



Required Supporting Documentation

Employees Serviced by DLA: Civilian Federal employees who receive human resources servicing through the Defense Logistics Agency do NOT need to submit supporting documentation if applying through merit promotion. Your record in Electronic Official Personnel Folder (eOPF) will be used to verify your eligibility. It is your responsibility to ensure the required documents are in your eOPF for verification purposes. If your documents are not in eOPF, you must submit them at time of application. Failure to submit all of the documents on time will result in automatic disqualification.

If you are in any of the categories listed below, you MUST submit the required supporting documentation. Your documentation must be uploaded with your resume or faxed to 478-757-3144. You must attach your supporting documentation to the coversheet indicated in the "How to Apply" instructions if you choose to fax. Your faxed documents must be received by 11:59 pm (Eastern Standard Time) on the cut-off/closing date of the announcement. You will need to be sure you fax/upload this documentation each time you apply. After your faxed/uploaded documents have been processed, you will be able to view the date/time your documents were processed in your Application Manager Account. Failure to submit all of the documents on time will result in automatic disqualification. Submit only those documents requested below.

Veterans: Current active duty military must be eligible to be appointed within 120 days of the closing date of the announcement.

- **Veterans' Readjustment Appointment (VRA) eligible or Veterans Employment Opportunities Act (VEOA) of 1998 eligible:** You are required to submit DD Form 214, Military Discharge (Member Copy 4). If you have multiple DD214s, it is highly recommended that you submit all of them. At a minimum, submit your most recent DD214.

If you are a current Federal employee applying as a VEOA, you must also submit your most recent Notification of Personnel Action (SF-50) showing your current Pay Plan/Pay Schedule, Series/Occupational Code, and Grade/Pay Band.

- **Disabled Veterans:** You are required to submit a DD Form 214, Military Discharge (Member Copy 4), **AND** a letter from the Department of Veteran's Affairs/branch of the armed forces, certifying an **OVERALL SERVICE- CONNECTED DISABILITY. The OVERALL rating must be identified on your certification letter.**
- **Future Military Retirees*:** You are required to submit a copy of your "official" retirement DD214 (Member 4 Copy - must show character of service, i.e., "honorable"), **OR** if your DD214 has yet to be approved, a retirement letter signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters which must include your rank, dates of active duty service, the Type of Discharge, Character of Service (i.e. honorable). **IF**, you are taking leave prior to your retirement date, you must provide a copy of your "approved" terminal leave request form (must show "Terminal" or "Other-Transition"). If you are not taking leave prior to your separation date you are not required to provide a terminal leave request form.
- **Future Military Separatees*:** You are required to submit a copy of your "official" separation DD214 (Member 4 Copy - must show character of service, i.e., "honorable"), **OR** if your DD214 has yet to be approved, a copy of your most recent active duty orders for separation which must reflect the Type of Discharge, and Character of Service (i.e. honorable). **IF**, you are taking leave prior to your separation date, you must provide a copy of your "approved" terminal leave request form (must show "Terminal" or "Other-Transition"). If you are not taking leave prior to your separation date you are not required to provide a terminal leave request form.

NOTE: Other acceptable documents for Future Military Retirees/Separatees: A Statement of Service letter will be accepted up to 120 days prior to separation date when an official DD214, retirement letter or active duty orders cannot be provided. The Statement of Service must be signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters, **AND** the Statement of Service letter must include your rank, dates of active duty service, the Type of Discharge, Character of Service (i.e. honorable), and, if applicable, when your terminal leave will begin. **IF**, you are taking leave prior to your separation date, you must provide a copy of your "approved" terminal leave request form (must show "Terminal" or "Other-Transition"). If you are not taking leave prior to your separation date you are not required to provide a terminal leave request form.

