

# Supporting Documentation

## What should I send in to the Servicing Personnel Office?

1. Resume
2. If claiming Indian Preference, you must submit the BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, you must submit a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal employee, and/or if requesting Reinstatement Eligibility.
5. Copy of most recent performance appraisal, if a current Federal employee.
6. Transcripts must be submitted with the application if requested in the announcement or if you are substituting education for experience.
7. Signed PL 101-630 Indian Child Protection Addendum form may be required. Selectee(s) are required to complete a Security questionnaire and fingerprint chart for investigative purposes under PL 101-630 Indian Child Protection and Family Violence Prevention Act. IHS Indian Child Protection Addendum is available at  
[PL101.PDF](#)  
Persons, who have been arrested for or charged with a crime involving a child, or violent crime against a person, are not eligible for employment with IHS under PL 101-630.
8. OF-306 Declaration for Federal Employment. Which is available at  
[OF306.doc](#)
9. Some professional positions will require a copy of your license.