



APPLICANT CHECKLIST

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

_____ **Resume** showing relevant experience (cover letter optional). Please make sure your resume includes the following: Where you worked, 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.

_____ **Completed assessment questionnaire** (part of the online application).

_____ **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." DOD employees can access their SF-50 at: [My Biz](#). For additional information, click here: [Current Perm DOD Federal Civilian Employee](#) or [Reinstatement Eligible](#).

_____ **ARE YOU A VETERAN or CLAIMING VETERANS' 5-POINT PREFERENCE?** Veterans 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 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 VETERANS' 10-POINT PREFERENCE?** Disabled veterans, veterans, widows, spouses or mother of a veteran who are eligible for 10-point preference 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.

****NOTE:** If you are claiming veterans' preference, you MUST submit the appropriate documentation. Failure to submit the appropriate documents WILL result in the loss of veterans' preference, and may impact your placement on the certificate.



Additional Veteran's information:

- ☐ To obtain a copy of your DD-214 from the National Archives website:
 - o <http://www.archives.gov/veterans/military-service-records>
- ☐ If you are not sure of your preference eligibility, visit the Department of Labor's website:
 - o [Veterans' Preference Advisor](#)
- ☐ For more veterans' preference information click here:
 - o [Veterans' Preference Information](#)
- ☐ For more veteran's information on veteran's appointing authorities click here:
 - o [Veteran's Employment Opportunities Act \(VEOA\)](#)
 - o [Veteran's Recruitment Act \(VRA\)](#)
 - o [30% or More Disabled Veterans](#)

ARE YOU AN ICTAP/CTAP ELIGIBLE? You must provide copies of the following:

- ☐ Agency RIF separation notice
- ☐ Most recent annual performance appraisal
- ☐ Most recent SF-50 (if applicable) noting current position, grade level, and duty location.

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

ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?

You must submit a copy of your college transcript or an appropriate course listing. 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. Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. 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.

ARE YOU A CURRENT STUDENT? You must provide acceptable documentation of your appointment eligibility, by providing proof of enrollment, in the form of letters, records or statements issued from a high school, vocational institution, college, or university, with your completed application. For additional information, click here: [Current Student](#).

ARE YOU ELIGIBLE FOR MILITARY SPOUSE/OVERSEAS FAMILY MEMBER PREFERENCE or MILITARY SPOUSE UNDER EXECUTIVE ORDER 13473 OR EXECUTIVE ORDER 12721? 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 Veteran Preference, and applicable supporting documents as noted on the form. For additional



information, click here: [Military Spouse Preference \(MSP\)](#) or [Military Spouse under Executive Order 13473](#) or [Overseas Family Member Preference](#) or [Overseas Military Spouse Preference](#) or [Executive Order 12721](#).

_____ ARE YOU ELIGIBLE UNDER A SPECIAL APPOINTING AUTHORITY? You must include 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, Panama Canal Commission, Peace Corps, Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteers, etc. You must provide acceptable documentation of your appointment eligibility, by submitting a copy of proof of employment, from the appropriate agency with your completed application. For additional information, click here: [Person's with Disability](#) or [Postal Service/Peace Corp & Other Unique Authorities](#).

_____ DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE? Make sure you follow the announcement instructions for identifying or including a copy of your license or certificate in your application.

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.

For instructions on how to upload/save documents please review this link: [How do I upload/save documents?](#)

**** It is the applicant's responsibility to verify that information and documents entered, uploaded, or faxed is received, legible and accurate.
HR will not modify answers/documents submitted by an applicant. ****