

## **DoD Customers 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 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/>

**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**).

**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 ([http://www.opm.gov/Forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/Forms/pdf_fill/SF15.pdf)); **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**).

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

**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.

**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 transcripts of education completed.

**Persons 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 United States. The letter must include reference to Schedule A, 5 CFR 213.3102(u).

**ICTAP:** 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:** You are required to submit a copy of your spouse’s PCS orders (showing you as a dependent) and if orders do not show you as a dependent you also must submit a copy of marriage certificate. You must also complete and submit the Military Spouse Checklist. If you complete the on-line form, you must save as PDF and attach as supporting document to your application. If you are also a **Current/Former Permanent Competitive Status Federal Employee**, you must also provide your current SF-50 notification of Personnel Action AND current performance appraisal/rating.

**Non-Competitive Military Spouses Eligible Under Executive Order E.O. 13473:**

- 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).

**Certain Family Members Eligible under E.O. 12721:** MUST submit a copy of your most recent non-award SF- 50 and performance appraisal.

**Interchange Agreement with Other Merit Systems Eligibles:** 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>

**Peace Corps Volunteers/Personnel Eligibles:** Volunteers who complete two years of service receive one year of noncompetitive eligibility for employment in the federal government. This means that at the hiring agency's discretion, if a Volunteer meets the minimum qualifications for a position, he or she can be hired without going through the standard competitive process. Those who are employed by the federal government after their Peace Corps service can receive credit toward retirement for those years of Volunteer service.