

## Required Supporting Documentation

**Civilian Federal employees who receive human resources servicing through the Defense Logistics Agency do NOT need to submit supporting documentation if applying through merit promotion.**

If you are in any of the categories listed below, you MUST submit the required supporting documentation. Your documentation must be uploaded with your resume or faxed to 478-757-3144. You must attach your supporting documentation to the coversheet indicated in the "How to Apply" instructions if you choose to fax. Your faxed documents must be received by 11:59 pm (Eastern Standard Time) on the cut-off/closing date of the announcement. You will need to be sure you fax/upload this documentation each time you apply. After your faxed/uploaded documents have been processed, you will be able to view the date/time your documents were processed in your Application Manager Account. Failure to submit all of the documents on time will result in automatic disqualification. Submit only those documents requested below.

### Veterans:

- **Veterans' Readjustment Appointment (VRA) eligible or Veterans Employment Opportunities Act (VEOA) of 1998 eligible:** You are required to submit DD Form 214, Military Discharge (Member Copy 4).
- **Disabled Veterans:** You are required to submit DD Form 214, Military Discharge (Member Copy 4), a completed SF-15, Claim for 10-Point Veteran Preference, **AND** a letter from the Department of Veteran's Affairs certifying an **OVERALL SERVICE-CONNECTED DISABILITY of 30% or more. The OVERALL rating must be identified on your certification letter.**
- **Future Military Retirees\*:** You are required to submit a copy of your retirement DD214 **OR** a copy of your retirement letter **AND** a copy of your terminal leave letter **OR** certification document\*\*.
- **Future Military Separates\*:** You are required to submit a copy of your most recent DD214 **OR** certification document\*\* **OR** a copy of your most recent active duty orders **AND** a copy of your terminal leave request (if applicable).

*\* Applicants must be qualified and eligible by the closing date of the vacancy announcement. Active duty military members who are selected may not be appointed unless on terminal leave before the effective date of employment.*

*\*\*The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed.*

**Current Permanent Federal Employee:** You are required to submit a copy of your most recent Notification of Personnel Action (SF-50) showing your current Pay Plan/Pay Schedule, Series/Occupational Code, and Grade/Pay Band. If you are a current temporary/term employee who previously held a permanent Federal position see below.

**Former Permanent Federal Employee:** You are required to submit a copy of the most recent SF-50, which shows your appointment eligibility for the position for which you are applying. Your tenure in Block #24 of the SF-50 will be 1 if you attained career status OR Block #24 will be 2 if you were a career-conditional employee.

**Applicant with Disability(ies):** You are required to submit proof of disability in the form of written certification from a licensed medical professional, OR a licensed vocational rehabilitation specialist, OR any Federal agency, State agency, or agency of the District of Columbia or a U.S.

territory that issues or provides disability benefits.

**ICTAP Eligible:** You are required to submit a copy of your reduction-in-force notice and a copy of your most recent SF-50 showing your current pay plan/pay schedule, series/occupational code, grade/pay band, and duty location.

**Military Spouse Preference:** You are required to submit a copy of your most recent SF-50 and a copy of your Military sponsor's PCS orders.

**Interchange Agreement:** You are required to submit a copy of your most recent SF-50 (or equivalent) providing information pertinent to your appointment eligibility for the position to which you are applying.

**Overseas Family Member Appointment:** You are required to submit a copy of your sponsor's PCS orders.

**Former Overseas Family Members Eligible for Career-Conditional Appointment under E.O. 12721:** You are required to submit a copy of your SF-50(s) and sponsors PCS orders.

**Applicants Relying on Education to Qualify:** You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "not qualified".