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## U.S. Air Force Civilian Employment Eligibility Guide

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“Agile, Innovative, and Responsive...Fueling the Fight!”

Headquarters Air Force Personnel Center  
Directorate of Personnel Operations  
Joint Base San Antonio-Randolph, TX  
January 2021



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# U.S. Air Force Civilian Employment Eligibility Guide

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**ELIGIBILITY GUIDE - REFERENCES/NOTES**

AFPC Civilian Employment Website: [CLICK HERE](#)

**HOW TO DETERMINE YOUR ELIGIBILITY TO APPLY**

**Use the tables below to assist in determining your eligibility**

For federal employment consideration, applicants must self-identify their eligibility category when completing the application. Applicants must include required documentation with each application to determine their eligibility for referral to the selecting official. Applicants should use the tables below to assist in determining their eligibility, and to ensure they submit all required documents with the application. Eligibility Guide should be used electronically as the tables below include hyper-links to eligibility definitions and Notes.

The Human Resource Specialist uses this documentation to verify eligibility requirements against those specified in the announcement under “Who May Apply.” An applicant may be eligible for more than one eligibility; therefore, select all eligibilities that apply and provide the appropriate documentation.

*Please read and follow the instructions carefully. If an application is NOT complete, the applicant may receive an ineligible rating resulting in elimination from consideration.*

**APPLICATION PACKAGES SHOULD NOT CONTAIN THE FOLLOWING**

- IAW Public Law 104-191 Personal data that is covered by the Health Insurance Portability and Accountability Act (HIPAA) Act of 1996
- Classified or government sensitive information, no encrypted or digitally signed documents
- Personal info such as age, gender, religious affiliation, photos of yourself, Social Security Number (SSN) or links to social media such as LinkedIn

**TABLE 1: OPENTO THE PUBLIC**

**(U.S. Citizens - with or without prior civilian service or military service)  
A RESUME IS REQUIRED FOR ALL APPLICATIONS. [Note: 1](#)**

| <b>If You Are:</b>   | <b>And...</b>            | <b>Your Eligibility Is:</b>                                       | <b>Required Documentation:</b>   |
|--|--------------------------|---|--|
| A U.S. Citizen applying for positions advertised as “Open to All Qualified Applicants/ Open to the Public” | 18 years of age or older | <b><u>U.S. Citizen- Open to the Public</u></b>                    | All documentation listed in the vacancy announcement. ( <a href="#">Note: 1</a> for all documents required, and specific explanation of documentation) |
|  |                          | <b><u>U.S. Citizen- Open to the Public - Excepted Service</u></b> |  |

**TABLE 2: FEDERAL EMPLOYEES CURRENT AND FORMER (including AF INTERNAL CIVIL SERVICE EMPLOYEES)**

**Must submit all documentation listed in the vacancy announcement. SEE NOTE 1 for specific documentation and explanation.**

| <b>If You Are:</b>  | <b>And...</b> | <b>Your Eligibility Is:</b>               | <b>Required Documentation:</b>  |
|---|---------------|---|---|
| A current AF career or career-conditional permanent, competitive status Federal Civil Service employee, including those on LWOP |               | <b><u>Air Force-Internal Employee</u></b> | <p>All documentation listed in the vacancy announcement. (<a href="#">Note: 1</a> for all documents required, and specific explanation of documentation)</p> <p>Most current SF50, <b><u>AND</u></b> SF50 reflecting the highest grade held if different from your latest SF50 (For competitive status, block 24 of your SF50 must be a "1" or "2" AND block 34 must be a "1")</p> <p><b><a href="#">Promotion Consideration -- Note: 3</a></b></p> |

