



# APPLICANT CHECKLIST (MERIT PROMOTION)

Use this list when you apply for a civilian job with the Department of the Army or another Department of Defense Agency serviced by the Department of the Army to assure yourself your application is complete. We recommend that you print a copy of this checklist and keep it available for reference while you apply. Sometimes qualified, otherwise eligible jobseekers are eliminated from consideration simply because they did not include a required document with their application.

Be sure to read and follow the instructions carefully, as you may not be asked to provide missing application information. If your application is NOT complete, you may receive an ineligible rating and lose your chance to be considered for the position in which you applied.

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## All Department of the Army jobs require:

A copy of your **RESUME** showing relevant experience.

Your resume may be submitted in any format.

Your resume must include your first and last name, current address, current email address, current phone number, job title, duties and accomplishments. For qualifications determinations your resume must contain hours worked per week **and** the dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this vacancy. You are encouraged to include your employer's name and address, and your supervisor's name and phone number. If you are a current Federal employee or previous Federal employee you should also provide your pay plan, series and grade level (e.g. GS-0201-09).

**Note:** If your resume includes a photograph or other inappropriate material or content, it will not be used and you may not be considered for this vacancy. For additional information on creating a resume, click here: [USAJOBS How to Build a Resume](#)

Your responses to all the questions in the **online questionnaire**.

Documentation which proves you are eligible to apply for the vacancy. The "Proof of Eligibility" section describes eligibility categories and what document(s) are required as proof. You must meet the requirements of at least one eligibility category, specified in the "Who May Apply" section of the job opportunity announcement, to receive further consideration.

## In addition, some jobs also require:

- Transcripts
- Copies of job-related Licenses or Certificates

See the 'Transcripts and Certificates in Job Applications' section below for additional information.

## TRANSCRIPTS AND CERTIFICATES IN JOB APPLICATIONS

Sometimes qualified, otherwise eligible jobseekers are eliminated from consideration simply because they did not include the transcripts need by Human Resources in order to make a qualification determination based on OPM's qualification standards. Human Resource Specialists are not allowed to make assumptions such as, if you have a Master's Degree then you also have a Bachelor's Degree—they have to have a copy of the transcripts to be sure. You may have much more education than is required to meet the minimum qualification requirement (definitely include that information in your resume for the selecting officials), but in most cases an education requirement is satisfied with education earned at a baccalaureate level.

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### **DOES THIS OCCUPATION REQUIRE A DEGREE OR HAVE A SPECIFIC EDUCATION REQUIREMENT?**

If this position has a degree or education requirement you are **required** to submit a copy of your transcript. If you claim qualifications based on education and/or the position has a positive education requirement and you do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." Education must be accredited by an accrediting institution recognized by the U.S. Department of Education for it to be credited towards qualifications. Therefore, provide only the transcripts from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Applicants can verify accreditation at the following website: <https://www.ed.gov/accreditation?src=rn>. All education claimed by applicants will be verified by the appointing agency accordingly. If selected, an official/sealed transcript will be required prior to appointment.

**Note:** If you have a Master's level degree (or higher), it is a good idea to include transcripts from both your Bachelor's program and your higher level programs.

### **ARE YOU TRYING TO QUALIFY FOR THIS JOB BASED ON YOUR EDUCATION ALONE, OR A COMBINATION OF YOUR EDUCATION AND YOUR EXPERIENCE?**

You are **required** to submit a copy of your transcript. If you claim qualifications based on education and/or the position has a positive education requirement and you do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified." Education must be accredited by an accrediting institution recognized by the U.S. Department of Education for it to be credited towards qualifications.

### **IS YOUR QUALIFYING EDUCATION FROM A FOREIGN INSTITUTION?**

If your qualifying education was earned at a foreign institution, it must be evaluated for U.S. equivalency in order to be considered for a position. You are **required** to submit documentation from a private U.S. organization that specializes in the interpretation of foreign education credentials (credentialing evaluation service).

For additional information, see [Foreign Education](#)

### **DOES THIS POSITION REQUIRE A LICENSE OR A CERTIFICATE?**

Please follow the announcement instructions for identifying or including a copy of your license or certificate in your application.

## PROOF OF ELIGIBILITY

*The job opportunity announcement contains a section titled "Who May Apply" which lists one or more categories of eligibility. Only individuals who meet an eligibility category listed in the "Who May Apply" section will be considered.*

**Note:** These eligibility categories are common to Department of the Army merit promotion vacancies. The **job opportunity announcement** will identify one, some, or all of these categories for the specific job being recruited.

