

Required Supporting Documentation for Defense Commissary Agency Positions

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.

Civilian Employees:

- **Federal Civilian Employees Who Receive Human Resources Servicing Through the Defense Logistics Agency:** You do NOT need to submit a Notification of Personnel Action, Standard Form 50 (SF-50); however, all other required or supplemental documentation should be submitted with the application package.
- **Overseas Employees:** DeCA employees working overseas MUST submit copies of your latest SF-50, showing your grade and salary.
- **Current Permanent Federal Employee:** You are required to submit a copy of your most recent SF-50 showing your current Pay Plan/Pay Schedule, Series/Occupational Code, and Grade/Pay Band. 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 most recent 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 Block #24 will be 2 if you were a career-conditional employee.

Veterans:

- **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).
- **Disabled Veterans:** You are required to submit DD Form 214, Military Discharge (Member Copy 4), a completed Standard Form 15 (SF-15), Claim for 10-Point Veteran Preference, AND a letter from the Department of Veteran's Affairs certifying an OVERALL SERVICE-CONNECTED DISABILITY of 30% or more. The OVERALL rating must be identified on your certification letter.
- **Future Military Retirees WHO ARE CURRENTLY ON TERMINAL LEAVE*:** You are required to submit a copy of your retirement DD214 or a copy of your retirement letter AND a copy of your terminal leave request.
- **Future Military Separatees WHO ARE CURRENTLY ON TERMINAL LEAVE*:** You are required to submit a copy of your most recent DD214 and/or a copy of your most recent active duty orders AND a copy of your terminal leave request (if applicable).

** Applicants must be qualified and eligible by the closing date of the vacancy announcement. Active duty military members are not eligible for appointment unless currently on terminal leave.*

Other Special Appointing Authorities:

- **Applicants with Disabilities:** You are required to submit proof of your disability in the form of written certification from a licensed medical professional or a licensed vocational rehabilitation specialist; a Federal agency, a State agency, or an agency of the District of Columbia or the United States.
- **Applicants applying for overseas announcements under the DoD Spouse and Family Member Preference Programs:** You are required to submit a copy of your sponsor's permanent change of station (PCS) travel orders and an Overseas Local Applicant Questionnaire http://www.hr.dla.mil/onjams/docs/rbi_q40.pdf. Note: If this position is filled by a military spouse residing in the commuting area, the military spouse will receive a time-limited appointment.
- **Military spouses applying under E.O. 13473:** You must submit a copy of your spouse's military orders.
- **Non-Appropriated Fund Employees:** You must submit a copy of your latest personnel action.
- **Interagency Career Transition Assistance Plan (ICTAP) Eligibles:** You are required to submit a copy of your reduction-in-force (RIF) notice and a copy of your most recent SF-50 showing your current pay plan/pay schedule, series/occupational code, grade/pay band, and duty location. To be well-qualified and exercise selection priority for this vacancy, you must be rated at 85 or above on the rating criteria for this position.
- **Applicants applying under an 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 for which you are applying.
- **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 Appointments under E.O. 12721:** You are required to submit a copy of your SF-50(s) and a copy of your sponsor's PCS orders.