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## U.S. Air Force Civilian Employment Eligibility Guide

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*“Agile, Innovative, and Responsive...Fueling the Fight”*

Headquarters, Air Force Personnel Center  
Directorate of Civilian Personnel Programs  
Joint Base San Antonio Randolph TX  
June 2024



[AFPC Civilian Employment Website](#)

**THE DEPARTMENT OF THE AIR FORCE IS AN EQUAL OPPORTUNITY EMPLOYER**

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# U.S. Air Force Civilian Employment Eligibility Guide

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**DETERMINE YOUR ELIGIBILITY TO APPLY**

**Please read and follow the instructions carefully. If an application is NOT complete, the applicant may receive an ineligible rating resulting in elimination from consideration.**

For federal employment consideration, applicants must self-identify their eligibility category when completing the application. Applicants must include required documentation with each application to determine their eligibility for referral to the selecting official. Applicants should use the tables below to assist in determining their eligibility, and to ensure they submit all required documents with the application. Eligibility Guide should be used electronically as the tables below include hyper-links to eligibility definitions.

The Human Resource Specialist uses this documentation to verify eligibility requirements against those specified in the announcement under “Who May Apply.” An applicant may be eligible for more than one eligibility; therefore, select all eligibilities that apply and provide the appropriate documentation.

**All claims of eligibility** are subject to verification and all offers are contingent upon receipt and validation of the required documentation.

**PLEASE NOTE: A RESUME IS REQUIRED FOR ALL APPLICATIONS**

**APPLICATION PACKAGES SHOULD NOT CONTAIN THE FOLLOWING:**

- IAW Public Law 104-191 Personal data that is covered by the Health Insurance Portability and Accountability Act (HIPPA) of 1996.
- Classified or government sensitive information, no encrypted or digitally signed documents
- Personal info such as age, gender, religious affiliation, photos of yourself, Social Security Number (SSN) or links to social media such as Facebook, YouTube, Twitter, LinkedIn, etc.

**TABLE 1: OPEN TO THE PUBLIC**

(U.S. Citizens - with or without prior civilian service or military service)			
If You Are:	And...	Your Eligibility Is:	Required Documentation:
A U.S. Citizen applying for positions advertised as “Open to All Qualified Applicants/ Open to the Public	18 years of age or older	<a href="#"><u>U.S. Citizen- Open to the Public</u></a>	All documentation listed in the vacancy announcement. (Resume, transcript, license, etc.) <b>SEE NOTE</b>  If claiming Veterans’ Preference, copy of DD214 that verifies character of service

**TABLE 1 NOTES**

**NOTE:** Resume must have start and end dates as well as the number of hours worked (full-time or part-time) for each employment period. Copies of transcripts can be submitted with the application, however, official transcripts will be required if selected for the position. Any registration or licenses must be active and current, if applicable for the position. To verify Veterans' Preference you must provide a copy of your DD Form 214, which must include character of service (e.g. member 2, 4, or 7 copy. A Statement of Service/Proof of Service letter on official letter head indicating dates of service and character of service, may be submitted in lieu of a DD214, if applicable. In addition, if claiming 10-point preference, a VA letter or disability determination from a branch of the Armed Forces (or documentation of a Purple Heart, if applicable), and a SF15 (required upon appointment) are required. All documents provided must be legible.

**TABLE 2: FEDERAL EMPLOYEES CURRENT AND FORMER (including AF INTERNAL CIVIL SERVICE)**

Federal Employees			
If You Are:	And...	Your Eligibility Is:	Required Documentation:
A current AF career or career- conditional permanent, competitive status Federal Civil Service employee, including those on LWOP		<b><u>Air Force (AF) Internal Employee</u></b>	All documentation listed in the vacancy announcement. (SEE NOTE 1 of this table)  Most recent SF50, <b>AND</b> SF50 reflecting the highest grade held, if different from your latest SF50. (For competitive status, block 24 of your SF50 must be a "1" or "2" AND block 34 must be a "1")  <b>*Promotion Consideration – SEE NOTE 2 of this table.</b>
A civilian employee serving on an excepted service appointment with the Defense Civilian Intelligence Personnel System (DCIPS)	Air Force DCIPS employee	<b><u>Air Force (AF) DCIPS Interchange</u></b>	You must submit a copy of your most recent SF-50 (block 24 must be a “1” or “2” AND block 34 must be a “2”) and an SF-50 which reflects your highest grade held on a permanent basis.
	DoD (Non-AF) DCIPS employee	<b><u>Non-AF DCIPS Interchange</u></b>	
A current Cyber Excepted Service (CES) employee or an employee appointed under Schedule A, Section 213.3106(b)(11) of Title 5 CFR who has served continuously for at least one year under a permanent appointment in a DoD Cyber Workforce excepted service position (including Air or Space Force), or involuntarily separated from such appointments without personal cause within the preceding year, AND applying for a competitive service position in a CES designated organization.	Air Force Cyber Executive Service (CES) employee	<b><u>Cyber Interchange Transfer Authority (CITA)</u></b>	You must submit copies of SF50 showing at least one year in a CES position AND a copy of an SF50 that reflects your highest grade held on a permanent basis. If you were involuntarily separated without personal cause within the preceding year, you must also submit a copy of your separation SF-50.

A current career or career-conditional permanent, competitive status Federal Civil Service employee (other than AF), including those on LWOP	DoD Employee	<a href="#"><u>DoD Transfer</u></a>	<p>Most current SF50, <b>AND</b> SF50 reflecting the highest grade held if different from your latest SF50.</p> <p>For competitive status, block 24 of your SF50 must be a "1" or "2" AND block 34 must be a "1". For employees eligible under an <b>OPM approved interchange agreement</b>, block 34 must contain a "1" or "2".</p> <p><b>Promotion Consideration -- SEE NOTE 2 of this table</b></p>
	Non DoD Employee	<a href="#"><u>Non-DoD Transfer</u></a>	
A Former <i>Career-Conditional</i> Federal Civil Service Employee	<p>You have less than a 3-year break in service</p> <p><b>Exceptions to the 3-year break in service rule (5 CFR 315.401(c))</b></p>	<a href="#"><u>Former Federal Employee</u></a> (Reinstatement)	<p>Most current (separation) SF50 AND SF50 showing the highest grade held (if different than your most current SF50) documenting competitive status (block 24 must be a "1" or "2" AND block 34 must be a "1")</p> <p>If claiming 5 or 10 point veterans preference, DD214 documenting campaign and/or expeditionary medal that reflects character of service, or SF15 AND VA letter, dated 1991 or later, indicating disability rating</p>
	You meet the Office of Personnel Management veteran preference requirements for 5 or 10 point employment preference	<a href="#"><u>Former Federal Employee</u></a> (Lifetime Reinstatement)	
A Former <i>Career</i> Federal Civil Service Employee		<a href="#"><u>Former Federal Employee</u></a> (Lifetime Reinstatement)	
A Retired Career Federal Civil Service Employee seeking reemployment who served on a permanent competitive appointment		<a href="#"><u>Former Federal Employee</u></a> (Reinstatement)	Retirement SF50 or equivalent (Special hiring approval required prior to entrance on duty)

<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><a href="#"><u>Interagency Career Transition Assistance Plan (ICTAP)</u></a></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.</p> <p>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 from the Non-DoD federal position</p>
<p>Currently serving on a Nonappropriated Fund (NAFI) or AAFES appointment without time limitation or involuntarily separated from such appointment without personal cause within the preceding year.</p>	<p>Served continuously for at least 1 year in the NAF or AAFES position under appointment without time limit</p>	<p><a href="#"><u>Nonappropriated Fund (NAF)</u></a></p> <p>Note: Individuals selected for appointment may be appointed only to permanent positions based on this authority</p>	<p>Documentation of 1) current NAFI/AAFES appointment and 2) one continuous year of NAFI/AAFES service for non-appropriated fund employees applying under NAFI Portability.</p> <p>Personnel action forms vary as listed below:  <b>Dept. of the Army</b> - DA Form 3434  <b>Dept. of the Air Force</b> - AF 2545  <b>U.S. Marine Corps NAF</b> - MCCA 500  <b>Commander, Naval Installation Command</b> - Personnel Action Report  <b>Navy Exchange Service Command</b> - NX-129  <b>Army and Air Force Exchange Service Exchange Form</b> - 1200-100 (Rev Feb 13)</p>

<p>A <b>current</b> employee under a time- limited competitive service appointment 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</p>	<p>Initially hired under competitive examining procedures to the time-limited appointment;  <u>AND</u>                  Served under one or more time- limited appointments in a land management agency for a total of more than 24 months, without a break in service of two or more years;  <u>AND</u>                  Performed at an acceptable level during each period of service</p>	<p><u><a href="#">Land Management Employee</a></u>   <b>Land Management Agencies -- SEE NOTE 3 of this table</b> for complete definitions and applicable time limits</p>	<p>Proof of competitive service employment / notice of personnel action from appropriate agency;  <u>AND</u>                  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;  <u>AND</u>                  Performance Rating(s) or Equivalent which indicate an acceptable level of performance for the period(s) of employment counted towards your eligibility</p>
<p>A former employee under a time- limited competitive service appointment of a land management agency listed above</p>	<p>Initially hired under delegated examining procedures to the time-limited appointment;                  Served under one or more time- limited appointments by a land management agency for a total of more than 24 months without a break in service of two or more years;  <u>AND</u>                  Performed at an acceptable level document throughout the service period(s).                  Application for a position covered by these provisions must be within two years of most recent date of separation, and the separation must be for reasons other than misconduct or performance</p>		

**TABLE 2 NOTES**

**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. Official transcripts are not required at the time of application; however, will be required if selected for the position. Any registration or licenses must be active, current registration/license, if applicable for the position. To verify Veterans' Preference provide a copy of your DD Form 214, which must include character of service (e.g. member 2, 4, or 7 copy) or a Statement of Service/Proof of Service which must include service dates and character of service, if applicable. In addition, if claiming 10-point preference, a VA letter or disability determination from a branch of the Armed Forces (or documentation of a Purple Heart, if applicable), and a SF15. All documents provided must be legible.

