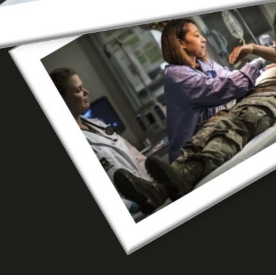
Navigating Civilian Employment



Army Reference Guide for Military Spouses & Veterans

MESSAGE FROM ARMY G-1

The Army G-1 has the privilege to develop and implement effective policies and programs that contribute to advancing readiness of the Army's greatest asset – our people. Investment in people impacts Soldiers, Civilians, and their families today and in the future. Supporting Military Spouse and Veteran employment is a key component of the Army's People Strategy.

Military life frequently involves relocation of families to places around the world. This mobility results in Military Spouses and Veterans gaining significant depth and breadth of experience in a variety of positions. Through these dynamics, Spouses and Veterans often accrue a diverse set of advanced technical, leadership, and interpersonal skills and experiences in the Federal government and private sector that can bring fresh perspectives, proven expertise, and dedication to Army organizations.

The Military Spouse and Veteran Employment Guide is a comprehensive resource to support these communities with vital information and better understanding of various civilian employment processes and programs. The goal of this effort is to improve the ability of our Military Spouses and Veterans to obtain and maintain Federal employment, a key factor in ensuring Army personnel readiness. This guide was developed with you in mind and we hope it supports your journey towards remaining part of the Army family, enabling you to more effectively navigate Army civilian employment. We thank you for all you have already done to support the Army and the Nation, and look forward to your continuing support of the Army team as a member of our Army Civilian Corps.

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This guide was developed by Headquarters Department of Army (HQDA), Assistant G-1 for Civilian Personnel (AG-1CP), in coordination with subject matter experts in the following Army organizations: HQDA, G-9, Soldier and Family Readiness; HQ Civilian Human Resources Agency (CHRA); HQ Army Materiel Command (AMC); HQ Installation Management Command (IMCOM); and Army Soldier for Life (SFL).

AG-1CP and subject matter experts will review information contained in this guide on a recurring basis to ensure the guide contains current information. Information on new or updated employment programs and guidance will be incorporated into the guide when new or updated information is available.

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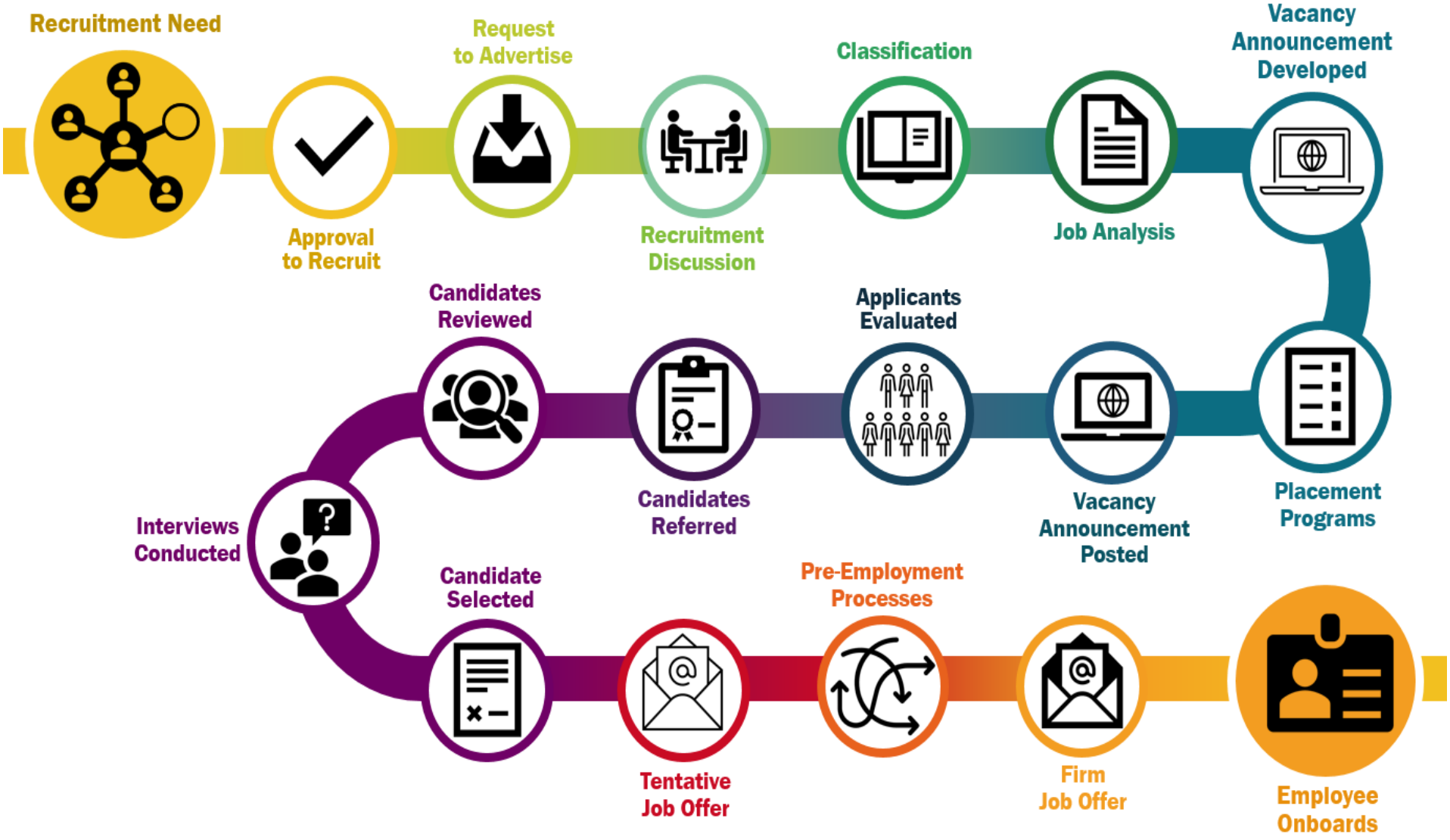
INTRODUCTION

Employment in the federal civil service can be an excellent and extremely rewarding experience. Applicants who want to support the military community can gain an even more rewarding experience by working for the Department of Defense. On the other hand, navigating through the federal hiring process and understanding how the federal civil service works may not always be a simple or fun experience. With so many different rules, regulations, and process, the federal government can be very confusing for applicants and employees who are new to the federal government. Locating and obtaining the right information may also be a challenging task, as different information on federal employment is scattered throughout federal organizations and the internet.

