

## Centers for Medicare & Medicaid Services (CMS) Required Documents

Please refer to the Hiring Paths linked at the top of this announcement for definitions of the categories of applicants that are eligible to apply to this announcement and to determine if you are eligible for consideration. If you are eligible for consideration, please refer to the following chart to determine which CMS required document(s) are necessary to be submitted at the time of application.

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

If you are applying as...	Then you <b>MUST</b> submit the following at the time of application
<b>Current Career or Career-Conditional Employee within CMS</b>	Most recent Notification of Personnel Action (Standard Form (SF)-50) indicating: <ul style="list-style-type: none"> <li>- Block 24: Tenure code</li> <li>- Block 34: Position occupied</li> <li>- The highest grade and step held on a permanent basis</li> <li>- That you currently work within CMS</li> </ul>
<b>Current Career or Career-Conditional Employee within the HHS</b>	Most recent Notification of Personnel Action (SF-50) indicating: <ul style="list-style-type: none"> <li>- Block 24: Tenure code</li> <li>- Block 34: Position occupied</li> <li>- The highest grade and step held on a permanent basis</li> <li>- That you currently work within HHS</li> </ul>
<b>Current Career/Career-Conditional Federal Employee who has never held the grade being announced</b>	Most recent Notification of Personnel Action (SF-50) or equivalent personnel action form indicating: <ul style="list-style-type: none"> <li>- Tenure code</li> <li>- Position occupied</li> <li>- The highest grade and step held on a permanent basis</li> </ul>
<b>Current Career/Career-Conditional Federal Employee who has held the grade being announced</b>	Most recent Notification of Personnel Action (SF-50) or equivalent personnel action form indicating: <ul style="list-style-type: none"> <li>- Block 24: Tenure code</li> <li>- Block 34: Position occupied</li> <li>- The highest grade and step held on a permanent basis</li> </ul>
<b>Reinstatement Eligible (Former Federal Employee)</b>	<ol style="list-style-type: none"> <li>1. Separation Notification of Personnel Action (SF-50) or equivalent personnel action that includes:                             <ul style="list-style-type: none"> <li>- Effective date of personnel action</li> <li>- Tenure code</li> <li>- Position occupied</li> <li>- Highest grade and step held on a permanent basis</li> <li>- Veterans' Preference Status (ONLY applies to applicants with veterans' preference)</li> </ul> </li> <li>2. A copy of your most recent Performance Appraisal from a career or career-conditional position that reflects at least "Fully Successful" (or equivalent) rating, if applicable.</li> </ol>

If you are applying as...	Then you <b>MUST</b> submit the following at the time of application
<b>Schedule A Eligibles</b>	Documentation (e.g., records, statements, or other appropriate information) on official letterhead, certifying you are an individual with a severe physical, intellectual, or psychiatric disability <b>AND</b> 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. For more information visit <a href="https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities">https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities</a>
<b>Certain Former Overseas Employees</b>	Most recent Notification of Personnel Action (SF-50) or equivalent personnel action form <b>AND</b> a copy of your latest performance appraisal that includes the final rating; if a performance appraisal does not exist, is incomplete, or unavailable, a letter signed by your current supervisor is acceptable.
<b>National Service (Peace Corps and VISTA)</b>	A copy of your description of service or other proof of non-competitive eligibility. If you are a former Peace Corps volunteer or VISTA member who is requesting an extension of your non-competitive eligibility, you must also submit the necessary documentation to support your request at the time of application.
<b>Foreign Service Employees</b>	Notification of Personnel Action (SF-50) or equivalent personnel action form reflecting your non-temporary status. If you are outside of the 3-year requirement but are entitled to veterans' preference, you must 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.
<b>Office of Personnel Management (OPM) Interchange Agreement Eligible</b>	Appointment Notification of Personnel Action (SF-50) or equivalent personnel action form indicating: <ul style="list-style-type: none"> <li>- 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; <b>AND</b></li> <li>- You are currently serving in or you have been involuntarily separated from a position covered by an interchange agreement; <b>AND</b></li> <li>- You served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement.</li> </ul>
<b>Miscellaneous Authorities Not Regulated by U.S. OPM</b>	Appointment Notification of Personnel Action (SF-50) or equivalent personnel action form reflecting your status. Your document must provide sufficient information to verify you are eligible for a competitive service position in the Federal service under a Miscellaneous Authority not regulated by the U.S. OPM.

