

Required Supporting Documentation

“Who May be Considered” is United States Citizens

Veterans: If you are a preference veteran, you MUST submit the required supporting documentation. We strongly encourage you to upload your supporting documentation into your USAJOBS account. If you cannot upload your supporting documents, you must attach your supporting documentation to the coversheet indicated in the “How to Apply” instructions and fax to 478-757-3144. 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.

All Veterans: You are required to submit DD Form 214, Military Discharge (Member Copy 4).

10 Point Veterans:

- CPS - Disability rating of 30% or more (10 points)
- CP - Disability rating of at least 10% but less than 30% (10 points)
- XP - Disability rating less than 10% (10 points); Purple Heart; Derived Preference

NOTE: In addition to submitting your DD Form 214, Military Discharge (Member Copy 4), a completed SF-15, Claim for 10-Point Veteran Preference, AND documents defined on the [SF-15](#) (i.e., 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 who are on TERMINAL LEAVE*: 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 request 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.*

For additional veterans’ information see: <http://www.fedshirevets.gov/job/vetpref/index.aspx>.

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.

Applicants Relying on Education to Qualify: You MUST submit a copy of your transcript from an accredited college/university accredited by an organization approved by the US Dept of Education. 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". Note that your name and social security number must appear on the transcript.