

DoD General Applicant Information and Definitions

General Announcement Information

Who May Apply/Who May Be Considered: This is the area of consideration and identifies the individuals from whom we will accept applications. It may be restricted to a limited group of individuals (e.g. All DLA permanent civilian employees), broad to accept individuals with various appointment eligibilities or open to all U.S. citizens. If you are not within the area of consideration for the vacancy announcement, your application will not be considered. It is very important you read the announcement and understand the [supporting documentation required](#) (e.g. proof of disability).

Selective Service Requirement: If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment (5 U.S.C. 3328) requires that you must be registered with the Selective Service System, unless you meet certain exemptions under Selective Service law. If you are required to register but knowingly and willfully fail to do so, you are ineligible for appointment by executive agencies of the Federal Government. Please visit <https://www.sss.gov> for more information.

Individuals with Financial Difficulty

https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf

Interviews may be required for this position. Accommodations may be made to conduct telephonic interviews to preclude travel hardships for applicants. Declining to be interviewed or failure to report for a scheduled interview will be considered as a declination for further consideration for employment against this vacancy.

Qualifications (Experience and Education)

- **Part-Time or Unpaid Experience:** Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week. If you are using part-time work to qualify for this position, be sure your resume reflects the beginning and ending dates of your employment and the number of hours you worked per week.
- **Volunteer Experience:** Your experience refers to paid and unpaid experience, including volunteer work done through the National Service program (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.
- **Using Your 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.

- Combining Education and Experience: If education may be substituted for experience in order to qualify for the position, combinations of successfully completed post-high school education and experience may be used to meet the total qualification requirements. It will be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level.
- Foreign Education: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program. For further information, click on the following link: <http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

Required Certificates applicable to the job, when identified in the announcement:

- Financial Certification Requirements: Employees are allotted 2 years in which to achieve the Financial Management certification requirements in accordance with DoD Directive 5118.03 and section 1599d of Title 10, United States Code. Once certified, members of the Financial Management workforce have a continuing requirement for professional education and training in order to maintain and improve their Financial Management proficiency and skills.
- Information Assurance (IA) Certification Requirement: The position will require selectees to receive an IA Certification within 6 months of entering the position. Selectee will be required to sign a statement of understanding regarding the certification requirement and maintaining the appropriate certification is a condition of employment.
- Defense Acquisition Workforce Improvement Act (DAWIA): Selectees are allotted 2 years in which to achieve DAWIA certification requirements in accordance with the 1990 Defense Acquisition Workforce Improvement Act. Certification is the procedure through which a military service or DoD Component determines that an employee meets the education, training, and experience standards required for a career level in any acquisition, technology, and logistics career field.
- Critical Acquisition Position (CAP): Selectee must meet the following requirements for Acquisition Corps Membership or have an approved waiver prior to placement in the position: a degree in any field AND 24 semester hours of study from an accredited institution in any of the following disciplines: accounting, business finance, law contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management (may substitute 24 semester hours in career field and 12 semester hours in DAWIA disciplines), OR 10 years acquisition experience prior to 10/1/91; AND four years acquisition experience and requisition training.

Other Requirements

- Time After Competitive Appointment: Applies to individuals appointed from an announcement for a permanent appointment. These employees are not allowed to apply for promotion, reassignment, detail, or transfer to a different position or to a different geographical area until they have served three months in that appointment. For this requirement, a competitive appointment is one where the employee applied and was appointed from an announcement open to "All US Citizens".
- Time-in-Grade (TIG): Applies to the promotion of current and former federal employees who have held a GS position in the previous 52 weeks. Generally, employees applying for a GS-6 and/or higher graded position must serve at least 52 weeks at the next lower grade level. Also, current Federal employees who apply using VEOA eligibility are subject to TIG. Applicants who are subject to TIG must meet TIG by the closing date of the vacancy announcement. TIG restrictions do not apply to former federal employees who have had a

break in service of more than one year or to individuals applying for a new appointment on a Public (open to All US Citizens) vacancy announcement.

- Declaration of Federal Employment (OF306): Selectees are required to complete a Declaration of Federal Employment (OF306) prior to being appointed. The OF 306 is used to determine your suitability for Federal employment and to authorize a background check.
- Probationary or Trial Period: New employees are required to serve an initial probationary or trial period. Employees may be required to serve an additional probationary or trial period when receiving a new appointment.
- Managerial or Supervisory Probation: Management and supervisor jobs require you to complete a one year probationary if you have not already done so. If you have served a managerial or supervisory probation in a Federal job previously you may be exempt from this requirement.
- Position Sensitivity and Security Access: The announcement will identify this information under "Conditions of Employment." Selectees must be able to obtain and maintain the level of access and clearance required by the position. If you are unable to obtain this level of access (as a result of undisclosed or disclosed background issues), within a reasonable period of time (as defined by the agency), the employment offer may be withdrawn based on mission impact. Applicants are not required to currently hold the required security clearance level at the time of application. In addition, the incumbent is subject to periodic re-investigation to maintain security eligibility in accordance with DoD 5200.2- R. For more information see [Non Critical-Sensitive](#) or [Critical Sensitive](#).
 - Positions designated **special sensitive** as defined in DoD 5200.2-R require adjudication of a personnel security investigation on a pre-appointment basis. This requirement may take 120 days or longer to process. The incumbent must complete a Single Scope Background Investigation (SSBI) and favorable adjudication by a determining authority and be eligible for a Top Secret clearance and access to sensitive compartmented information (SCI).