If you are applying as...	Then you <b>MUST</b> submit the following at the time of application
<p style="text-align: center;"><b>Land Management Eligible</b></p>	<ol style="list-style-type: none"> <li>1. Initial Hire Action(s), Extension(s), Conversion(s) <b>and</b> Termination/Separation (if separated) Notification of Personnel Actions, Standard Form 50 (SF-50) for <b>EACH</b> period of work. The SF-50s must show that you served in appropriate appointment(s) for a period/periods that total more than 24 months without a break in service of two or more years.</li> <li>2. Performance Rating (s) or Equivalent: <ol style="list-style-type: none"> <li>a. A copy of your performance rating(s) showing an acceptable level of performance for period(s) of employment counted towards your eligibility, signed by your supervisor(s); <b>OR</b></li> <li>b. If documentation of a rating does not exist for one or more periods, a statement from your supervisor(s) or other individual in the chain of command indicating an acceptable level of performance for the period(s) of employment counted towards your eligibility; <b>OR</b></li> <li>c. If you do not have a performance rating (as outlined in 1 or 2 above) for any period that you are using to qualify for eligibility under the Land Management Workforce Flexibility Act, you must provide: <ol style="list-style-type: none"> <li>1) A statement listing the reason why your appraisal/documentation is not available, <b>AND</b></li> <li>2) A statement that your performance for all periods was at an acceptable level, your most recent separation was for reasons other than misconduct or performance, and you were never notified that you were not eligible for rehire based on performance.</li> </ol> </li> </ol> </li> </ol>
<p style="text-align: center;"><b>Career Transition Assistance Plan (CTAP)</b></p>	<ol style="list-style-type: none"> <li>1. Documentation of showing abolishment of position or separation. <ol style="list-style-type: none"> <li>a. "Certificate of Expected Separation" (CES);</li> <li>b. Agency certification that you are in a surplus organization or occupation;</li> <li>c. Notice that your position is being abolished;</li> <li>d. Letter stating you are eligible for discontinued service retirement;</li> <li>e. Specific Reduction-in-Force (RIF) separation notice; <b>OR</b></li> <li>f. Notice of proposed removal because you declined a directed reassignment or transfer of function out of the local commuting area</li> </ol> </li> <li>2. Latest performance showing a rating of at least fully successful" (level 3).</li> <li>3. Most recent Notification of Personnel Action (SF-50) or equivalent personnel action indicating: <ol style="list-style-type: none"> <li>a. Tenure;</li> <li>b. Position Occupied; <b>AND</b></li> <li>c. Duty Station</li> </ol> </li> </ol>

If you are applying as...	Then you MUST submit the following at the time of application
<p style="text-align: center;"><b>Interagency Career Transition Assistance Plan (ICTAP)</b></p>	<ol style="list-style-type: none"> <li>1. Proof of Eligibility:               <ol style="list-style-type: none"> <li>a. RIF separation notice;</li> <li>b. Notice of proposed removal for failure to relocate;</li> <li>c. Notice of injury compensation termination; <b>OR</b></li> <li>d. Notice of disability annuity termination</li> </ol> </li>   <li>2. Latest performance rating showing rating of at least “fully successful” (level 3).</li>   <li>3. Most recent Notification of Personnel Action (SF-50) or equivalent personnel action indicating:               <ol style="list-style-type: none"> <li>a. Tenure;</li> <li>b. Position Occupied; <b>AND</b></li> <li>c. Duty Station</li> </ol> </li> </ol> <p><b>NOTE:</b> 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 <https://webapps.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. If you have any further questions concerning what documentation is required when claiming veterans' preference, please contact the Human Resources Specialist listed in the vacancy announcement.**

