



Application Information How to Apply via Fax

If you cannot apply online:

1. View and print the occupational questionnaire from the job announcement.
2. Print and complete 1203FX form to provide your responses to the occupational questionnaire: http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf.
3. If the vacancy announcement requests any narrative responses, you must address these on a separate piece of paper.
4. Submit all documents identified under the "Required Documents" section of the vacancy announcement and the Applicant Checklist.
5. Fax the completed 1203FX form along with all supporting documents to (478)757-3144. Your 1203FX form must be placed on top of all materials being faxed and will serve as a cover page for your fax transmission. The complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement to receive consideration.
6. Keep a copy of your fax receipt in case verification is needed.

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

If you applied online but are unable to upload your supporting documents:

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

PLEASE NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected, to confirm your eligibility.



Your Fax Cover Page Should:

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

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

Faxed documents submitted with missing information will not be processed.

The following will prevent your documents from being processed:

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

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

Personal Information:

- ✓ Full name, mailing address (with zip code), email address and, day/evening telephone numbers (with area code).
- ✓ Job title, duties and accomplishments, employer's name and address, salary and supervisor's name and phone number.
- ✓ For qualifications determinations your resume must contain hours worked per week **and** the dates of employment (i.e., month/year to month/year or month/year to present).
- ✓ If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment.

Education:

- ✓ High School name, city, state and zip code, date of diploma or GED.
- ✓ Colleges and/or Universities attended, city, state and zip code.
- ✓ Major field(s) of study.
- ✓ Semester/Credit hours earned and grade point average.

**** It is your responsibility as the applicant to verify that information in your resume and documents, whether uploaded or faxed, are received, legible and accurate. The Human Resources Office will not modify answers/documents submitted by an applicant. ****