**NOTE 2:** If you wish to be considered as a promotion candidate and your SF50 has an effective date within the past year, it may not clearly demonstrate you meet the one year time-in-grade requirements. You will need to provide additional SF50s which clearly demonstrate you meet the time-in-grade requirements (examples of appropriate SF50s include Promotions, Within-grade Grade/Range Increases, and SF50s with an effective date more than one year old).

**NOTE 3:** 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.

**TABLE 3: VETERANS**

To find DD-214s online: <a href="http://www.archives.gov/veterans/military-service-records/">http://www.archives.gov/veterans/military-service-records/</a>			
If You Are:	And...	Your Eligibility Is:	Required Documentation:
A recently separated Veteran (three years from the date of discharge or release from active duty)	Are or will be discharged or released under honorable conditions (honorable or general discharge)  *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	<a href="#">Veterans Recruitment Appointment (VRA)</a>	DD214, or equivalent – <b>SEE NOTE 3</b> of this table  If claiming 10-point veterans' preference <b>SEE NOTE 4 of this table</b>
A Disabled Veteran		<b>180 Day Waiver – SEE NOTE 1 of this table</b>	
A Veteran who served on active duty during a war, a campaign or expedition for which a campaign badge has been authorized		<b>VOW ACT – SEE NOTE 2 of this table</b>  NOTE: Applicants eligible under the VRA appointing authority may be appointed to	



<p>A Veteran who, while serving on active duty, participated in a United States military operation for which an Armed Forces Service Medal was awarded</p>	<p>campaign badge or medal.</p>	<p>any grade level for which qualified up to GS-11 or equivalent. (The promotion potential of the position is not a factor)</p>	
<p>Currently on Active Duty</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. <b>SEE NOTE 6</b> of this table.</p>	<p><a href="#">Veterans Employment Opportunities Act of 1998 (VEOA)</a>  <b>180 Day Waiver – SEE NOTE 1 of this table</b>  <b>VOW ACT – SEE NOTE 2 of this table</b></p>	<p>DD214, or equivalent – <b>SEE NOTE 3</b> of this table  Veterans' preference is not a factor in these appointments.</p>
<p>Currently on Active Duty</p>	<p>Within 120 days of separation</p>		
<p>Current or former military member</p>	<p>With a service-connected disability of 30 percent or more.</p>	<p><a href="#">30% or More Disabled Veteran</a>  <b>180 Day Waiver -- Note: 1</b>  <b>VOW ACT -- Note: 2</b></p>	<p>DD214 – <b>SEE NOTE 3</b> of this table <b>AND</b> 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.  If also claiming 10-point preference, an SF-15 <b>MUST</b> be submitted</p>

**TABLE 3 NOTES**

**NOTE 1:** For Retired Military Members (to include Guard and Reserve) of the Armed Forces Within 180 days of Retirement: Section 1111 of the FY17 National Defense Authorization Act eliminated the DoD's flexibility provided by paragraph (b)(3) of section 3326 of Title 5, U.S.C that allowed a retired member of the Armed Forces to be appointed to a position in the civil service (including non-appropriated fund instrumentality positions) during the 180 days immediately after the member's retirement (without a waiver).

**NOTE 2:** Veterans Opportunity for Work (VOW) Act of 2011 requires federal agencies to treat an eligible active duty service member as a veteran, disabled veteran, and preference eligible (as applicable) when applying for civil service positions before the effective release or discharge date. Appointment of military members before the release or discharge date is permissible if the member is on terminal leave. At the time the active duty member applies for a civil position, he or she must submit a "certification" memo in lieu of a DD Form 214, Certificate of Release or Discharge from Active Duty. Active duty members applying for a civil service position without submitting a valid certification memo or DD Form 214 with their application will render the member ineligible for the position. The certification memo must originate from the member's military service branch on official letterhead and contain the following:

- Name/Rank/Grade of Service Member
- Branch of Armed Forces
- Dates of Active Service (Start and End Date(s))
- Expected Date of Discharge/Release from Active Duty
- Terminal leave start date (if applicable)
- Expected character of service/discharge and type of separation (i.e. separation or retirement)
- Must be certified within 120 days of anticipated discharge
- Signature by, or by direction of the adjutant, personnel office, unit commander, or higher headquarters commander. Note: VOW Act provide tentative preference. If appointed, a DD214 must be submitted upon receipt.

**NOTE 3:** Most recent or prior DD214s (to validate 3 or more years of continuous service), or NGB Form 22, that reflects character of service, or release/final military discharge or retirement that reflects character of service. Active duty military within 120 days of separation must provide a Separation Order, Retirement Order, or Certificate of Service from your military personnel office verifying retirement/ separation date and that reflects character of service in lieu of DD214.

**NOTE 4:** If 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 DD Form 214, or NGB Form 22, documenting award of campaign badge or Armed Forces Service Medal (if applicable)

**NOTE 5:** Veterans who were released completing 2 years and 11 months of service of 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)

**TABLE 3A: DETERMINING VETERANS' PREFERENCE ELIGIBILITY**

<p>The National Personnel Records Center (NPRC) has provided the following website for veterans to gain access to their DD-214s online: To access the Veterans' Service Records site, <a href="http://www.archives.gov/veterans/military-service-records/">http://www.archives.gov/veterans/military-service-records/</a></p>	
<p><b>Note: All veterans claiming 10-point preference must also submit an SF-15</b></p>	
<b>If You Are:</b>	<b>Then Preference Is:</b>
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. 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
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
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	10 Point – Derived/Other
8. The Parent 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 parent (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 ( <b>Veterans info -- Note 1 of this table</b> )	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 July 1, 1955; OR for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955 and before October 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 August 31, 2010, the last day of Operation Iraqi Freedom (see Vet Guide – <a href="#">CLICK HERE</a> ).	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 ( <b>Veterans info -- Note 1</b> )	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. ( <b>Veterans info -- Note 1 and 2</b> )	5 Point
13. A Veteran released or discharged from a period of active duty from the armed forces, after August 29, 2008, by reason of “sole survivorship discharge”. <b>Note:</b> Does not receive veterans’ preference points as other preference eligible do, but is entitled to be listed ahead of non-preference eligibles with the same score on an examination, or listed ahead of non-preference eligibles in the same quality category when agencies are using category rating	Preference, but no points
14. No Preference (see Vet Guide – <a href="#">CLICK HERE</a> )	No preference

**TABLE 3A NOTES**

**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 September 7, 1980 (or began active duty on or after 14 October 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 (see OPM Vet Guide – [CLICK HERE](#); for other campaign and expeditions which qualify for Veteran’s Preference

**TABLE 4: STUDENT & RECENT GRADUATE CATEGORIES**

If You Are:	And...	Your Eligibility Is:	Required Documentation:
<p>Currently a student enrolled or accepted for enrollment 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</p> <p><b>OR</b></p> <p>other qualifying educational institution pursuing a qualifying degree or certificate.</p> <p><b>OR</b></p> <p>a Recent Graduate who has completed, within the previous two years, a qualifying associate, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. 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><a href="#">Students &amp; Recent Graduates</a></p>	<p>Copy of the college transcripts or letter from counselor/registrar certifying enrollment status, grade point average and degree program enrolled in. If graduated must show degree conferred number of hours completed and final GPA. Official transcripts are not required at the time of application however, if selected for a position transcripts will be required</p>
<b>TABLE 4 NOTES</b>			
<p><b>NOTE:</b> For additional information on Pathways please refer to <a href="https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/">https://www.opm.gov/policy-data-oversight/hiring-information/students-recent-graduates/</a></p>			

**TABLE 5: 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><a href="#">People with Disabilities, Schedule A</a></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><a href="#">HIPAA Guidance – See Note 1 of this table</a></p>
<b>TABLE 5 NOTES</b>			

**NOTE 1: HIPAA Guidance:** IAW Public Law 104-191 related information. Application documentation should not contain Health Insurance Portability and Accountability Act (HIPAA) of 1996,

**TABLE 6 MILITARY SPOUSES:**

<b>MILITARY SPOUSES SHOULD SELECT ALL ELIGIBILITIES IN THE ANNOUNCEMENT FOR WHICH THEY ARE ELIGIBLE, IN ADDITION TO MILITARY SPOUSE PREFERENCE</b> (if claiming preference) *SEE ALL NOTES OF THIS TABLE			
If You Are:	And:	Your Eligibility Is:	Required Documentation:
The spouse of an active duty military member of the US Armed Forces who accompanied them on a permanent change of station (PCS) move <b>SEE NOTE 1 of this table</b>	Are married to the spouse on or prior to the date of the military sponsor’s orders. Relocate due to a federal PCS move and have not accepted a permanent position at the current duty location	<b>DoD Military Spouse Preference (MSP) Eligible</b> <b>IN ADDITION TO OTHER ELIGIBILITY</b>  <b>SEE NOTES 2 and 3 of this table</b>	<a href="#">MSP PPP Self- Certification Checklist</a> , Resume, DD3145-4, PCS Orders (must show reporting date, local duty station and authorizes spouses travel or copy of amended orders), Marriage Certificate, SF50 (if applicable) SF75 (if applicable), Appraisal (If applicable); Transcripts (if applicable); Vet Preference (if applicable)  <b>SEE NOTE 4 of this table</b>

<p>The spouse of a member of the Armed Forces who retired with a disability rating at the time of retirement of 100%</p> <p><b><u>OR</u></b></p> <p>The spouse of a member of the Armed Force who retired or separated from the Armed Forces and has a disability rating of 100% from the Dept of Veterans Affairs</p> <p><b><u>OR</u></b></p> <p>The un-remarried widow or widower of a member of the Armed Forces killed while on active duty status</p>		<p><b><u><a href="#">Appointment of Certain Military Spouses Executive Order 13473.</a></u></b></p> <p><b>Military spouses do not receive Preference solely based on this eligibility alone. If exercising preference in hiring refer to the section above and requirements for Military Spouse Preference.</b></p>	<p>Marriage Certificate, SF50 (if applicable) SF75 (if applicable), Appraisal (If applicable); Transcripts (if applicable); Vet Preference (if applicable); Documentation of a VA disability rating of 100%, DD214, or Death Certificate, as applicable</p>
<p>The spouse of an active duty military member of the US Armed Forces</p>	<p>Married to the active duty sponsor, but does not live in the commuting area with the sponsor or is currently on a permanent appointment or in the absence of a permanent change of station in the same commuting area</p>		<p><b>In addition to the documentation above. Spouse must provide documentation that member is active duty (i.e. Command Sponsorship letter, letter from Military Personnel Flight (MPF) or current PCS orders)</b></p>
<p><b>TABLE 6 NOTES</b></p>			

**NOTE 1:** Military spouses should check all eligibilities that apply, to include Military Spouse Preference (if claiming preference).

**NOTE 2:** 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 3:** Military Spouse Preference (MSP) applies when the spouse arrives 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 area. MSP applies if you are ranked among the best qualified for the vacancy for which you are applying. Spouses who wish to exercise MSP in conjunction with EO 13473 or any other hiring authority must meet the PPP MSP criteria, which includes relocating with the sponsoring military member and residing within the commuting area of the sponsor’s permanent duty station, to be afforded the preference.

**NOTE 4:** Military Spouse PPP Self-Certification Checklist (DD3145-4)

[https://www.esd.whs.mil/Directives/forms/dd3000\\_3499/DD3145-4/](https://www.esd.whs.mil/Directives/forms/dd3000_3499/DD3145-4/)

**TABLE 7: FAMILY MEMBER EMPLOYEES RETURNING FROM OVERSEAS**

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, <b>OR</b> 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, and have established residence	<a href="#">Executive Order 12721</a>	Copy of your last or most recent SF-50, "Notification of Personnel Action," reflecting 52 weeks of creditable service or 26 weeks of creditable service if the sponsor's tour was curtailed; Performance appraisal



**TABLE 8: OVERSEAS UNIQUE ELIGIBILITY/APPOINTING AUTHORITIES**

<b>ONLY APPLIES TO VACANCY ANNOUNCEMENTS IN A FOREIGN AREA</b>			
<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is:</b>	<b>Required Documentation:</b>
<p>The spouse of an active-duty military member (sponsor) of the US Armed Forces accompanying a military sponsor on a permanent change of station (PCS) move to a duty station in a foreign area.</p> <p><b><u>AND</u></b> A Disabled Veteran</p> <p><b><u>OR</u></b> A Veteran who served on active duty during a war, a campaign or expedition for which a campaign badge has been authorized</p> <p><b><u>OR</u></b> A Veteran who, while serving on active duty, participated in a United States military operation for which an Armed Forces Service Medal was awarded</p>	<p>Is married to the spouse on or prior to the date of the military sponsor’s orders. Relocates due to a PCS move.</p> <p><b><u>AND</u></b> Discharged or released under honorable conditions (honorable or general discharge)</p> <p>*Veterans claiming eligibility on the basis of service in a campaign or expedition for</p>	<p><b><u><a href="#">Overseas - Military Spouse with Veteran’s Preference, (OS-Mil Spouse VP)</a></u></b></p> <p>180 Day Waiver – <b>SEE NOTE 5 of this table</b></p> <p>VOW ACT – <b>SEE NOTE 6 of this table</b></p> <p><b>SEE NOTE 8 of this table</b></p>	<p>PCS Orders or command sponsorship letter, Resume and copy of Leave without Pay SF50 (if applicable)</p> <p><b>(SOFA) INFO – SEE NOTE 3 of this table</b></p> <p><b>DD214, or equivalent – SEE NOTE 9 of this table</b></p>
<p>The spouse of an active duty military member (sponsor) of the US Armed Forces accompanying a <u>military sponsor</u> on a permanent change of station (PCS) move to a duty station in a foreign area</p>	<p>Is married to the spouse on or prior to the date of the military sponsor’s orders. Relocates due to a PCS move</p>	<p><b><u><a href="#">Overseas – Military Spouse (OS-Mil Spouse)</a></u></b></p> <p><b>MSP INFO – SEE NOTE 4 of this table</b></p> <p><b>SEE NOTE 8 of this table</b></p>	<p>PCS Orders or command sponsorship letter, Resume and copy of Leave without Pay SF50 (if applicable)</p> <p><b>(SOFA) INFO – SEE NOTE 3</b></p>

<p>The spouse, or unmarried child ... residing with a member (sponsor) of the US Armed Forces or a US citizen civilian employee (sponsor) accompanying a civilian sponsor on a permanent change of station (PCS) move to a duty station in a foreign area <b>AND</b> A Disabled Veteran <b>OR</b> A Veteran who served on active duty during a war, a campaign or expedition for which a campaign badge has been authorized <b>OR</b> A Veteran who, while serving on active duty, participated in a United States military operation for which an Armed Forces Service Medal was awarded</p>	<p>Discharged or released under honorable conditions (honorable or general discharge)  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.</p>	<p><b><u><a href="#">Overseas - Family Member with Veteran's Preference (OS-Fam Mbr VP)</a></u></b>  Overseas Family Member Info <b>SEE NOTES 1 and 2 of this table</b>  180 Day Waiver – <b>SEE NOTE 5 of this table</b>  VOW ACT – <b>SEE NOTE 6 of this table</b>  <b>SEE NOTE 8 of this table</b></p>	<p>PCS Orders or command sponsorship letter, Resume and copy of Leave without Pay SF50 (if applicable)  <b>(SOFA) INFO – SEE NOTE 3 of this table</b>  <b>DD214, or equivalent – SEE NOTE 9 of this table</b></p>
<p>The spouse, or unmarried child ... residing with a member (sponsor) of the <u>US Armed Forces</u> or a <u>US citizen civilian</u> employee (sponsor) accompanying a <u>civilian sponsor</u> on a permanent change of station (PCS) move to a duty station in a foreign area</p>		<p><b><u><a href="#">Overseas - Family Member Preference (OS-Fam Mbr Pref)</a></u></b>  Overseas Family Member Info <b>SEE NOTES 1 AND 2</b> <b>SEE NOTE 8 of this table</b></p>	<p>PCS Orders or command sponsorship letter, Resume and copy of Leave without Pay SF50 (if applicable)  <b>(SOFA) INFO – SEE NOTE 3 of this table</b></p>
<p>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 <u>US Armed Forces</u> <b>or</b> a <u>US citizen civilian</u> employee (<b>sponsor</b>) of a <b>US Government Agency including NAF activities whose duty station is in a foreign area</b></p>		<p><b><u><a href="#">Overseas – Excepted Service Family Member (Exc Svc Fam Mbr)</a></u></b>  Overseas Family Member Info <b>SEE NOTES 1 AND 2</b></p>	<p>PCS Orders or command sponsorship letter, Resume. You must submit a copy of your most recent SF-50 (block 24 must be a “3” AND block 34 must be a “2”)  <b>(SOFA) INFO – SEE NOTE 3 of this table</b>  <b>(NAF) Personnel Actions Forms - See Note 7 of this Table</b></p>
<p>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.</p>	<p>You are not eligible to apply under any other authorities.  You are a high school graduate who is 16 years or older</p>	<p><b><u><a href="#">(Overseas Limited Appointment)</a></u></b></p>	<p>Verification of Status of Forces Agreement (SOFA) status will be required for positions located in Japan and Korea.</p>

**TABLE 8 NOTES**

**NOTE 1:** 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 2:** 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.

**NOTE 3:** Verification of Status of Forces Agreement (SOFA) status and confirmation applicant is not ordinarily resident in the Foreign OCONUS location.

**NOTE 4:** 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 5:** For Retired Military Members (to include Guard and Reserve) of the Armed Forces Within 180 days of Retirement: Section 1111 of the FY17 National Defense Authorization Act eliminated the DoD's flexibility provided by paragraph (b)(3) of section 3326 of Title 5, U.S.C that allowed a retired member of the Armed Forces to be appointed to a position in the civil service (including non-appropriated fund instrumentality positions) during the 180 days immediately after the member's retirement (without a waiver).

