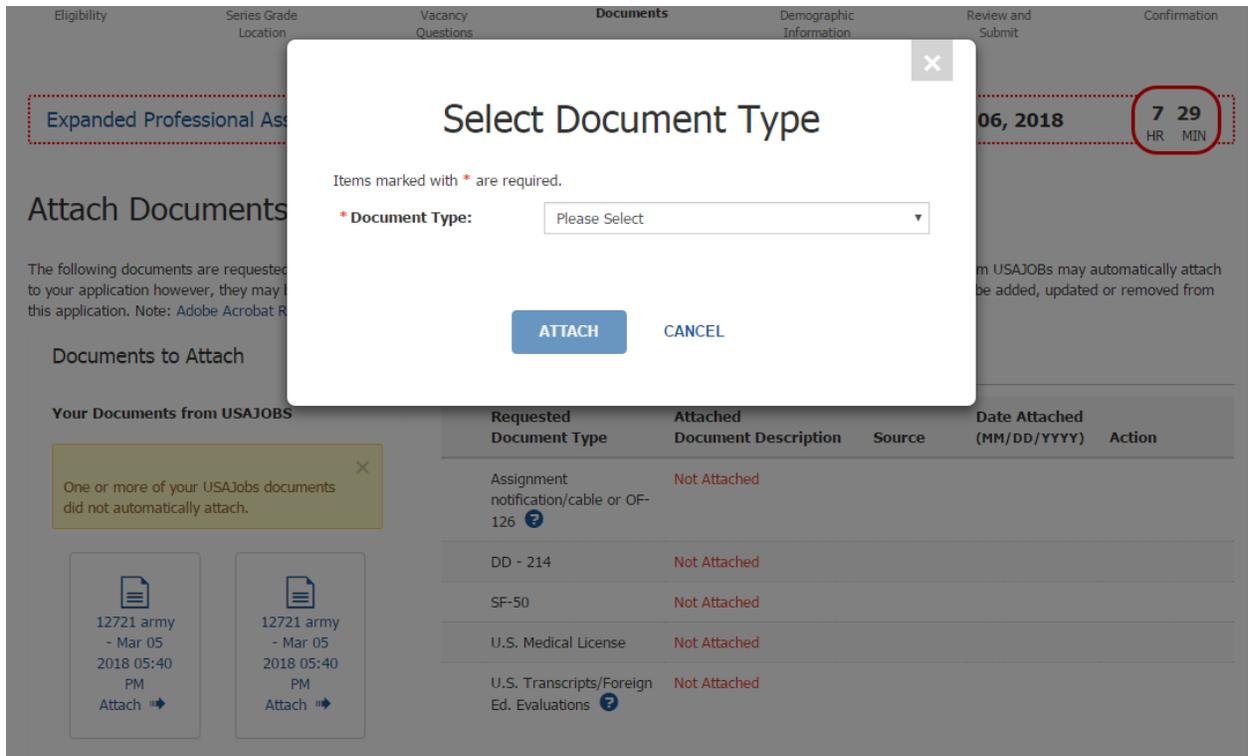
USAJOBS only allows one document per document type/category. **You need to scan/merge your documents into one single document for each document type/ category you need to fill.**

Those categories listed in the Checklist document are:

