

Eligibility will be determined based on the information provided. We will not solicit additional documentation from you after the closing date of the announcement. [This is a reference guide to assist you; it is not a validation tool.](#)

Non-Competitive Appointment of Military Spouses

May be eligible based on one of the following options:

1. If you are eligible based on your spouse's active duty military status, you must submit:
 - Proof of the military member's active duty status.
 - Proof that you are married to the active duty military member.
2. If you are eligible because you are the spouse of a 100% disabled service member injured while on Active Duty, you must submit:
 - Documentation showing the member of the armed forces was release or discharged from active duty based due to a service connected disability (e.g. DD 214);
 - Documentation stating that the military member is 100% disabled *as a result of* a service connected disability that occurred while the individual was on active military duty (e.g. DD214); AND
 - Proof that you were married to the military member.
3. If you are eligible because your spouse died while on active duty, you must submit:
 - Documentation showing that the individual was released or discharge from active duty due to his or her death;
 - Proof that you were married to the military member at the time of his/her death; AND
 - A statement certifying that you are a widow or widower of the service member and have not remarried.

Interchange Agreements

For a list of current interchange agreements, visit <http://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/#url=Types-of-Appointments>

In order to be eligible based on an OPM approved interchange agreement, you must submit:

- SF 50 or equivalent personnel action that shows that you are eligible under the interchange agreement; AND
- Any other required documents as outlined in interchange agreement for your agency

Veterans Employment Opportunities Act of 1998 (VEOA)

To be eligible for a VEOA appointment, you must 1) be a preference eligible (CPS, CP, XP, TP or SSP preference eligible) OR 2) have separated from the armed forces after 3 or more years of continuous active service performed under honorable conditions.

In order to be eligible for a VEOA appointment, you must submit the following:

- If you are applying as a preference eligible veteran, you must submit proof of entitlement for preference. [View the specific documentation requirements.](#)
- If you are applying based on 3 or more years of continuous active service, you must submit a DD 214 or other documentation showing that you have completed 3 or more years of continuous active service. *If you are currently on active duty* and do not have your final discharge paperwork at the time of application, you may submit a DD 214 worksheet or other documentation summarizing your service. Such documentation should include dates of service; list of awarded badges, medals, ribbons; rank; and expected discharge date.

NOTE: It is recommended that you submit proof of honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

Veterans Recruitment Appointment Authority (VRA) – GS-11 (or equivalent) and below only

To be eligible as a VRA candidate, you must have been honorably discharged and meet one of the following categories:

1. Disabled veterans;
2. Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized and awarded. For a list of qualifying badges / medals, see list of qualifying medals as outlined in the [VetGuide Appendix A](#);
3. Veterans who served on active duty in the Armed Forces, in a military operation for which the Armed Forces Service Medal (AFSM) or Global War on Terrorism Service Medal (GWOTSM) was awarded; OR
4. Veteran who has been discharged from active duty within the last 3 years.

In order to be eligible to be referred as a VRA eligible, you must submit:

- If you are a disabled veteran, you must submit documentation from the VA or branch of the armed forces showing your service-connected disability.
- If you are eligible based on service in a war declared by Congress or receipt of a qualifying campaign badge or medal, you must submit a DD 214 or other official documentation showing receipt of the medal or badge.
- If you have received the Armed Forces Service Medal (AFSM) or the Global War on Terrorism Service Medal (GWOTSM), submit official documentation (DD 214 or equivalent) showing receipt of the medal.
- If you have been discharged within the last 3 years, submit DD 214 or other official documentation showing your final discharge date.
- NOTE: If you are currently on active duty and do not have your final discharge paperwork at the time of application, you may submit a DD 214 worksheet or other documentation summarizing your service. Such documentation should include dates of service; list of awarded badges, medals, ribbons; rank; and expected discharge date.

NOTE: It is recommended that you submit proof of honorable discharge at the time of application. If you do not submit proof of honorable discharge but are otherwise eligible for preference, we will tentatively grant the appropriate preference level and verify character of service prior to appointment.

Schedule A Disability

To be eligible, you must be diagnosed by a medical professional as having an intellectual, severe physical, or psychiatric disability.

In order to be considered for a Schedule A Disability appointment, you must submit:

- Proof of intellectual disability, severe physical disability or psychiatric disability.
- Documentation must be issued by a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal agency, State agency, or an agency of the District of Columbia or a US territory that issues or provides disability benefits.

We *recommend* that you submit a certification of job readiness that certifies that you are likely to succeed in the performance of the duties of the position. Such certification may be issued by a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal agency, State agency, or an agency of the District of Columbia or a US territory that issues or provides disability benefits.

Other Miscellaneous Appointment Authorities

If you are eligible under another type of authority not described above, please submit required documentation for eligibility based on the requirements of the authority for which you are applying.

If you have questions on any of the eligibility documents above, please contact our Applicant Call Center at (304) 480-7300 before the announcement closes.

Updated 08/29/2016 to implement new documentation requirement.