

DCMA
Required Supporting Documentation

If you are in any of the categories listed below, you **MUST** submit the required supporting documentation in order to receive consideration. You will need to be sure you upload this documentation each time you apply for a position. After your 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.

To obtain a copy of your DD214 click: <https://www.ebenefits.va.gov/ebenefits-portal/>

To obtain a copy of your combined Disability Rating (VA Civil Service Preference Letter call 1-800-827-1000 or click: <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal/>

To review the type of Appointment Eligibilities Definitions [CLICK HERE](#): Your appointment eligibility determines the type of job announcements for which you may apply. The “Who May Apply” section on each announcement defines the type of applicant who is considered to be in the area of consideration for the announcement. In some instances the areas of consideration may be restricted to applicants from a particular local commuting area. This term is defined as the geographic area surrounding a work site that encompasses the localities where people live and reasonably can be expected to travel back and forth daily to work based on the generally held expectations of the local community.

CIVILIAN EMPLOYEES

Applicants must be qualified and eligible by the closing date of the vacancy announcement.

- **Current Permanent Competitive Status Federal Employee:**
 - (Your SF50, Block# 24-Tenure will show “1” or “2” and Block# 34-Position Occupied will show “1”.) You are required to submit a copy of **your most recent** Notification of Personnel Action (SF-50) showing your current Pay Plan/Pay Schedule, Series/Occupational Code, and Grade/Pay Band. ****NOTE: Request for Personnel Action (SF-52) and Award actions are not acceptable.**

- **Former Permanent Competitive Status Federal Employee:**
 - (Your SF50, Block# 24-Tenure will show “1” or “2” and Block# 34-Position Occupied will show “1”.) You are required to submit a copy of the **most recent separation SF-50**, 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 “2” if you were a career-conditional employee. Career-conditional employees are eligible for reinstatement for a period of three (3) years after date of separation.

- **Current temporary/term employee who previously held a permanent Federal position:**
 - (Your SF50, Block# 24-Tenure will show “0” or “3”.) See information on “Former Permanent Competitive Status Federal Employee” requirements.

- **Current Excepted Service Employees:**
 - (Block# 34-Position Occupied of your SF-50 will reflect “2” Excepted Service). To be eligible for a competitive service position, you must provide an SF-50 that reflects you previously held a competitive service position (see information on “Former Permanent Competitive Status Federal Employee” requirements), **OR** provide documentation that you are eligible for another appointment authority (i.e. DVAAP, VEOA, VRA, Applicant with Disability, or are covered by an Interchange Agreement).

- **Pathways Intern Applicants:**
 - You are required to submit proof of enrollment in qualifying education program and transcripts of education completed.
- **Pathways Recent Graduate Applicants:**
 - You are required to submit a copy of your transcripts to support your recent graduate eligibility. If you are a veteran, please submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service.

VETERANS

Active-duty military members are not eligible for appointment unless currently on terminal leave.

- **Veterans' Readjustment Appointment (VRA) eligible (for grades equivalent to GS-11 and below):**
 - You are required to submit official DD Form 214, Military Discharge (**NOTE: Member 4 Copy is preferred, but we will accept copies that show character of service i.e. "honorable or general-under honorable conditions." The Member 1 copy will not be accepted.**)
- **Current Federal Employee on Veterans' Readjustment Appointment (VRA) appointment:**
 - For current federal employees on a VRA appointment who wish to be considered as a competitive service candidate, must submit their appointment and current SF-50 showing their VRA appointment eligibility. You also must submit SF-50(s) showing you meet time-in-grade.
- **Disabled Veterans under Disabled Veterans Affirmative Action Program (DVAAP):**
 - You are required to submit official DD Form 214, Military Discharge (**NOTE: Member 4 Copy is preferred, but we will accept copies that show character of service i.e. "honorable or general-under honorable conditions." The Member 1 copy will not be accepted**); a completed SF-15, Claim for 10-Point Veteran Preference; **AND** a letter from the Department of Veteran's Affairs certifying the **OVERALL SERVICE-CONNECTED DISABILITY of 30% or more. The OVERALL rating must be identified on your Veteran Affairs' certification letter.**
- **Veterans Employment Opportunities Act (VEOA) of 1998 eligible:**
 - You are required to submit official DD Form 214, Military Discharge (**NOTE: Member 4 Copy is preferred, but we will accept copies that show character of service i.e. "honorable or general-under honorable conditions." The Member 1 copy will not be accepted**).
 - If you are a current federal employee, you are required to submit a copy of **your most recent** Notification of Personnel Action (SF-50) showing your current Pay Plan/Pay Schedule, Series/Occupational Code, and Grade/Pay Band to verify time-in-grade. ****NOTE: Request for Personnel Action (SF-52) and Award actions are not acceptable.**
- **Future Military Retirees:**
 - You are required to submit a copy of your "official" Retirement (**NOTE: Member 4 Copy is preferred, but we will accept copies that show character of service i.e. "honorable or general-under honorable conditions." The Member 1 copy will not be accepted**), **OR** if your DD214 has yet to be approved, a Retirement Letter will be accepted up to 120 days prior to retirement 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") or the Approved Terminal/Other-Transition Leave Start Date must be indicated on your Retirement Letter. If you are not taking leave prior to your separation date you are not required to provide a terminal leave request form or indicate a Leave Start Date on your Statement of Service.

- **Future Military Separates (Not Retiring):**
 - You are required to submit a copy of your “official” DD214 (**NOTE: Member 4 Copy is preferred, but we will accept copies that show character of service i.e. “honorable or general-under honorable conditions.” The Member 1 copy will not be accepted**), **OR** if your DD214 has yet to be approved, a copy of your most recent active duty orders for separation or a statement of service letter will be accepted up to 120 days prior to 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”) or the Approved Terminal/Other-Transition Leave Start Date must be indicated on your Statement of Service. If you are not taking leave prior to your separation date you are not required to provide a terminal leave request form or indicate a Leave Start Date on your Statement of Service.
- **NOTE: Other acceptable documents for Future Military Retirees/Separates:**
 - A Statement of Service letter will be accepted up to 120 days prior to separation date when an official DD214 (**NOTE: Member 4 Copy is preferred, but we will accept copies that show character of service i.e. “honorable or general-under honorable conditions.” The Member 1 copy will not be accepted**), 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.

OTHER SPECIAL APPOINTING AUTHORITIES

- **Persons with Disabilities (PWD):**
 - 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 United States. The letter must include reference to Schedule A, 5 CFR 213.3102(u).
- **Interagency Career Transition Assistance Plan (ICTAP):**
 - This program applies to employees who have been involuntarily separated from a Federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: 1) meet ICTAP eligibility criteria; 2) be rated well-qualified for the position; Well qualified is defined as possessing the type and quality of experience that exceeds the positions minimum qualifications. and 3) submit the appropriate documentation to support your ICTAP eligibility. For more information: <https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>.
 - 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.**
- **Military Spouse Preference (PPP MSP):**
 - To In order to receive this preference, you must choose to apply using the "Priority Placement Program, DoD Military Spouse Preference (MSP)" eligibility. If you are claiming MSP and are determined to be

among the Highly-Qualified for the position, you may be referred to the hiring manager as a priority applicant.

- To be eligible as a MSP, you must submit the following supporting documents with your application package: Spouse's Permanent Change of Station (PCS) orders; Marriage Certificate or License; [Signed Self-Certification Checklist](#) (DD3145-4, must be certified within 30 days); Veterans' Preference documentation (e.g., DD-214, VA Letter, Statement of Service, if applicable); Transcripts (if applicable). These documents must provide acceptable information to verify: Residency within the commuting area of your sponsor's permanent duty station (PDS); proof of marriage to the active duty sponsor; proof of military member's active duty status; and other documentation required by the vacancy announcement to which you are applying. NOTE: Previous federal employees must also submit the following additional documentation: SF-50s (e.g., LWOP, highest grade held, overseas appointments, etc.), SF-75 information, and documentation of performance rating of record (dated within the last 12 months).

- **DoD Retained Grade Preference (PPP RGP):**

- In order to receive this preference, you must choose to apply using the "Priority Placement Program, DoD Retained Grade Preference (RGP)" eligibility. If you are claiming RGP and are determined to be Well Qualified (score of 85 or above) for the position, you will be referred to the hiring manager as a priority applicant. Information and required documentation for claiming RGP may be found at the General Applicant Information and Required Documents Section of this Announcement.
- You MUST provide a signed [Retained Grade PPP Self-Certification Checklist](#) (DD3145-1), a copy of your Notification of Personnel Action, Standard Form (SF) 50 effecting the placement in retained grade status; or a copy of the notification letter you received regarding the RIF or classification downgrade.

- **DoD Military Reserve (MR) and National Guard (NG) Technician (PPP DoD MRNG):**

- In order to receive this preference, you must choose the Military Reserve and National Guard Technician eligibility, and fill out and submit the [Military Reserve and National Guard Technician PPP Self-Certification Checklist](#) and copies of the appropriate documentation.

- **DoD Military Reserve (MR) and National Guard (NG) Technician Preference Eligible Technician Receiving Disability Retirement:**

- In order to receive this preference, you must choose the Military Reserve and National Guard Technician Receiving Disability Retirement eligibility, and fill out and submit the [Military Reserve and National Guard Technician Disability PPP Self-Certification Checklist](#) and copies of the appropriate documentation.

- **Non-Competitive Military Spouses Eligible Under Executive Order E.O. 13473 (NonComp Mil Sp):**

- You are required to submit proof of marriage: (spouse's PCS orders (showing you as a dependent) or copy of marriage certificate, AND
- Proof that spouse is a member of the armed forces serving on active duty (DD-214 member #4) or copy of spouse's PCS orders, OR
- Proof that your spouse is a 100 percent disabled service member injured while on active duty a letter from the Department of Veteran's Affairs certifying the OVERALL SERVICE-CONNECTED DISABILITY of 100%. The OVERALL rating must be identified on the Veteran Affairs' certification letter; OR
- Proof that you are the un-remarried widow or widower of a service member who was killed while performing active duty (DD1300. Report of Casualty).

- **Interchange Agreement with Other Merit Systems Eligibles (NC-ITR):**

- MUST submit documentation of eligibility as listed in each individual interchange agreement. For more information please see: <http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=InterchangeAgreementsWithOtherMeritSystems>

- **Certain Family Members Eligible (E.O. 12721):**

- MUST submit a copy of your most recent non-award SF-50 and performance appraisal.

- **DHA Military Spouses Outside the United States (DHA Mil Sp OS):**
 - You are required to submit acceptable documentation of your appointment eligibility, by submitting a copy of the service member's permanent change of station orders, including a statement authorizing the spouse to accompany the member to the permanent duty station (if the spouse is not listed on the orders, then a command sponsorship letter must be submitted), the specific location to which the member is assigned, reassigned, or transferred to permanent change of station orders, and the effective date of the permanent change of station; AND verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage).
 - If you are currently employed by the federal government in an excepted service Schedule A family member position in an overseas location, you also need to include a copy of your most recent SF-50 reflecting in block 24 either a "0" or "3" AND block 34 should reflect a "2."

- **Overseas Excepted Service Family Member (OEFM):**
 - You must submit a copy of PCS Orders, area clearance, or command sponsorship letter along with your application/resume package and your Leave Without Pay (LWOP) SF 50 if applicable.
 - Additionally, verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

- **Military Spouse Preference for Overseas Employment (OSMSP):**
 - You must submit a copy of your spouse's PCS Orders, area clearance, or command sponsorship letter **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.