Possible Position Requirements – Read the announcement to determine which, if any, of these apply:

- Drug Testing Designated Positions: If the position is a Drug Testing Designated Position indicated under the "Conditions of Employment" area, a tentative selectee for this position will be required to submit to a urinalysis screen for illegal drug use and must test negative for the presence of illegal drugs prior to receiving a Firm Offer for an appointment (and periodically thereafter). If selectee declines to take the drug test, it will be considered a declination for employment.
- Financial Disclosure: Some positions are subject to the confidential/public financial disclosure requirements of the Ethics in Government Act of 1978 (P.L. 95-521). Selectees will be required to complete a Confidential Financial Disclosure Report (OGE-Form 450) or Public Financial Disclosure Report (OGE-Form 278) to determine if a conflict or an appearance of a conflict exists between your financial interest and your prospective position with the agency. This information will be required annually.
- Mission Essential Positions: Federal government is directed to be equipped and continue to perform essential functions during contingency operations, natural disasters, extreme weather situations or other emergency situations. These mission essential functions are existing functions that enable the Federal government to continue to provide the necessary, vital services during time of need and require great commitment of the civilian employee.
- Emergency Essential Positions: A position is designated as emergency essential for an employee of the Department of Defense when the duties of the position meet all of the following criteria:
 - (1) It is the duty of the employee to provide immediate and continuing support for combat operations or to support maintenance and repair of combat essential systems of the armed forces.

(2) It is necessary for the employee to perform that duty in a combat zone after the evacuation of nonessential personnel, including any dependents of members of the armed forces, from the zone in connection with a war, a national emergency declared by Congress or the President, or the commencement of combat operations of the armed forces in the zone.

(3) A position based designation to support the success of combat operations or the availability of combat-essential systems. Essential positions are not to be filled by persons with military recall status (one who is in status of a Ready Reserve, Standby Reserve, or is military retiree subject to recall to active duty).

Moving and Relocation

- **Moving Expenses:** If the announcement indicates "PCS is authorized", then the majority of the costs associated with relocating to a new geographic area to accept a position will be paid. Even if the position indicates that moving costs will be paid, no applicant or selectee should incur any expenses associated with relocating until the point that they have a firm job offer and have been advised that they may do so.
- **Overseas Information:** If you are applying for a vacancy located overseas additional information regarding overseas employment can be found at [Overseas](#).
- **DoD National Relocation Program (DNRP):** A program designed to assist eligible and authorized Department of Defense (DoD) civilian employees to relocate from one duty station to another. Its primary benefit, known as Guaranteed Home sale, offers an optional alternative to the PCS reimbursement process for those authorized employees who must sell their primary residences. It also offers other valuable services which can greatly help in relocation.

How to Apply: When reviewing vacancy announcements for which you wish to apply, make sure you follow the application instructions in the "How to Apply" and "Required Documents" section of each announcement.

- **DELIBERATE ATTEMPTS TO FALSIFY YOUR APPLICATION INFORMATION, SUCH AS COPYING PORTIONS OF THIS JOB ANNOUNCEMENT INTO YOUR RESUME, MAY RESULT IN BEING REMOVED FROM CONSIDERATION FOR THIS POSITION.**
- In accordance with 5 CFR 2635.704, applications will not be accepted in a postage paid government envelope.
- All applicants must meet qualifications and eligibility criteria by the closing date of the announcement. Applicants must also be available for appointment at the closing date of the announcement except for current active duty military. Current active duty military may apply and be considered 120 days prior to separation from active duty. See Required Supporting Documents to ensure you submit documents required to receive consideration.
- All submitted documents must be legible (easily readable). We use your submitted documents to determine and verify your qualifications (including, as applicable, positive education requirements and required certifications), eligibility, and any claimed preference. You will lose consideration if we are unable to verify information because your documents are illegible.
- The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, age, membership in an employee organization, or other non-merit factor.
- On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002", which is known as the No FEAR Act. The Defense Logistics Agency provides No FEAR information to current employees, former employees, and applicants for employment to inform them of the rights and protections available under Federal antidiscrimination, whistleblower protection and retaliation laws.

The No FEAR notice can be found at: <http://www.opm.gov/information-management/no-fear-act/>.

