

## GENERAL APPLICANT INFORMATION AND DEFINITIONS

**Announcement Time Limits:** Announcements filled through merit promotion, may be used to fill additional vacancies within six months after the closing date of the announcement. Announcements filled through Delegated Examining may be used to fill additional vacancies within 90 days after the closing date of the announcement.

**Open Continuous Announcements:** Your resume/application will be reviewed only if a request to fill a vacancy is received in the Human Resources Office, after you have applied. Your status will not change unless this occurs.

**No FEAR Act Information:** On May 15, 2002, Congress enacted the "Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002", which is known as the No FEAR Act. The Defense Logistics Agency provides No FEAR information to current employees, former employees, and applicants for employment to inform them of the rights and protections available under Federal antidiscrimination, whistleblower protection and retaliation laws. The No FEAR notice can be found at: <http://www.hr.dla.mil/downloads/forms/DLANoFear.pdf>

**Overseas Information:** If you are applying for a vacancy located overseas additional information regarding overseas employment can be found at [Overseas](#).

**Time-in-Grade:** Time-in-grade applies to the promotion of current and former federal employees who have held a GS position in the previous 52 weeks. Generally, employees applying for GS jobs must serve at least one year at the next lower grade level. Time-in-grade does not apply to applicants applying for a new appointment on a Public (all sources) vacancy announcement. Current Federal employees who apply using the VEOA eligibility will be subject to Time-in-grade.

**Time After Competitive Appointment Requirement:** Applicants applying for Merit Promotion must have completed the 3 months time after competitive appointment requirement by the closing date of the announcement in order to be considered. [Regulation 5 CFR 330.501](#).

**Probationary Period:** Employees are required to serve an initial probationary/trial period. Employees may be required to serve an additional probationary/trial period when receiving a new appointment.

**Special Priority Consideration Under the Interagency Career Transition Assistance Program (ICTAP):** If you are a recently displaced Federal employee, you may be entitled to receive special priority consideration under [ICTAP](#).

To be well qualified for this vacancy, displaced federal employees must be rated at least 85 on the rating criteria for this position.

**DoD Priority Placement Program:** Selections for this position must first be cleared through the DoD PPP to ensure registered displaced, through no fault of their own, DoD employees receive priority consideration for this or any other DoD position for which they qualify.

**Drug Testing Designated Position:** If the announcement specifies the position is a drug testing designated position under the "Conditions of Employment" area, all applicants tentatively selected will be required to submit to urinalysis to screen for illegal drug use prior to appointment and periodically thereafter.

**Reemployed Annuitant:** A former Federal employee who has retired under either the Civil Service Retirement System (CSRS) or Federal Employees Retirement System (FERS). The Department of Defense (DoD) policy on employment of annuitants issued December 10, 2008 will be used in determining eligibility of annuitants. [DoD Policy](#)

**IA Certification Requirement:** If the announcement specifies the position is subject to IA Certification under the "Conditions of Employment" area, the position will require applicants to receive an Information Assurance (IA) Certification within 6 months of entering the position. Selectee will be required to sign a statement of understanding regarding the certification requirement and maintaining the appropriate certification is a condition of employment.

**Depending on the Security requirements marked on the announcement, the following may apply:**

For detailed information: [Non Critical-Sensitive](#)

For detailed information: [Critical Sensitive](#)

The announcement will specify the position sensitivity and security access under the "Conditions of Employment" area. If selected, you must be able to obtain and maintain the level of access and clearance required. If you are unable to obtain this level of access (as a result of undisclosed or disclosed background issues), within a reasonable period of time (as defined by the agency), the employment offer may be withdrawn based on mission impact. In addition, incumbent is subject to periodic re-investigation to maintain security eligibility in accordance with DoD 5200.2-R.

[Emergency Essential Position Requirements](#)

[E-Verify - Electronic Employment Eligibility Verification Notice \(English Version\)](#)

[E-Verify - Electronic Employment Eligibility Verification Notice \(Spanish Version\)](#)

[Right To Work \(English Version\)](#)

[Right To Work \(Spanish Version\)](#)