

## 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. 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 for a position. 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.

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/>

**Veterans' Readjustment Appointment (VRA) eligible (for grades equivalent to GS-11 and below):** You are required to submit official DD Form 214, Military Discharge (Member 4 Copy). Must show character of service, i.e., "honorable".

**Disabled Veterans under Disabled Veterans Affirmative Action Program (DVAAP):** You are required to submit official DD Form 214, Military Discharge (Member 4 Copy - must show character of service, i.e., "honorable"); 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 (Member 4 Copy). Must show character of service, i.e., "honorable".

**Future Military Retirees\*:** You are required to submit a copy of your "official" retirement DD214 (Member 4 Copy - must show character of service, i.e., "honorable"), **OR** if your DD214 has yet to be approved, a retirement letter 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"). 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 "official" retirement DD214 (Member 4 Copy - must show character of service, i.e., "honorable"), **OR** if your DD214 has yet to be approved, a copy of your most recent active duty 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 DD214, 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.

**\*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).

**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 United States.

**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:** You are required to submit a copy of your spouse's PCS orders (showing you as a dependent) and copy of marriage certificate. If you are also a **Current/Former Permanent Competitive Status Federal Employee**, you must also provide your current SF50-Notification of Personnel Action AND current performance appraisal/rating. **ELIGIBILITY EXPIRES 2 (TWO) YEARS FROM PCS**