This guide is intended to help Military Spouses and Veterans seeking employment understand the federal hiring process, and help newly employed Military Spouses and Veterans understand federal civilian employment in general. This guide contains general information about federal and DoD – Army employment programs, resources, and processes in one source.

TYPICAL HIRING PROCESS



The information in this section was last updated on 7/26/2022

Recruitment Need

Army organization determines recruitment is needed to find and hire candidates to accommodate additional workload, additional work function, or to fill a vacancy created by a former employee.

Approval To Recruit

The organization's human resources office evaluates the recruitment need against current manpower and position management requirements.

Request To Advertise

If authorized, the organization's human resources office submits the recruitment request to the servicing Civilian Personnel Advisory Center (CPAC).

Recruitment Discussion

The servicing CPAC and organization human resources office discuss the recruitment request. This discussion will include an initial review of the position description, detailed information about the position, and information on how the selecting official would like to advertise for the position.

Classification

The servicing CPAC will review the position description submitted for recruitment and classify the position against OPM classification standards, and/or provide a classification advisory to the organization's human resources office.

Job Analysis

The servicing CPAC will conduct a job analysis to establish and document competencies required for the position, identify which tasks and competencies needed to successfully perform the duties of the position, and serve as the foundation for assessment and selection decisions.

Vacancy Announcement Developed

The servicing CPAC will build the eligibility assessment questionnaire, occupational questionnaire, and vacancy announcement in the USA Staffing system.

Placement Programs

The servicing CPAC will begin the process of clearing placement programs for the position. The position may be cleared against the DoD Priority Placement Program, Reemployment Priority List, and/or other placement programs as required.

Vacancy Announcement Posted

The servicing CPAC posts the vacancy announcement for the number of days the organization's human resources office requested in the recruitment discussion.

Applicants Evaluated

Once the vacancy announcement closes, the servicing CPAC will review applicants for position eligibility and qualifications.

Candidates Referred

The servicing CPAC send a list of eligible and qualified candidates to the selecting official to review and assess for selection.

Candidates Reviewed

The selecting official will review candidates, determine which candidates should be considered for the position, conduct reference checks, and coordinate and conduct interviews.

The information in this section was last updated on 7/26/2022

Interviews Conducted

Selecting officials conduct interviews with a select number of candidates.

Candidate Selected

The selecting official will return the list of candidates to the servicing CPAC with their selected candidate for the position identified. The servicing CPAC will confirm whether or not the position is subject to a priority placement candidate.

Tentative Job Offer

Following priority placement clearance, the servicing CPAC will extend a tentative job offer to the candidate selected for the position.

Pre-Employment Processes

The servicing CPAC provides information and coordinates any required pre-employment processes with the selectee. This may include a security clearance, physical examination, drug test, and/or other processes.

Firm Offer

Once all necessary documents are received and pre-employment processes are complete, the servicing CPAC will establish an entrance on duty (EoD) date, and extend a firm job offer to the selectee.

Employee Onboards

Selected candidate goes through the onboarding process with the servicing CPAC and begins working for the organization.

The information in this section was last updated on 7/26/2022

GENERAL INFORMATION

MERIT SYSTEM PRINCIPLES

Federal personnel management is based on and embodies the merit system principles. The merit system principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. The merit system principles are nine basic standards that govern the management of the executive branch workforce and serve as the foundation of the Federal civil service.

The merit system principles are:

1) Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition which assures that all receive equal opportunity.

2) Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.

3) Provide equal pay for equal work and recognize excellent performance.

4) Maintain high standards of integrity, conduct, and concern for the public interest.

5) Manage employees efficiently and effectively.

6) Retain and separate employees on the basis of their performance.

7) Educate and train employees when it will result in better organizational or individual performance.

8) Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.

9) Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situation (i.e., protecting people who report things like illegal and/or wasteful activities).

Additional information on prohibited personnel practices can be located at the Merit System Protection Board website:
https://www.mspb.gov/msp/meritsystemsprinciples.htm

PROHIBITED PERSONNEL PRACTICES

Prohibited personnel practices are those things a Federal employee with personnel authority *may not do*. For this purpose, a Federal employee is defined as an individual who has personnel authority to take, direct others to take, recommend, or approve any personnel action. A personnel action is any significant change in duties, responsibilities, or working conditions which is inconsistent with the employees' salary or grade. This includes appointments, promotions, discipline, details, transfers, reassignments, reinstatements, or any decisions concerning pay, benefits, training, and any decision to order psychiatric testing or examination.

People with personnel authority are charged with avoiding the following prohibited personnel practices:

1) An agency official shall not discriminate against an employee or applicant based on race, color, religion, sex (including sexual orientation and gender identity), national origin, age, disability (or handicapping condition), marital status, or political affiliation.

2) Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics.

3) Coerce the political activity of any person.

4) Deceive or willfully obstruct any person from competing for employment.

5) Influence any person to withdraw from job competition.

6) Give an unauthorized preference or advantage to improve or injure the prospects of any particular person for employment.

7) Engage in nepotism.

8) Take or threaten to take a personnel action because of whistleblowing.

9) Take or threaten to take a personnel action because of the exercise of a lawful appeal, complaint, or grievance right.

10) Discriminate based on personal conduct which does not adversely affect the performance of the employee or other employees.

11) Knowingly take or fail to take a personnel action in the violation of veteran preference laws.

12) Violate any law, rule, or regulation implementing or directly concerning merit system principles.

Additional information on prohibited personnel practices can be located at the Merit System Protection Board website: *https://www.mspb.gov/ppp/ppp.htm*

APPROPRIATED FUNDS

Monies allocated by legislation passed by Congress and signed by the President. Appropriation is when money is set aside money for a specific and particular purpose or purposes. A company or a government appropriates funds in order to delegate cash for the necessities of its business operations. Appropriations for the U.S. federal government are decided by Congress through various committees and Appropriated Funds are usually specified in Congress's yearly budget or continuing resolution. However, funds can be allocated in any bill passed by Congress. These funds primarily come from federal taxes.

NONAPPROPRIATED FUNDS

Nonappropriated Funds (NAF) are government monies and assets that are not appropriated by the U.S. Congress. NAFs are designated for Nonappropriated Fund Instrumentalities (NAFIs).