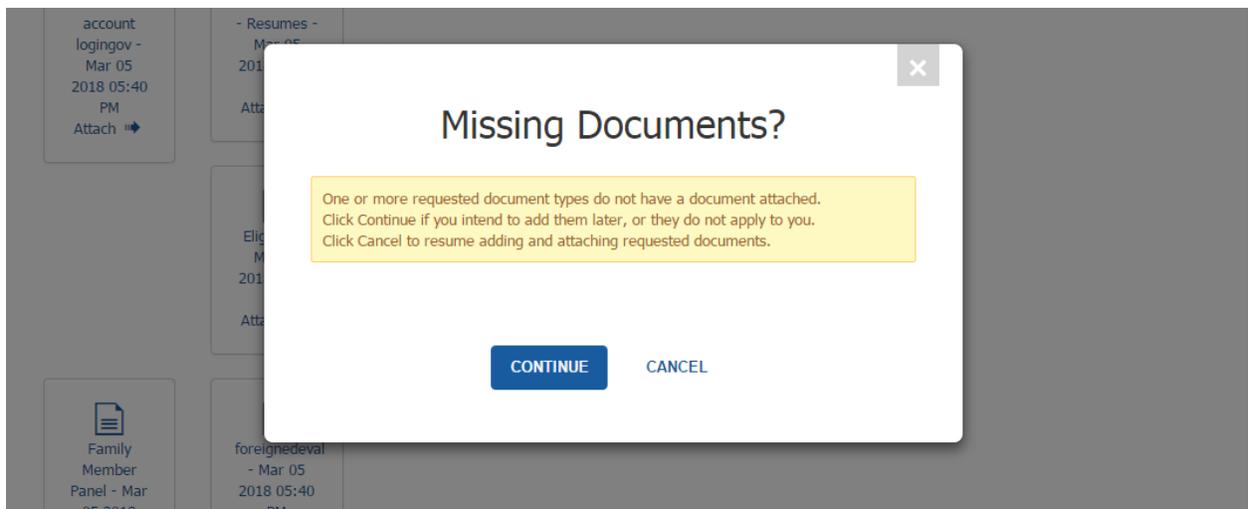
- Assignment Notification / Cable / OF-126
- U.S. Transcripts / Foreign Education Evaluation
- SF-50s (Notice of Personnel Action)
- DD-214 (Veterans Designation)
- JF-57 (Evaluation)
- U.S. Medical Certification.

If you upload an additional document after another into the same category, **the last uploaded document will overwrite the previous one.** Therefore, to include an additional document (e.g., one that is currently stored

on your computer, but not in USAJOBS), you will need to scan/merge them into one single document for each document type/category.



If you do not attach your documents, you will get the following message:



7. Answer demographic questions (optional)

The last section of the application includes demographic information that may be pre-populated by your responses in the USAJOBS profile section.

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Eligibility Series Grade Location Vacancy Questions Documents **Demographic Information** Review and Submit Confirmation

Expanded Professional Associate Program ... Vacancy Closes on **10 6** HR MIN

To change demographics responses here, please return to USAJOBS, edit demographic responses and resubmit.

YOUR PRIVACY IS PROTECTED
This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

Demographic Information

8. Review, submit, and check your application status

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

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Welcome, EPAP APPLICANT

Applications

All Complete Incomplete

Position Title	Announcement Number	Application Status	Comments	Vacancy Status	Actions
Expanded Professional Associate Program (EPAP) Professional Associate	EPAP-2019-0006	Grade 07 You have not answered all required vacancy questions for this grade.	Grade 07 No Comment	Accepting Applications Vacancy closes in 7hr 38 min	Edit Application Update Documents

Show 25 results per page GO FIRST PREVIOUS NEXT LAST

Note: Adobe Acrobat Reader is required to view PDF files.

Questions, Comments, or Feedback can be directed to mgshelp@monster.com POWERED BY MONSTER

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NOTE: If you have not attached your documents, you may still be able to come back to the **“Document”** section and add them by clicking on **“edit application”**

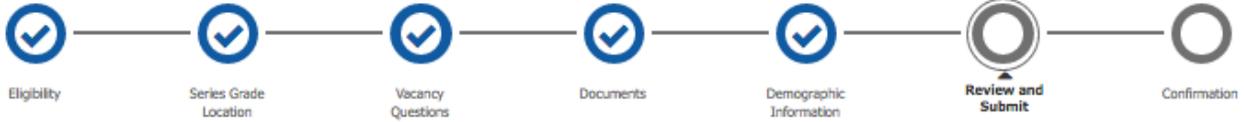
[Back to top](#)

PREVIOUS

SUBMIT APPLICATION

Dashboard

Return to USAJOBS



Expanded Professional Associate Program ...

Vacancy Closes on

HR MIN

Application Review and Submit

Please review your information below and note that you have attached **4 document(s)** to your application. Your application status will remain incomplete until you click **SUBMIT APPLICATION**.

