

REQUIRED DOCUMENTS WHEN APPLYING:

When a job opportunity announcement is posted, in addition to addressing the vacancy specific questions, you must be prepared to submit the following documentation:

- **College/University Transcript** (unofficial is acceptable): Education must be obtained from an accredited institution recognized by the U.S. Department of Education.
- **Special Priority Selection rights under CTAP or ICTAP:** Submit a copy of your agency notice, copy of your most recent performance appraisal (with at least a satisfactory rating), and your most current SF-50 noting position, grade level, and duty location.
- **Are you a Veteran?** Submit a DD-214 (Member Copy 4) and/or documentation of service connected disability. If a DD-214 (Member Copy 4) is not available, other documentation listing the beginning and ending dates of active service and the type of discharge must be submitted to verify eligibility. Those applying for 10-point preference must fill out the SF-15 and provide the required documentation listed on the back of the form.
- **Are you a current or former Federal Employee?** Submit a copy of your SF-50, Notification of Personnel Action, showing your tenure code, position occupied and highest grade and step. In addition, if you have or had service in a Federal law enforcement position covered by law enforcement or firefighter provisions, including early or mandatory retirement, the SF-50 must show the retirement code. An award SF-50 does not contain the required information.
- **Awards:** Submit your performance appraisals and/or incentive awards.