How to Apply:

If you are a new user to the USAJobs site and have never registered for an account you will first need to create an account profile with your basic contact information and a resume to begin applying. You must be a registered USAJobs user AND you must be signed-in to your account in order to apply for this vacancy.

Once you have gathered all of the required information and are ready to begin the application process, click the button "Apply to this Vacancy" at the bottom of the page. You will then be directed away from USAJobs to the DOE's Enterprise systems application site.   Once you have reached Enterprise, you will be prompted to enter (or update) your contact information on file with us. You can then begin answering the questions in the application. When you are done with all of the questions on a single page, click "Next" and proceed to the next page.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

To upload a document in USAJOBS:

Log-in at MY USAJOBS.   Click on the Portfolio link found under the tabs near the top.   Click browse and select a file stored on your computer to include in your portfolio. Files must be less than 2mb and can either be jpg, doc, or PDF format.   Once you have selected your file, enter a name for the attachment, making sure to be as accurate in your description as possible.   For example, Undergraduate Transcripts versus Graduate Transcripts. Once selected and named, click Upload. After you have successfully uploaded a document, you can click to View or Delete your document(s) at any time.   You may also use the direct upload feature through DOE's Enterprise systems Supporting Documents page (instructions are listed on that page).

For more information,
see <a href=" http://humancapital.doe.gov/pers/JobsONLINEFAQs.htm"
>Frequently Asked Questions.

1. Log into My USAJOBS at   https://my.usajobs.gov   with your user name and password.

2. Click on "My Applications".

3. Click on the vacancy number and select "Apply Online".

4. Click "Enter" through to the end of your application to move to the Vacancy Documents page.

5. Select Upload, USAJOBS for each document to be submitted.

- Upload Documents (.doc, .pdf, .jpg, .gif, .rtf, or .png files only):

1. Click the Upload link under "Action" for each document to be uploaded.
2. Fill in the description field.
3. Enter the location of the document to be uploaded or click "Browse" to locate the document.

4. Click "Upload Document."

Download documents from USAJOBS:

1. Click the USAJOBS link under Action for each document to be downloaded.

2. Select any required document you have stored in "My Portfolio" of your USAJOBS account.

After your documents have been submitted, review your complete application for confirmation of the documents and click "Finished" to return to USAJOBS.

Required Documents:

Your application may be considered INCOMPLETE if you do not submit all applicable required documents, which may exclude you from consideration.

Note: Documentation requirements are based on vacancy requirements and individual applicant eligibility. Refer to the vacancy announcement for applicable required documents.   Applicants may Upload or Fax supporting documentation.

Here is a list of the required documents for this announcement, if applicable:

SF-50 - Current and/or former Federal employees with reinstatement eligibility MUST submit a copy of their form SF-50B, Notification of Personnel Action.

Veterans: If you are a veteran, you MUST submit a copy of your DD 214 (Member 4 Copy) Certificate of Release or Discharge (must reflect type of discharge received). If you are claiming veterans preference based on a disability, you MUST also submit documentation from the Department of Defense or the Department of Veterans Affairs verifying your service connected disability and a SF-15, Application for 10-point veteran's preference.

Special Appointing Authorities: If you are applying under the special appointing authority, you MUST submit a copy of your document showing eligibility to apply under Merit Assignment announcements non-competitively.

CTAP/ICTAP: If you are applying under CTAP/ICTAP you MUST submit a copy of your SF-50, Notification of Personnel Action and RIF/CES notice dated within one year.

TRANSCRIPTS (for Individual Occupational Requirements and/or Substitution of Education for specialized experience): Applicants MUST submit copies of their college transcripts for verification of the education requirements. Unofficial copies are acceptable, however, if selected you will be required to furnish official transcripts.

It is your responsibility to provide adequate proof that you meet the above educational requirements. Inadequate or illegible information could result in non-qualification and loss of consideration.