

## » Expanded Definitions for Who May Apply:

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**United States Citizen or National.** No individual may compete for a civil service job unless the individual is a citizen or national of the United States (see 5 CFR Part 338 and 8 U.S.C. § 1408). If there is a question about an applicant's citizenship (e.g., the applicant failed to answer this question on the application form), the application *may* be accepted and processed. For more information on citizenship requirements visit:

<http://www.loc.gov/hr/employment/index.php?action=cInstructions.showInstructionsCitizenship>

**Current Permanent Federal Employees.** You are eligible for this hiring category if you are a current, permanent competitive service civilian employee of any Federal agency in a permanent capacity.

**Note:** You can check your competitive service status by viewing Block 34 - Position Occupied of your latest Notification of Personnel Action, SF-50,. If eligible, you will see 1-Competitive Service in this block. If you are currently working on a temporary or term appointment or you are an applicant serving on active duty in the U.S. military service, you are **NOT** eligible for this hiring category.

**Reinstatement Eligibles.** 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 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); **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 (3) years.

**Veterans eligible as 30% Disabled Veterans.** 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.

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>

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

**Veterans and preference eligibles under Veterans Employment Opportunities Act (VEOA) of 1998.** You are eligible for this appointing authority if you are:

- A preference eligible (defined in title 5 U.S.C. 2108(3)); **OR**
- A 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).

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.

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>

**Schedule A Appointment – Job Seekers with Disabilities.** Federal agencies fill jobs two ways, competitively and non-competitively. Persons with disabilities may apply for jobs filled either way. People who are selected for jobs must meet the qualification requirements for the jobs and be able to perform the essential duties of the jobs with or without reasonable accommodation.

For information, please visit <http://www.opm.gov/disability/PeopleWithDisabilities.asp>

**Interagency Career Transition Assistance Plan (ICTAP) eligibles.** If you are a displaced employee of a non-Department of Health and Human Services (DHHS) 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. Well qualified is considered any ICTAP applicant who scores an 85 or higher and meets the qualification requirements of the position.

***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>

**Certain Military Spouse.** Executive Order 13473 dated September 25, 2008, authorizes noncompetitive appointments in the civil service for spouses of certain members of the armed forces. The intended effect of this rule is to facilitate the entry of military spouses into the Federal civil service as part of an effort to recruit and retain skilled and experienced members of the armed forces and to recognize and honor the service of members injured, disabled, or killed in connection with their service.

An agency may appoint noncompetitively a spouse of a member of the armed forces serving on active duty who has orders specifying a permanent change of station (not for training), a spouse of a 100 percent disabled service member injured while on active duty, or the unremarried widow or widower of a service member who was killed while performing active duty.

Eligibility under this authority includes:

1. A spouse of a member of the armed forces must have:
  - a. Married the member of the armed forces on, or prior to, the date of the service member's orders authorizing a permanent change of station; and
  - b. Relocated with the member of the armed forces to the new duty station specified in the documentation ordering a permanent change of station.
2. A spouse of a member of the armed forces must be the unremarried widow or widower of the member of the armed forces killed on active duty in the armed forces.

Noncompetitive appointment under this section is limited to the geographic area,