

McCain Strategic Defense Fellowship Program Tutorial to Support Upload of Required Documents



Workforce Performance and Specialized Employment Division
Human Resources Directorate
Washington Headquarters Services

This briefing was last updated on December 5, 2025.



View of Open Application

The screenshot shows the USAJOBS website interface. At the top, there's a header with the USAJOBS logo and navigation links like 'NEW', 'Events', 'Help Center', and 'Search'. Below the header, the job title 'Misc Administration and Program Analyst (McCain Fellows)' is prominently displayed in a dark blue banner. To the right of the title, a blue 'Apply' button is highlighted with a red rectangular border. Below the banner, there's a navigation bar with tabs: 'Summary', 'This job is open to', 'Duties', 'Requirements', 'How you will be evaluated', 'Required documents', and 'How to apply'. The main content area is divided into two columns. The left column contains the 'Summary' section, which describes the John S. McCain Strategic Defense Fellowship Program. The right column contains the 'Overview' section, which includes details about the application status ('Accepting applications'), open and closing dates, salary, pay scale, locations, remote job status, and telework eligibility. The 'This job is open to' section is partially visible at the bottom left, showing categories like 'Students' and 'Recent graduates'.

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USAJOBS
NEW Events Help Center Search

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Misc Administration and Program Analyst (McCain Fellows)

DEPARTMENT OF DEFENSE
Washington Headquarters Services
Workforce Performance & Specialized Employment Division

Print Share Save

Summary This job is open to Duties Requirements How you will be evaluated Required documents How to apply

Summary

The John S. McCain Strategic Defense Fellowship Program is a 1-year Department of War (DoW) development program for recent advanced degree program graduates from across multiple academic disciplines. While these are temporary appointments, Fellows that successfully complete this program are eligible to be considered for conversion into permanent positions if vacancies are available.

Find out more about this Program on our [website](#) and [LinkedIn page](#).

Overview

[Help](#)

Accepting applications

Open & closing dates
🕒 12/01/2025 to 09/30/2026

Salary
\$77,001 to -\$131,826 per year

Pay scale & grade
GS 10 - 12

Locations
Few vacancies in the following locations:

- 📍 Alexandria, VA
- 📍 Pentagon, Arlington, VA

Remote job
No

Telework eligible

This job is open to

[Help](#)

Students
Current students enrolled in an accredited high school, college or graduate institution.

Recent graduates
Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

Clarification from the agency

This position is open to U.S. Citizens, U.S. Nationals and lawful permanent residents who have a graduate degree (or higher)

Click on **Apply** button to begin application.

Uploading Resume (Step 1)

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NEW Events Help Center Search


You have started an application for


Position title	Misc Administration and Program Analyst (McCain Fellows)	Open period	Monday, December 1, 2025 to Wednesday, September 30, 2026
Agency	Washington Headquarters Services	Time remaining	300 days, 9 hours, 34 minutes
Announcement number	DE-12831040-26-MVP		

Pre-application **Select resume** Select documents Review package Demographic details Complete survey Continue application

Select one resume

Select the resume you would like to submit with your application. You can only submit one resume and can't go to the next step unless you select one.

 Upload a resume

 Build a resume

Save and continue →

Help

Resumes limited to two pages

Federal agencies now only accept resumes up to two pages in length.

[Learn more about this new requirement.](#)

If you delete, create or upload any resume, we will also update your profile with those changes.

Resume recommendations:

We recommend saving and uploading your resume as a PDF to maintain formatting and number of pages. Use a standard 8.5x11-inch size for your document.

We recommend using a sans-serif font size like Lato, if available. Other recommended options are Calibri, Helvetica, Arial, Verdana, Open San, Source Sans Pro, Roboto or Noto Sans. Make your page margins 0.5 inches. Consider using 14-point size font for titles and 10-point for the main text in your resume.

Do not include:

- Classified or government sensitive information
- Social Security Number (SSN)

Click on **Upload Resume** button.

