

This job opportunity announcement contains a section titled “Qualifications” which lists one or more categories of eligibilities. Only individuals who meet an eligibility category listed in the “Qualifications” section will be considered.

NOTE: These eligibility categories are common to Department of Defense Education Activity 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 DEFENSE EDUCATION ACTIVITY (DODEA) CIVILIAN EMPLOYEE: You are eligible to apply as a current Department of Defense Education Activity (DoDEA) employee if you meet one of the categories below:

CIVILIAN EMPLOYEES IN COMPETITIVE SERVICE SERVING ON A PERMANENT APPOINTMENT: You must submit:

- A copy of your most recent SF50, Notification of Personnel Action. Block 24 of your SF50 must be a “1” or “2” AND block 34 must be a “1”.

CIVILIAN EMPLOYEES SERVING ON AN EXCEPTED VETERANS RECRUITMENT APPOINTMENT (VRA): You must submit:

- A copy of your SF50 showing current DoDEA Excepted Service VRA appointment. Block 24 must be a “1” or “2” AND block 34 must be a “2”.

IF YOU ARE A CURRENT EXCEPTED SERVICE EMPLOYEE: You must submit:

- A copy of your SF50, Notification of Personnel Action, which reflects that you have personal competitive status. Block 24 must be a “1” or “2” AND block 34 must be a “1”; or
- You must provide documentation showing that you are eligible for another appointment authority depending on the eligibility categories found in the job opportunity announcement.

IF YOU ARE ELIGIBLE UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP): You must 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) SF50 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 must submit the following:

- A copy of your last or most recent SF50, Notification of Personnel Action. Block 24 must be a "1" or "2" AND block 34 must be a "1").

For additional information for retired federal employees, see [Reemployed Annuitant](#)

For additional information for former federal employees, see [Reinstatement Eligible](#)

IF YOU ARE ELIGIBLE UNDER AN INTERCHANGE AGREEMENT: You must submit:

- A copy of your most recent SF50, Notification of Personnel Action, 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.

For additional information, see [Interchange Agreements with other Merit Systems](#)

IF YOU ELIGIBLE FOR FAMILY MEMBER APPOINTMENT UNDER EXECUTIVE ORDER 12721: You must submit:

- A copy of your last or most recent SF50, 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 must submit:

- A copy of your retirement SF50.

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 must submit:

- A copy of qualification certificate from a State or Federal Vocational Rehabilitation Office (Schedule A appointment of people with disabilities).
- A copy of proof of employment, from the appropriate agency with your completed application. 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, Panama Canal Commission, Peace Corps, Postal Career Service/Postal Rate Commission, Special Inspector General for Afghanistan Reconstruction (SIGAR), VISTA/ACTION Volunteers, etc.

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

- A copy of 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; and
- Verification of the marriage to the service member if not listed on orders (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.

[More information on Military Spouse Preference](#)

IF YOU ARE A VETERANS RECRUITMENT APPOINTMENT (VRA) ELIGIBLE OR VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) OF 1998 ELIGIBLE: You must submit:

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 must 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.

NOTE: 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: [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 ELIGIBLE FOR OVERSEAS FAMILY MEMBER PREFERENCE (FMP): You must submit:

- A copy of sponsor's permanent change of station orders with effective date of the permanent change of station, AND
- Proof of relationship if not listed on orders (i.e. marriage license, birth certificate, etc.)

[More information about FMP](#)

IF YOU ARE ELIGIBLE FOR EXCEPTED SERVICE FAMILY MEMBER APPOINTMENT: You are eligible to apply if you meet one of the categories below:

Family member on orders: You must submit:

- A copy of sponsor's permanent change of station orders that includes a statement authorizing you (spouse or family member) to accompany your sponsor to the permanent duty station, the specific location, and the effective date, AND
- Verification of the relationship if not included on orders (e.g. marriage certificate, birth certificate, etc.)

Your sponsor was locally hired in the overseas area: You must submit:

- A statement from the local Human Resources office verifying you are the authorized dependent (i.e. letter of employment).

Current Federal excepted service employee: You must submit:

- A copy of your most recent SF50. Block 24 must be a "0" or "3", and block 34 must be a "2", or
- Army Families Federal Employment Service/Non-Appropriated Funds equivalent personnel action document.

IF YOU ARE A LAND MANAGEMENT WORKFORCE FLEXIBILITY ACT ELIGIBLE: You must submit:

- A copy of your most recent SF50, Notification of Personnel Action, documenting your Land Management eligibility for a competitive service appointment. Block 24 must be a "0" or "3" AND block 34 must be a "1"; AND
- A copy of your performance rating showing you have performed at an acceptable level.