NAFI programs and facilities serve as an essential part of the Department of Defense (DoD) personnel and readiness program; providing Armed Services Exchange programs and military and civilian morale, welfare, and recreation (MWR) programs. NAF funds are self-generated by business operations such as restaurants, bowling centers, golf courses, and child & youth services. While still considered federal employees, NAFI personnel are not subject to most laws implemented by the Office of Personnel Management (OPM). Unless specified by law(s), DoD has the authority to regulate most areas of the NAF personnel system.

COMPETITIVE SERVICE

The competitive service consists of all civil service positions in the executive branch of the Federal Government, with some exceptions. Competitive service positions are positions subject to the civil service laws passed by Congress to ensure that applicants and employees receive fair and equal treatment in the hiring process. Most positions in the Federal government are in the competitive service. To obtain a competitive service job, applicants must compete with other applicants in open competition.

Excepted Service

Excepted service includes positions in the executive branch of the Federal Government that are excepted from the competitive service. Excepted service authorities enable agencies to hire when it is not feasible or practical to use traditional competitive hiring procedures. Positions can be excepted from competitive service by law, by the President, or by OPM.

Senior Executive Service

Separate from the excepted and competitive services is the Senior Executive Service (SES). SES is made up by positions classified above the GS–15 grade level, or in level IV or V of the Executive Schedule. Employees in this service serve as executives who lead the federal workforce, but are not appointed by the President or confirmed by the Senate.

APPROPRIATED
FUND
EMPLOYMENT

NAVIGATING APPROPRIATED FUND EMPLOYMENT

This section contains information focused on navigating Appropriated Fund (APF) employment. Information unique to Nonappropriated Fund (NAF) employment starts on page 52.

GENERAL INFORMATION

PROBATIONARY PERIOD

The purpose of a probationary period is to allow supervisors to assess an employee's fitness for continued federal employment in the competitive service. Employees who are given a permanent, career or career-conditional appointment will be placed on a probationary period. For most federal agencies, a probationary period will be the length of one year.

TRIAL PERIOD

The purpose of a trial period is to allow supervisors to assess an employee's fitness for continued federal employment while serving in a time limited or excepted service appointment. The length of a trial period will typically be one year, but may vary based on the type of appointment.

TENURE

Career tenure affords employees eligibility to be reinstated into the competitive service without competing with the general public. Employees can obtain career tenure employees upon completing three cumulative years of total creditable service.

TIME-IN-GRADE

Time in grade is a requirement for an employee to spend a specified amount of time in a grade level before becoming eligible for a promotion. The intent of the time in grade requirement is to prevent excessively rapid promotions in competitive service General Schedule (GS) positions, and to protect competitive principles. In Army, excepted service positions are also subject to time in grade restrictions unless a position is exempt by a specific policy.

TYPES OF EMPLOYMENT

PERMANENT

Permanent appointments do not have time limits. Employees hired into permanent positions are typically hired under a career-conditional appointment, serve a probationary period, and obtain career tenure for federal employment.

TEMPORARY

A temporary limited appointment is a nonpermanent, non-status appointment to a position for a specified period of time not to exceed one calendar year or less. Temporary employees do not serve a trial or probationary period and may be terminated at any time upon written notice from an employing agency.

TERM

Term appointments are appointments to positions where the need for an employee's services is not permanent and the length of the appointment is for more than one year but not more than six years. The circumstances under which these nonpermanent appointments are appropriate include (but are not limited to) project work, extraordinary workload, uncertainty of future funding, scheduled contracting out or abolishment of a function, or the need to maintain permanent positions for placement of potential surplus employees.

INTERMITTENT

Employment without a regularly scheduled tour of duty is intermittent employment. An intermittent work schedule is used when the nature of the work for a position is sporadic and unpredictable and work cannot be regularly scheduled in advance.

SEASONAL

Seasonal employment is annually recurring periods of work of at least 6 months, but less than 12 months each year. Seasonal employees are permanent employees who are placed in nonduty/nonpay status and recalled to duty in accordance with pre-established conditions of employment.

POSITION CLASSIFICATION

Position classification refers to the evaluation process that determines the appropriate pay system, occupational series, title, and grade level/pay band for a position. The objectives of the federal position classification and grading systems include:

- Determining the rate of basic pay an employees will receive
- Applying the principle of equal pay for substantially equal work
- Ensuring variations in rates of basic pay paid to different employees will be in proportion to substantial differences in the difficulty, responsibility, and qualification requirements of the work performed and to the contributions of employees to efficiency and economy in the service

The work that will be performed by a position will be documented in a position description. The objective of a position description is to document the major duties, responsibilities, and supervisory relationship of a position. Position descriptions are not intended to detail every possible activity that will occur in a work day. Each position description will be classified against the appropriate classification standards.

Classification standards are developed by OPM, and are applicable to occupations common to many or all federal agencies. DoD may also develop classification standards for DoD positions. Position classification standards are used to determine the occupational series, title, and grade level for positions performing professional and administrative occupation work in the Federal Government. Job grading standards define federal trades, craft, and labor occupations, establish official position titles, and describe various levels of work.

Additional information on classification can be found on the following OPM Frequently Asked Questions site: *https://www.opm.gov/faqs/topic/classification/index.aspx*

QUALIFICATIONS

Qualifications pertain to a person and describe the knowledge skills, abilities, and competencies a person must have to be successful in a particular occupation. Requirements to qualify for federal a position depend upon the type of service and occupational series for which a position is recruited.

Additional information on qualifications can be found on the following OPM Frequently Asked Questions site: https://www.opm.gov/faqs/topic/qualifications/index.aspx

EXCEPTED SERVICE POSITIONS

Positions filled within the excepted service *may* be required to adhere to the qualification requirements outlined by OPM. Some excepted service authorities are not subject to the same qualification requirements as competitive service. In such cases, positions filled within the excepted service adhere to the qualification standards developed by the federal agency recruiting for the position. If agency-unique qualification requirements do not exist, OPM qualification requirements will apply.

COMPETITIVE SERVICE POSITIONS

Positions filled within the competitive service must adhere to the qualification requirements outlined by OPM. OPM outlines qualification requirements for professional and administrative occupations, as well as trades and labor occupations.

PROFESSIONAL & ADMINISTRATIVE OCCUPATIONS

OPM outlines group and individual qualification standards, in addition to individual occupation requirements for federal professional and administrative occupations. These standards are used to assess specialized experience and/or education for general schedule or pay banded occupations.

OPM Group Qualification Standards: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards

OPM Occupational Series Qualification Standards: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series

TRADES, CRAFT, AND LABOR OCCUPATIONS

OPM outlines the job qualification system for federal wage system occupations using job elements. Under this system applicant knowledge, skills, and abilities are assessed

against what the work requires (i.e., if applicants have the ability to do the work, they are considered eligible for the job).

