

PLEASE REFER TO THE “WHO MAY APPLY” SECTION OF THIS ANNOUNCEMENT TO DETERMINE IF YOU ARE ELIGIBLE FOR CONSIDERATION. IF you are eligible for consideration, the documents needed for this position depend upon how you are applying. Please refer to the following chart to determine which document(s) are required. **Failure to provide the proper documentation may result in lost consideration for this position.**

If you are applying as....	Then you MUST submit....
<p>A current federal employee in a permanent, competitive, career/career-conditional position. This does not apply to the time limited or excepted service appointments (i.e., term, temporary, student, post doctoral, etc.)</p>	<p>Current SF-50 (Notification of Personnel Action) indicating</p> <ul style="list-style-type: none"> • Block 34: 1 - Competitive; AND • Block 24: 1- Permanent or 2 – Conditional (tenure code). <p>SF-50s that do not provide this information, may not be considered and you may lose consideration as a current federal employee.</p> <p>If the area of consideration is only open to current permanent CMS employees, an SF-50 is not required.</p>
<p>A former federal employee eligible for reinstatement</p>	<p>Most recent SF-50 (Notification of Personnel Action)) indicating</p> <ul style="list-style-type: none"> • Block 34: 1 - Competitive; AND • Block 24: 1- Permanent or 2 – Conditional (tenure code). <p>SF-50s that do not provide this information, may not be considered and you may lose consideration as a Reinstatement eligible.</p>
<p>A candidate with military service</p>	<p>DD-214 (Certificate of Release or Discharge from Active Duty)</p>
<p>A candidate with military service AND a service connected disability</p>	<ul style="list-style-type: none"> • DD-214 (Certificate of Release or Discharge from Active Duty) • SF-15 (Application for 10-point Veterans' Preference) • VA Letter stating that you have either: <ul style="list-style-type: none"> ○ a compensable service-connected disability rating 30% or more disabled, or ○ a compensable service-connected disability rating of at least 10% but less than 30%

If you are applying as....	Then you MUST submit....
<p>A candidate substituting EDUCATION for specialized experience or applying for a position that has an education requirement.</p> <p>Note: You are not required to submit official documents at this time; copies are sufficient. You must provide all the required documents by the closing date of the announcement or you may lose consideration for this vacancy.</p>	<p>If this position requires proof of higher education, you must submit an unofficial transcript or a list of courses that includes the following information: name of accredited institution, grades earned, completion dates, and quarter and semester hours earned. Education completed in foreign colleges or universities may be used to meet the requirements.</p>
<p>A candidate with foreign education</p>	<p>Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation of course work and degree. A listing of these accredited organizations can be found on the Department of Education's website Qualifications. You must provide a copy of the letter containing the results of the equivalency evaluation with a course by course listing along with your application. Failure to provide such documentation by the closing date of the announcement will result in lost consideration.</p>
<p>A disabled individual eligible for a Schedule A appointment</p> <p>For more information regarding Schedule A Appointments, please refer to the following website: http://www.usajobs.gov/individualswithdisabilities.asp</p>	<p>Documentation issued from a licensed medical professional; a licensed vocational rehabilitation specialist; or any Federal agency, State agency, or an agency of the District of Columbia or a US territory that issues or provides disability benefits. The documentation must be signed, on official letterhead, and certify that the applicant is an individual with a severe physical, intellectual, or psychological disability that qualifies him/her for consideration under 5 CFR 213.3102 (u), Schedule A hiring authority, appointment for Persons with Disabilities.</p>

If you are applying as....

Then you MUST submit....

A spouse, unmarried widow or widow of a member of the armed forces
(Military Spouse)

When applying, the spouse of a member of the armed forces must submit to the employing agency:

1. A copy of the service member's active duty orders which authorize a permanent change of station. This authorization must include:
 - a. A statement authorizing the service member's spouse to accompany the member to the new permanent duty station; and
 - b. The specific location to which the member of the armed forces is to be assigned, reassigned, or transferred pursuant to permanent change of station orders; and
 - c. The effective date of the permanent change of station
2. Documentation verifying marriage to the member of the armed forces (*i.e.*, a marriage license or other legal documentation verifying marriage).

In addition, the following information will be required prior to appointment.

A SPOUSE OF A MEMBER OF THE ARMED FORCES: The spouse of a member of the armed forces **must** submit to the employing agency copies of:

1. Documentation showing the member of the armed forces was released or discharged from active duty due to a service-connected disability;
2. Documentation showing the member of the armed forces retired, or was released or discharged from active duty, with a disability rating of 100 percent; and
3. Documentation verifying marriage to the member of the armed forces (*i.e.*, a marriage license or other legal documentation verifying marriage).

A UNMARRIED WIDOW OR WIDOW OF A MEMBER OF THE ARMED FORCES: The unmarried widow or widow of a member of the armed forces **must** submit to the employing agency copies of:

1. Documentation showing the individual was released or discharged from active duty due to his or her death while on active duty;
2. Documentation verifying the member of the armed forces was killed while serving on active duty; and
3. Documentation verifying marriage to the member of the armed forces (*i.e.*, a marriage license or other legal, documentation verifying marriage); and
4. A statement certifying that he or she is the un-remarried widow or widower of the service member.