Uploading Resume (Step 2)

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USAJOBS NEW [Events](#)

Upload a resume

Your resume must be 5 MB or less. We recommend saving and uploading your resume as a PDF. We also accept GIF, JPG, JPEG, PNG, RTF, TXT, ODT or Word (DOC or DOCX). We do not accept PDF portfolio files.

You can't upload a resume longer than two pages.

Choose a resume to upload *

Drag file here or [choose from folder](#)

Resume name *

Enter a name for your resume. You can use numbers, letters, apostrophes, hyphens and ampersands.

[Cancel](#) [Preview resume](#)

[Return to top](#)

Drag and drop a file within the **Choose a resume to upload** field.

Uploading Resume (Step 3)

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USAJOBS NEW [Events](#) [Help](#)


Upload a resume

Your resume must be 5 MB or less. We recommend saving and uploading your resume as a PDF. We also accept GIF, JPG, JPEG, PNG, RTF, TXT, ODT or Word (DOC or DOCX). We do not accept PDF portfolio files.

You can't upload a resume longer than two pages.

Choose a resume to upload *

Selected file [Change file](#)

 Resume.pdf

Resume name *

Enter a name for your resume. You can use numbers, letters, apostrophes, hyphens and ampersands.

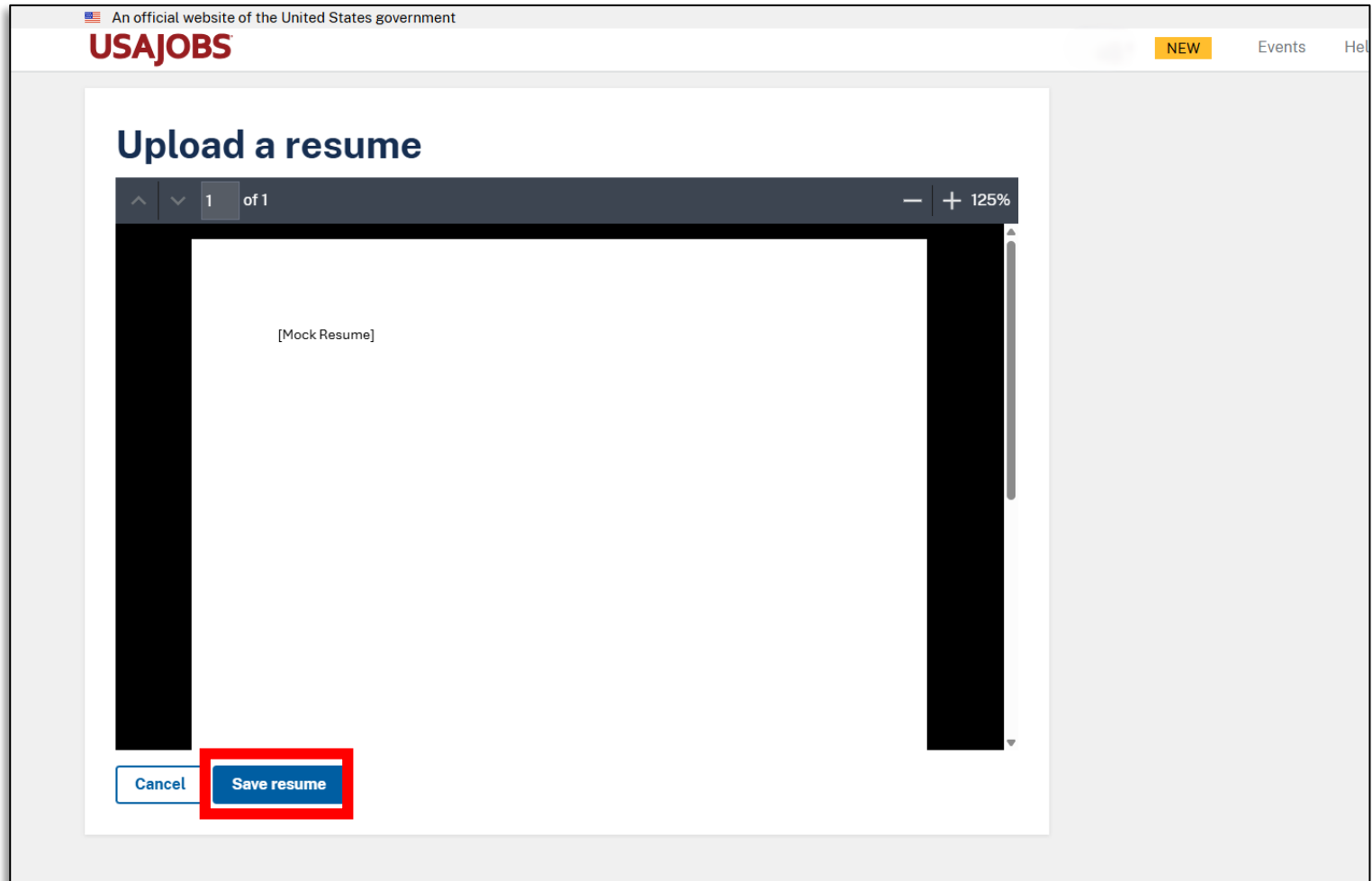
Resume

[Cancel](#) [Preview resume](#)

[Return to top](#)

Preview your resume by clicking on the **Preview resume** button.

Uploading Resume (Step 4)



Save your resume by clicking on the **Save resume** button.

Uploading Resume (Step 5)

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USAJOBS

NEW Events Help

You have started an application for

Position title	Misc Administration and Program Analyst (McCain Fellows)	Open period	Monday, December 1, 2025 to Wednesday, Se
Agency	Washington Headquarters Services	Time remaining	300 days, 9 hours, 32 minutes
Announcement number	DE-12831040-26-MVP		

Pre-application **Select resume** Select documents Review package Demographic details Complete survey Continue application

Select one resume

Select the resume you would like to submit with your application. You can only submit one resume and can't go to the next step unless you select one.

[Upload a resume](#) [Build a resume](#)

Resume [Delete](#) [More](#)

Uploaded 12/4/2025

[Selected](#) [Unselect](#)

[Save and continue](#)

Help

Resumes limited to two pages

Federal agencies now only accept resume pages in length.

[Learn more about this new requirement.](#)

If you delete, create or upload any resume update your profile with those changes.