OPM Job Element Standards: *https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=List-of-Approved-Job-Elements*

MINIMUM QUALIFICATIONS

Requirements necessary to successfully perform work of a particular occupation are considered minimum qualifications. Minimum requirements may include (but not limited to) specific job-related work experience, education, medical or physical standards, training, security, and/or licensure. Minimum qualification reviews serve as the first step in applicant qualification assessments and do not determine which applicants are among the best qualified candidates that will be referred to selecting officials for consideration.

SELECTIVE PLACEMENT QUALIFICATIONS

Some positions may require specific qualifications that are necessary for individuals to perform successfully in a position. Selective placement requirements may include specific knowledge, skills, or abilities; for example, the ability to speak Spanish fluently. Requirements may also include federal or state requirements; examples include *(but not limited to)* licenses, certifications, age restrictions, vaccination requirements, etc.

EDUCATION QUALIFICATIONS

Some qualification standards permit applicants to qualify on the basis of education or a combination education and experience. Some qualification standards have specific educational requirements that applicants must meet in order to be found minimally qualified.

REQUIRED EDUCATION

OPM provides specific educational requirements that applicants must meet in order to qualify for federal positions. In most cases, qualifying education must be from an accredited institution.

Positions filled in the competitive service will not apply specific education requirements unless OPM has determined that the duties of a scientific, technical, or professional position cannot be performed by an individual who does not have the prescribed minimum education.

Department of Education Accredited Institutions and Programs:
https://ope.ed.gov/dapip/#/home

Substitution of Education

Some qualification standards allow applicants to be found minimally qualified based upon education alone. Typically, applicants can substitute education for experience up to the GS-11 grade level. Each qualification standard will detail if education can be substituted, and how education can be substituted.

Combination of Education & Experience

Some qualification standards permit a combination of education and experience to meet minimum qualification requirements. Qualification standards will outline what education and experience can be combined to be found minimally qualified. Vacancy announcements will outline the specific education, experience, and combination calculation requirements for positions that allow applicants to qualify with education and experience.

Foreign Education

Education outside of the United States must be equivalent to education gained in conventional/accredited U.S. program to be acceptable for Federal employment.

Foreign education is defined as education acquired outside of any State of the U.S., the District of Columbia, the Commonwealth of Puerto Rico, a Trust Territory of the Pacific Islands, or any territory or possession of the United States.

Department of Education Foreign Qualifications:
https://sites.ed.gov/international/recognition-of-foreign-qualifications/

Qualification Ranking

Qualification ranking assessments which determine which applicants are referred to selecting officials for consideration take place following minimum qualification reviews. These assessments compare the knowledge, skills, abilities, competencies, and/or education of applicants against specific qualification requirements for individual positions at a particular agency, for the purpose of determining which applicants are among the best qualified for a specific job. Such information (e.g., a description of the specialized experience requirements for a particular position) should be included in the vacancy announcements issued by the agency.

EMPLOYMENT DOCUMENTATION

Personnel actions are documented and maintained in Official Personnel Files. Documentation contains employment information on an individual's federal employment career.

STANDARD FORM (SF) 50

Personnel actions for appropriated fund employees are documented on the SF-50. A copy of the SF-50, including detailed information about each data field in the SF-50, is located in *Appendix A* for reference.

STANDARD FORM (SF) 75

The SF 75 documents details of an employee's current employment status. This form is typically given to another federal agency when an Army employee accepts a firm job offer with that agency. This form is also given to an employee when placed in a leave without pay status, allowing the employee to provide the form to an agency upon accepting a new position. A copy of an SF-75 is located in *Appendix A* for reference.

NATIONAL PERSONNEL RECORDS CENTER

Following separation from appointment, applicants may need copies of their personnel records for a number of reasons, to include obtaining documentation of the most recent personnel action in order to apply for a new federal position as a reinstatement eligible.

If less than 120 days have elapsed since separation, former employees should contact their Civilian Personnel Advisory Center to request a copy of documents.
If more than 120 days have elapsed since separation, Civilian personnel records are normally transferred to the National Personnel Records Center (NPRC). Federal law requires that all requests for records and information be submitted in writing. Each request must be hand signed (in cursive) and dated (within the last year). Requests for full records will be sent to the NPRC, while requests for documentation for reinstatement will be sent to OPM. Details on records requests can be found on the NPRC website.

NPRC Official Personnel Files:
https://www.archives.gov/personnel-records-center/civilian-non-archival#written-request

General Veteran Employment Information

Veterans' Opportunity To Work (VOW) Act

The Veterans' Opportunity to Work Act (VOW) requires Federal agencies to treat active military members as veterans, disabled veterans or preference eligibles when applying for appointments in the competitive service. Most service members begin to apply for civilian positions while still on active duty. As such, they do not have access to their DD-214, Certificate of Release or Discharge from Active Duty, for submission with their application for employment. The VOW Act enables active duty service members to provide a certification of service in lieu of a DD 214.

The certification must be a written document stating that the veteran will be released or discharged under honorable conditions no later than 120 days after submission of the certificate. The certification letter should be on the letterhead of the appropriate military branch of service and contain:

1) Military service dates, including the expected discharge or release date; and

2) Character of service.

Based on the certification, agencies will grant tentative veterans' preference to the service member. The tentative veterans' preference granted to the service member applicant must be verified using a DD 214 prior to appointment.

Uniformed Services Employment & Reemployment Rights Act of 1994 (USERRA)

The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) is intended to encourage non-career service in the uniformed services by eliminating or minimizing the disadvantages to civilian careers and employment which can result from such service. USERRA is designed to ensure that uniformed service members are not disadvantaged in their civilian careers because of their service, are promptly reemployed in their civilian jobs upon their return from duty, and are not discriminated against in employment because of their military status or uniformed service obligations.

