

Current Permanent Federal Civilian Employee

You are eligible for this hiring category if you are a current, permanent competitive service civilian employee or if you are employed on a permanent Veteran's Recruitment Authority (VRA) appointment of any Federal agency.

Notes:

Current Permanent Federal Civilians: You can check your competitive service status by viewing your latest Notification of Personnel Action, SF-50, on Block 34, Position Occupied. If eligible, you will see 1-Competitive Service in this block.

Current Permanent Veteran's Recruitment Authority (VRA): You can check your competitive service status by viewing your latest Notification of Personnel Action, SF-50, Block 24, Tenure and Block 34, Position Occupied. If eligible, you will see either 1-Permanent or a 2-Conditional in Block 24 and either 1-Competitive Service or 2-Excepted Service in Block 34.

If you are currently working on a temporary or term appointment, or you are serving on active duty in the U.S. military service, you are **NOT** eligible for this hiring category.

Reinstatement Eligible

You are eligible for this hiring category if you:

Are a former Federal employee who previously attained career status (identified as Tenure 1, on block 24 of your last SF-50, Notification of Personnel Action); OR

Are a former Federal career-conditional employee (identified as Tenure 2 on block 24 of your last SF-50, Notification of Personnel Action) without Veterans' Preference who separated from Government service within the past three years; OR

Are a former Federal employee with Veterans' Preference who previously attained career-conditional status (identified as Tenure 2, on block 24 of your last SF-50, Notification of Personnel Action).

Supporting documentation: You must provide acceptable documentation of your appointment eligibility, by submitting a copy of your Notification of Personnel Action (SF-50) that shows your career or career- conditional status.

ICTAP Applicant Information

If you are a displaced employee of a Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP). ICTAP applicants must be well qualified for the position to receive consideration for special priority selection. A well-qualified ICTAP applicant is one whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements; however, the individual would not necessarily be considered highly or best qualified.

Supporting documentation: Federal employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704, by submitting a copy of the following documents with your completed application:

- (1) A copy of your agency notice; AND,
- (2) A copy of your most recent annual performance appraisal; AND,
- (3) A copy of your most recent SF-50 noting current position, grade level, and duty location.

Please annotate your ICTAP eligibility clearly on your application.
Additional information regarding ICTAP eligibility can be found on OPM's Career Transition Resources website at <http://www.opm.gov/ctap/index.asp>.

PREFERENCE ELIGIBLE

You are eligible for this type of preference if you are:

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, "Certificate of Release or Discharge from Active Duty," is preferable. 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.

NOTE to Veterans: If you fail to supply the required document(s) and type of discharge cannot be confirmed, no Veterans' Preference points will be awarded.

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. **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 is preferable or a Statement of Service/Proof of Service, which includes service dates, nature of separation and character of service.

An official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying as having a compensable service connected disability of 30% or more.

NOTE to Veterans: If you fail to supply the required document (s) and type of discharge cannot be confirmed, no Veterans' Preference points will be awarded.

OTHER TYPES OF PREFERENCE:

Sole Survivorship preference: Separated early from military service because you are the only surviving child in a family in which the father or mother or one or more siblings (1) served in the armed forces and (2) was killed, died as a result of wounds, accident, or disease, is in a captured or missing in action status, or is permanently 100 percent disabled or hospitalized on a continuing basis (and is not employed gainfully because of the disability or hospitalization) where (3) the death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling and was not incurred during a period of unauthorized absence. A 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, "Certificate of Release or Discharge from Active Duty," is preferable

Additional Veterans' 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 veteran's information on veteran's appointing authorities click here:

[Veteran's Employment Opportunities Act \(VEOA\)](#)

[Veteran's Recruitment Act \(VRA\)](#)

[30% or More Disabled Veterans](#)

Veterans Employment Opportunities Act (VEOA)

You are eligible for this appointing authority if you are:

Preference eligible (defined in title 5 U.S.C. 2108(3)); OR

Veteran who substantially completed 3 or more years of active service; AND

Your **latest** discharge must be issued under honorable conditions (this means an honorable or general discharge).

NOTE to Veterans: If you fail to supply the required document(s) and type of discharge cannot be confirmed, no Veterans' Preference will be awarded.