SUBMIT APPLICATION

Personal Information Veterans' Preference Series/Grade/Location Eligibility Questions Vacancy Questions Documents Resume

Demographic Information

Personal Information Edit

Name: EPAP APPLICANT

Email:

Vacancy Announcement: EPAP-2019-0006

Position Title: Expanded Professional Associate Program (EPAP) Professional Associate

[Back to top](#)

Veterans' Preference Edit

[Back to top](#)

Series/Grade/Location Edit

Series: 0130

Grade: 07

Location(s): Washington DC, DC, US

[Back to top](#)

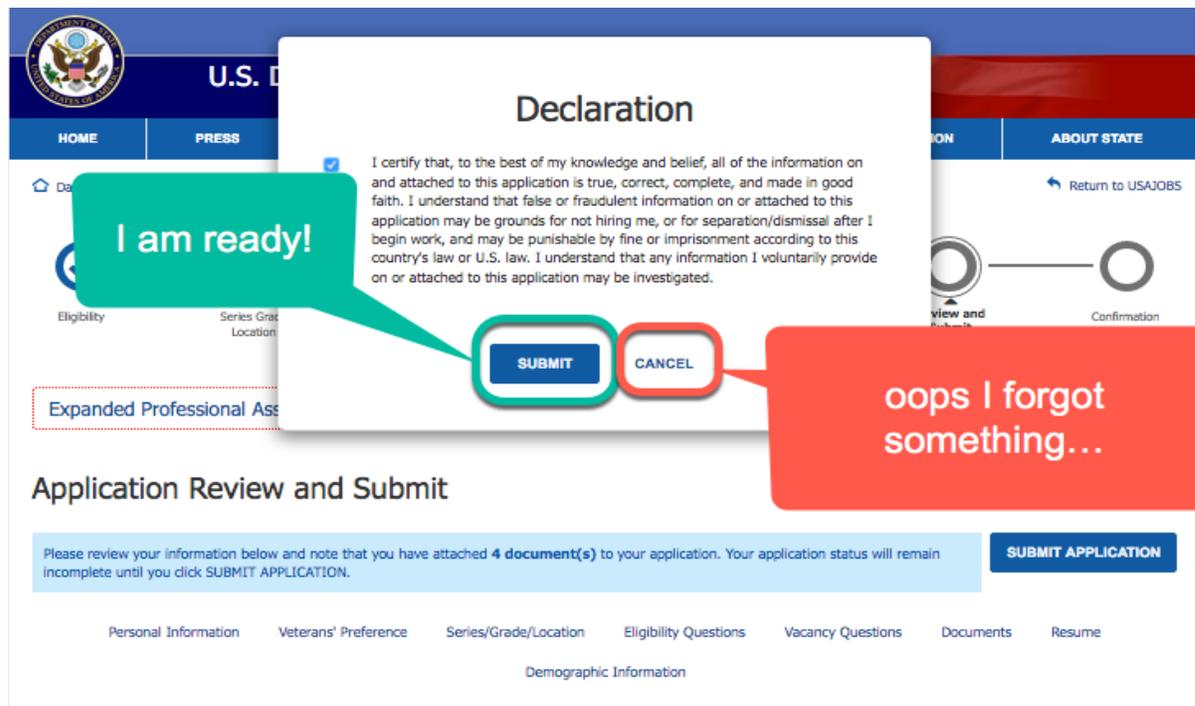
Eligibility Questions Edit

In case your application is incomplete, you will be able to access the following board:

The screenshot shows the U.S. Department of State website's EPAP applicant dashboard. At the top, there is a navigation bar with links for HOME, PRESS, TRAVEL, CAREERS, BUSINESS, YOUTH & EDUCATION, and ABOUT STATE. Below this is a welcome message: "Welcome, EPAP APPLICANT". The main section is titled "Applications" and includes filter buttons for "All", "Complete", and "Incomplete". A table lists applications with columns for "Position Title", "Announcement Number", "Application Status", "Comments", "Vacancy Status", and "Actions". One application is shown with the status "Application Incomplete" and a message: "You have not answered all required vacancy questions for this grade." A red callout bubble with the text "Missing something" points to the "Application Status" column. In the "Actions" column, the "Edit Application" button is circled in red.

Position Title	Announcement Number	Application Status	Comments	Vacancy Status	Actions
Expanded Professional Associate Program (EPAP) Professional Associate	EPAP-2018-0005	Grade : Application Incomplete ⚠ You have not answered all required vacancy questions for this grade.		Accepting Applications Vacancy closes in 7hr 34 min	Edit Application Update Documents

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.**



Click the “Submit Application” button to complete your application.