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**IF YOU ARE A CURRENT DEPARTMENT OF THE ARMY CIVILIAN EMPLOYEE:** Department of the Army regulations include several employment categories in the definition of "current Army civilian employee."

- **CIVILIAN EMPLOYEES SERVING ON A PERMANENT APPOINTMENT.** You must submit a copy of your most recent SF-50, Notification of Personnel Action. Block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1." Army employees can access their SF-50 at: [MyBiz](#).
- **CIVILIAN EMPLOYEES SERVING ON AN EXCEPTED SERVICE VETERANS RECRUITMENT APPOINTMENT (VRA).** If you are eligible in this category, you are required to submit an SF-50 showing current Army Excepted Service VRA appointment (block 24 must be a "1" or "2" AND block 34 must be a "2").
- **CIVILIAN EMPLOYEES SERVING ON AN EXCEPTED SERVICE APPOINTMENT WITH THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS).** This category includes those who have personal career or career-conditional status earned with prior employment in the Competitive Service and those eligible under the DCIPS interchange agreement. If you are eligible in this category, you may be required to submit two SF-50s: (1) an SF-50 showing current Army DCIPS employment (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "2"), and, if applicable, (2) an SF-50 showing career/ career-conditional employment in the Competitive Service (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1").
- **CIVILIAN ARMY EMPLOYEES SERVING ON AN EXCEPTED SERVICE APPOINTMENT WITH THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) APPLYING TO A DCIPS POSITION.** This category applies to those who are current DCIPS employees with the Department of Army that are eligible for reappointment as a result of personal competitive status earned with prior employment; or those who are currently serving on an Army DCIPS appointment without time limitation. If you are eligible for this category, you are required to submit a copy of your most recent SF-50 (block 24 must be a "1" or "2" AND block 34 must be a "2") and an SF-50 which reflects your highest grade held on a permanent basis.
- **CIVILIAN EMPLOYEES SERVING ON A TEMPORARY OR TERM APPOINTMENT.** This category ONLY includes those who have personal career or career-conditional status, earned with prior employment in the Competitive Service. If you are eligible in this category, you are required to submit two SF-50s: (1) an SF-50 showing current Army employment, and (2) an SF-50 showing career/ career-conditional employment in the Competitive Service (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1").  
**Note:** The "current Army employee" category does not include permanent Army National Guard employees in the competitive service.

**Supporting documentation:** You are required to submit the documents which prove you are a current Department of the Army employee in one of the categories described above. To obtain a copy of SF-50s from employment with the Department of Defense, go to [MyBiz](#).

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**IF YOU ARE ELIGIBLE UNDER THE INTERAGENCY CAREER TRANSITION PROGRAM (ICTAP):** You are required to submit:

- A copy of your agency specific ICTAP eligibility notice or a copy of your separation personnel action form (does not include a certificate of expected separation); **AND**,
- A copy of your most recent annual performance appraisal; **AND**,
- A copy of your most recent (non-Department of Defense) SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.

For additional information, see [The Employee's Guide to Career Transition](#)

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**IF YOU ARE A CURRENT OR FORMER FEDERAL EMPLOYEE:** You are **required** to submit legible copy/copies of the following:

- A copy of your last or most recent SF-50, Notification of Personnel Action, (block 24 must be a "1" or "2" AND block 34 must be a "1"). DOD employees can access their SF-50 at: [MyBiz](#)

**Useful Links:**

- For additional information for retired federal employees, see [Reemployed Annuitant](#)
  - For additional information for former federal employees, see [Reinstatement Eligible](#)
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**IF YOU ARE A CURRENT DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) EMPLOYEE (EXCLUDING ARMY):** You are eligible for this category if you are a current Department of Defense (i.e., Air Force, Navy, Marines, DLA, DFAS, DIA, or DoDEA) DCIPS employee; **and** occupy a permanent position without time limitation. You are **required** to submit:

- A copy of your most recent SF-50, Notification of Personnel Action, block 24 must be a "1" or "2" AND block 34 must be a "2."
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**IF YOU ARE ELIGIBLE UNDER AN INTERCHANGE AGREEMENT:** You are **required** to submit a copy of your most recent SF-50, "Notification of Personnel Action" (or equivalent), providing information pertinent to your appointment eligibility for the position in which you are applying. If you are applying under the Non-Appropriated Fund (NAF) Interchange, you must submit two personnel actions, which are your appointment and most recent personnel actions.