Veterans Employment Opportunity Act of 1998, as amended (VEOA) is a competitive service appointing authority that can only be used when filling permanent, competitive service positions. It cannot be used to fill excepted service positions.

"Preference eligible" under VEOA includes those family members entitled to derived preference.

Supporting documentation: You must provide acceptable documentation of your preference or appointment eligibility. The member 4 copy of your DD-214, "Certificate of Release or Discharge from

Active Duty,”. If claiming, 10-point preference, you must submit a Standard Form-15 (SF-15), an Application for 10-Point Veteran Preference, and applicable supporting documents as noted on the form.

An official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying as having a compensable service connected disability of 30% or more.

To obtain a copy of SF-15, go to http://www.opm.gov/forms/pdf_fill/SF15.pdf.
You may request copies of your military personnel records online at <http://www.archives.gov/veterans/military-service-records>.

Additional Veterans' Preference information

U.S. Office of Personnel Management’s Government-wide Veterans Employment Website:
<http://www.fedshirevets.gov/job/shav/index.aspx>

OPM Vet Guide: <http://www.opm.gov/staffingPortal/Vetguide.asp#VeteransEmploymentAct1998>

30% or More Disabled Veteran

You are eligible for this appointing authority if you are:

Retired from active military service with a disability rating of 30% or more; OR

Have an official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying as having a compensable service connected disability of 30% or more.

NOTE to Veterans: If you fail to supply the required document(s) and type of discharge cannot be confirmed, no Veterans' Preference points will be awarded.

You may request copies of your military personnel records online at <http://www.archives.gov/veterans/military-service-records>.

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

Additional Veterans' preference information

U.S. Office of Personnel Management’s Government-wide Veterans Employment Website:
<http://www.fedshirevets.gov>

U.S. Department of Labor: <http://www.dol.gov/elaws/vets/vetpref/choice.htm>

VRA Eligible

You are eligible for this appointment if you have the following:

- Disabled veterans; OR
- Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; OR
- Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; OR
- Recently separated veterans.

Veterans claiming eligibility on the basis of service in a campaign or expedition for which a medal was awarded must be in receipt of the campaign badge or medal.

In addition to meeting the criteria above, eligible veterans must have been separated under honorable conditions (i.e., the individual must have received either an honorable or general discharge).

NOTE to Veterans: If you fail to supply the required document(s) and type of discharge cannot be confirmed, no Veterans' Preference points will be awarded.

Military Spouse eligibility 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;
- 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](#).

Persons with Disabilities

You are eligible for this appointing authority if you are an individual:

- with an intellectual disability; OR
- a severe physical disability; OR
- a psychiatric impairment; AND

- Proof of disability. Applicant must provide documentation (e.g., records, statements, or other appropriate information) issued by a licensed medical professional (e.g., a physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist (State or private); or any Federal agency, State agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.

Note: An agency may make permanent or time-limited appointments under this appointing authority.

For more information please go to OPM's website on Federal Employment of People with Disabilities: <http://www.opm.gov/disability>

Postal Service / Peace Corps and Other Unique Authorities

You are eligible for this appointing authority if you meet any one of the following:

Postal Career Service/Postal Rate Commission - Eligible when serving under an appointment without time limitation, successfully completed a probationary period, and has no break in service.

VISTA/ACTION Volunteer - Eligible within 1 year of having completed 12 months of community volunteer service under the Peace Corps Act or as a VISTA volunteer under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973.

Peace Corps - Eligible within 3 years after serving at not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps. Foreign Service Officers and Employees - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.

Commissioned Corps of the Public Health Service - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed. National Oceanic and Atmospheric Administration - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

Panama Canal Commission - Eligible after at least 1 year of continuous employment under non-temporary appointment in the Panama Canal Commission located in the United States.

General Accounting Office - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.

Administrative Office of the U.S. Courts - Current/former employees are eligible with completion of at least 1 year of continuous service under non-temporary appointment. Employees appointed to high level positions under 28 U.S.C. 603 or a position of confidential or policy-making nature are not eligible under this authority.

Public Lands Corps (PLC): former member of the Public Lands Corps and has 640 hours of satisfactory service on an appropriate conservation project that included at least 120 hours

through the PLC. The hours must be certified by their previous supervisor or a NPS program youth office for certification. You must have a certificate of eligibility and your appointment must be effective within 120 days from completion of service.