If you are applying as...	Then you <b>MUST</b> submit the following at the time of application
<b>Veterans Employment Opportunity Act (VEOA)</b>	<ol style="list-style-type: none"> <li>1. Documentation of preference eligibility (please refer to the 5 point preference eligibility or 10 point preference eligibility boxes below); <b>OR</b></li> <li>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 <b>under honorable conditions</b> (Honorable or General Discharge) <b>AND</b> 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).</li> </ol>
<b>0-Point Preference Sole Survivorship</b>	<ol style="list-style-type: none"> <li>1. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing <b>all dates of service, character of service</b> (Honorable or General Discharge) and <b>reason for separation</b>.</li> </ol>
<b>5-Point Preference (TP) Eligibility</b>	<ol style="list-style-type: none"> <li>1. Documentation of Service or Separation:               <ol style="list-style-type: none"> <li>a. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing <b>all dates of service and character of service</b> (Honorable or General); <b>OR</b></li> <li>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.</li> </ol> </li> </ol>
<b>10-Point Compensable and 30 Percent Compensable Disability Preference (CP and CPS) Eligibility</b>	<ol style="list-style-type: none"> <li>1. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing <b>all dates of service, character of service</b> (Honorable or General Discharge); <b>AND</b></li> <li>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 <b>OR</b> 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.</li> </ol> <p><b>NOTE:</b> 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 as...	Then you <b>MUST</b> submit the following at the time of application	
<p align="center"><b>10-Point Disability Preference (XP) Eligibility</b></p>	<p><b>1.</b> Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing <b>all dates of service, character of service</b> (Honorable or General Discharge); <b><u>AND</u></b></p> <p><b>2.</b> 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%; <b><u>OR</u></b> an official citation, document, or discharge certificate issued by a branch of the Armed Forces showing the award of the Purple Heart; <b><u>OR</u></b> 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><b>NOTE:</b> 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"><b>Appointment of Certain Military Spouses</b></p>	<p><b>1.</b> Documentation showing the service member is currently on active duty in the Armed Forces; <b><u>AND</u></b> documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage); <b><u>OR</u></b></p> <p><b>2.</b> Application for 10-Point Veteran Preference, Standard Form SF-15, with answers to questions 1-7 on page 2; <b><u>AND</u></b> Official documentation, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces showing the service member has a 100% service-connected disability; <b><u>AND</u></b> Documentation verifying your marriage to the service member (i.e., marriage license or other legal document verifying marriage); <b><u>OR</u></b></p> <p><b>3.</b> Documentation showing the service member was released from active duty due to his or her death while on active duty <b>OR</b> documentation verifying the service member was killed while serving on active duty; <b><u>AND</u></b> Documentation verifying your marriage to the service member (i.e., marriage license or other legal document verifying marriage); <b><u>AND</u></b> A statement certifying you are the un-remarried widow or widower of the service member.</p>	
<p align="center"><b>10-Point Derived Preference (XP) Eligibility</b></p>	<p align="center"><b>Spouse of a Disabled Veteran</b></p>	<p><b>1.</b> A completed Application for 10-Point Veteran Preference, SF-15, with answers to questions 1-7 on page 2; <b><u>AND</u></b></p> <p><b>2.</b> Official documentation, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying your spouse's 100% disability rating and/or unemployable status; <b><u>AND</u></b></p> <p><b>3.</b> 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 <b>MUST</b> submit the following at the time of application
<b>10-Point Derived Preference (XP) Eligibility (continued)</b>	<b>Unmarried Widow / Widower</b>	<p>1. Documentation showing the individual was released or discharged from active duty due to his or her death while on active duty; <b>OR</b> Documentation verifying the member of the armed forces was killed while serving on active duty; <b>AND</b></p> <p>2. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage); <b>AND</b></p> <p>3. A statement certifying that you are the un-remarried widow or widower of the service member.</p> <p><b>NOTE:</b> 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>
	<b>Parent of a Deceased Veteran</b>	<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; <b>AND</b></p> <p>2. Documentation verifying the member of the armed forces was killed while serving on active duty; <b>AND</b></p> <p>3. A statement certifying that you are or were married to the other parent of the veteran; <b>AND</b></p> <ul style="list-style-type: none"> <li>- you live with your totally and permanently disabled spouse (either the veteran's other parent or your spouse through remarriage); <b>OR</b></li> <li>- you are widowed, divorced, or separated from the veteran's other parent and have not remarried; <b>OR</b></li> <li>- you remarried but are now widowed, divorced, or legally separated from the spouse of your remarriage.</li> </ul> <p><b>NOTE:</b> 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>
	<b>Parent of a Disabled Veteran</b>	<p>1. A completed Application for 10-Point Veteran Preference, SF-15, with answers to questions 1-7 on page 2; <b>AND</b></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; <b>AND</b></p> <p>3. Documentation verifying the member of the armed forces was disabled on active duty; <b>AND</b></p> <p>4. A statement certifying that you are or were married to the other parent of the veteran; <b>AND</b></p> <ul style="list-style-type: none"> <li>- you live with your totally and permanently disabled spouse (either the veteran's other parent or your spouse through remarriage); <b>OR</b></li> <li>- you are widowed, divorced, or separated from the veteran's other parent and have not remarried; <b>OR</b></li> <li>- you remarried but are now widowed, divorced, or legally separated from the spouse of your remarriage.</li> </ul>