Resume recommendations:

We recommend saving and uploading your PDF to maintain formatting and number of standard 8.5x11-inch size for your document.

We recommend using a sans-serif font size available. Other recommended options are Helvetica, Arial, Verdana, Open Sans, Source Roboto or Noto Sans. Make your page margins Consider using 14-point size font for titles the main text in your resume.

Do not include:

- Classified or government sensitive information
- Social Security Number (SSN)

Save and continue by clicking on the **Save and continue** button.

Continuing the Application Process

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USAJOBS NEW Events Help



You have started an application for

Position title	Misc Administration and Program Analyst (McCain Fellows)	Open period	Monday, December 1, 2025 to Wednesday, S
Agency	Washington Headquarters Services	Time remaining	300 days, 9 hours, 32 minutes
Announcement number	DE-12831040-26-MVP		

Pre-application **Select resume** Select documents Review package Demographic details Complete survey Continue application

Select documents (optional)

Select the document(s) you want to submit with your application. Review the Required documents section on the right.

 [Upload a document](#) 

[← Back to resume](#) **[Save and continue →](#)**

[Return to top](#)

DO NOT UPLOAD ADDITIONAL DOCUMENTS HERE.

Additional documents should be uploaded within the agency specific site. The agency specific site is where applicants will continue their application, to include completing required assessment questions.

Continue the application process by clicking on the **Save and continue** button.

If an applicant uploads additional documents on this page, these documents will not be imported as part of your application on the agency specific site.

Accessing Agency Specific Site

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USAJOBS

NEW Events Help Center Search

You have started an application for

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Agency	Washington Headquarters Services	Time remaining	300 days, 9 hours, 27 minutes
Announcement number	DE-12831040-26-MVP		

Pre-application Select resume Select documents Review package Demographic details Complete survey Continue application

Continue application with agency

Required fields have a red asterisk (*).

☒ 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

[Continue to agency site](#)

Previous

You will leave USAJOBS and be sent to the Washington Headquarters Services application system once you select "Continue to agency site."

