

Proof of Preference Eligibility for External Applicants

IF YOU ARE ELIGIBLE UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):

You are **required** to submit the following:

- 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 VETERAN OR ARE CLAIMING 5-POINT VETERANS' PREFERENCE:

You are **required** to submit legible copies of the following:

- A copy of your DD Form 214, "Certificate of Release or Discharge from Active Duty", showing all 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 certification document** **OR** a copy of your approved retirement letter **AND** a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 upon issuance. **OR**
- Future Military Separates. You are required to submit:
 - A copy of your most recent DD Form 214 **OR**
 - A 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 a copy of your DD Form 214 upon issuance.

*Active duty military members who are selected may not be appointed unless on terminal leave or already separated from the armed forces.

**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.

Useful Links:

- You may request [copies of your military personnel records online](#).
- You can obtain a [copy of your DD Form 214 from the National Archives](#).

- US Department of Labor's [Veterans' Preference Advisor](#).

For more information, please review [USAJOBS Veterans Resources](#).

IF YOU ARE A VETERAN WITH A SERVICE-CONNECTED DISABILITY:

You are **required** to submit legible copies of the following:

- A copy of your DD Form 214, "Certificate of Release or Discharge from Active Duty", showing all 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); **AND**
- A copy of a letter from the Department of Veterans Affairs, dated 1991 or later, certifying your OVERALL service connected disability; **OR**
- A copy of your DD Form 214, which reflects the character of service of "Retirement-Disability"; **OR**
- A certification document* which reflects your OVERALL service connected disability of 30% or more. **AND**
- The Standard Form-15 (SF15), 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 Form 214 from the National Archives](#).
- [Standard Form \(SF\) 15](#), Application for 10-Point Preference.
- US Department of Labor's [Veterans' Preference Advisor](#).

For more information, please review [USAJOBS Veterans Resources](#).

IF YOUR SEPARATION FROM ACTIVE DUTY IN THE ARMED FORCES WAS A SOLE SURVIVORSHIP DISCHARGE:

You are **required** to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is:

- A copy of your 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 reason for separation. The member 2 or 4 copies of your DD Form 214 both show reason for separation. (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 ELIGIBLE FOR DERIVED VETERANS' PREFERENCE:

Widow, widower, spouses or the mother of a veteran who are eligible for 10-point veterans' preference must submit legible copy/copies of the following:

- Standard Form-15 (SF-15) (optional), an Application for 10-Point Veterans' Preference (To obtain a copy of SF-15, go to https://www.opm.gov/forms/pdf_fill/SF15.pdf); **AND**,
- **Spouse of a 100% Disabled Veteran or Veteran's Unemployable in Federal Service:** Letter from the Department of Veteran's Affairs, dated 1991 or later, certifying the OVERALL disability rating and/or unemployable status, DD Form 214 reflecting the member of the armed forces was released or discharged from active duty due to a service-connected disability (the DD Form 214 must show all dates of service, as well as character of service) AND verification of the marriage to the service member (i.e. a marriage license or other legal documentation verifying marriage); **OR**,
- **Un-remarried Widow or Widower of a Veteran:** Verification of the marriage to the service member (i.e. a marriage license or other legal documentation verifying marriage), AND a DD Form 214 (must show all dates of service, as well as character of service) and documentation of the service member's death (Death Certificate) after he/she was released or discharged from active duty, OR documentation the member of the armed forces was killed while serving on active duty (DD1300); **OR**,
- **Mother of a Deceased Veteran:** Verification that the veteran is your child (e.g. certificate of live birth); AND verification of the marriage to the service member's father (i.e. a marriage license or other legal documentation verifying marriage) and documentation of the husband's total/permanent disability, death certificate and/or remarriage certificate with that husband's disability, death certificate, divorce or separation papers; AND documentation the member of the armed forces was killed while serving on active duty (DD1300); OR DD Form 214 (must show all dates of service, as well as character of service) reflecting the member of the armed forces was released or discharged from active duty due to a service-connected injury or illness and documentation of the service member's death (Death Certificate) after he/she was released or discharged from active duty; **OR**,
- **Mother of a Disabled Veteran:** Letter from the Department of Veteran's Affairs, dated 1991 or later, certifying the OVERALL disability rating; AND Verification that the veteran is your child (e.g. certificate of live birth); AND verification of the marriage to the service member's father (i.e. a marriage license or other legal documentation verifying marriage) and documentation of the husband's total/permanent disability, death certificate and/or remarriage certificate with that husband's disability, death certificate, divorce or separation papers; AND DD Form 214 (must show all dates of service, as well as character of service) reflecting the member of the armed forces was released or discharged from active duty due to a service-connected injury or illness.

IF YOU ARE ELIGIBLE FOR MILITARY SPOUSE PREFERENCE:

You are required to submit acceptable documentation of your appointment eligibility which includes 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 (if the spouse is not listed on the orders, then a command sponsorship letter must be submitted), 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); AND
- (If applicable) Verification of the member's 100 percent disability; 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.