



## 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 a Merit Promotion (MP) announcement. 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 with your application by the cutoff/closing date of the announcement.**

**Supporting documentation:** You MUST submit the required supporting documentation described below. 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 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.

**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 your most recent DD Form 214 stating your Character of Service (i.e., Honorable/General Discharge). If you have multiple DD-214s, it is highly recommended that you submit all of them.

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 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.** If using your disability rating for appointments other than a 30% Disabled Veteran appointment, you MUST also provide a copy of your most recent DD Form 214 stating your Character of Service (i.e., Honorable/General Discharge). If you have multiple DD-214s, it is highly recommended that you submit all of them.
- **Future Military Retirees\*:** You are required to submit a copy of your retirement DD-214 stating your Character of Service (i.e., Honorable/General Discharge), **OR** if your DD-214 has yet to be approved, a retirement letter signed by 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, and 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 separation DD-214 stating your Character of Service (i.e., Honorable/General Discharge), **OR** if your DD-214 has yet to be approved, a copy of your most 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 DD-214, retirement letter, or active duty orders cannot be provided. The Statement of Service must be signed by 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.

*\* A DD-214 Worksheet that does not indicate the character of service and is not sufficient documentation.*

**Derived Preference:** The spouse, widow/widower, or parent 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 VEOA if criteria is met. Those who are eligible must submit 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](http://www.opm.gov/forms/pdf_fill/SF15.pdf)); **AND**,

- **Spouse of a 100% Disabled Veteran or Veteran's Unemployable in Federal Service:** 1) Letter from the Department of Veteran's Affairs, dated 1991 or later, certifying the OVERALL disability rating and/or unemployable status, 2) a DD-214 reflecting the Character of Service (i.e., Honorable/General Discharge) and that the service member was released or discharged from active duty due to a service-connected disability, **AND** 3) verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage); **OR**,
- **Un-remarried Widow/Widower of a Veteran:** 1) Verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage), 2) a DD-214 reflecting the Character of Service (i.e., Honorable/General Discharge), and 3) 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 (DD-1300); **OR**,
- **Parent of a Deceased Veteran:** 1) Verification that the veteran is your child (e.g. certificate of live birth); 2) documentation that your spouse is totally/permanently disability OR documentation that you are unmarried or legally separated from your spouse; AND 3) documentation your son or daughter lost his/her life under honorable conditions while serving in the armed forces (DD-1300) during a war, or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized (DD-214). The DD-214 must show all dates of service, as well as the Character of Service (i.e., Honorable/General Discharge). **OR**,
- **Parent of a Disabled Veteran:** 1) Verification that the veteran is your child (e.g. certificate of live birth); 2) documentation that your spouse is totally/permanently disability OR documentation that you are unmarried or legally separated from your spouse; AND 3) documentation your son or daughter was separated with an honorable or general discharge from active duty, including training service in the Reserves or National Guard (DD-214) and is permanently and totally disabled from a service-connected injury or illness (VA Letter). The DD-214 must show all dates of service as well as an honorable or general discharge. The Letter from the Department of Veteran's Affairs, dated 1991 or later, must certify the OVERALL disability rating of 100%.

**Sole Survivorship:** 1) Verification that the veteran separated from the armed forces, at their request, 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% 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. 2) a DD-214 showing all dates of service as well as an honorable or general discharge, AND 3) a death certificate/VA letter showing 100 percent disability of applicable family member.

**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 requirements for "Former Permanent Federal Employee" 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 showing your appointment eligibility for the position for which you are applying. Your tenure in Block 24 of the SF-50 will be a 1 if you attained career status OR a 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 DD-214 stating your Character of Service (i.e., Honorable/General Discharge). 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 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 on active duty, you are required to submit a copy of the service member's current orders or a Statement of Service letter. The Statement of Service must be signed by the adjutant, personnel officer, or commander of the service member's unit or higher headquarters, AND the Statement of Service letter must include dates of active duty service. Additionally, if you are a current federal employee, you must submit a copy of your most recent SF-50.
- 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 DD-214 and a copy of documentation from 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.
- 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-1300 documenting the service member was killed while on active duty and a statement certifying that you have not remarried.

**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, grade point average (G.P.A.), 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 using Superior Academic Achievement (S.A.A.) to qualify based on education, go to <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e4> (paragraph 4.f.) for more information. If you are a DLA or DLA Serviced employee you are not required to submit transcripts if they are in your 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".