

HOW TO APPLY

1. View and print the occupational questionnaire from the job announcement
2. Print and complete the 1203FX form located at: http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf to provide your response to the occupational questionnaire

PLEASE NOTE: The numbering of the OPM Form 1203-FX will not match the Occupational/Assessment Questions. The Occupational/Assessment Questions restart with number one, so when entering your responses in section 25 of the OPM Form 1203-FX, 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.

3. Submit all documents identified under the “Required Documents” section of the vacancy announcement.
4. Fax the completed 1203FX form along with your Required Documents to **1-478-757-3144**. Your 1203FX will serve as a cover page for your fax transmission.

Your Cover Page Should:

- Include the 8-character Vacancy Identification Number identified in the vacancy announcement (Example: RA123456)
- 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 special cover page mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

NOTE: Information on how to prepare a resume may be found at: <http://www.hr.dla.mil/downloads/prospective/resume.pdf>