Additional information on USERRA can be located at the following site:
https://www.dol.gov/agencies/vets/programs/userra/USERRA-Pocket-Guide

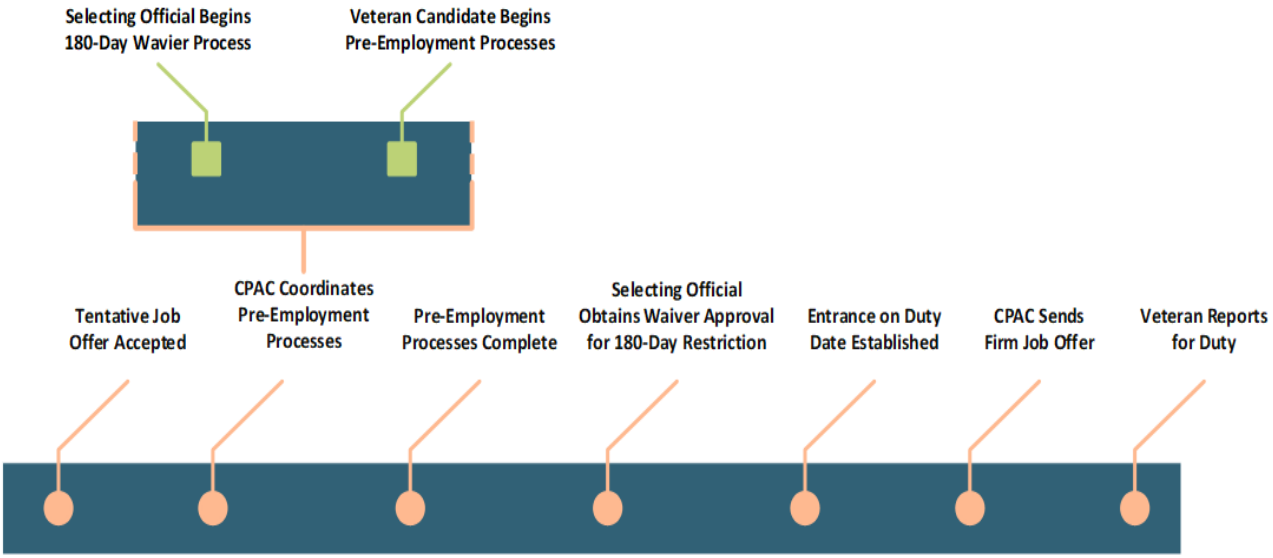
APPOINTMENT OF RECENTLY RETIRED SERVICE MEMBERS

The initial policy issued in 1961 and codified in section 3326 of Title 5 of the United States Code, intended to ensure that retired military members were not given civil service positions for reasons other than merit. Department of Defense components may appoint retired members of the armed forces to a position in the civil service in or under the Department of Defense (both APF & NAF positions) during the period of 180 days immediately after their retirement only if they meet one the following conditions:

1) The proposed appointment is authorized by the Secretary concerned or their designee for the purpose, and, if the position is in the competitive service, after approval by the Office of Personnel Management, or

2) The minimum rate of basic pay for the position has been increased under section 5305 of Title 5 of the United States Code.

The authority to approve waivers of the 180-day restriction has been delegated from OPM to DoD, from DoD to Headquarters Department of Army (HQDA), and from HQDA to Army Commands. The figure below outlines the typical waiver process



APPOINTING AUTHORITIES

NON-COMPETITIVE HIRING AUTHORITY FOR SPOUSES OF CERTAIN MEMBERS OF THE ARMED FORCES

This hiring authority was implemented to expedite the recruitment and selection of spouses of members of the Armed Forces for appointment to positions in the competitive service of the Federal civil service as part of the effort of the United States to recruit and retain in military service, skilled and experienced members of the Armed Forces and to recognize and honor the service of such members injured, disabled, or killed in connection with their service.

This authority does not convey preference; but it does allow Military Spouses to apply for positions announced to internal candidates, and to be appointed when they have no other appointing eligibility.

AUTHORITY HISTORY AND EVOLUTION

AUTHORITY ESTABLISHED (2008)

On September 25, 2008 the President signed Executive Order 13473. The executive order is a policy of the United States to provide for the appropriately expedited recruitment and selection of spouses of members of the Armed Forces.

AUTHORITY IMPLEMENTED (2009)

On August 12, 2009, the Office of Personnel Management (OPM) published regulations implementing the noncompetitive hiring authority for certain military spouses to positions in the competitive service. The regulation implementing the authority was made effective on September 11, 2009.

AUTHORITY MODIFIED (2011)

On August 31, 2011, OPM published regulations eliminating the 2-year eligibility limitation for noncompetitive appointment for spouses of certain deceased or 100 percent disabled veterans. OPM removed the restriction to provide spouses of certain deceased or 100 percent disabled veterans with unlimited eligibility for noncompetitive appointment. The regulation implementing this modification was made effective on September 30, 2011.

AUTHORITY MODIFIED (2013)

On January 3, 2013, the National Defense Authorization Act (NDAA) for fiscal year 2013 (i.e., Public Law 112-239) published modifications to the authority by amending part of Title 5 of the United States Code. The NDAA amended the authority by placing special rules limiting the number of appointments under the authority citing; “A relocating spouse of a member of the Armed Forces may not receive more than 1 permanent appointment under this section for each time the spouse relocates,” and “A spouse of a disabled or deceased member of the Armed Forces may not receive more than 1 permanent appointment under the authority.”

AUTHORITY MODIFIED (2016)

On December 23, 2016, the NDAA for fiscal year 2017 (i.e., Public Law 114-328) published modifications to the authority by amending part of Title 5 of the United States Code. The NDAA amended the authority by removing the time limitation on appointment for relocating spouses citing, "A relocating spouse of a member of the Armed Forces remains eligible for noncompetitive appointment under this section for the duration of the spouse’s relocation to the permanent duty station of the member."

AUTHORITY MODIFIED (2018)

On August 13, 2018, the NDAA for fiscal year 2019 (i.e., Public Law 115-232) published modifications to the authority by temporarily amending part of Title 5 of the United States Code. The NDAA temporarily amended the authority by making any spouse of a military member on active duty eligible for noncompetitive appointment under the authority and eliminating geographic restrictions. OPM’s regulations will revert to the permanent requirements following the sunset of the temporary amendments on August 13, 2023.

EXECUTIVE ORDER 13832 (2018)

On May 29, 2018 the President signed Executive Order 13832 intended to enhance noncompetitive civil service appointments of military spouses. The order directed agencies to indicate (to the greatest extent possible consistent with hiring needs) in their Job Opportunity announcements (JOA) for positions in the competitive service to consider candidates under the noncompetitive military spouse authority in addition to any other hiring authority the JOA indicates the agency will consider.

AUTHORITY MODIFICATIONS CODIFIED (2021)

On September 21, 2021, OPM published regulations modifying the provisions governing the hiring authority for certain military spouses to incorporate the provisions released in the FY13, FY17, and FY19 NDAAs; in addition to the enhancements outlined in

Executive Order 13832. The regulation implementing the modifications was made effective on October 21, 2021.