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

Access agency specific site by clicking on the **Continue to agency site** button.

Uploading Additional Required Documents (Step 1)

After responding to the application questions and assessment, you will have the opportunity upload the required supporting documents.

Application Package Status: [Application Ready to Submit](#)

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **(required)** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Note: Some documents may be designated as required **(required)** based on your responses to the questions in the "Eligibilities" section of this application. If you do not possess one or more of the required documents below, please review [your answers](#) to determine if your responses are accurate.

Accepted Documents	Available Documents
Resume (required) <small>Resumes can only be modified on USAJOBS.</small>	Resume - View
Cover Letter	<input type="text"/>
DD-214/ Statement of Service	<input type="text"/>
Disability Letter (VA)	<input type="text"/>
SF-15	<input type="text"/>
SF-50/ Notification of Personnel Action	<input type="text"/>
Transcript	<input type="text"/>

[Are you missing a document?](#)

[Upload](#)

Under **Are you missing a document**, click the **Upload** button.

Uploading Additional Required Documents (Step 2)

The screenshot shows the 'Documents' section of the USAJOBS application. At the top, a navigation bar includes 'Application', 'Assessment', 'Documents', and 'Review & Submit'. A status bar indicates 'Application Package Status: Application Ready to Submit'. The 'Documents' section contains instructions and a table of 'Accepted Documents'. An 'Upload Document' modal is open, showing a form to upload a document. The 'Document Name' field is highlighted with a red box and contains the text 'Narrative Essay Responses'. The 'Document Type' is set to 'Select Document Type'. The 'Selected File' section shows 'Choose File' and 'No file chosen'. The modal also includes 'Close' and 'Upload' buttons.

Application Package Status: Application Ready to Submit

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **(required)** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Note: Some documents are required for certain positions but are not available in the USAJOBS system. If you do not possess one of these documents, you may upload it directly into this application.

Accepted Document Type	Required
Resume	(required)
Cover Letter	
DD-214/Statement of Service	
Disability Letter (VA Form 10-10)	
SF-15	
SF-50/Notification of Personnel Action	
Transcript	

Are you missing a document?

Upload

Upload Document

Select and name your document to upload. Resumes can only be uploaded from USAJOBS.

Document Name:

Document Type:

Selected File: No file chosen

Files must be 5MB or smaller and can be in one of the following formats: GIF, JPG, JPEG, PNG, TXT, RTF, PDF, or Word (DOC or DOCX).

Name the document that you are uploading within the **Document Name** box.

Uploading Additional Required Documents (Step 3)

The screenshot shows the 'Upload Document' modal in the USA Staffing application. The modal has a title bar with a close button. Below the title bar is a dropdown menu for 'Select Document Type' with a list of options. The 'Cover Letter' option is selected and highlighted in blue. A red box highlights the 'Cover Letter' option in the dropdown menu. Below the dropdown menu is a text input field for 'Document Name'. Below that is a 'Selected File' section with a 'Choose File' button and a 'No file chosen' status. Below that is a note: 'Files must be 5MB or smaller and can be in one of the following formats: GIF, JPG, JPEG, PNG, TXT, RTF, PDF, or Word (DOC or DOCX)'. At the bottom right of the modal are 'Close' and 'Upload' buttons. The 'Upload' button is highlighted with a red box. The background shows the 'Documents' section of the application with a list of required documents and their status.

Accepted Document	Document Type
Resume (required) <i>Resumes can only be...</i>	
Cover Letter	
DD-214/ Statement of Service	
Disability Letter (VA)	
SF-15	
SF-50/ Notification of Personnel Action	
Transcript	

- Click on the **Document Type** dropdown and select the **Cover Letter** category.
- Upload file by clicking on **Choose File** button.

The Cover Letter category should be used for uploading Letters of Recommendation, the Letter of Endorsement, the Compelling Narrative (Narrative Essay), and the Academic Writing Sample.

- Click the **Upload** button.

