

If you are applying as...	Then you MUST submit the following at the time of application
<p style="text-align: center;">Interagency Career Transition Assistance Plan (ICTAP)</p>	<ol style="list-style-type: none"> 1. Proof of Eligibility: <ol style="list-style-type: none"> a. RIF separation notice; b. Notice of proposed removal for failure to relocate; c. Notice of injury compensation termination; <u>OR</u> d. Notice of disability annuity termination 2. Latest performance rating showing rating of at least “fully successful” (level 3). 3. Most recent Notification of Personnel Action (SF-50) or equivalent personnel action indicating: <ol style="list-style-type: none"> a. Tenure; b. Position Occupied; <u>AND</u> c. Duty Station <p>NOTE: Your proof of eligibility must be dated within a year of the date of your application in order to meet ICTAP eligibility.</p>

VETERANS

For more information on veterans' preference and special hiring authorities for veterans, please visit <http://www.fedshirevets.gov/> and <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/>

To determine your eligibility for veterans' preference, please visit <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

NOTE: This is only a tool to help determine applicable veterans' preference eligibility, final adjudication will be verified and adjudicated by the Agency at time of application.

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Veterans Employment Opportunity Act (VEOA)	<ol style="list-style-type: none"> 1. Documentation of preference eligibility (please refer to the 5 point preference eligibility or 10 point preference eligibility boxes below); OR 2. Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service), or other proof of service which includes character of service showing release/discharge under honorable conditions (Honorable or General Discharge) AND completion of 3 or more years of continuous active service (NOTE: If released shortly before completing a 3-year tour, you are considered to meet the VEOA eligibility).
0-Point Preference Sole Survivorship	<ol style="list-style-type: none"> 1. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing all dates of service, character of service (Honorable or General Discharge) and reason for separation.
5-Point Preference (TP) Eligibility	<ol style="list-style-type: none"> 1. Documentation of Service or Separation: <ol style="list-style-type: none"> a. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing all dates of service and character of service (Honorable or General); OR b. 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 or general conditions within 120 days after the certification is submitted by the applicant.
10-Point Compensable and 30 Percent Compensable Disability Preference (CP and CPS) Eligibility	<ol style="list-style-type: none"> 1. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing all dates of service, character of service (Honorable or General Discharge); AND 2. An official document, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying that you have a service-connected disability rating of 10% or more OR an official document or retired orders from a branch of the Armed Forces, showing that you were retired due to a service connected disability or have been transferred to a Disability Retirement List with a service-connected disability of 10% or more. Documentation to support a disability must reflect the overall evaluation or percentage disability rating. <p>NOTE: You are not required to submit an Application for 10-Point Veterans Preference, SF-15, at the time of application; however, if selected, you will be required to complete and submit a SF-15 at the time of job offer.</p>

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<p align="center">10-Point Disability Preference (XP) Eligibility</p>	<p>1. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing all dates of service, character of service (Honorable or General Discharge); <u>AND</u></p> <p>2. An official document, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying to the present existence of your service-connected disability of less than 10%; <u>OR</u> an official citation, document, or discharge certificate issued by a branch of the Armed Forces showing the award of the Purple Heart; <u>OR</u> an official document, dated 1991 or later, from the Department of Veterans Affairs, certifying that you are receiving a nonservice-connected disability pension.</p> <p>NOTE: You are not required to submit an Application for 10-Point Veterans Preference, SF-15, at the time of application; however, if selected, you will be required to complete and submit a SF-15 at the time of job offer.</p>	
<p align="center">Appointment of Certain Military Spouses</p>	<p>1. Documentation showing the service member is currently on active duty in the Armed Forces; <u>AND</u></p> <p>2. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage).</p>	
<p align="center">10-Point Derived Preference (XP) Eligibility</p>	<p align="center">Spouse of a Disabled Veteran</p>	<p>1. A completed Application for 10-Point Veteran Preference, SF-15, with answers to questions 1-7 on page 2; <u>AND</u></p> <p>2. Documentation showing the member of the armed forces was released or discharged from active duty due to a service-connected disability; <u>OR</u> Documentation showing the member of the armed forces retired, or was released or discharged from active duty, due to a 100 percent service-connected disability; <u>AND</u></p> <p>3. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage).</p>

If you are applying as...		Then you MUST submit the following at the time of application
10-Point Derived Preference (XP) Eligibility (continued)	Unmarried Widow / Widower	<p>1. Documentation showing the individual was released or discharged from active duty due to his or her death while on active duty; OR Documentation verifying the member of the armed forces was killed while serving on active duty; AND</p> <p>2. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage); AND</p> <p>3. A statement certifying that you are the un-remarried widow or widower of the service member.</p> <p>NOTE: You are not required to submit an Application for 10-Point Veterans Preference, SF-15, at the time of application; however, if selected, you will be required to complete and submit a SF-15 at the time of job offer.</p>
	Parent of a Deceased Veteran	<p>1. Documentation verifying the member of the armed forces was released or discharged from active duty due to his or her death while on active duty; AND</p> <p>2. Documentation verifying the member of the armed forces was killed while serving on active duty; AND</p> <p>3. A statement certifying that you are or were married to the other parent of the veteran; AND</p> <ul style="list-style-type: none"> - you live with your totally and permanently disabled spouse (either the veteran's other parent or your spouse through remarriage); OR - you are widowed, divorced, or separated from the veteran's other parent and have not remarried; OR - you remarried but are now widowed, divorced, or legally separated from the spouse of your remarriage. <p>NOTE: You are not required to submit an Application for 10-Point Veterans Preference, SF-15, at the time of application; however, if selected, you will be required to complete and submit a SF-15 at the time of job offer.</p>
	Parent of a Disabled Veteran	<p>1. A completed Application for 10-Point Veteran Preference, SF-15, with answers to questions 1-7 on page 2; AND</p> <p>2. Documentation showing the member of the armed forces was released or discharged from active duty under honorable or general discharge from active duty; AND</p> <p>3. Documentation verifying the member of the armed forces was disabled on active duty; AND</p> <p>4. A statement certifying that you are or were married to the other parent of the veteran; AND</p> <ul style="list-style-type: none"> - you live with your totally and permanently disabled spouse (either the veteran's other parent or your spouse through remarriage); OR - you are widowed, divorced, or separated from the veteran's other parent and have not remarried; OR - you remarried but are now widowed, divorced, or legally separated from the spouse of your remarriage.

PATHWAYS

If you are applying as...	Then you MUST submit the following at the time of application
Current CMS Pathways Intern	<p>An unofficial transcript from the educational institution you are attending attesting to your possession of the required education AND your most recent Notification of Personnel Action (SF-50) reflecting your status as a current CMS Pathways Intern. Your unofficial transcript must reflect: (1) current overall grade point average (GPA); (2) enrollment status; (3) major; AND (4) the number of credits for each course.</p> <p>NOTE: If you are currently enrolled as a student and have previously completed Degrees (e.g., enrolled in a Master’s program and have completed a Bachelor’s degree), you must submit an unofficial transcript in addition to proof of your current student status at the time of application that reflects: (1) overall grade point average (GPA); (2) Degree Type (e.g., Bachelor’s, Master’s, etc.) and Degree Major (e.g., Accounting, Human Resources, etc.); AND (3) the date your Degree was conferred.</p> <p>NOTE: If you are a veteran, in addition to your transcripts, you must also submit at the time of application a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service), or other proof of your service which includes character of service.</p>
Pathways Intern	<p>An unofficial transcript from the educational institution you are attending attesting to your possession of the required education. Your unofficial transcript must reflect: (1) current overall grade point average (GPA); (2) enrollment status; (3) major; AND (4) the number of credits for each course.</p> <p>NOTE: If you are enrolled at an educational institution and do not have an unofficial transcript (e.g., high school student that is enrolled in a Bachelors degree program for Fall semester), you must provide proof of acceptance or an enrollment letter from your educational institution at the time of application.</p> <p>NOTE: If you are currently enrolled as a student and have previously completed Degrees (e.g., enrolled in a Master’s program and have completed a Bachelor’s degree), you must submit an unofficial transcript in addition to proof of your current student status at the time of application that reflects: (1) overall grade point average (GPA); (2) Degree Type (e.g., Bachelor’s, Master’s, etc.) and Degree Major (e.g., Accounting, Human Resources, etc.); AND (3) the date your Degree was conferred.</p> <p>NOTE: If you are a veteran, in addition to your transcripts, you must also submit at the time of application a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service), or other proof of your service which includes character of service.</p>
Pathways Recent Graduate	<p>Unofficial transcripts from the educational institution you attended attesting to your possession of the required education. Your unofficial transcripts must reflect: (1) overall grade point average (GPA); (2) Degree Type (e.g., Bachelor’s, Master’s, etc.) and Degree Major (e.g., Accounting, Human Resources, etc.); AND (3) the date your Degree was conferred.</p> <p>NOTE: If you are a veteran, in addition to your transcripts, you must also submit at the time of application a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service), or other proof of your service which includes character of service.</p>

EDUCATION

If you are applying as...	Then you MUST submit the following at the time of application
Substituting Education for Specialized Experience	<p>Provide verification of education as indicated in the “Qualifications” and “Required Documents” sections of the vacancy announcement.</p> <p>NOTE: If selected, official transcripts must be provided before final job offer.</p>
Positive Education Requirement	<p>Provide verification of education as indicated in the “Qualifications” and “Required Documents” sections of the vacancy announcement.</p> <p>NOTE: If selected, official transcripts must be provided before final job offer.</p>
Foreign Education	<p>Education completed outside of the United States (U.S.) must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment.</p> <p>You must submit the necessary documents to a private U.S. organization that specialized in interpretation of foreign educational credits. To be acceptable, the foreign credential evaluation must include/describe:</p> <ul style="list-style-type: none"> - The type of education received by the applicant; - The level of education in relation to the U.S. education system, and state that its comparability recommendations follow the general guidelines of the U.S. National Council for the Evaluation of Foreign Educational Credentials; - The content of the applicant's educational program earned abroad and the standard obtained; - The status of the awarding foreign school's recognition and legitimacy in its home country's education system; and - Any other information of interest such as what the evaluation service did to obtain this information, the qualifications of the evaluator, and any indications as to other problems such as forgery. <p>Foreign credential evaluations that do not contain the above information or that state there is insufficient information provided by the applicant on which to base an evaluation will not be accepted. For further information on the evaluation of foreign education, refer to the U.S. Department of Education's web site at http://www.ed.gov. For a listing of services that can perform credential evaluation, visit the National Association of Credential Evaluation service website. This list, which may not be all inclusive, is for informational purposes only and does not imply any endorsement of any specific agency.</p> <p>Possession of a valid and current U.S. professional license by a graduate of a foreign professional school or program is sufficient proof that the foreign education has been determined to be equivalent to the requisite U.S. professional education in that occupational field.</p>
Licensure or Certification	<p>Please refer to the “Qualifications” and/or “Required Documents” sections of the vacancy announcement for Licensure or Certification requirements.</p>
Physician, Nurse, Pharmacist and Dentist Positions ONLY	<p>A copy of your professional license/registration must be submitted at the time of application as defined in the “Qualifications” and “Required Documents” sections of the vacancy announcement. Transcripts are NOT required at the time of application for these positions ONLY.</p>