

## **APPLICANT CHECKLIST-(Merit Promotion)**

This list will help you submit all the required and recommended documents for this vacancy. We recommend that you print a copy of this checklist for reference while completing your application package. Failure to submit a complete application package may result in an ineligible rating and loss of consideration. Be sure to read and follow the instructions carefully, as missing application information will not be requested.

### **Required Documents**

\_\_\_\_\_ **RESUME** showing relevant experience (cover letter optional). Your resume must include the following: Your First and Last Name, Current address, Current email address, Current phone number, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary. If you are a current Federal employee or previous Federal employees you must also provide your pay plan, series and grade level i.e. GS-0201-09.

\_\_\_\_\_ **COMPLETED ASSESSMENT QUESTIONNAIRE** (part of the online application).

\_\_\_\_\_ **ARE YOU AN ICTAP ELIGIBLE?** You must provide the following:

- A copy of your agency notice; **AND**,
- A copy of your most recent annual performance appraisal; **AND**,
- A copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.

For additional information, click here: [ICTAP Information](#).

\_\_\_\_\_ **ARE YOU A CURRENT OR FORMER FEDERAL EMPLOYEE?** You must provide a copy of your last or most recent SF-50, "Notice of Personnel Action" it should show your grade and salary.

\_\_\_\_\_ **DOES THIS POSITION REQUIRE College Transcripts?** You must provide either unofficial or official college transcripts or a list of completed course work including level of courses, credits and grades received. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. 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.

### **If eligible for any of the following; documents are required:**

\_\_\_\_\_ **ARE YOU A VETERAN or CLAIMING 5-POINT VETERANS' PREFERENCE?** You must provide legible copy/copies of the following:

DD-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-214 normally shows the type of discharge, "Certificate of Release or Discharge from Active Duty. OR

Statement of Service/Proof of Service (in lieu of a DD-214) from your command or local Personnel Support Detachment (PSD). The Statement of Service/Proof of Service must provide all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.). Veterans should upload their DD-214 once they receive it upon separation.

**\_\_\_\_\_ ARE YOU A DISABLED VETERAN or CLAIMING 10-POINT VETERANS' PREFERENCE?**

Disabled Veterans, veterans, widows, spouses or the mother of a veteran, who are eligible for 10-point veterans' preference, you must provide legible copies of the following:

Standard Form-15 (SF-15), an Application for 10-Point Veterans' Preference. To obtain a copy of SF-15, go to [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf).

Applicable supporting documents as noted on Standard Form-15 (SF-15).

DD-214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.), member 4 copy of the DD-214 normally shows the type of discharge; OR

Statement of Service/Proof of Service, which includes service dates, nature of separation and character of service.

**Additional Veteran's information:**

To obtain a copy of your DD-214 from the National Archives website:  
<http://www.archives.gov/veterans/military-service-records>

If you are not sure of your preference eligibility, visit the Department of Labor's website: [Veterans' Preference Advisor](#)

For more veterans' preference information click here: [Veterans' Preference Information](#)

For more information on the following veterans authorities listed below click here. [Veteran authorities:](#)

- Veteran's Employment Opportunities Act (VEOA)
- Veteran's Recruitment Act (VRA)
- 30% or More Disabled Veterans

**\_\_\_\_\_ ARE YOU ELIGIBLE FOR MILITARY SPOUSE UNDER EXECUTIVE ORDER 13473?**

You must provide 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. For additional information, click here: [Military Spouse under executive order 13473](#).

       **ARE YOU ELIGIBLE UNDER A SPECIAL APPOINTING AUTHORITY?** You must provide 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, Peace Corps, Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteers, 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.

### **Important Notes**

\*You are highly encouraged to upload/save all your documents in your USAJOBS resume builder account: <https://my.usajobs.gov/Account/Login>. You only have to upload/save documents once and you can to apply to jobs quickly at the click of a button.

**\*It is the applicant's responsibility to verify that all information in their resume and documents, whether uploaded or faxed, are received, legible, and accurate. HR will not modify answers/documents submitted by an applicant.**