CURRENT HIRING AUTHORITY PROVISIONS

Between the dates October 21, 2021 and August 12, 2023, temporary modifications are in effect for the authority. Spouses of service members who are serving on active duty in the armed forces, or serving under orders specifying the individual is called or ordered to active duty for more than 180 consecutive days, should take note of the temporary modifications outlined in the following table:

October 21, 2021 – August 12, 2023	Effective August 13, 2023
• A spouse may receive unlimited noncompetitive appointments under this authority	• A spouse may receive a noncompetitive appointment under this authority if the service member receives permanent change of station orders, and is limited to one such appointment per permanent change of station
<u>A spouse is eligible for appointment:</u> • From the date of documentation verifying the spouse's marriage to a member of the armed forces where the spouse seeks appointment based upon marriage to an active duty member of the armed forces	<u>A spouse is eligible for appointment:</u> • From the date of documentation verifying the spouse's marriage to a member of the armed forces where the spouse seeks appointment based upon marriage to an active duty member of the armed forces • If the service member of the armed forces receives orders authorizing a permanent change of station • If the spouse married the member of the armed forces on, or prior to, the date of such orders authorizing the permanent change of station • If the spouse has relocated or is relocating with the member of the armed forces to the new duty station specified in the documentation ordering the permanent change of station

October 21, 2021 – August 12, 2023	Effective August 13, 2023
• Noncompetitive appointment of eligible spouses are not restricted to a geographical location	• Noncompetitive appointment of a relocating spouse of a member of the armed forces is limited to the geographic area of the permanent duty station of the member of the armed forces, unless there is no agency with a position within the geographic area of the permanent duty station of the member of the armed forces
Documentation required to prove eligibility: • Documentation verifying active duty service member status • Documentation verifying marriage to the member of the armed forces (i.e., a marriage certificate or other legal documentation verifying marriage)	Documentation required to prove eligibility: • Documentation verifying active duty service member status • Documentation verifying marriage to the member of the armed forces (i.e., a marriage certificate or other legal documentation verifying marriage) • Copy of the service member's orders reflecting a permanent change of station, dated August 13, 2023, or later

USE OF NONCOMPETITIVE AUTHORITY IN FOREIGN AREAS

In accordance with Department of Defense (DoD) Instruction 1400.25 Volume 1232, it is DoD policy that all Family Members (to include Military Spouses) who lack personal competitive status (e.g., reinstatement eligibility) will be appointed into the Excepted Service using the Schedule A appointing authority established under Title 5 of the Code of Federal Regulations. The Schedule A appointing authority takes into account the unique status of Family Members and the significance of command sponsorship. Therefore use of the Schedule A Family Member authority aligns with DoD's policy to limit foreign area employment of Family Members to no longer than 2 months following the transfer of the sponsor from the commuting area of their foreign duty station; 2 months beyond the separation of the appointee's sponsor; or any time beyond the time the employee ceases to be a family member.

The Noncompetitive Hiring Authority for Certain Military Spouses however sets no limit to the amount of time the appointee may remain in the position if the military sponsor departs the overseas area. If the military sponsor departs the overseas area without

their civilian employee Spouse, the Spouse would lose their automatic entitlement to command logistical support (e.g., car registration, commissary/PX privileges, ration cards, (Department of Defense Dependent Schools (DoDDS), fuel coupons, etc.).

NON-COMPETITIVE HIRING AUTHORITY FOR CERTAIN FORMER OVERSEAS EMPLOYEES

Ordered by President George Bush on July 30, 1990, Executive Order (E.O.) 12721 provides authority to noncompetitively appoint certain family members to a competitive service position.

To be eligible, the family member must have: completed 52 weeks in an appropriated fund position, performed under a local hire appointment overseas, received a fully successful or better (or equivalent) performance rating, and been accompanying a sponsor who was officially assigned to the overseas are when the family member met the overseas service requirement.

Family members hired under this E.O. may be placed into any federal occupations and at any grade for which they qualify. Any law, E.O, or regulation that disqualifies an applicant for appointment in the competitive service also disqualifies the applicant for appointment under E.O. 12721. An individual is eligible for temporary, term or career-conditional appointment for a period of 3 years following date of the return from overseas to the United States to resume residence.

SCHEDULE A (EXCEPTED SERVICE) HIRING AUTHORITY FOR DEPENDENTS OF OVERSEAS MILITARY & CIVILIAN EMPLOYEES

OPM approved Schedule A, 213.3106, an excepted service appointing authority for DoD which covers multiple positions that can be filled under the authority. Schedule A 213.3106(b)(6) permits the appointment of civilians into positions at overseas DoD installations when filled by dependents of military or civilian employees of the U.S. Government residing in the area.

Employment under the authority may not extend longer than 2 months following the transfer from the area or separation of a dependent's sponsor provided that:

1) A school employee may be permitted to complete the school year, and

2) An employee other than a school employee may be permitted to serve up to one additional year when the military department concerned finds that the additional employment is in the interest of management.

Pilot Program on Direct Hire Authority for Spouses of Members of the Uniformed Services at Locations Outside the United States

The NDAA for fiscal year 2022 authorized the Department of Defense to carry out a pilot program to appoint certain military spouses in positions located outside of the United States, without regard to normal public notice procedures. DoD is currently in the process of developing the pilot program policy and procedures. Information about the pilot program will be added to this guide once DoD and Army finalize policy and guidance on the pilot program.

NAF to APF Interchange Agreement Hiring Authority

Due to the differences in APF and NAF personnel systems, OPM and DoD established an interchange agreement which allows DoD employees to move between the civil service and NAFI systems. When vacancy announcements include this hiring authority in the area of consideration, current NAF employees are eligible to apply for consideration to career or career-conditional competitive service appointments.

Reinstatement Hiring Authority

Former federal employees may reenter the competitive service workforce without competing with the public if they have held a career or career-conditional appointment. There is no time limit on reinstatement eligibility for individuals who have veterans' preference or who have acquired career tenure by completing 3 years of substantially continuous creditable service. Generally, individuals who do not have veterans' preference or did not acquire career tenure are eligible for reinstatement within 3 years after the date of separation.

Pathways Program Authorities

The Pathways Programs were established to reduce barriers to recruiting and hiring students and recent graduates. Pathways is also intended to provide meaningful training, mentoring, and career development to attract students and recent graduates to

the Federal workforce.