9. Check your dashboard

- Know the status of your application

U.S. Department Of State
DIPLOMACY IN ACTION

HOME PRESS TRAVEL CAREERS BUSINESS YOUTH & EDUCATION ABOUT STATE

Dashboard [Return to USAJOBS](#)

Eligibility Series Grade Location Vacancy Questions Documents Demographic Information Review and Submit Confirmation

Expanded Professional Associate Program ... Vacancy Closes on ... 7 9 HR MIN

Thank You! You have successfully submitted your application.

Note: You can modify your application at any time before the vacancy closes, and update your application.

What's Next?

- Download a copy of this application to your records.
- View the status of this application in your dashboard.
- Return to USAJOBS to search for more job opportunities.

VIEW YOUR DASHBOARD RETURN TO USAJOBS

Keep a copy for your records

Gives you a status on your application

You must complete and submit all required supporting documentation by the closing date of the vacancy announcement.

Applications received without required documents will be deemed ineligible. Applications and documents cannot be submitted after the deadline.

The screenshot shows the USAJOBS EPAP Applicant dashboard. At the top, there's a search bar with 'Keywords' and 'Location' fields, and a 'Search' button. The main header area says 'Welcome EPAP Applicant' with a 'Sign Out' link. Below this, there are three summary cards: '2 APPLICATIONS', '0 SAVED JOBS', and '1 SAVED SEARCH'. A 'Find & filter applications' section includes a 'Sort by' dropdown set to 'Last updated' and a 'Notifications' icon. A job listing for 'Expanded Professional Associate Program (EPAP) Professional Associate' is shown, with a green 'Received' status badge circled in red.

If you return to your USAJOBS account, you will be able to check whether your application was received.

- **By clicking on the application name, you will be able to return to the application and update it as long as the vacancy is open.**
- If you wish to withdraw your application, you may click on “withdraw” and will see the following window:

U.S. Department Of State
DIPLOMACY IN ACTION

HOME PRESS TRAVEL CAREERS BUSINESS YOUTH & EDUCATION ABOUT STATE

Dashboard Return to USAJOBS

Welcome, EPAP APPLICANT

Applications

All Complete Incomplete

Position Title	Announcement Number	Application Status	Comments	Vacancy Status	Actions
Expanded Professional Association (EPAP) Professional Association	EPAP-2019-0006	Grade 07 Application Received You have answered all the required questions for this grade.	Grade 07 No Comment	Accepting Applications Vacancy closes in 7hr 6 min	Edit Application Update Documents Download Your Application Withdraw Application

○ **Before the closing date of the announcement**

- Login 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 that your application was completed in the Gateway to State site.

If you have confirmed that 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 at mgs-help@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.

If your application shows as **Incomplete**, refresh your application by reviewing your application, and submit. It would then resync your USAJOBS account to the Monster application site.

Please note that you may only do this when the vacancy is still open. Once the vacancy closes, you will need to contact FLOaskEPAP@state.gov to check on the status of your application.

- 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.
- For any technical problem encountered with USAJOBS, please contact the Help Desk at mgshehelp@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 EPAP webpage](#) or contact FLOaskEPAP@state.gov.

10. Additional screen shots

The screenshot displays the USAJOBS EPAP Applicant dashboard. At the top, there are search filters for 'Keywords' (Job title, dept., agency, series, or occupation) and 'Location' (City, state, zip, or country), with a 'Search' button. Below the search bar, a green banner indicates 'Profile Complete' and 'Welcome EPAP Applicant'. A summary section shows '3 APPLICATIONS', '0 SAVED JOBS', and '1 SAVED SEARCH'. A teal callout box states: 'Yes! My application is complete and addresses all the required questions for the position.' The main content area lists a job opportunity: 'Expanded Professional Associates Program (EPAP) Professional Associate' with details for 'Department of State - Agency Wide' and 'Department of State Posts - Overseas and Domestic, United States'. The job status is 'Referred' and 'Closed'. A sidebar on the left contains navigation links for HOME, PROFILE, DOCUMENTS, and USERNAME & PASSWORD.

Applications

Announcement Number Position Title	Application Status	Vacancy Status	Comments	Actions
Expanded Professional Associates Program (EPAP) Professional Associate EPAP-2018-0001	Grade 02 Application Referred for Additional Consideration ✔ You have answered all the required questions for this grade. Grade 03 Application Referred for Additional Consideration	No longer accepting applications	Grade 02: Application Referred for Additional Consideration.... Show more Grade 03: Application Referred for Additional Consideration.... Show more	Update Documents Download Your Application

Applications with the green “referred” status will be reviewed for eligibility first. A referred application does not mean it meets the Qualification Standards. This will be determined by a HR specialist only after the applicant is deemed eligible and that a review of the resume and transcript is done.