**Useful Links:**

- For additional information, see [Interchange Agreements with other Merit Systems](#)
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**IF YOU ELIGIBLE FOR FAMILY MEMBER APPOINTMENT UNDER EXECUTIVE ORDER 12721:** You are **required** to submit acceptable documentation of your appointment eligibility which may include the following: A copy of your last or most recent SF-50, "Notification of Personnel Action," reflecting 52 weeks of creditable service or 26 weeks of creditable service if the sponsor's tour was curtailed.

**IF YOU ARE A RETIRED FEDERAL EMPLOYEE SEEKING REEMPLOYMENT:** You are **required** to submit a copy of your retirement SF-50 (or equivalent).



The [Department of Defense \(DoD\) policy](#) on employment of annuitants will be used in determining eligibility of annuitants. Annuitants reemployed in the Department of Defense receive full annuity and salary upon appointment. They are not eligible for retirement contributions, to participate in the Thrift Savings Plan, nor to a supplemental or re-determined annuity for the reemployment period. Discontinued service retirement annuitants (i.e. retired under section 8336(d)(1) or 8416(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate.

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**IF YOU ARE ELIGIBLE UNDER A SPECIAL APPOINTING AUTHORITY:** You are **required** to submit proof of your eligibility (for example, a copy of qualification certificate from a State or Federal Vocational Rehabilitation Office (Schedule A appointment of people with disabilities). Examples of special appointment authority include appointment of people from Administrative Office of the U.S. Courts, Commissioned Corps of the Public Health Service, General Accounting Office, Land Management Workforce Flexibility Act, Panama Canal Commission, Peace Corps, Postal Career Service/Postal Rate Commission, Special Inspector General for Afghanistan Reconstruction (SIGAR), VISTA/ACTION Volunteers, Defense Industrial Base (DIB) and Major Range and Test Facilities Base (MRTFB) Flexibilities, etc. You are required to provide acceptable documentation of your appointment eligibility, by submitting a copy of proof of employment, from the appropriate agency with your completed application.

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**IF YOU ARE ELIGIBLE FOR MILITARY SPOUSE PREFERENCE OR MILITARY SPOUSE UNDER EXECUTIVE ORDER 13473:** You are **required** to submit acceptable documentation of your appointment eligibility which may include the following:



- the service member's permanent change of station orders, including a statement authorizing the spouse to accompany the member to the permanent duty station\*\*\*, 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;
- verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage);
- verification of the member's 100 percent disability; and/or
- verification of the member's death while on active duty.

Additionally, you may need to submit a [Standard Form-15 \(SF-15\)](#), an Application for 10-Point Veterans' Preference, and applicable supporting documents as noted on the form.

#### Useful Links

- For more information, please see OPM's [Questions and Answers for Noncompetitive Appointment of Certain Military Spouses](#).

\*\*\*Eligibility for EO 13473 does not require permanent change of station orders with dependents authorized Listed. You are required to provide orders that reflect the sponsor's duty location is within the commuting Area of the vacancy.

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**IF YOU ARE A VETERANS RECRUITMENT APPOINTMENT (VRA) ELIGIBLE OR VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) OF 1998 ELIGIBLE:** You are required to submit legible copy/copies of:

- DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.). The member 4 copy of your DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.); OR
- Future Military Retirees\*: You are required to submit a copy of your retirement DD Form 214 OR a copy of your approved retirement letter AND a copy of your terminal leave letter OR certification document\*\*. You will be required to provide your DD Form 214 prior to appointment; OR
- Future Military Separates\*: You are required to submit a copy of your most recent DD Form 214 OR certification document\*\* OR a copy of your most recent active duty orders AND a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 prior to appointment.
- Disabled Veterans: You are required to submit a copy of one of the separation documents identified above AND documentation of your overall service connected disability identified on the SF-15, page 2, section B or Section C.

\*Active duty military members who are selected may not be appointed unless on terminal leave before the effective date of employment.

\*\* The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the certification is submitted for consideration in the hiring process, at the time and in the manner prescribed by the applicable job opportunity announcement. Prior to appointment, the service member's character of service and qualifying discharge or release must be verified through a DD form 214 or equivalent documentation.

The [SF-15 is available on the U.S. Office of Personnel Management forms webpage](#).

You may [request copies of your military personnel records online](#).

Additional Veterans' preference information

- [U.S. Office of Personnel Management's Government-wide Veterans Employment webpage](#)
- [U.S. Office of Personnel Management Veterans Services webpage \(OPM Vet Guide\)](#)
- "Preference eligible" under VEOA includes those family members entitled to derived preference. For eligibility information and supporting documentation requirements, go to [VEOA Derived Preference](#).