Internship Program

This Program provides students enrolled in a variety of educational institutions with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service.

Applicants are eligible under this authority if they are currently enrolled in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.

Recent Graduate Program

This program provides developmental opportunities to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program).

Applicants are eligible under this authority if they have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution. Veteran applicants 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.

Presidential Management Fellows Program

This is a two year leadership training program for students who have completed an advanced degree. Upon completion of the second year, individuals in this program may be noncompetitively appointed to a full-time, permanent position in the competitive service. OPM will announce the opportunity to apply for the PMF Program and conduct the competition for the selection of the finalists.

Applicants are eligible under this authority if they have completed within the past two years, a qualifying advanced degree (e.g., masters or professional degree), or who will meet advanced degree requirements by August 31 of the year following the annual application announcement.

Schedule A (Excepted Service) Hiring Authority for Individuals With Disabilities

Individuals with an intellectual disability, a severe physical disability, or a psychiatric disability are eligible for appointment under this authority. To be eligible for Schedule A, individuals must provide a proof of a disability letter stating that you have an intellectual disability, severe physical disability or psychiatric disability. Employees appointed under this authority are eligible to be non-competitively converted into the competitive service after completing 2 years of satisfactory service.

Veterans' Employment Opportunity Authority (VEOA)

The Veterans Employment Opportunities Act (VEOA) allows eligible veterans to apply for positions announced under merit promotion procedures when the agency is recruiting from outside its own workforce. "Agency," in this context means the parent agency, i.e., Department of Defense, not Department of the Army. Veterans' preference is not a factor under merit promotion procedures.

Applicants are eligible under this authority if they are a preference eligible veteran, or a 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" 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.

Veterans' Recruitment Authority (VRA)

The Veterans' Recruitment Authority (VRA) allows agencies appoint eligible veterans to positions at any grade level through GS-11, or equivalent. Agencies may appoint any VRA eligible who meets the basic qualification requirements of the position being filled, without having to announce the position or rate and rank applicants. Veterans' preference will apply if an agency has 2 or more VRA candidates, and 1 or more is a preference eligible.

Veterans hired under this authority are placed in excepted appointments to positions that are otherwise in the competitive service. After two years of satisfactory service, the agency must convert the veteran to career or career-conditional appointment, as appropriate. After two years of satisfactory service, employees appointed under this authority will be converted to a career or career-conditional appointment.

The information in this section was last updated on 7/26/2022

Applicants are eligible for appointment under this authority if they are:

- 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,
- 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 was awarded, or
- Recently separated veterans *(within the last 3 years)*.

In addition to meeting the criteria above, eligible veterans must have been separated under honorable conditions (i.e., the individual must have received either an 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.

THIRTY PERCENT OR MORE DISABLED VETERAN AUTHORITY

This authority allows agencies non-competitively appoint eligible veterans, with a compensable service-connected disability of thirty percent or more, to a temporary appointment of more than 60 days or to a term appointment in the competitive service. Unlike VRA, there is no grade level limit on the position for which this authority can be used. The employee may be converted to a career or career-conditional appointment at any time during the employee's temporary or term appointment.

Applicants are eligible for appointment under this authority if they are retired from active military service with a disability rating of 30 percent or more; or rated by the Department of Veterans Affairs, since 1991 or later to include disability determinations from a branch of the Armed Forces at any time, as having a compensable service-connected disability of 30 percent or more.

DIRECT-HIRE AUTHORITIES

Direct hire authorities (DHAs) may be used to fill vacancies in specific occupations, grade levels, and locations when it has been determined that a critical hiring need or severe shortage of candidates exists. A DHA expedites hiring by eliminating competitive rating and ranking procedures and the application of veterans' preference.

DELEGATED EXAMINING AUTHORITY

Delegated examining authority is an authority OPM grants to agencies to fill competitive civil service positions. Applicants are eligible to apply under this authority if they are applicants applying from outside the Federal workforce, Federal employees who do not have competitive status, or Federal employees who have competitive service status (i.e., all U.S. Citizens). Civilian Personnel Advisory Centers (CPACs) who have authority under delegated agreements with the Office of the Secretary of Defense and the Office of Personnel Management conduct competitive examining, issue the announcement, evaluate the applicants and issues certificates of eligibles.

SPECIAL HIRING AUTHORITIES

Applicants may be eligible for appointment under merit promotion procedures for other various special hiring authorities. These authorities may include (but not limited to) OPM interchange agreement authorities, individuals who have service in the Peace Corps, current or former Foreign Service officer or employee, former employee of the Panama Canal Commission located in the United States, etc.

More information on various special hiring authorities can be located on the following site: *https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/*

HIRING AUTHORITY EXAMPLES

MILITARY SPOUSE EXAMPLES

Some examples of hiring authorities eligible to Military Spouses can be found in *Appendix C*.

VETERAN EXAMPLES

Some examples of hiring authorities eligible to Veterans can be found in *Appendix C*.

HIRING PREFERENCES

PRIORITY PLACEMENT PROGRAM (PPP)

The Priority Placement Program (PPP) is a mandatory placement program, used in lieu of the Career Transition Assistance Program (CTAP), to minimize the adverse effects on Appropriated Fund employees caused by such actions as, but not limited to, reduction in force, base closure, realignments, contracting out, and classification. The Department of Defense (DOD) is responsible for issuing the DOD PPP Handbook to be used by all DOD components. There are two programs in PPP intended to support employment of DoD family members. The following information outlines some of the information from the DoD PPP Handbook for the Military Spouse Preference and Army Family Member Preference Programs.

MILITARY SPOUSE PREFERENCE

This program is intended to provide career opportunities for spouses of active duty military members who relocate to accompany their sponsor on a PCS move.

This program applies to spouses of active duty military members of the U.S. Armed Forces, including the U.S. Coast Guard and full-time National Guard or Military Reserves, who desire priority consideration for competitive and excepted service positions at DoD activities in the U.S., and in U.S. territories and possessions, when they meet the eligibility criteria for placement under the program.

When positions are filled using competitive procedures, including merit promotion and competitive examining, in any location, preference shall be applied reciprocally across DoD Components for spouses of active duty military members when they apply for appropriated fund positions in the excepted and competitive services at GS-15 and below, or equivalent positions in other pay systems. However, preference under this program does not apply to the following positions:

- Positions covered by a mandatory mobility agreement;
- Positions in DCIPS, and those in organizations that have as a primary function intelligence, counterintelligence, or national security;
- NAF positions;
- Positions in foreign areas, whether in the competitive or excepted service;

- Positions filled through noncompetitive procedures, including those filled under DHA or EHA;
- Educator positions within the DoD Dependents Schools system; *or*
- Any DoD position for which a spouse applies or is referred after the spouse has already obtained Federal employment in an appropriated fund or NAF permanent position within the commuting area of the sponsor's duty station.