** The DD214 must be a Member Copy 4. A DD214 Worksheet that does not indicate the character of service is not sufficient documentation.*

Derived Preference: is a method where you, as the spouse, widow/widower, or mother of a veteran may be eligible to claim veterans' preference when your veteran is unable to use it. You will be given XP Preference (10 points) in appointment or eligibility to apply as a VEOA if you meet the criteria. Those who are eligible must submit legible copy/copies of the following:

Standard Form-15 (SF-15) (optional), an Application for 10-Point Veterans' Preference (To obtain a copy of SF-15, go to http://www.opm.gov/forms/pdf_fill/SF15.pdf); **AND**,

- **Spouse of a 100% Disabled Veteran or Veteran's Unemployable in Federal Service:** Letter from the Department of Veteran's Affairs, dated 1991 or later, certifying the OVERALL disability rating and/or unemployable status, DD Form 214 reflecting the member of the armed forces was released or discharged from active duty due to a service-connected disability (the DD Form 214 must show all dates of service, as well as character of service) AND verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage); **OR**,
- **Un-remarried Widow or Widower of a Veteran:** Verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage), AND a DD Form 214 (must show all dates of service, as well as character of service) and documentation of the service member's death (Death Certificate) after he/she was released or discharged from active duty, OR documentation the member of the armed forces was killed while serving on active duty (DD1300); **OR**,
- **Mother of a Deceased Veteran:** Verification that the veteran is your child (e.g. certificate of live birth); AND verification of the marriage to the service member's father (i.e., a marriage license or other legal documentation verifying marriage) and documentation of the husband's total/permanent disability, death certificate and/or remarriage certificate with that husband's disability, death certificate, divorce or separation papers; AND documentation the member of the armed forces was killed while serving on active duty (DD1300); OR DD Form 214 (must show all dates of service, as well as character of service) reflecting the member of the armed forces was released or discharged from active duty due to a service-connected injury or illness and documentation of the service member's death (Death Certificate) after he/she was released or discharged from active duty; **OR**,
- **Mother of a Disabled Veteran:** Letter from the Department of Veteran's Affairs, dated 1991 or later, certifying the OVERALL disability rating; AND Verification that the veteran is your child (e.g. certificate of live birth); AND verification of the marriage to the service member's father (i.e., a marriage license or other legal documentation verifying marriage) and documentation of the husband's total/permanent disability, death certificate and/or remarriage certificate with that husband's disability, death certificate, divorce or separation papers; AND DD Form 214 (must show all dates of service, as well as character of service) reflecting the member of the armed forces was released or discharged from active duty due to a service-connected injury or illness.

- **Sole Survivorship:** A Veteran who separated from the armed forces, at the request of the member, pursuant to Department of Defense policy permitting the early separation of a member who is the only surviving child in a family in which the father or mother or one or more siblings served in the armed forces and was killed or died as a result of wounds, accident, or disease, is in a captured or missing in action status, or is permanently 100 percent disabled or hospitalized on a continuing basis (and is not employed gainfully because of the disability or hospitalization). Also, the death, status, or disability cannot be the result of intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence. Must provide a member-4 copy of your DD-214 (must show all dates of service, as well as character of service) AND a death certificate/VA letter showing 100 percent disability of applicable family member.

Supporting documentation: You are **required** to submit the documents which prove you are eligible as described in one of the categories above.

Useful Links for additional veteran information:

[Information about Family Member Preference \(Derived Preference\)](#)

[U.S. Office of Personnel Management's Veterans Employment Website](#)

[U.S. Office of Personnel Management Vet Guide](#)

Current Permanent Federal Employee: You are required to submit a copy of a Notification of Personnel Action (SF-50) showing your current Pay Plan/Pay Schedule, Series/Occupational Code, and Grade/Pay Band, AND/OR a copy of your SF-50 indicating the highest grade held on a permanent basis. We recommend you submit your most recent SF-50. Additionally, if you are a current temporary/term employee who previously held a permanent Federal position see below.

Former Permanent Federal Employee: You are required to submit a copy of your separation Notification of Personnel Action (SF-50) and/or a copy of your SF-50 indicating the highest grade you held on a permanent basis which shows your appointment eligibility for the position for which you are applying. Your tenure in Block #24 of the SF-50 will be 1 if you attained career status OR Block #24 will be 2 if you were a career-conditional employee.