|  |  |   |  |
|--|--|---|--|
| A current permanent Defense Civilian Intelligence Personnel System employee who served continuously for at least one year in DCIPS position or involuntarily separated from such appointments without personal cause within preceding year | Air Force DCIPS employee   | <a href="#"><u><b>Air Force (AF) DCIPS Interchange</b></u></a>                    | You must submit copies of SF50 showing at least one year in a DCIPS position AND a copy of a SF50 that reflects your highest grade held on a permanent basis. If eligibility is based on involuntary separation, you must also submit a copy of your separation SF50   |
|  | DoD (Non-AF) DCIPS employee  | <a href="#"><u><b>Non-AF DCIPS Interchange</b></u></a>                            |  |
| A current career or career-conditional permanent, competitive status Federal Civil Service employee, including those on LWOP   | DoD Employee   | <a href="#"><u><b>DoD Transfer- (Excluding Air Force) (Transfer)</b></u></a>      | Most current SF50, <b>AND</b> SF50 reflecting the highest grade held if different from your latest SF50<br>(For competitive status, block 24 of your SF50 must be a "1" or "2" AND block 34 must be a "1"). Employees eligible under an <b>OPM approved interchange agreement</b> , block 34 must contain a "1" or "2".<br><br><b>Promotion Consideration -- Note: 3</b>   |
|  | Non-DoD Employee   | <a href="#"><u><b>Non-DoD Transfer</b></u></a>                                    |  |
| A Former Career-Conditional Federal Civil Service Employee   | You have less than a 3-year break in service<br><br><a href="#">Click here for exceptions to the 3-year break in service rule (5 CFR 315.401(c))</a> | <a href="#"><u><b>Former Federal Employee</b></u></a><br>(Reinstatement)          | Most current (separation) SF50 <b>AND</b> SF50 showing the highest grade held (if different than your most current SF50) documenting competitive status (block 24 must be a "1" or "2" <b>AND</b> block 34 must be a "1")<br><br><b>If claiming veterans preference</b> DD214 documenting campaign and/or expeditionary medal that reflects character of service, or SF15 and VA letter, dated 1991 or later, indicating disability rating |
|  | You meet the Office of Personnel Management veteran preference requirements for 5 or 10 point employment preference                                  | <a href="#"><u><b>Former Federal Employee</b></u></a><br>(Lifetime Reinstatement) |  |
| A Former Career Federal Civil Service Employee   |  | <a href="#"><u><b>Former Federal Employee</b></u></a><br>(Lifetime Reinstatement) |  |
| A Retired Career Federal Civil Service Employee who served on a permanent competitive appointment  |  | <a href="#"><u><b>Former Federal Employee</b></u></a><br>(Reinstatement)          | Retirement SF50 (Special hiring approval required prior to entrance on duty)   |

|  |  |   |   |
|--|--|---|---|
| <p>A current or former federal employee displaced from a position in a Non-DoD federal agency (e.g., IRS, VA, Dept. of Labor, etc.) in the same local commuting area of the vacancy. Applicants eligible under ICTAP are provided priority selection for vacancies within the local commuting area for which they apply and are determined well qualified</p>  |  | <p><a href="#"><u>Interagency Career Transition Assistance Plan (ICTAP)</u></a></p>   | <p>Copies of the appropriate documentation, such as Reduction In Force (RIF) separation notice, a SF50 reflecting your RIF separation, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area. Must have current (or last) performance rating of record of at least fully successful or the equivalent. Must be found well qualified IAW 5 CFR 330.704. Eligibility expires: typically one year after separation</p>   |
| <p>Currently serving on a Non-Appropriated Fund (NAFI) or AAFES appointment without time limitation or involuntarily separated from such appointment without personal cause within the preceding year</p> <p>Non-Appropriated Fund (NAFI) employees of the Department of Defense Agreement effective 9/20/91; extended indefinitely</p>  | <p>Served continuously for at least 1 year in the NAFI or AAFES position under appointment without time limit</p>  | <p><a href="#"><u>Non-Appropriated Fund or Army/Air Force Exchange Service Employees (NAFI/AAFES)</u></a></p> <p><b>NOTE: Individuals selected for appointment may be appointed only to permanent positions based on this authority</b></p> | <p>Documentation of current NAFI/AAFES appointment and one continuous year of NAFI/AAFES service for non-appropriated fund employees applying under NAFI Portability</p> <p>Personnel action forms vary as listed below:<br/> <b>Dept. of the Army</b> - DA Form 3434<br/> <b>Dept. of the Air Force</b> - AF2545<br/> <b>U.S. Marine Corps NAF</b> - MCCA500<br/> <b>Commander, Naval Installation Command</b> - Personnel Action Report<br/> <b>Navy Exchange Service Command</b> - NX129<br/> <b>Army and Air Force Exchange Service Exchange Form</b> - 1200-100 (Rev Feb 13)</p> |
| <p>A <b>current</b> employee under a time-limited competitive service appointment of a land management agency to include the Forest Service of the Department of Agriculture; the Bureau of Land Management of the Department of the Interior; the National Park Service of the Department of the Interior; the Fish and Wildlife Service of the Department of the Interior; the Bureau of Indian Affairs of the Department of the Interior; and the Bureau of Reclamation of the Department of the Interior</p> <p>A <b>former</b> employee under a time-limited competitive service appointment of a land management agency to include the Forest Service of the Department of Agriculture; the Bureau of Land Management of the Department of the Interior; the National Park Service of the Department of the Interior; the Fish and Wildlife Service of the Department of the Interior; the Bureau of Indian Affairs of the Department of the Interior; and the Bureau of Reclamation of the Department of the Interior</p> | <p>Initially hired under competitive examining procedures to the time-limited appointment; <b>AND</b> Served under one or more time-limited appointments in a land management agency for a total of more than 24 months, without a break in service of two or more years; <b>AND</b> Performed at an acceptable level during each period of service</p> <p>Initially hired under delegated examining procedures to the time-limited appointment; <b>AND</b> Served under one or more time-limited appointments by a land management agency for a total of more than 24 months without a break in service of two or more years; <b>AND</b> Performed at an acceptable level throughout the service period(s)</p> <p><b>NOTE: Application for a position covered by these provisions must be within two years of most recent date of separation, and the separation must be for reasons other than misconduct or performance</b></p> | <p><a href="#"><u>Land Management Employee Land Management Agencies</u></a> -- Note 2: for complete definitions and applicable time limits</p>  | <p>Proof of competitive service employment / notice of personnel action from appropriate agency; <b>AND</b> Verification of one or more time-limited appointments by a land management agency for a period, or periods, totaling more than 24 months without a break of 2 or more years; <b>AND</b> Performance Rating(s) or Equivalent which indicate an acceptable level of performance for the period(s) of employment counted towards your eligibility</p>  |

**TABLE 3: VETERANS**

| NOTE: The National Personnel Records Center (NPRC) has provided the following website for veterans to gain access to their DD-214s online: To access the Veterans' Service Records site, <a href="http://www.archives.gov/veterans/military-service-records/">http://www.archives.gov/veterans/military-service-records/</a>   |   |  |   |
|--|---|--|---|
| If You Are:  | And...  | Your Eligibility Is:   | Required Documentation:   |
| A Preference Eligible (veteran, derived preference, e.g., spouse, widow, parent)   | The veteran's discharge or release from active service was under honorable conditions, (i.e., with an honorable or general discharge), or the veteran died while on active duty that included service under conditions that would not have been the basis for other than an honorable or general discharge  | <p><a href="#">Veterans Employment Opportunities Act of 1998 (VEOA)</a></p> <p><a href="#">180 Day Waiver -- Note: 6</a></p> <p><a href="#">VOW ACT -- Note: 9</a></p>   | <p><b>Required Documentation -- Note: 7</b></p> <p>Veterans' preference is not a factor in these appointments</p>   |
| A Veteran  | A preference eligible OR veteran separated from the armed forces after 3 or more years of continuous active service performed under honorable conditions. Veterans who were released completing 2 years and 11 months of service of a 3-year tour are considered to be eligible. ("Active service" defined in Title 37, United States Code, means active duty in the uniformed services and includes full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary of the military department concerned) |  |   |
| Currently on Active Duty   | Within 120 days of separation   |  |   |
| <p>Disabled veteran; <b>OR</b></p> <p>Veteran who served on active duty in the Armed Forces during a war, a campaign or expedition for which a campaign badge has been authorized; <b>OR</b></p> <p>Veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; <b>OR</b></p> <p>Recently separated veteran; <b>OR</b></p> <p>Current Active Duty</p> | <p>Discharged or released under conditions other than dishonorable</p> <p><b>*Veterans claiming eligibility on the basis of service in a campaign or expedition for which a medal was awarded must be in receipt of the campaign badge or medal.</b></p> <p><b>*The law defines recently separated veteran as any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty</b></p>  | <p><a href="#">Veterans Recruitment Appointment (VRA)</a></p> <p><a href="#">180 Day Waiver -- Note: 6</a></p> <p><a href="#">VOW ACT -- Note: 9</a></p> <p><b>NOTE: Applicants eligible under the VRA appointing authority may be appointed to any grade level for which qualified up to GS-11 or equivalent. (The promotion potential of the position is not a factor)</b></p> | <p><b>Required Documentation -- Note: 7</b></p> <p><b>HIPAA Guidance -- Note: 8</b></p> <p>If claiming 10-point veterans' preference submit: SF-15 claiming 10-point preference and an official statement, dated 1991 <b>OR</b> later, from the Dept. of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay <b>OR</b> An official statement/letter, dated 1991 <b>OR</b> later, from the Dept. of Veterans Affairs <b>OR</b> from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more DD Form 214, or NGB Form 22, documenting award of campaign badge or Armed Forces Service Medal (if applicable)</p> |
| Current or former military member  | With a service-connected disability of 30 percent or more.  | <p><a href="#">30% or More Disabled Veteran</a></p> <p><a href="#">180 Day Waiver -- Note: 6</a></p> <p><a href="#">VOW ACT -- Note: 9</a></p>   | <p><b>Required Documentation -- Note: 7</b></p> <p><b>HIPAA Guidance -- Note: 8</b></p> <p>DD214 and an official statement, dated 1991 or later, from the Dept. of Veterans Affairs, or a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 30% or more. If also claiming 10-point preference, an SF-15 <b>MUST</b> also be submitted.</p>  |

**CONTINUATION OF TABLE 3- VETERANS**

| <b>DETERMINING YOUR VETERANS' PREFERENCE ELIGIBILITY</b>  |  |
|---|--|
| <a href="#">CLICK HERE</a> to access the Veteran's Preference Advisor   |  |
| <b>Note: All veterans claiming 10-point preference must also submit an SF-15</b>  |  |
| <b>If You Are:</b>  | <b>Then Preference Is:</b>               |
| 1. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of 30 percent or more   | 10 Point – 30%<br>Compensable Disability |
| 2. A Veteran discharged or released from active duty in the armed forces under honorable conditions who served at any time and you have a compensable service-connected disability rating of at least 10 percent but less than 30 percent   | 10 Point - Compensable                   |
| 3. Purple Heart Recipient   | 10 Point - Disability                    |
| 4. A Veteran discharged or released from active duty in the armed forces under honorable conditions and who qualifies as a disabled veteran because you served on active duty in the Armed Forces at any time, and have a present service-connected disability or are receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans' Affairs   | 10 Point – Disability                    |
| 5. The Spouse of other-than-dishonorably discharged disabled veteran who is disqualified for a Federal position along the general lines of his or her usual occupation because of a service-connected disability  | 10 Point – Derived/Other                 |
| 6. The Widow or Widower of other-than-dishonorably discharged veteran not divorced from the veteran, has not remarried, or the remarriage was annulled, and the veteran either served between Apr 8, 1952 and Jul 10, 1955 or during a war, campaign or expedition for which a campaign badge is authorized   | 10 Point - Derived/Other                 |
| 7. The Widow or Widower of a veteran not divorced from the veteran, not remarried, or the remarriage was annulled, and the veteran died while on active duty that included service described immediately above (6) under conditions that would not have been the basis for other than an honorable or general discharge   | 10 Point – Derived/Other                 |
| 8. The Parent of a living disabled veteran, and the veteran was released or discharged with an honorable or general discharge from active duty performed at any time and was permanently and totally disabled from a service-connected injury or illness; and the parent (1) is or was married to the father of the veteran; and lives with her totally and permanently disabled husband (either the veteran's father or her husband through remarriage); or (2) is widowed, divorced, or separated from the veteran's father and has not remarried; or (3) remarried but is widowed, divorced, or legally separated from her husband when she claims the preference. | 10 Point – Derived/Other                 |
| 9. A Veteran released or discharged with an honorable or general discharge who served during a war ( <a href="#">Veterans info -- Note 4</a> )  | 10 Point – Derived/Other                 |
| 10. A Veteran discharged or released with an honorable or general discharge who served during the period of Apr 28, 1952 through July 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955 and before October 15, 1976 OR for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 and ending on August 31, 2010, the last day of Operation Iraqi Freedom (see Vet Guide– <a href="#">CLICK HERE</a> ).   | 5 Point                                  |
| 11. A Veteran discharged or released with an honorable or general discharge who served during the Gulf War from Aug 2, 1990 through Jan 2, 1992 ( <a href="#">Veterans info -- Note 4</a> )   | 5 Point                                  |
| 12. A Veteran discharged or released with an honorable or general discharge that served in a campaign or expedition for which a campaign medal has been authorized. Any armed forces expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Somalia, Bosnia, and Haiti, qualifies for preference. ( <a href="#">Veterans info -- Note 4 and 5</a> )  | 5 Point                                  |
| 13. A Veteran released or discharged from a period of active duty from the armed forces, after August 29, 2008, by reason of "sole survivorship discharge". <b>Note:</b> Does not receive veterans' preference points as other preference eligible do, but is entitled to be listed ahead of non-preference eligibles with the same score on an examination, or listed ahead of non-preference eligibles in the same quality category when agencies are using category rating   | Preference, but no points                |
| 14. No Preference (see Vet Guide – <a href="#">CLICK HERE</a> )   | No preference                            |



**TABLE 4: STUDENT & RECENT GRADUATE CATEGORIES**

| If You Are:   | And... | Your Eligibility Is:                                   | Required Documentation:  |
|---|--------|--|--|
| <p>Currently a student enrolled or accepted for enrollment in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, or trade school; advanced degree program; <b>OR</b> other qualifying educational institution pursuing a qualifying degree or certificate.<br/> <b>OR</b> a Recent Graduate who has <u>completed</u>, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply</p> |        | <p><a href="#">Students &amp; Recent Graduates</a></p> | <p>Copy of the college transcripts or letter from counselor/registrar certifying enrollment status, grade point average and degree program enrolled in. If graduated must show degree conferred number of hours completed and final GPA. Official transcripts are not required at the time of application however, if selected for a position transcripts will be required</p> |

NOTE: For additional information on Pathways please refer to <https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/>

**TABLE 5: INDIVIDUALS WITH DISABILITIES**

| If You Are:   | And... | Your Eligibility Is:  | Required Documentation:   |
|---|--------|---|---|
| <p>A person with a psychiatric disability, intellectual disability, or severe physical disability</p> |        | <p><a href="#">People with Disabilities, Schedule A</a></p> | <p>Certification statement from a state Vocational Rehabilitation Service (state or private); Department of Veterans Affairs; a licensed medical professional (e.g., a Physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); or any Federal agency, State agency or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits</p> <p><b>HIPAA Guidance -- Note: 8</b></p> |

**TABLE 6: MILITARY SPOUSES**

| If You Are:  | And...   | Your Eligibility Is:  | Required Documentation:   |
|--|--|---|---|
| <p>The spouse of an active duty military member of the US Armed Forces who accompanies them on a permanent change of station (PCS) move (either CONUS or OCONUS)<br/> <a href="#">MSP Info -- Note: 13</a></p> | <p>Is married to the spouse on or prior to the date of the military sponsor's orders. Relocates due to a federal PCS move and has not accepted a permanent position at their current duty location</p> | <p><a href="#">Military Spouse Preference</a></p> <p><b>Military spouses should select all eligibilities in the announcement for which they are eligible, in addition to Military Spouse Preference (if claiming preference)</b></p> <p><a href="#">MSP Info -- Note: 10 and 11</a></p> | <p><b>CLICK HERE</b> for MSP Self-Certification. Resume, PCS Orders (must show reporting date, local duty station and authorizes spouses travel or copy of amended orders) Marriage Certificate (if name not listed on orders), SF50 (if applicable) SF75 (if applicable), Appraisal (If applicable); Transcripts (if applicable); Vet Preference (if applicable)</p> |



|  |  |   |  |
|--|--|---|--|
| <p>The spouse of a member of the Armed Forces who retired with a disability rating at the time of retirement of 100% <b><u>OR</u></b></p> <p>The spouse of a member of the Armed Force who retired or separated from the Armed Forces and has a disability rating of 100% from the Dept of Veterans Affairs <b><u>OR</u></b></p> <p>The un-remarried widow or widower of a member of the Armed Forces killed while on active duty status</p> |  | <p><b><u>Appointment of Certain Military Spouses Executive Order 13473.</u></b></p> <p><b>Military spouses do not receive preference solely based on this eligibility alone. If exercising preference in hiring refer to the section above and requirements for Military Spouse Preference.</b></p> | <p>Resume, Marriage Certificate, SF50 (if applicable) SF75 (if applicable), Appraisal (If applicable); Transcripts (if applicable); Vet Preference (if applicable); A VA disability rating of 100%, DD214, or Death Certificate, as applicable</p> |
| <p>The spouse of an active duty military member of the US Armed Forces</p>   | <p>Married to the active duty sponsor, but does not live in the commuting area with the sponsor or is currently on a permanent appointment or in the absence of a permanent change of station in the same commuting area</p> |   | <p><b>In addition to the documentation above. Spouse must provide documentation that member is active duty (i.e. Command Sponsorship letter, letter from Military Personnel Flight (MPF) or current PCS orders)</b></p>                            |

**TABLE 7: FAMILY MEMBER EMPLOYEES RETURNING FROM OVERSEAS**

| <b>If You Are:</b>   | <b>And...</b>  | <b>Your Eligibility Is:</b>                | <b>Required Documentation:</b>  |
|--|--|--|---|
| <p>Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, <b><u>OR</u></b> family member of a uniformed service member officially assigned to an overseas area. You accumulated 52 weeks (or less if eligible under an authorized exception) of creditable service and received a fully successful or better performance rating</p> | <p>You returned to the U.S. from the overseas tour of duty within the last 3 years, and have established residence</p> | <p><b><u>Executive Order 12721</u></b></p> | <p><b>CLICK HERE</b> for MSP Self-Certification. Resume, PCS Orders (must show reporting date, local duty station and authorizes spouses travel, Marriage Certificate (if name not listed on orders), SF50 (documenting 52 weeks of creditable service, SF75, Appraisal; Transcripts (if applicable); Vet Preference (if applicable);</p> |

**TABLE 8: OVERSEAS UNIQUE ELIGIBILITIES/APPOINTING AUTHORITIES**

| <b>(Only applies to vacancy announcements in a foreign area)</b>   |               |   |   |
|--|---------------|---|---|
| <b>If You Are:</b>   | <b>And...</b> | <b>Your Eligibility Is:</b>   | <b>Required Documentation:</b>  |
| <p>The spouse, or unmarried children (including stepchildren, adopted children, and foster children) under the age of 23 physically residing with a member (sponsor) of the <b><u>US Armed Forces</u></b> or a <b><u>US citizen civilian</u></b> employee (<b>sponsor</b>) of a <b>US Government Agency including NAF activities whose duty station is in a foreign area</b></p> |               | <p><b><u>Overseas – Excepted Service Family Member (Exc Svc Fam Mbr)</u></b></p> <p><b>Overseas Family Member Info -- Note: 14 and 15</b></p> | <p>PCS Orders, Resume/Application package.<br/><b>(SOFA) Info -- Note: 12</b></p>   |
| <p>The spouse, or unmarried child ... residing with a member (sponsor) of the <b><u>US Armed Forces</u></b>, or a <b><u>US citizen civilian</u></b> employee (<b>sponsor</b>) <b>accompanying a civilian sponsor on a permanent change of station (PCS) move to a duty station in a foreign area</b></p>   |               | <p><b><u>Overseas - Family Member Preference (OS-Fam Mbr Pref)</u></b></p> <p><b>Overseas Family Member Info Note: 14 and 15</b></p>          | <p>PCS Orders, Resume/Application area clearance, or command sponsorship letter and copy of Leave without Pay SF50 (if applicable)<br/><b>(SOFA) Info -- Note: 12</b></p> |

|  |  |  |   |
|--|--|--|---|
| The spouse of an active duty military member (sponsor) of the US Armed Forces accompanying a <u>military sponsor</u> on a permanent change of station (PCS) move to a duty station in a foreign area   | Is married to the spouse on or prior to the date of the military sponsor's orders. Relocates due to a PCS move         | <b><u>Overseas – Military (OS-Mil Spouse)</u></b><br><b>MSP Info -- Note: 13</b> | PCS Orders, Resume/Application area clearance, or command sponsorship letter and copy of Leave without Pay SF50 (if applicable)<br><b>(SOFA) Info -- Note: 12</b> |
| A U.S. citizen without personal competitive status; employee on a temporary or term position; employee on excepted service position who does not meet any other eligibility requirements for an interchange agreement; or an applicant who has not worked for the Federal government | You are not eligible to apply under any other authorities; and You are a high school graduate who is 16 years or older | <b><u>Overseas Limited Appointment (OCONUS Limited)</u></b>                      | <b>(SOFA) Info -- Note: 12</b>  |

**TABLE 9: OTHER UNIQUE ELIGIBILITIES**

| <b>If You Are:</b>   | <b>And...</b>  | <b>Your Eligibility Is:</b> | <b>Required Documentation:</b>   |
|--|--|-----------------------------|--|
| Postal Career Service/Postal Rate Commission, Foreign Service Officers and Employees, Commissioned Corps of the Public Health Service, National Oceanic and Atmospheric Administration, Former employee of the Panama Canal Merit System, General Accountability Office, Administrative Office of the U.S. Courts, Tennessee Valley Authority, or Nuclear Regulatory Commission, Federal Aviation Administration, and Transportation Security Administration | Are currently serving under an appointment without time limit in another merit system or have been involuntarily separated from such appointment without personal cause within the preceding year; <b>AND</b><br>Are currently serving in or have been involuntarily separated from a position covered by an interchange agreement (some agreements do not cover all positions of the other merit system); <b>AND</b><br>Have served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement | <b><u>Other</u></b>         | Proof of employment/notice of personnel action from appropriate agency |

**TABLE 9:** The following describes common Appointing Authorities for Interchange Agreements with other merit systems, which are listed under the "Other" Eligibility Category.

|   |
|---|
| <b>Postal Career Service</b> - Permits appointment without a break of a single day of an employee or officer of the Postal Career Service (that is, one serving under appointment without time limit). Based on agreement between the U.S. Office of Personnel Management and the U.S. Postal Service, an employee must have completed Postal probation (that is, 3 months on a substantially full-time basis, or 520 hours). |
| <b>Veterans Health Administration of the Department of Veterans Affairs</b> - Covers employees who occupy medical or medical-related positions and were appointed under 38 U.S.C. 7401(1) or (3) [formerly 38 U.S.C. 4104(1) and (3)]. Agreements effective 10/31/79 and 5/12/87; extended indefinitely.  |
| <b>Postal Rate Commission</b> - Permits appointment without a break in service of a single day of an employee or officer of the Postal Rate Commission serving under an appointment without time limit. Based on agreement between U.S. Office of Personnel Management (OPM) and the Postal Rate Commission, an employee must have completed probation (one year) under Postal Rate Commission Career Service appointment.    |
| <b>Foreign Service Officers and Employees</b> - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.  |
| <b>Commissioned Corps of the Public Health Service</b> - Eligible within 3 years after returning from overseas if, at least 52 weeks of service in an appropriated fund position were completed.  |
| <b>National Oceanic and Atmospheric Administration</b> - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.   |
| <b>General Accountability Office</b> - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.   |
| <b>Administrative Office of the U.S. Courts</b> - Current/former federal employees are eligible with completion of at least 1 year of continuous service under non-temporary appointment. Employees appointed to high level positions under 28 U.S.C. 603 or a position of confidential or policy-making nature is not eligible under this authority.   |

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|--|
| <b>Federal Aviation Administration</b> - Agreement effective 11/6/97; expires 03/31/2022. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the preceding year. |
| <b>Transportation Security Administration</b> - Agreement effective 01/31/13; expires 01/31/2023. Eligible after at least 1 year of continuous employment on a non-temporary appointment or have been involuntarily separated from such appointments without personal cause within the         |
| <b>Tennessee Valley Authority</b> - Covers employees in salary policy positions (trades and labor positions are not covered). Agreement effective 10/16/57; extended indefinitely.   |
| <b>Nuclear Regulatory Commission</b> - Agreement effective 10/1/75; extended indefinitely.   |
| <b>Corporation for National and Community Service</b> - Agreement effective 03/04/13; expires 03/05/2022. This agreement includes employees assigned to the Office of the Inspector General (OIG).   |
| <b>DoD Cyber Interagency Transfer Authority (CITA)</b> – Agreement effective with NDAA FY 2017 Under Secretary of Defense Memorandum dated 5 December 2017.  |

**NOTES:**

- All claims of eligibility are subject to verification.
- All offers are contingent upon receipt and validation of the required documentation participation

**TABLE 10: NATIONAL SERVICE (PEACE CORPS and VISTA)**

| <b>If You Are:</b>   | <b>And...</b>   | <b>Your Eligibility Is:</b>  | <b>Required Documentation:</b>  |
|--|---|--|---|
| <p><b>VISTA Action Volunteer:</b> Eligible within 1 year of having completed 12 months of community volunteer service under the Peace Corps Act or as a VISTA volunteer under the Economic Opportunity Act of 1964 or the Domestic Volunteer Service Act of 1973</p> <p>OR</p> <p><b>PEACE CORPS:</b><br/>Eligible within 3 years after serving not less than 36 months without a break in service of 3 days or more of continuous service under the Peace Corps</p> | <p>Are currently serving under an appointment without time limit in another merit system or have been involuntarily separated from such appointment without personal cause within the preceding year; <b>AND</b></p> <p>Are currently serving in or have been involuntarily separated from a position covered by an interchange agreement (some agreements do not cover all positions of the other merit system); <b>AND</b></p> <p>Have served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement</p> | <p><a href="#"><u>NATIONAL SERVICE (PEACE CORPS and VISTA)</u></a></p> | <p>Proof of employment/notice of personnel action from appropriate agency</p> |

**TABLE 11: DIBFs and MRTFBs TEMPORARY PERSONNEL FLEXIBILITES**

| <b>If You Are:</b>  | <b>And...</b>  | <b>Your Eligibility Is:</b>  | <b>Required Documentation:</b>   |
|---|--|--|--|
| <p>Current or former employee of a domestic DIBF and/or MRTFB serving under a time-limited appointment in the competitive service</p> | <p>Were appointed initially under open competitive examination to the time-limited appointment; <b>AND</b></p> <p>Served under 1 or more time-limited appointments at a domestic DIBF and/or MRTFB for a period or periods totaling more than 24 months without a break in service of 2 or more years after most recent date of separation;</p> <p><b>AND</b></p> <p>Performance has been at an acceptable level of performance throughout the period(s) as referenced above</p> | <p><b>DIBFs and MRTFBs Temporary Flexibility</b></p> <p>Appointments under this authority may not be made after 30 September 2021, unless extended by future legislation</p> | <p>Proof of competitive service employment / notice of personnel action to a DIBF and/or MRTFB position from appropriate agency; <b>AND</b></p> <p>Verification of one or more time-limited appointments to a DIBF and/or MRTFB for a period, or periods, totaling more than 24 months without a break of 2 or more years after most recent date of separation; <b>AND</b></p> <p>Performance Rating(s) or Equivalent which indicate an acceptable level of performance for the period(s) of employment counted towards your eligibility</p> |

## ELIGIBILITY GUIDE: REFERENCES / NOTES

**NOTE 1:** Resume must have start and end dates as well as the number of hours worked (full-time or part-time) for each employment period. Most recent SF50, Notification of Personnel Action is required and most recent SF50 promotion document. If applying for promotion must provide all SF50s documenting the 52 weeks for the time in grade requirement at the highest grade (or equivalent) held on a permanent basis. Official transcripts are not required at the time of application; however, will be required if selected for the position. Any registration or licenses must be active, current registration/license, if applicable for the position. To verify Veterans' Preference provide a copy of your DD Form 214, which must include character of service (e.g. member 2, 4, or 7 copy) or a Statement of Service/Proof of Service which must include service dates and character of service, if applicable. In addition, if claiming 10-point preference, a VA letter or disability determination from a branch of the Armed Forces (or documentation of a Purple Heart, if applicable), **and** a SF15. All documents provided must be legible.

**NOTE 2: Land Management Agencies:** Agreement effective with NDAA FY 2017 Under Secretary of Defense Memorandum dated 5 December 2017. An employee of a land management agency serving under a time-limited appointment in the competitive service is eligible to compete for a permanent appointment in the competitive service at such land management agency when such agency is accepting applications from individuals within the agency's workforce under merit promotion procedures, or any agency, including a land management agency, when the agency is accepting applications from individuals outside its own workforce under the merit promotion procedures of the applicable agency.

**NOTE 3:** If you wish to be considered as a promotion candidate and your SF50 has an effective date within the past year, it may not clearly demonstrate you meet the one year time-in-grade requirements. You will need to provide additional SF50s which clearly demonstrate you meet the time-in-grade requirements (examples of appropriate SF50s include Promotions, Within-grade Grade/Range Increases, and SF50s with an effective date more than one year old).

**NOTE 4:** Retirees at the rank of Major (O4) and above are not entitled to 5-point veterans' preference unless they are disabled veterans.

**NOTE 5:** A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after 14 October 1982 and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called to active duty. The 24-month service requirement does not apply to 10-point preference eligible discharged or released for disability incurred or aggravated in the line of duty or to veterans discharged or released for hardship or other reasons under 10 U.S.C 1171 or 1173 (see OPM Vet Guide – [CLICK HERE](#); for other campaign and expeditions which qualify for Veteran's Preference

**NOTE 6:** For **Retired Military Members** (to include Guard and Reserve) of the Armed Forces Within 180 days of Retirement: Section 1111 of the FY17 National Defense Authorization Act eliminated the DoD's flexibility provided by paragraph (b)(3) of section 3326 of Title 5, U.S.C that allowed a retired member of the Armed Forces to be appointed to a position in the civil service (including non-appropriated fund instrumentality positions) during the 180 days immediately after the member's retirement (without a waiver).

**NOTE 7:** Most recent or prior DD214s (if applicable to validate 3 or more years of continuous service), or NGB Form 22, that reflects character of service (copy number 2, 4, or 7 contain the required character of service), or release / final military discharge or retirement that reflects character of service. Active duty military pending release must provide a Separation Order, Retirement Order, or Certificate of Service that reflects character of service. If currently on active duty and within 120 days of separation, submit certification from your military personnel office verifying retirement/ separation date and type/character, in lieu of DD214.

**NOTE 8: HIPAA Guidance:** IAW Public Law 104-191 related information. Application documentation should not contain Health Insurance Portability and Accountability Act (HIPAA) of 1996,

**NOTE 9:** Veterans Opportunity for Work (VOW) Act of 2011 requires federal agencies to treat an eligible active duty service member as a veteran, disabled veteran, and preference eligible (as applicable) when applying for civil service positions before the effective release or discharge date. Appointment of military members before the release or discharge date is permissible if the member is on terminal leave. At the time the active duty member applies for a civil position, he or she must submit a "certification" memo in lieu of a DD Form 214, Certificate of Release or Discharge from Active Duty. Active duty members applying for a civil service position without submitting a valid certification memo or DD Form 214 with their application will render the member ineligible for the position. The certification memo must originate from the member's military service branch on official letterhead and contain the following:

- Name/Rank/Grade of Service Member
- Branch of Armed Forces
- Dates of Active Service (Start and End Date(s))
- Expected Date of Discharge/Release from Active Duty
- Terminal leave start date (if applicable)
- Expected character of service/discharge and type of separation (i.e. separation or retirement)
- Must be certified within 120 days of anticipated discharge
- Signature by, or by direction of the adjutant, personnel office, unit commander, or higher headquarters commander.

Note: VOW Act provide tentative preference. If appointed, a DD214 must be submitted upon receipt.

**NOTE 10:** Military spouses should check all eligibilities that apply, to include Military Spouse Preference (if claiming preference). If using Chrome when you fill out Self-Certification checklist it does not save information. Please download first, then complete it and then save. Chrome does not provide the option to SAVE until you download. Internet Explorer allows you the option to save after completing and will maintain the information uploaded on the checklist.

**NOTE 11:** Military Spouse Preference (MSP) applies when the spouse arrives in the overseas area **and** to a position in the commuting area of the military sponsor's permanent duty station. However, spouses may apply no earlier than 30 days before their anticipated arrival in the foreign area. MSP applies if you are ranked among the best qualified for the vacancy for which you are applying. Spouses who wish to exercise MSP in conjunction with EO 13473 or any other hiring authority must meet the PPP MSP criteria, which includes relocating with the sponsoring military member and residing within the commuting area of the sponsor's permanent duty station, to be afforded the preference.

**NOTE 12:** Verification of Status of Forces Agreement (SOFA) status and confirmation applicant is not ordinarily resident in the Foreign OCONUS location.

**NOTE 13:** A military spouse is not eligible for MSP upon a PCS move that is in conjunction with the retirement or separation of the military member except when that retirement or separation is based upon 100 percent disability.

**NOTE 14:** Family members who have less than 6 months remaining in an area are not entitled to family member preference when a position is filled without time limitation.

**NOTE 15:** Family member employment preference shall be terminated when a family member receives an appointment without time limitation or a time-limited appointment expected to last more than 1 year at his or her sponsor's assigned duty station. Acceptance of a temporary appointment of 1 year or less does not terminate family member preference. If a family member employed at an overseas location is removed from employment through no fault of his or her own (e.g., reduction in force), the entitlement to family member employment preference at that location is reinstated.