## PATHWAYS

If you are applying as...	Then you <b>MUST</b> submit the following at the time of application
<b>Current CMS Pathways Intern</b>	<p>An unofficial transcript from the educational institution you are attending attesting to your possession of the required education <b>AND</b> 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; <b>AND</b> (4) the number of credits for each course.</p> <p><b>NOTE:</b> 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.); <b>AND</b> (3) the date your Degree was conferred.</p> <p><b>NOTE:</b> 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>
<b>Pathways Intern</b>	<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; <b>AND</b> (4) the number of credits for each course.</p> <p><b>NOTE:</b> 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><b>NOTE:</b> 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.); <b>AND</b> (3) the date your Degree was conferred.</p> <p><b>NOTE:</b> 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>
<b>Pathways Recent Graduate</b>	<p>Unofficial transcripts from the educational institution you attended attesting to your education completed to date. Your unofficial transcripts must reflect: (1) your name; (2) overall grade point average (GPA); <b>AND</b> (3) Degree Type (e.g., Bachelor’s, Master’s, etc.) and Degree Major (e.g., Accounting, Human Resources, etc.).</p> <p><b>NOTE:</b> 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 <b>MUST</b> submit the following at the time of application
<b>Substituting Education for Specialized Experience</b>	<p>Provide verification of education as indicated in the “Qualifications” and “Required Documents” sections of the vacancy announcement.</p> <p><b>NOTE:</b> If selected, official transcripts must be provided before final job offer.</p>
<b>Positive Education Requirement</b>	<p>Provide verification of education as indicated in the “Qualifications” and “Required Documents” sections of the vacancy announcement.</p> <p><b>NOTE:</b> If selected, official transcripts must be provided before final job offer.</p>
<b>Foreign Education</b>	<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"> <li>- The type of education received by the applicant;</li> <li>- 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;</li> <li>- The content of the applicant's educational program earned abroad and the standard obtained;</li> <li>- The status of the awarding foreign school's recognition and legitimacy in its home country's education system; and</li> <li>- 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.</li> </ul> <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 <a href="http://www.ed.gov">http://www.ed.gov</a>. 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>
<b>Licensure or Certification</b>	<p>Please refer to the “Qualifications” and/or “Required Documents” sections of the vacancy announcement for Licensure or Certification requirements.</p>
<b>Physician, Nurse, Pharmacist and Dentist Positions ONLY</b>	<p>Proof of your professional license/registration must be submitted at the time of application as defined in the “Qualifications” and “Required Documents” section of the vacancy announcement. Failure to submit proof of license/registration at the time of application <b>WILL</b> result in an ineligible rating.</p> <p>You are strongly encouraged to submit a copy of your transcripts at the time of application. Unofficial transcripts will be accepted at the time of application. Official transcripts will be required from all selectees prior to receiving an official offer.</p>