Expanded Professional Associates Program (EPAP) Professional Associate

Department of State - Agency Wide
 Department of State Posts - Overseas and Domestic, United States
 ⌚ Closed 3/29/2018

Referred

Last updated 3/24/2018

Application Status

Referred

Application Referred for Additional Consideration

Locations

Department of State Posts - Overseas and Domestic, United States

Work Schedule

Full-Time - Temporary

Job announcement number

EPAP-2018-0001

Series & Grade

FP-0130-01/07

Salary Range

\$43,031.00 to \$162,365.00 / Per Year

Additional Application Information

 [Full job announcement](#)  [Archive](#)  [Help](#)

11. Save a copy of your application

Save a PDF of your application!

application (2).pdf

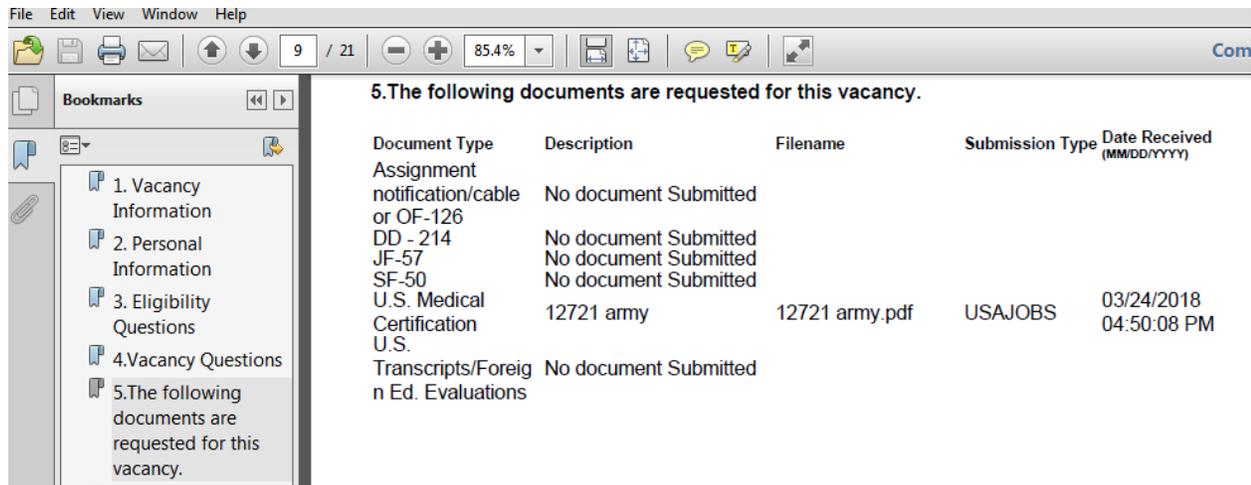
You may save a copy of your application by clicking on “Download your Application” under the column Actions even if the vacancy is closed. This document will show your answers and the description of the documents you submitted to the Gateway to State application site. See below screen shots.

Welcome, EPAP APPLICANT FLO 

Applications

Announcement Number Position Title	Application Status	Vacancy Status	Comments	Actions
Expanded Professional Associates Program (EPAP) Professional Associate EPAP-2018-0001	Grade 02 Application Referred for Additional Consideration You have answered all the required questions for this grade.	No longer accepting applications	Grade 02: Application Referred for Additional Consideration.... Show more Grade 03: Application Referred for Additional Consideration.... Show more	Update Documents Download Your Application

This is what your saved application will look like:



5.The following documents are requested for this vacancy.

Document Type	Description	Filename	Submission Type	Date Received (MM/DD/YYYY)
Assignment notification/cable or OF-126	No document Submitted			
DD - 214	No document Submitted			
JF-57	No document Submitted			
SF-50	No document Submitted			
U.S. Medical Certification	12721 army	12721 army.pdf	USAJOBS	03/24/2018 04:50:08 PM
U.S. Transcripts/Foreign Ed. Evaluations	No document Submitted			