Uploading Additional Required Documents (Step 4)

The screenshot displays the 'Upload Document' modal in the USAJOBS application. The modal is titled 'Upload Document' and features a green success message: 'Document has been uploaded successfully!'. Below this, there are three main sections: 'Document Name' with a text input field containing 'Graduate Transcript', 'Document Type' with a dropdown menu set to 'Transcripts', and 'Selected File' with a 'Choose File' button and the text 'No file chosen'. A red rectangle highlights these three sections. At the bottom right of the modal, there are 'Close' and 'Upload' buttons, with the 'Upload' button also highlighted by a red rectangle. The background shows the 'Accepted Documents' and 'Available Documents' sections of the application, with a 'Continue' button at the bottom.

- Name the document that you are uploading within the **Document Name** box.
- Click on the **Document Type** dropdown and select the **Transcripts** category.
- Upload file by clicking on **Choose File** button.

The Transcript category should be used for both Undergraduate and Graduate Transcripts.

- Click the **Upload** button.

Uploading Additional Required Documents (Step 5)

Documents

Please assign the supporting documents you imported from USAJOBS to the appropriate document types listed below. If the document you need was not imported from USAJOBS, you may upload it directly into this application.

You **MUST** assign at least one supporting document for each **(required)** document type in order to submit your application. Any available documents that are not assigned to an Accepted Document type will **NOT** be submitted as part of your application.

Note: Some documents may be designated as required **(required)** based on your responses to the questions in the "Eligibilities" section of this application. If you do not possess one or more of the required documents below, please review [your answers](#) to determine if your responses are accurate.

Accepted Documents	Available Documents
Resume (required) <small>Resumes can only be imported from USAJOBS</small>	Resume - View
Cover Letter	Endorsement Letter
DD-214/ Statement of Service	Letter of Recommendation 1
Disability Letter (VA)	Letter of Recommendation 2
SF-15	Narrative Essay Responses
SF-507 Identification or Personnel Action	Writing Sample
Transcript	

Are you missing a document?

Upload

Continue

- Click on **Cover Letter** category and then click each available document within the drop down one-by-one to populate the Submission Field.
- You will do same to populate the submission field next to **Transcript** category with both your Undergraduate and Graduate transcripts.
- This is also where you will upload any additional documents that you would like to include in your application.

Please see next slide for a view of what your screen should look like once you have uploaded all required documents.

Uploading Additional Required Documents (Step 6)

Application ✓ Assessment ✓ Documents ✓ Review & Submit Help Center

that are not assigned to an Accepted Document type will NOT be submitted as part of your application.

Note: Some documents may be designated as required (**required**) based on your responses to the questions in the "Eligibilities" section of this application. If you do not possess one or more of the required documents below, please review [your answers](#) to determine if your responses are accurate.

Accepted Documents	Available Documents
Resume (required) <i>Resumes can only be modified on USAJOBS.</i>	Resume - View
Cover Letter	Endorsement Letter - View X Letter of Recommendation 1 - View X Letter of Recommendation 2 - View X Narrative Essay Responses - View X Writing Sample - View X
DD-214/ Statement of Service	
Disability Letter (VA)	
SF-15	
SF-50/ Notification of Personnel Action	
Transcript	Graduate Transcript - View X Undergraduate Transcript - View X

Are you missing a document?

Upload

Continue

This is what your screen should look like once you have uploaded all required documents.

Click the **Continue** button.

Reviewing and Submitting Application

Application Package Status: **Application Ready to Submit**

Review & Submit

Please verify each section of your application is complete and correct. You may review and change your information before submitting.

Status	Section
✓	Application ▾
✓	Assessment ▾
✓	Documents ▾

Accepted Documents	Submitted Documents
✓ Resume (required)	Resume - View
✓ Cover Letter	Narrative Essay Responses - View Writing Sample - View Letter of Recommendation 1 - View Letter of Recommendation 2 - View Endorsement Letter - View
✓ Transcript	Undergraduate Transcript - View Graduate Transcript - View

* ☒ I acknowledge that all of the supporting documents I want to submit with this application have been assigned to an Accepted Document type on the Documents page.

Submit Application

- Click the dropdown arrow next to **Documents** and confirm that all required documents are listed.
- Click **Submit Application** button to apply.