

CMS REQUIRED DOCUMENTS

Effective with Vacancy Announcements Opening On and After May 2, 2016

PLEASE REFER TO THE “WHO MAY APPLY” SECTION OF THIS ANNOUNCEMENT TO DETERMINE IF YOU ARE ELIGIBLE FOR CONSIDERATION.

If you are eligible for consideration, please refer to the following chart to determine which document(s) are required.

PLEASE NOTE: Failure to provide the proper documentation will result in lost consideration for this position

If you are applying as...	Then you MUST submit
Current Federal Employee	Most recent SF-50 (Notification of Personnel Action) indicating: <ul style="list-style-type: none"> - Block 24: Tenure code - Block 34: Position occupied - Highest grade and step
Interchange Agreement Eligible	Appointment SF-50 (Notification of Personnel Action) indicating: <ul style="list-style-type: none"> - You are currently serving on an appointment without time limit in another merit system or you have been involuntarily separated from such appointment without personal cause within the preceding year; <u>AND</u> - You are currently serving in or you have been involuntarily separated from a position covered by an interchange agreement; <u>AND</u> - You served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement.
Former Federal Employee (Reinstatement Eligible)	Last SF-50 (Notification of Personnel Action) indicating: <ul style="list-style-type: none"> - Eligibility for reinstatement - Block 24: Tenure code - Block 34: Position occupied - Highest grade and step - Block 23: Veterans preference - Block 4: Effective Date
Schedule A Eligibles	Documentation (e.g., records, statements, or other appropriate information) that is (1) issued by a licensed medical professional (e.g., a physician or other medical professional certified by a State, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., State or private); or any Federal agency, State agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits; <u>AND</u> (2) is on official letterhead; <u>AND</u> (3) certifies that you are an individual with a severe physical disability, intellectual disability, or psychiatric disability.

If you are applying as...	Then you MUST submit
CTAP	<ol style="list-style-type: none"> 1. Documentation of showing abolishment of position or separation. <ol style="list-style-type: none"> a. "Certificate of Expected Separation" (CES) b. Agency certification that you are in a surplus organization or occupation c. Notice that your position is being abolished d. Letter stating you are eligible for discontinued service retirement e. Specific reduction in force separation notice f. Notice of proposed removal because you declined a directed reassignment or transfer of function out of the local commuting area 2. Latest performance showing a rating of at least fully successful” (level 3). 3. Most recent SF-50 to include: <ul style="list-style-type: none"> Block 24: Tenure Block 34: Position Occupied Block 39: Duty Station
ICTAP	<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 d. Notice of disability annuity termination 2. Latest performance rating showing rating of at least “fully successful” (level 3). 3. Most recent SF-50 to include: <ul style="list-style-type: none"> Block 24: Tenure Block 34: Position Occupied Block 39: Duty Station

VETERANS

For more information on veteran's preference and special hiring authorities for veterans, please visit <http://www.fedshirevets.gov/>

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

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

If you are applying	Then you MUST submit
VRA	<p>1. Certificate of Release or Discharge from Active Duty, DD-214, showing release or discharge under honorable conditions (Honorable or General Discharge) AND receipt of campaign badge or Armed Forces Service Medal OR showing you are a recently separated veteran.</p> <p>IF APPLICABLE:</p> <p>2. Documentation of Compensable Disability (10% or more)</p> <p style="margin-left: 20px;">a. An official document, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has service-connected disability of 10% or more.</p> <p style="margin-left: 20px;">b. An Official document or retired orders from a branch of the Armed Forces, showing that the veterans was retired due to a service connected disability or has been transferred to a Disability Retirement List with a service-connected disability of at least 10% or more.</p>
VEOA	<p>1. Documentation of preference eligibility (please refer to the 5 point preference eligibility or 10 point preference eligibility boxes below); OR</p> <p>2. Certificate of Release or Discharge from Active Duty, DD-214, showing release or discharge under honorable conditions (Honorable or General Discharge) AND completion of 3 or more years of substantially continuous active service.</p>
0-Point Preference Sole Survivorship	<p>1. Certificate of Release or Discharge from Active Duty, DD-214, showing all dates of service, character of service (Honorable or General) and reason for separation.</p>
5-Point Preference (TP) Eligibility	<p>1. Documentation of Service or Separation:</p> <p style="margin-left: 20px;">a. Certificate of Release or Discharge from Active Duty, DD-214, showing all dates of service and character of service (Honorable or General).</p> <p style="margin-left: 20px;">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 conditions within 120 days after the certification is submitted by the applicant.</p>

If you are applying	Then you MUST submit
<p>10-Point Compensable and 30 Percent Compensable Disability Preference (CP and CPS) Eligibility</p>	<p>1. Certificate of Release or Discharge from Active Duty, DD-214, showing release or discharge under honorable conditions (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 that you have a service-connected disability rating of 10% or more <u>OR</u> 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> <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>10-Point Disability Preference (XP) Eligibility</p>	<p>1. Certificate of Release or Discharge from Active Duty, DD-214, showing release or discharge under honorable conditions (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>Noncompetitive Appointment of Certain Military Spouses (E.O. 13473)</p>	<p>1. A copy of the service member's active duty orders which authorize PCS. This authorization must include:</p> <ul style="list-style-type: none"> - A statement authorizing the service member's spouse to accompany the member to the new permanent duty station; <u>AND</u> - The specific location to which the member of the armed forces is to be assigned, reassigned, or transferred pursuant to permanent change of station orders; <u>AND</u> - The effective date of the permanent change of station. <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>NOTE: You are eligible for a maximum of 2 years from the date of the service member's permanent change of station orders. Furthermore, employment must be within the geographic area of the new permanent duty station.</p>

If you are applying	Then you MUST submit	
<p align="center">10-Point Derived Preference (XP) Eligibility</p>	<p align="center">Spouse of a Disabled Veteran</p>	<ol style="list-style-type: none"> 1. A completed Application for 10-Point Veteran Preference, SF-15, with answers to questions 1-7 on page 2; <u>AND</u> 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> 3. 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> 4. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage).
	<p align="center">Unmarried Widow / Widower</p>	<ol style="list-style-type: none"> 1. Documentation showing the individual was released or discharged from active duty due to his or her death while on active duty; <u>OR</u> 2. Documentation verifying the member of the armed forces was killed while serving on active duty; <u>AND</u> 3. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage); <u>AND</u> 4. A statement certifying that you are the un-remarried widow or widower of the service member. <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>

If you are applying	Then you MUST submit	
<p>10-Point Derived Preference (XP) Eligibility (continued)</p>	<p>Mother of a Deceased Veteran</p>	<ol style="list-style-type: none"> 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; <u>AND</u> 2. Documentation verifying the member of the armed forces was killed while serving on active duty; <u>AND</u> 3. A statement certifying that you: <ul style="list-style-type: none"> - are or were married to the father of the veteran; <u>AND</u> - you live with your totally and permanently disabled husband (either the veteran's father or your husband through remarriage); <u>OR</u> - you are widowed, divorced, or separated from the veteran's father and have not remarried; <u>OR</u> - you remarried but are now widowed, divorced, or legally separated from the husband 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>
	<p>Mother of a Disabled Veteran</p>	<ol style="list-style-type: none"> 1. A completed Application for 10-Point Veteran Preference, SF-15, with answers to questions 1-7 on page 2; <u>AND</u> 2. Documentation showing the member of the armed forces was released or discharged from active duty under honorable or general discharge from active duty; <u>AND</u> 3. Documentation verifying the member of the armed forces was disabled on active duty; <u>AND</u> 4. A statement certifying that you: <ul style="list-style-type: none"> - are or were married to the father of the veteran; <u>AND</u> - you live with your totally and permanently disabled husband (either the veteran's father or your husband through remarriage); <u>OR</u> - you are widowed, divorced, or separated from the veteran's father and have not remarried; <u>OR</u> - you remarried but are now widowed, divorced, or legally separated from the husband of your remarriage.

EDUCATION

If you are applying as...	Then you MUST submit
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 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 US 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>
Medical Officer, Nurse Consultant, Pharmacist, and Dental Officer 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>