



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.



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](#).

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](#)

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.

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.



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.

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](#).

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").



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](#)



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.).



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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