

COMMON HIRING PROGRAM CATEGORY DEFINITIONS

Please refer to the following information in determining whether you meet the "Who May Apply" and/or "Area of Consideration" sections of the listed job opportunity announcements. You will be asked to submit supporting documentation noted for each category prior to any final job offer being made. In some cases, documentation will be required at the time of application. Please refer to the job opportunity announcements for specific information

YOUR HIRING PROGRAM CATEGORY IS....	IF YOU MEET THE BELOW DEFINITION(S). You may be eligible for more than one.
Current Permanent DON or USMC Civilian Employee	<p>Applicants who are current, permanent civilian employees of any Department of the Navy or United States Marine Corps activity. Note: If you are currently working on a temporary or term appointment or are an applicant serving on active duty in the U.S. military service in any of the above agencies, you are NOT eligible for this hiring category.</p> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.</p>
Current Permanent DOD Civilian Employee	<p>Applicants who are current, permanent civilian employees of any of the following</p> <ul style="list-style-type: none"> • Department of Defense (DoD) Agencies; • Department of the Navy; • Department of the United States Marine Corps; • Department of the Army; • Department of the Air Force; • Other Department of Defense Agency (WHS, DLA, DFAS, DISA, Defense Commissary, etc). <p>Note: If you are currently working on a temporary or term appointment or are an applicant serving on active duty in the U.S. military service in any of the above agencies, you are NOT eligible for this hiring category.</p> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.</p>
Current Permanent Federal Civilian Employee	<p>Applicants who are current, permanent civilian employees of any Federal agency. Note: if you are currently working on a temporary or term appointment for the Federal Government, you are NOT eligible for this hiring category.</p> <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50, showing current title, pay plan, series and grade.</p>
Postal Service/Peace Corps and Other Unique Authorities	<p>Applicants who are one of the following:</p> <ul style="list-style-type: none"> • Postal Career Service/Postal Rate Commission - Eligible when serving under an appointment without time limitation, successfully completed a probationary period, and has no break in service. • 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 at 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. • Panama Canal Commission - Eligible after at least 1 year of continuous employment under non-temporary appointment in the Panama Canal Commission located in the United States. • General Accounting 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 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. <p><u>Supporting documentation:</u> Proof of employment from appropriate agency.</p>
Executive Order 12721 Eligible	<p>Applicants who worked</p> <ul style="list-style-type: none"> • Overseas as an appropriated fund Federal employee while a family member of a civilian, non-appropriated fund, or uniformed service member serving overseas, AND • Accumulated 52 weeks of creditable service, AND • Received a fully successful (pass) or better performance appraisal in that position. <p>Note: This appointment eligibility is effective for a period of three years following the date of return from overseas to the United States to reassume residence.</p> <p><u>Supporting documentation:</u> A copy of a Notification of Personnel Action, SF-50, showing completion of 52 weeks of creditable overseas service, AND a copy of your most recent annual performance</p>

	<p>appraisal, AND a copy of your Permanent Change of Station Orders used to return you to the United States.</p>
Reinstatement Eligible	<p>Applicants who are</p> <ul style="list-style-type: none"> • Former Federal employees who previously attained career status (identified as Tenure 1 on block 24 of your last SF-50, Notification of Personnel Action), or • Former Federal employee with veterans' preference who previously attained career-conditional status (identified as Tenure 2 on block 24 of your last SF-50, Notification of Personnel Action), or • Former Federal career-conditional employee (identified as Tenure 2 on block 24 of your last SF-50, Notification of Personnel Action), without veterans' preference who separated from Government service within the past three years <p><u>Supporting documentation:</u> Copy of your most recent Notification of Personnel Action, SF-50.</p>
Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible	<p>Applicants who are currently employed and have served continuously for at least one year under a permanent appointment as a:</p> <ul style="list-style-type: none"> • Non Appropriated Fund (NAF) employee, or • Civilian Intelligence Personnel Management System (CIPMS) employee, or • Defense Civilian Intelligence Personnel System (DCIPS) employee, or • Under one of the other Interchange Agreement positions <p>You are also eligible for this hiring category if you are a former Interchange Agreement (i.e., NAF, CIPMS, DCIPS, etc.) employee who served under an appointment described above, and who was involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance). For further information and a list of other Federal agencies that are under Interchange Agreements, please check http://www.opm.gov/employ/html/sroa2.htm#InterchangeAgreementsWithOtherMeritSystems.</p> <p><u>Supporting documentation:</u> Copy(ies) of applicable personnel action(s) verifying the above criteria.</p>
Interagency Career Transition Assistance Plan (ICTAP) Eligible	<p>Current or former employees displaced from non-Department of Defense Federal agencies. Additional information on this program and supporting documentation may be found at www.usajobs.opm.gov/ei32.htm.</p>
Spouse of Relocating Military Member or DOD Civilian - Appointable	<p>Applicants who are appointable and who are spouses of relocating active duty military members or DoD civilian employees, may request Military Spouse Preference and apply to specific announcements regardless of the Area of Consideration. This eligibility is good during the 30 days preceding through the 6 months following their sponsor's relocation to the activity's commuting area.</p> <p>Spouses must be appointable under one of the hiring categories listed. For example you must be a:</p> <ul style="list-style-type: none"> • Current Federal career or career conditional employee, or • Veterans Recruitment Appointment (VRA) employee, or • Schedule A appointee for persons with disabilities, or • Reinstatement eligible, or • E.O. 12721 eligible (returning overseas employee); or • Eligible for competitive service appointment based on employment under other merit systems. <p>Note: In addition to selecting this hiring category, you must also register for Military Spouse Preference. Contact your local Human Resources Office or Family Service Center for information on how to do this. If you are a military spouse and do not meet this definition then review the hiring category for Military Spouse Preference Eligible - No Status.</p> <p><u>Supporting Documents:</u> Be prepared to submit the following: statement requesting MSP; copy of military sponsor's PCS orders, copy of Standard Form 50 (SF 50) documenting current or previous appointments; and copy of last performance appraisal.</p>
Military Spouse Preference Eligible - No Status	<p>If you are not appointable and are the spouse of an active duty military member, then you may still be eligible for Military Spouse Preference (MSP). To be eligible you:</p> <ul style="list-style-type: none"> • Must have been married to your military sponsor prior to reporting to the new duty assignment, and • Must have accompanied your military sponsor on a permanent change in station (PCS) move, and • The position for which you are applying must be within the commuting area of your military sponsor's new permanent duty station. • Check out our web site www.donhr.navy.mil, Jobs, Jobs, Jobs for more information regarding the military spouse preference program and what types of information you will need to provide in your resume. <p><u>Supporting Documents:</u> Be prepared to submit a statement requesting MSP and a copy of military sponsor's PCS orders.</p>
Veterans' Recruitment Appointment and/or 30% or More Disabled Veteran	<p><u>Veterans' Recruitment Appointment (VRA):</u> The following veterans are eligible for a Veterans' Recruitment Appointment (VRA):</p> <ul style="list-style-type: none"> • Disabled veterans; • Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized;

	<ul style="list-style-type: none"> • Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; and recently separated veterans. • Recently separated veterans are defined as those who have separated from active service within the last three years. This does not apply to the veterans listed in the categories above. <p><u>Supporting documentation:</u> DD-214(s) showing type of discharge. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form.</p> <p><u>30% or More Disabled Veteran:</u> Individuals who have retired from active military service with a disability rating of 30% or more; or, who have been rated by the Department of Veterans Affairs (DVA) within the preceding 12 months as having a compensable service-connected disability of 30% or more.</p> <p><u>Supporting documentation:</u> DD-214(s) showing type of discharge. Additionally, veterans will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form.</p> <p><u>NOTE:</u> Veterans' preference information and forms may be located on web sites such as www.opm.gov or http://www.dol.gov/elaws/vets/vetpref/choice.htm.</p>
Veterans' Employment Opportunity Act Eligible	<p>Preference eligibles or veterans who separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service.</p> <p><u>Supporting documentation:</u> DD-214(s) showing length of active duty service and type of discharge.</p>
Persons with Disability	<p>Individuals with a major physical or mental impairment(s) that limit(s) one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Affairs (DVA).</p> <p><u>Supporting documentation:</u> Recent letter from DVA or State Vocational Rehabilitation Service.</p>
Outstanding Scholar	<p>A college graduate who has: (1) an accumulated grade point average of 3.45 or above on a 4.0 scale; or, (2) graduated in the upper 10% of their graduating class or major university subdivision for baccalaureate degree.</p> <p><u>Supporting documentation:</u> College/university transcript.</p>
Current Student	<p>Full or part-time students enrolled in high school, vocational institution, college, or university.</p> <p><u>Supporting documentation:</u> Proof of enrollment.</p>
Overseas Military Spouse Appointment Eligible	<p>Spouse of an active duty U.S. Armed Forces service member who meets ALL of the following conditions:</p> <ul style="list-style-type: none"> • The spouse and the sponsor were married prior to the relocation (before the Permanent Change of Station). • Since the relocation, the spouse has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor. • The spouse is among the best qualified. • The position applied for is not above the highest permanent grade previously held in the Federal service. <p>Note: Preference can be granted only once per PCS relocation. Once you accept or decline a continuing position (one that is expected to last one year or more), either appropriated fund (AF) or non-appropriated fund (NAF), at the new duty station, your eligibility for preference terminates whether or not preference was applied.</p> <p><u>Supporting documentation:</u> A copy of the sponsor's Permanent Change of Station orders.</p>
Overseas Family Member Preference Eligible	<p>A spouse, or unmarried dependent child (including stepchild, adopted child, and foster child) not more than 23 years of age who:</p> <ul style="list-style-type: none"> • Is residing with a member of the U.S. Armed Forces, or a U.S. citizen employee of a U.S. Government Agency (including non-appropriated fund activities) whose duty station is in the foreign area and • Has not accepted or declined a permanent position or a temporary position of one year or longer at the new duty station of the sponsor. <p>Note: This preference does not apply to family members of locally hired civilian employees.</p> <p><u>Supporting documentation:</u> A copy of the sponsor's Permanent Change of Station orders.</p>
Overseas Limited Appointment Eligible	<p>Overseas Limited Term Appointment may be used to recruit United States citizens in the overseas area. However, there are certain host nations-specific requirements and limitations to this authority. Contact the local Human Resources Office for specific details.</p>