Applicant with Disability(ies): You are required to submit proof of disability in the form of written certification from a licensed medical professional, OR a licensed vocational rehabilitation specialist, OR any Federal agency, State agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. The documentation submitted must state you meet [Schedule A](#) authority for people with disabilities. If you also indicate that you are a veteran, you must submit a member-4 copy of your DD-214. Disabled veterans must also submit a letter from the Department of Veteran's Affairs/branch of the armed forces, certifying an Overall Service Connected Disability.

ICTAP Eligible: You are required to submit a copy of your RIF separation SF-50 and/or RIF separation notice, AND most current performance appraisal/rating. Depending on your type of separation you may need to provide any of the following: Notice of proposed removal for declining a directed reassignment or transfer of function to another local commuting area; or notice of disability annuity termination; or agency certification of inability to place you through the RPL/recovery from a compensable injury; or certificate from National Guard Bureau or Military Department that you are eligible for a disability retirement and will receive special OPM annuity, which shows your appointment eligibility for the position for which you are applying. ELIGIBILITY EXPIRES 1 (ONE) YEAR FROM SEPARATION DATE.

Overseas Military Spouse Preference: You are required to submit a copy of your Military sponsor's PCS orders and a valid marriage certificate or other documentation verifying marriage (such as any official documentation verifying a recognized common law marriage). Additionally, if applicable, a copy of your most recent SF-50.

Certain Military Spouse (EO 13473, 5 CFR 315.612): You may be eligible to apply non-competitively under three categories of military spouses. For all categories, you are required to submit a valid marriage certificate or other documentation verifying marriage (such as any official documentation verifying a recognized common law marriage). Additional supporting documentation requirements differ for each category.

1) If you are applying as a spouse of a service member who is relocating as a result of permanent change of station (PCS) order, you are required to submit a copy of the PCS orders. The service member's spouse must be authorized on the military orders assigning the service member to a certain post. If you are a current federal employee, you are also required to submit a copy of your SF-50. You are eligible for appointment for a maximum of 2 years from the PCS effective date, and may only receive one permanent appointment under this authority per PCS.

2) If you are applying as a spouse of a service member who incurred a 100% disability because of the service member's active duty service, you are required to submit a copy of your spouse's Department of Defense (DD) Form 214 and a copy of documentation from either the Department of Veteran's Affairs or the Department of Defense indicating the service member has a disability rating of 100% due to a service connected disability. You are eligible for appointment for a maximum of 2 years from the date of documentation verifying the service member disability.

3) If you are applying as a spouse of a service member who was killed while on active duty, you are required to submit a copy of your spouse's DD Form 1300 Report of Casualty documenting the service member was killed while on active duty and a statement certifying that you have not remarried. You are eligible for appointment for a maximum of 2 years from the date of documentation verifying the service member was killed while on active duty.

Interchange Agreement: You are required to submit a copy of your most recent SF-50 (or equivalent) providing information pertinent to your appointment eligibility for the position to which you are applying. <http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=InterchangeAgreementsWithOtherMeritSystems>

Overseas Family Member Appointment: You are required to submit a copy of your sponsor's PCS orders.

Former Overseas Family Members Eligible for Career-Conditional Appointment under E.O. 12721: You are required to submit a copy of your SF-50(s) showing your separation or Leave Without Pay (LWOP) due to your departure from an overseas duty location.

Applicants Relying on Education to Qualify: Some positions require education to meet basic qualifications or allow you to qualify substituting education for experience. You MUST provide a complete copy of transcripts, licenses, etc. to support your educational claims. The transcripts must include your name, the name of the college or university, class/course list, completed number of credits/hours, and the date degree conferred (if applicable). Education must be accredited by an accrediting institution recognized by the U.S. Department of Education. Licenses must be current at time of application. If you are a DLA or DLA Serviced employee you are not required to submit transcripts if they are in EOPF. Ensure you have verified your documents are in EOPF. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified".