

U.S. Air Force Civilian Employment Eligibility Guide

If You Are:	And...	Your Eligibility Is:	Required Documentation:
<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>Interagency Career Transition Assistance Plan (ICTAP)</p>	<p>Copies of the appropriate documentation, such as Reduction In Force (RIF) separation notice, a SF-50 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 (NAF) employees: of the Department of Defense Agreement effective 9/20/91; extended indefinitely.</p>	<p>Served continuously for at least 1 year in the NAF or AAFES position under appointment without time limit</p>	<p>Non-Appropriated Fund or Army/Air Force Exchange Service Employees (NAF/AAFES)</p> <p>Note: Individuals selected for appointment may be appointed only to permanent positions based on this authority</p>	<p>Documentation of current NAFI/AAFES appointment and one continuous year of NAFI/AAFES service for non-appropriated fund employees applying under NAF Portability.</p> <p>Personnel action forms vary as listed below:</p> <p>Dept. of the Army - DA Form 3434</p> <p>Dept. of the Air Force - AF 2545</p> <p>U.S. Marine Corps NAF - MCCS 500</p> <p>Commander, Naval Installation Command - Personnel Action Report</p> <p>Navy Exchange Service Command - NX-129</p> <p>Army and Air Force Exchange Service Exchange Form - 1200-100 (Rev Feb 13)</p>

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. Transcripts are required if qualifying based on education

or position has specific education requirements. Any registration or licenses must be active, current registration/license, if applicable for the position. Veterans' Preference documents provide a copy of your DD Form 214, which must include character of service (e.g. member 4 copy) or a Statement of Service/Proof of Service which must include service dates and character of service, if applicable. VA letter/Disability Determination, if claiming 10-point preference, a VA Letter or a disability determination from a branch of the Armed Forces (or documentation of a Purple Heart, if applicable), and a SF 15.

Veterans: Note: The National Personnel Records Center (NPRC) has provided the following website for veterans to gain access to their DD-214s online: <http://www.archives.gov/veterans/military-service-records/>

If You Are:	And...	Your Eligibility Is:	Required Documentation:
<p>A Preference Eligible (veteran, derived preference, e.g., spouse, widow, mother.)</p>	<p>The veteran’s discharge or release from active service was under honorable conditions, 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>	<p><u>Veterans’ Employment Opportunity Act of 1998 (VEOA)</u> Note: A VEOA eligible who competes under merit promotion procedures and is selected will be given a career or career conditional appointment. Veterans' preference is not a factor in these appointments.</p>	<p>Most recent DD-214 that reflects character of service (copy number 2 and 4 contain the required character of service), release or retirement that reflects character of service. If currently on active duty and within 120 days of separation, in lieu of a DD-214, submit certification from your military personnel office verifying retirement/separation date and type/character of discharge.</p>
<p>A Veteran</p>	<p>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 shortly before completing 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).</p>		<p>Veterans' preference is not a factor in these appointments.</p>

Veterans (continued): Note: The National Personnel Records Center (NPRC) has provided the following website for veterans to gain access to their DD-214s online: <http://www.archives.gov/veterans/military-service-records/>

If You Are:	And...	Your Eligibility Is:	Required Documentation:
Currently on Active Duty			Active duty military pending release from military service must provide a Separation Order, Retirement Order, Certificate of Service, or DD-214 that reflects character of service (copy number 2 and 4 contain the required character of service). If currently on active duty and within 120 days of separation , in lieu of a DD-214, submit certification from your military personnel office verifying retirement/separation date and type/character of discharge.
<p>Disabled veteran; or 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; or 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; or Recently separated veteran *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. (*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) or Current Active Duty</p>	Discharged or released under conditions other than dishonorable.	<p>Veterans' Recruitment Appointment (VRA)</p> <p>Note: Applicants eligible under the VRA appointing authority may be appointed to any grade level for which qualified up to GS-11 or equivalent.</p>	<p>DD Form 214 documenting award of campaign badge or Armed Forces Service Medal (if applicable), and final military discharge, release or retirement that reflects character of service. If currently on active duty, and within 120 days of separation, submit certification from your military personnel office.</p> <p>If selected and claiming 10-point veterans' preference submit: SF-15 claiming 10-point preference and an official statement, dated 1991 or 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 or An official statement/letter, dated 1991 or later, from the Dept. of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.</p> <p>Please note application packages should NOT contain Health Insurance Portability and Accountability Act (HIPAA) Act of 1996 Public Law 104-191</p> <p>Active duty military pending release from military service must provide a Separation Order, Retirement Order, Certificate of Service, or DD-214 that reflects character of service (copy number 2 and 4 contain the required character of service).</p>

Veterans (continued): Note: The National Personnel Records Center (NPRC) has provided the following website for veterans to gain access to their DD-214s online: <http://www.archives.gov/veterans/military-service-records/>

If You Are:	And...	Your Eligibility Is:	Required Documentation:
Current or former military member	With a service-connected disability of 30 percent or more.	30% Disabled Veteran	DD-214 that reflects character of service (copy number 2 and 4 contain the required character of service), release or retirement that reflects character of service; SF 15 claiming 10-point preference 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. Please note application documentation should not contain Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104-191 related information.

Determining Your Veterans' Preference Eligibility:

Veteran's Preference Advisor – <http://www.dol.gov/elaws/vetspref.htm>

If You Are:	Then Preference Is:
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% 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. A 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 10 Point - Derived/Other
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

If You Are:	Then Preference Is:
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	
8. The Mother 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 mother (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 (See note 1)	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 Jul 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after Jan 31, 1955 and before Oct 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 the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom. (See note 1)	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 (See note 1)	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. (See notes 1 and 2)	5 Point
13. None of the above	No Preference

NOTE 1: Retirees at the rank of Major (O4) and above are not entitled to 5-point veterans’ preference unless they are disabled veterans.

NOTE 2: A campaign medal holder or Gulf War veteran who originally enlisted after Sep 7, 1980 (or began active duty on or after 14 Oct 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.

Student & Recent Graduate Categories:

If You Are:	And...	Your Eligibility Is:	Required Documentation:
<p>Currently a student 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; or other qualifying educational institution pursuing a qualifying degree or certificate.</p> <p>Or a Recent Graduate who has completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.</p> <p>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>Willing to work on a temporary basis</p>	<p>Students & Recent Graduates</p>	<p>College transcripts or letter from counselor/registrar</p>

Note: 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.

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>Employment of Individuals with Disabilities, Schedule A Appointing Authority, 5 CFR 213.3102(u)</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>Please note application packages should NOT contain Health Insurance Portability and Accountability Act (HIPAA) Act of 1996, Public Law 104-191 related information.</p>

Military Spouses:

If You Are:	And...	Your Eligibility Is:	Required Documentation:
The spouse of an active duty military member who accompanies them on a permanent change of station (PCS) move.	You were married to your military sponsor prior to the reporting date to the new duty assignment, and the position for which you are applying is advertised as "Open to U.S. Citizens only. Position to be filled through Delegated Examining (DE) and is within the commuting area of your military sponsor's new permanent duty station.	Military Spouse Preference	Military Spouse PPP Self-Certification Checklist, Resume, PCS Orders (must show reporting date, local duty station and authorizes spouses travel, Marriage Certificate (if name not listed on orders), SF-50 (if applicable) SF-75 (if applicable), Appraisal (If applicable); Transcripts (if applicable); Vet Preference (if applicable)
<p>The spouse of an active duty military member who accompanies a sponsor on a permanent change of duty station (PCS) move;</p> <p>or</p> <p>The spouse of a member of the Armed Forces who retired with a disability rating at the time of retirement of 100 percent; or retired or separated with a disability rating of 100 percent from the DAV;</p> <p>or</p> <p>The un-remarried widow or widower of a member of the Armed Forces killed while in active duty status.</p>	<p>You were married to your military sponsor prior to the date of sponsors PCS orders; and relocating with sponsor to the new duty location. For current military spouses this appointment is limited to the geographical area of the PCS orders.</p> <p>Spouses are eligible for a noncompetitive appointment under this authority.</p> <p>For 100 percent disabled veterans or widows/ widowers this authority is not limited to a geographical area and there is no limit to the number of appointments under this authority.</p>	Appointment of Certain Military Spouses Executive Order 13473	<p>Military Spouse PPP Self-Certification Checklist, Resume, PCS Orders (must show reporting date, local duty station and authorizes spouses travel, Marriage Certificate (if name not listed on orders), SF-50 (if applicable) SF-75 (if applicable), Appraisal (If applicable); Transcripts (if applicable); Vet Preference (if applicable);</p> <p>A VA disability rating, or Death Certificate, as applicable.</p>
The spouse of an active duty military member (sponsor) of the US Armed Forces who accompanies their military sponsor on a permanent change of station (PCS) move.	See Note 1	Military Spouse Preference	<p>Military Spouse PPP Self-Certification Checklist, Resume, PCS Orders (must show reporting date, local duty station and authorizes spouses travel, Marriage Certificate (if name not listed on orders), SF-50 (if applicable) SF-75 (if applicable), Appraisal (If applicable); Transcripts (if applicable); Vet Preference (if applicable);</p> <p>A VA disability rating, or Death Certificate, as applicable.</p>

Family of Overseas Employees:

If You Are:	And...	Your Eligibility Is:	Required Documentation:
Employed as a current or former appropriated fund Federal employee overseas while a family member of a Federal civilian employee, NAF employee, or 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.	You returned to the U.S. from the overseas tour of duty within the last 3 years	Executive Order 12721	Military Spouse PPP Self-Certification Checklist, Resume, PCS Orders (must show reporting date, local duty station and authorizes spouses travel, Marriage Certificate (if name not listed on orders), SF-50 (documenting 52 weeks of creditable service, SF-75, Appraisal ; Transcripts (if applicable); Vet Preference (if applicable);

**Overseas Unique Eligibilities/Appointing Authorities:
(Only applies to vacancy announcements in a foreign area)**

If You Are:	And...	Your Eligibility Is:	Required Documentation:
The spouse, or unmarried children (including stepchildren, adopted children, and foster children) under the age of 23 physically residing with a US citizen civilian employee (sponsor), who accompanies their civilian sponsor on a permanent change of station (PCS) move (Note 3).	See Note 2	(Family Member Preference) (Note 4)	PCS Orders, area clearance, or command sponsorship letter and copy of Leave without Pay SF-50 (if applicable)
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 US Armed Forces or a US citizen civilian employee (sponsor) of a US Government Agency including NAF activities whose duty station is in a foreign area		(Excepted Service Family Member Appointment)	PCS Orders Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

If You Are:	And...	Your Eligibility Is:	Required Documentation:
A U.S. citizen without personal competitive status; employee on temporary and term positions; employee on excepted service positions who do not meet 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. You are a high school graduate who is 16 years or older	(Overseas Limited Appointment)	Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

NOTE 1: 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. **To exercise Military Spouse Preference, you must also select the Family Member Appointment eligibility in order to receive consideration.**

NOTE 2: Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.

NOTE 3: 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 4: 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 5: 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.

Peace Corps, Vista, Postal Service, and Other Unique Eligibilities:

If You Are:	And...	Your Eligibility Is:	Required Documentation:
Postal Career Service/Postal Rate Commission, VISTA/ACTION Volunteer, Peace Corps, 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; AND 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); AND Have served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement	Other See below for complete definitions and applicable time limits	Proof of employment/notice of personnel action from appropriate agency.
An employee 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	Are serving a time-limited appointment in the competitive service	Other See below for complete definitions and applicable time limits	Proof of competitive service employment/notice of personnel action from appropriate agency; 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 and; employee performance has been at an acceptable level throughout the period, or periods,

NOTE 1: The following describes common Appointing Authorities for Interchange Agreements with other merit systems, which are listed under the “**Other**” Eligibility Category:

Postal Career Service - 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).

Veterans Health Administration of the Department of Veterans Affairs - 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.

Postal Rate Commission - 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.

VISTA/ACTION Volunteer - 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.

Peace Corps - 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.

Foreign Service Officers and Employees - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.

Commissioned Corps of the Public Health Service - Eligible within 3 years after returning from overseas if, at least 52 weeks of service in an appropriated fund position were completed.

National Oceanic and Atmospheric Administration - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.

General Accountability Office - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.

Administrative Office of the U.S. Courts - 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.

Federal Aviation Administration - Agreement effective 11/6/97; expires 12/31/2019. 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.

Transportation Security Administration - 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 preceding year.

Tennessee Valley Authority - Covers employees in salary policy positions (trades and labor positions are not covered). Agreement effective 10/16/57; extended indefinitely.

Nuclear Regulatory Commission - Agreement effective 10/1/75; extended indefinitely.

Corporation for National and Community Service - Agreement effective 03/04/13; expires 03/05/2019. This agreement includes employees assigned to the Office of the Inspector General (OIG).

DoD Cyber Interagency Transfer Authority (CITA) – Agreement effective with NDAA FY 2017 Under Secretary of Defense Memorandum dated 5 December 2017

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 2: Use of the eligibility in parentheses in the above tables. All claims of eligibility are subject to verification.

NOTE 3: All offers are contingent upon receipt and validation of the required documentation.