**IF YOU ARE A VETERAN WITH A SERVICE-CONNECTED DISABILITY OF 30% OR MORE:** You are **required** to submit legible copy/copies of the following:



- DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of discharge; member 4 copy of the DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.); **AND**
- A copy of a letter from the Department of Veterans Affairs, dated 1991 or later, certifying an OVERALL Service Connected Disability of 30% or more; **OR**
- DD Form 214, which reflects the character of service of "Retirement-Disability"; **OR**
- Certification document\* which reflects your OVERALL service connected disability of 30% or more.
- The Standard Form-15 (SF-15), an Application for 10-Point Veterans' Preference is optional at the time of application.

\*The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is submitted for consideration in the hiring process AND has a compensable service-connected disability. The certification MUST show the characterization of your discharge (Honorable, General, etc.) and OVERALL compensable service-connected disability percentage. Prior to appointment, the service member's character of service and qualifying discharge or release must be verified through a DD form 214 or equivalent documentation.

#### Useful Links

- You may request [copies of your military personnel records](#) online.
- You can obtain a [copy of your DD-214 from the National Archives](#).
- [Standard Form \(SF\) 15](#), Application for 10-Point Veteran Preference
- [U.S. Office of Personnel Management's Veterans Employment](#)
- U.S. Department of Labor's Veterans' [Preference Advisor](#)

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**IF YOU ARE A VETERAN ELIGIBLE FOR 10-POINT OTHER VETERANS' RATING:** You are **required** to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 copy of your DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.).



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**IF YOU ARE A VETERAN ELIGIBLE FOR 5-POINT VETERANS' PREFERENCE:** You are **required** to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 copy of your DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.).





**IF YOU ARE A PRIORITY PLACEMENT PROGRAM, DOD MILITARY SPOUSE PREFERENCE (MSP) ELIGIBLE:** You are **required** to submit acceptable proof of your preference and appointment eligibility which may include:

**Documents required to be submitted with Application for Military Spouse Preference Eligible:**

(NOTE: DoD agencies may require additional documentation. Please refer to the announcement to ensure that all required documentation is submitted with your application. It is highly recommended that you save all these documents to your USAJOBS account in order to facilitate applying to multiple positions.)

**Military Spouses with prior Federal work experience:**

Narrative resume

- Marriage certificate or license
- SF-50s (e.g. LWOP, highest grade held, overseas appointment, etc.)
- SF-75
- Documentation of performance rating of record (dated within the last 12 months)
- Signed self-certification checklist
- Veterans' preference documentation (e.g. DD 214, VA letter, Statement of Service), if applicable
- Transcripts, if applicable

**Military Spouses without prior Federal work experience:**

- Narrative resume
  - PCS orders
  - Marriage certificate or license
  - Signed self-certification checklist
  - Veterans' preference documentation (e.g. DD 214, VA letter, Statement of Service), if applicable
  - Transcripts, if applicable
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**CIVILIAN EMPLOYEES SEEKING EMPLOYMENT THROUGH THE DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM (DCIPS) INTERCHANGE AGREEMENT.** This category includes (a) those who are current DCIPS employees serving on pay plan GG on permanent excepted service appointments with any of the Department of Defense (DoD) Components listed in the Interchange Agreement to be appointed to a competitive service General Schedule (GS) position in and among those DoD Components; or (b) those who are current competitive civil service General Schedule (GS) positions in the DoD Components to be appointed to DCIPS positions in and among the listed DoD Components . If you are eligible in this category, you are required to submit an SF-50 showing current DCIPS employment (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "2") or an SF-50 showing current GS competitive service employment (block 24 of your SF-50 must be a "1" or "2" AND block 34 must be a "1").

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## Important Notes:

- \* You are highly encouraged to upload/save all your documents in your [USAJOBS account](#). You only have to upload/save documents once and you can use them to apply to future vacancies quickly.
- \* For instructions on how to upload/save documents please review this link: [How to upload documents](#)
- \* For instructions on how to submit your application and/or check on the status of your application, please review the [USAS Applicant Help](#)
- \* **It is your responsibility to verify that all information in your resume and documents are received, legible, and accurate. The Human Resources Office will not modify answers/documents submitted by an applicant.**
- \* Please do not upload training certificates, certificates of completed security investigations, or other extraneous documents. These documents are not used for determining qualifications or eligibility.
- \* Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for someone other than yourself. You may sanitize these documents to remove another person's personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected, to confirm your eligibility.
- \* If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).