**NOTE 6:** Veterans Opportunity for Work (VOW) Act of 2011 requires federal agencies to treat an eligible active duty service member as a veteran, disabled veteran, and preference eligible (as applicable) when applying for civil service positions before the effective release or discharge date. Appointment of military members before the release or discharge date is permissible if the member is on terminal leave. At the time the active duty member applies for a civil position, he

**NOTE 7:** Current Non-Appropriate Funds (NAF) employees submit applicable forms (Dept. of Army – DA Form 2424, Dept. of Air Force – AF 2545, U.S. Marine Corps NAF – MCCA 500, Commander Naval Installation Command – Personnel Action Report, Navy Exchange Service Command – NX-129, Army and Air Force Exchange Service Exchange Form – 1200-100(Rev Feb 13)

**NOTE 8:** Preference applies when the (Family Member / Spouse) arrives to a position in the commuting area of the sponsor's OCONUS permanent duty station. Military Spouse Preference (MSP) eligible applicants may apply no earlier than 30 days before their anticipated arrival "within the local commuting area", Family Members do not receive preference until arrival at the overseas location.

**Note 9:** Most recent or prior DD214s (to validate 3 or more years of continuous service), or NGB Form 22, that reflects character of service, or release/final military discharge or retirement that reflects character of service. Active duty military within 120 days of separation must provide a Separation Order, Retirement Order, or Certificate of Service from your military personnel office verifying retirement/ separation date and that reflects character of service in lieu of DD214.

**TABLE 9: OTHER UNIQUE ELIGIBILITIES**

If You Are:	And...	Your Eligibility Is:	Required Documentation:
Postal Career Service/Postal Rate Commission, 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; <b>AND</b> 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);	<u>Other</u> <b>See table 9A for list of eligible appointing authorities</b>	Proof of employment/notice of personnel action from appropriate agency
Special Inspector General for Afghanistan Reconstruction (SIGAR)	Have served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement; OR have completed at least 12 months of continuous service as an excepted service employee with SIGAR after December 16, 2014, OR Are still employed with SIGAR on the date on which SIGAR terminates, whichever comes first.		Proof of employment/notice of personnel action from appropriate agency  <b>SIGAR Info – SEE NOTE 1 of this table</b>

**TABLE 9 NOTES**

**NOTE 1:** For verification of eligibility, SF50 must reflect Position Organization of Special Inspector General for Afghanistan Reconstruction (block 22), Position Occupied of 2 – Excepted Service (block 34), a remark that employee has acquired competitive civil service status pursuant to Pub. L. No. 113-235, Division J, Title VIII (December 16, 2014), and is eligible for appointment to any position in the competitive service for which qualified (block 45)

**TABLE 9A: COMMON APPOINTING AUTHORITIES FOR INTERCHANGE AGREEMENTS WITH OTHER MERIT SYSTEMS**

<b>Postal Career Service</b> - 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).
<b>Veterans Health Administration of the Department of Veterans Affairs</b> - 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.
<b>Postal Rate Commission</b> - 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.
<b>Foreign Service Officers and Employees</b> - Present or former career officer or employee of the Foreign Service, appointed under authority of the Foreign Service Act of 1946, as amended.
<b>Commissioned Corps of the Public Health Service</b> - Eligible within 3 years after returning from overseas if, at least 52 weeks of service in an appropriated fund position were completed.
<b>National Oceanic and Atmospheric Administration</b> - Eligible within 3 years after returning from overseas if at least 52 weeks of service in an appropriated fund position were completed.
<b>General Accountability Office</b> - Eligible upon completion of 1 year of continuous service on a non-temporary appointment that began on or after 1 Oct 80.
<b>Administrative Office of the U.S. Courts</b> - 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.
<b>Federal Aviation Administration</b> - Original agreement effective 11/6/97; expired 3/31/24. Reinstated agreement effective 4/12/24; expires 4/30/26. 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.
<b>Transportation Security Administration</b> - Agreement effective 01/31/13; expires 01/31/2028. 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.
<b>Tennessee Valley Authority</b> - Covers employees in salary policy positions (trades and labor positions are not covered). Agreement effective 10/16/57; extended indefinitely.
<b>Nuclear Regulatory Commission</b> - Agreement effective 10/1/75; extended indefinitely.

**TABLE 10: NATIONAL SERVICE (PEACE CORP and VISTA)**

If You Are:	And...	Your Eligibility Is:	Required Documentation:
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<p><b>VISTA Action Volunteer:</b> 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</p> <p><b><u>OR</u></b></p> <p><b>PEACE CORPS:</b> 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</p>	<p>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; <b><u>AND</u></b> 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); <b><u>AND</u></b> Have served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement</p>	<p><b><u><a href="#">NATIONAL SERVICE (PEACE CORPS and VISTA)</a></u></b></p>	<p>Proof of employment/notice of personnel action from appropriate agency</p>
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**TABLE 11: PRIORITY PLACEMENT PROGRAM (PPP) APPLICANTS**