If you are claiming Veterans' Preference: You must submit all required documents with your application package. ALL documentation required or intended to establish preference must be received by 11:59PM EST on the vacancy announcement closing date. Failure to provide any part of the documentation supporting your claim for veterans' preference may result in a determination you are not eligible for veterans' preference. These documents must provide acceptable documentation to verify the type of preference claimed (i.e. 5-point, 10-point, etc.) and the character of the service (i.e. Honorable Discharge). A copy of your DD214, "Certificate of Release or Discharge from Active Duty," showing your character of service is required when claiming veterans' preference. The member 4 copy of your DD214 is preferable. If we are unable to verify character of service, you will not receive veterans' preference. To claim 10-point derived preference, you MUST submit a completed Standard Form (SF) 15 "Application for 10-point Veterans' Preference", http://www.opm.gov/Forms/pdf_fill/SF15.pdf and the required documents identified on the SF 15. Information on veterans' preference and other veteran entitlements can be found in the Vet Guide <http://www.opm.gov/staffingportal/vetguide.asp>

Interagency Career Transition Assistance Program (ICTAP): Individuals who have special priority selection rights under ICTAP must be well-qualified for the position to receive consideration for special priority selection. Well qualified is defined as possessing the type and quality of experience that exceeds the position's minimum qualifications, including all selective placement factors and appropriate quality ranking factors. ICTAP eligibles will be considered well qualified prior to Veteran's preference points being added. Federal employees seeking ICTAP eligibility must submit proof that they met the requirements of 5 CFR 330.704. This includes a copy of the agency separation notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as an ICTAP eligible. Please visit this link to obtain requirements for applying as an ICTAP eligible applicant.
http://www.opm.gov/rif/employee_guides/career_transition.asp#ictap

Military Spouse Preference Eligible: <http://www.fedshirevets.gov/job/shams/index.aspx>

Reemployed Annuitant: A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS) is an Annuitant. An annuitant cannot be hired (i.e. reemployed) unless the vacant position meets the criteria in the Department of Defense (DOD) policy on employment of annuitants issued December 10, 2008. When Conditions of Employment in the Job Opportunity Announcement states "Reemployed Annuitant: Does Not Meet Criteria" the vacancy does not meet the criteria for appointment of annuitants (irrespective of eligibility or qualifications). Annuitant applicants are advised, in accordance with DoD Policy, that further consideration for the vacancy is not permitted.
[DoD Policy](#)

Current Civilian Federal Employees Applying Under Merit Promotion:

- If you receive human resources servicing through the Defense Logistics Agency (DLA): You do not need to submit supporting documentation. We will verify your eligibility through your Electronic Official Personnel Folder (eOPF). However, it is your responsibility to confirm documents (including transcripts, if required for the position) are in your eOPF. If your documents are not in eOPF, you must submit them at the time you apply for the position; failure to do so will result in automatic disqualification.
- If you receive human resources servicing through an agency other than DLA: You MUST submit a copy of your Notification of Personnel Action (SF-50) or equivalent which verifies your eligibility for the position. This may be your most recent SF-50 showing your tenure, grade, step, and type of position occupied (i.e. Excepted or Competitive) or a previous SF-50. For example, if the merit promotion vacancy announcement is open to

reinstatement eligible candidates and you currently occupy a temporary position but previously held a permanent competitive service position, submission of your most recent SF-50 may result in you being ineligible for the position. However, submission of your SF-50 showing you previously held a permanent competitive service position supports your eligibility.

How You Will Be Evaluated

- Merit Promotion: Once the application process is complete and to determine if you are qualified for this job, we will review your resume and supporting documents and compare them to the responses in your questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position. If, after reviewing your resume and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, your score can and will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating.
- Delegated Examining (Open to the Public): We will review your resume and supporting documents to determine if you meet the basic qualification requirements for this job. If you meet the basic qualifications for this job we will evaluate your relevant work experience as it relates to fundamental competencies identified in the Qualifications section of the announcement. Based on the results of this evaluation, you will be placed in one of the quality categories: Best Qualified, Highly Qualified and Qualified. Definitions of these categories appear in the vacancy announcement.
 - Veterans' Preference and Delegated Examining: Indicate the type of veterans' preference you are claiming on your resume. Your veterans' preference claim will be verified by the employing agency. If you are eligible for veterans' preference and qualified for the position, your name will be placed above non-veteran preference eligible candidates on a referral list sent to the hiring manager. Qualified veterans' preference eligible candidates with a service-connected disability of 10% or more will be listed at the top of the highest quality category depending on the position and grade level of the job. For information on entitlement see <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

Other Terms

Fair Labor Standards Act (FLSA): The law that governs premium pay and overtime for most clerical, technical and administrative support positions. Jobs not covered (exempt) by the Act are typically Executive, Administrative and Professional positions.

Telework: The official definition of "telework" can be found in the Telework Enhancement Act of 2010 (the Act): "[t]he term 'telework' or 'teleworking' refers to a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee's position, and other authorized activities, from an approved worksite other than the location from which the employee would otherwise work." In practice, "telework" is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g., home, telework center).