

Required Documents for Hiring Authorities

The information below explains the required documentation that must be submitted if claiming any of the Hiring Authorities listed below when applying to Job Opportunity Announcements posted on USAJOBS. Please review the “Who May Apply” section of the Job Opportunity Announcement to determine if applications are being accepted from any of the Hiring Authorities listed below. *The required documents listed below are in addition to the required documents listed on the Job Opportunity Announcement.

Veteran Hiring Authorities: VEOA, VRA and 30% Disabled Veterans:

- DD214, Certificate of Release from Active Duty, which shows dates of service and discharge under honorable conditions.
- If currently on active duty you must submit a certification of expected discharge or release from active duty service under honorable conditions not later than 120 days after the date the certification is submitted.
- Veteran’s preference must be verified prior to appointment. Without this documentation, you will not receive veteran’s preference and your application will be evaluated based on the material(s) submitted. If claiming 10-point veteran’s preference you must provide the DD214 or certification requirements (see above information), plus the proof of entitlement of this preference as listed on the SF-15 Application for 10-point Veterans’ Preference. The SF-15 should be included but is not required. Failure to submit these documents could result in the determination that there is insufficient documentation to support your claim for 10-point preference. For more information on veterans’ preference, visit the Feds Hire Vets [Veterans’ Preference](#) website.

Land Management Workforce Flexibility Act (LMWFA):

- You must provide copies of your Notification of Personnel Actions(s) (SF-50s) showing you have 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. You must include the initial hire actions, extensions, conversions and termination/separation SF-50s for each period of work.
- Performance Rating(s) or equivalent. You must provide the following documentation to verify your acceptable level of performance: 1) Performance rating(s) showing an acceptable level of performance for period(s) of employment counted towards your eligibility, signed by your supervisor(s); or 2) 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; or 3) If you do not have a performance appraisal (outlined in 1 or 2 above) for any period that you are using to qualify for eligibility under the LMWFA, you must provide: A stated reason as to why the appraisal/documentation is not available, and 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. (This shall be accepted in lieu of providing copies of the performance appraisals).

Schedule A, Persons with Disabilities Appointment:

- Letter from a physician, local, state or federal rehabilitation office citing eligibility under 5 CFR 213.3102 (u). Refer to the Electronic Code of Federal Regulations – [Schedule A](#).

Public Land Corps:

- Eligibility for noncompetitive hiring status under this authority continues for 120 days after completion of Public Land Corps service.
- Certificate of Eligibility for Noncompetitive Hiring Status Based on Public Lands Corps Service or approved equivalent showing completion of required service under this program.

Resource Assistants Program:

- Certificate of Eligibility for Noncompetitive Hiring Status Based on Resource Assistants Program showing completion of the required minimum hours of work and degree under the Resource Assistants Program. Eligibility for noncompetitive appointment must be within two years from the date the certificate for completion of program requirements is signed and;
- College transcripts

Peace Corps Personnel:

Documentation of no less than 36 months of continuous service without a break of three days or more and separated within the last three years.

Peace Corps/VISTA volunteers:

Certification from the Director of Action of satisfactory volunteer service of at least one year. Eligibility for appointment is limited to one year after completion of qualifying service.

Certain Military Spouses Eligible under E.O. 13473 (5 CFR 315.612):

- If based on Permanent Change of Station (PCS): orders issued within the last two years that lists you as authorized to accompany the military member to the new permanent duty station AND verification of the marriage to the service member (i.e. marriage license or other legal documentation verifying marriage);
- If based on member's 100% disability: verification of the member's retirement or release/discharge from active duty due to a service connected disability with a 100% disability rating (DD-214 and/or VA Letter) AND verification of the marriage to the service member (i.e. marriage license or other legal documentation verifying marriage);

- If based on member's death: verification of the member's death while on active duty (DD-1300 and Death Certificate) AND verification of the marriage to the service member (i.e. marriage license or other legal documentation verifying marriage).

Certain Family Members Eligible under E.O. 12721:

Most recent non-award SF-50 and performance appraisal.

Miscellaneous Authorities Not Regulated by the Office of Personnel Management: (Postal Career Service, Postal Service Commission, GAO, US Courts, etc.)

Current Notification of Personnel Action/equivalent that reflects eligibility.

Former Overseas Employees (E.O. 12721; 5 CFR 315.608):

Documentation of completion of at least 52 weeks of creditable overseas service (SF-50) and satisfactory performance. Creditable service is service in an appropriated fund position performed by a family member under a local hire appointment during the time the family member was accompanying a sponsor officially assigned to an overseas area and for which the family member received a fully successful or better (or equivalent) performance rating.

Foreign Service (E.O. 11219, E.O. 12292, 5 CFR 315.606):

Most recent Foreign Service Notification of Personnel Action showing appointment under an unlimited, career-type appointment AND evidence of completing at least one year of continuous service without a break of a workday under one or more non-temporary Foreign Service appointments.

Interchange Agreement with Other Merit Systems:

Documentation of eligibility as listed in the interchange agreement. This documentation may include a SF-50 or equivalent document showing type of appointment and position and/or separation information if separated. Eligible persons must be currently serving under an appointment without time limit or have been involuntarily separated without personal cause within the preceding year. Visit [Office of Personnel Management website](#) to review the list of Interchange Agreements.

For more information on Hiring Authorities:

Please visit the [Office of Personnel Management website](#).