<b>If You Are:</b>	<b>And...</b>	<b>Your Eligibility Is:</b>	<b>Required Documentation:</b>
<p><b>Retained Grade Eligible</b> (Former Program R) Granted grade retention under 5 CFR 536, as annotated on Notification of Personnel Action, SF-50; <b><u>AND</u></b> applied within the 2-year period of grade retention (prior to expiration date of 2-year period) as of the date of job opportunity announcement close date</p>	<p>Have not accepted or declined a valid offer for a position at the retained grade <b><u>AND</u></b> priority placement consideration is in the local commuting area of the current duty location (where retained grade was granted, per Notification of Personnel Action, SF-50)</p>	<p><b><u><a href="#">PPP DoD Retained Grade Preference Eligible</a></u></b></p>	<p>Reduction-in-Force (RIF) Notification or Reclassification Decision of Change to lower grade (CTLG) <b><u>AND</u></b> Notification of Personnel Action, SF-50 - Position Change effecting the CTLG <b><u>AND</u></b> Completed &amp; Signed Retained Grade PPP Self-Certification DoD form 3145-1 <b>(SEE NOTE 1)</b></p>
<p><b>Military Reserve (MR) &amp; National Guard (NG) Technician Receiving Retirement Disability</b> (Former Program G) OPM has determined that you are not disabled under the provisions of 5 USC 8337(a) or 8451; <b><u>AND</u></b> you have either applied for or are receiving an annuity under 5 USC 8337(h) or 8456</p>	<p>The position is equivalent to the current permanent grade held immediately prior to separation or retained grade; if separated, limited to permanent grade held immediately prior to separation <b><u>AND</u></b> the vacancy is in the local commuting area of the former</p>	<p><b><u><a href="#">PPP DoD MR and NG Preference Eligible Technician Receiving Disability Retirement</a></u></b></p>	<p>Decision letter approving the medical retirement due to service-connected medical disability that disqualified the technician from military membership; <b><u>AND</u></b> Documentation that the</p>

	<p>position.</p> <p><b>NOTE:</b> For NG Technicians, separations must have occurred on or after December 31, 1979</p>		<p>technician has applied for, or is receiving an annuity under Section 8337 (h) or 8456 of Title 5 U.S.C.;</p> <p><b><u>AND</u></b> Notification of Personnel Action, SF-50 effecting the military reserve technician’s separation from the military technician position; if not yet separated, the most recent Notification of Personnel Action, SF-50;</p> <p><b><u>AND</u></b> Completed &amp; Signed Military Reserve and NG Technician Disability PPP Self-Certification Checklist DD Form 3145-2 <b>(SEE NOTE 2)</b></p>
<p><b>Military Reserve (MR) and National Guard (NG) Technicians</b> (Former Programs C, D, &amp; K) who lost their military membership through no fault of their own after completing at least 15 years of technician service and a minimum of 20 years of military service creditable for non-regular retirement in accordance with 5 U.S.C. 3329(b);</p> <p><b><u>AND</u></b> Are in receipt of a notice of proposed separation</p>	<p>The position is equivalent to the current permanent grade held immediately prior to separation, or retained grade; if separated, limited to permanent grade held immediately prior to separation</p> <p><b><u>AND</u></b> the vacancy is in the local commuting area of the former position;</p> <p><b><u>AND</u></b> you are within 1 year of date of separation. National Guard Technicians without Competitive Status – <b>(SEE NOTE 4)</b></p>	<p><a href="#"><b><u>PPP DoD MR and NG Technicians</u></b></a></p>	<p>Notification of proposed separation based on loss of military membership through no fault of their own;</p> <p><b><u>AND</u></b> Notification of Personnel Action, SF-50 effecting the military reserve technician’s separation from the military technician position; if not yet separated, the most recent Notification of Personnel Action, SF-50;</p> <p><b><u>AND</u></b> Completed &amp; Signed Military Reserve and National Guard Technician PPP Self-Certification Checklist, DD Form 3145-3 <b>(SEE NOTE 3)</b></p>
<p><b>TABLE 11 NOTES</b></p>			

**NOTE 1:** Retained Grade PPP Self-Certification Checklist (DD3145-1):  
[https://www.esd.whs.mil/Directives/forms/dd3000\\_3499/DD3145-1/](https://www.esd.whs.mil/Directives/forms/dd3000_3499/DD3145-1/)

**NOTE 2:** Military Reserve and NG Technician Disability PPP Self-Certification Checklist (DD3145-2)  
[https://www.esd.whs.mil/Directives/forms/dd3000\\_3499/DD3145-2/](https://www.esd.whs.mil/Directives/forms/dd3000_3499/DD3145-2/)

**NOTE 3:** Military Reserve and National Guard Technician PPP Self-Certification Checklist (DD3145-3)  
[https://www.esd.whs.mil/Directives/forms/dd3000\\_3499/DD3145-3/](https://www.esd.whs.mil/Directives/forms/dd3000_3499/DD3145-3/)

**NOTE 4:** National Guard Technicians without competitive status cannot exercise their eligibility as a Priority Placement Applicant for competitive service positions until after the date of separation. Prior to the separation date, their entitlement as a priority placement applicant is limited to excepted service positions only.