Spouses may exercise their spouse preference and priority status through the application-based process up to 30 calendar days prior to the military sponsor's reporting date to the new duty station or upon relocation anytime thereafter during the sponsor's tour. Spouses who do not initially relocate with their sponsor cannot exercise spouse preference and priority status until they are actually residing in the commuting area of the sponsor's duty station.

Spouses whose only eligibility is under the noncompetitive appointing authority for certain military spouses are eligible for preference and priority placement status through the application-based process if they accompany and reside with their military sponsor who:

- Marries the spouse on or prior to the date of the military sponsor's orders authorizing the PCS, or amended orders authorizing the spouse to travel as a dependent; ***and***
- Relocates via a PCS move;
- Relocates to a new and permanent duty station after completing basic and advanced individual training;
- Is permanently assigned to the same duty station where initial entry training was received.

Spouses whose eligibility is based on a different valid noncompetitive appointing authority (e.g., EO 12721, reinstatement, or interchange agreement) may exercise their spouse preference and priority status through the application-based process if they accompany and reside with their military sponsor who:

- Marries the spouse prior to the military sponsor's reporting date to the new duty station; ***and***
- Relocates via a PCS move;
- Relocates to a new and permanent duty station after completing basic and advanced individual training;

- Is permanently assigned to the same duty station where initial entry training was received;
- Is assigned by PCS to a service school, regardless of the duration of training;
- Is a former military member who re-enlists and is placed directly in a permanent assignment; *or*
- Is reassigned on an unaccompanied tour by PCS with orders specifying the sequential assignment, except when the sequential assignment is in the same commuting area from which the sponsor was reassigned. Once the spouse has actually established a residence and relocated to the commuting area of the sponsor's sequential assignment, he or she may exercise priority status for vacancies in positions in that area if otherwise eligible.

To receive MSP and exercise their priority status through the application-based process, spouses must complete the Military Spouse PPP Self-Certification Checklist; create an account with USA JOBS; build or post a resume to the USAJOBS profile and upload essential documents; apply to the announcement for which interested and available; and submit all required documentation referenced in the announcement, to include the self-certification checklist. Military Spouse PPP Self-Certification Checklist can be found in *Appendix B*.

FAMILY MEMBER PREFERENCE

This program was established under PPP for the systematic referral of eligible DoD employees whose Army sponsor is involved in a PCS. DA family members are current DoD employees in the U.S. who are family members of a DA civilian (includes Nonappropriated fund, but not Army and Air Force Exchange Service) or military personnel (includes Army National Guard).

Eligible employees may be registered in the Automated Stopper and Referral System (ASARS) for a maximum of 1 year. This eligibility is applicable regardless of whether LWOP continues beyond 90 days. Registration at a CPAC (or equivalent DoD HR office) must occur at the new location within 30 calendar days after arrival or the employee is subject to forfeiture of eligibility. Additionally, family members must be able to travel as dependents on their sponsor's orders.

For the purposes of this program, family members are defined as:

- Spouses;

- Unmarried children (including stepchildren, adopted children, and those under the legal guardianship of the employee or spouse) who have not reached their 23rd birthday; ***and***

- Parents, stepparents, or legally adoptive parents of the employee or spouse who are at least 51 percent dependent on the employee for support.

DoD family members who are currently on career or career-conditional appointments, and those in the excepted service (including employees on VRA and Schedule A appointments for the disabled), are eligible for registration and referral when their Army civilian or military sponsor:

- Makes a PCS move to a new commuting area within the U.S., whether or not travel expenses are paid by the government;

- Makes a PCS move overseas and the DA family member remains in the U.S. for reasons considered beneficial to the family and wishes to relocate (e.g., near family) within the U.S.;

- Makes a PCS move overseas on an unaccompanied tour and the DA family member wishes to make a PCS move within the U.S., or, upon the sponsor's return from an overseas unaccompanied tour, the family member wishes to relocate from within the U.S. to the sponsor's new U.S. duty station;

- Is on temporary assignment for 9 months or longer under either permanent or temporary duty orders (includes assignments to service schools and developmental assignments to a new commuting area);

- Is a temporary DA employee selected for a permanent position at another Army duty station in a new commuting area with no break in service;

- Is assigned to a DoD activity and there is a DA activity in the new commuting area;

- Is a DA reservist called to active duty or a civil service reemployed annuitant if the assignment is for 9 months or more; *or*

- Retires from active military service or the service term has expired and the family is moving to the location designated in the PCS orders, provided the sponsor’s active military service obligation or enlistment contract has been satisfied.

OCONUS Military Spouse Preference

Military spouses outside of the continental United States in foreign areas receive priority preference through the regular job application process instead of the PPP. When a Military Spouse applies for a foreign OCONUS civilian position, they receive preferred preference (Military Spouse preference) when the referral list is issued because they block the selection of other candidates who are not military spouses or who have lost their military spouse preference. Unlike preference in non-foreign areas, Military Spouses are not eligible for MSP in foreign areas until arrival at the overseas location. Eligible Spouses preference receive MSP when competitive procedures are used to fill vacancies in all positions designated for U.S. citizen occupancy.

OCONUS Family Member Preference

Family members outside of the continental United States receive priority preference through the regular job application process instead of through PPP. This preference is applied when DoD organizations fill Appropriated Fund positions at the GS-1 through GS-15 levels (and equivalent) through external placement procedures, and when recruiting from an external source for all Nonappropriated Fund positions with the exception of NF–6 (Senior Executive). However, this preference does not apply to the following positions:

- Employment with the Defense Intelligence Components.
- Full performance level positions covered by mandatory mobility agreements.
- Employment of educators by the DoD Education Activity.
- Family members of locally hired Federal civilian employees.
- Family members of foreign nationals employed by DoD Components.
- DoD positions in foreign areas for which appointing authority for such positions is held by non-DoD agencies.
- Actions in accordance with applicable Status of Forces Agreements or other agreements with the host nation.

Family members may exercise preference by applying for overseas employment with 30 days before their anticipated arrival within the command. However, family members may not receive preference until arrival at the foreign location. 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 (i.e., permanent position).

Family members with veterans' preference or military spouse preference shall be given preference ahead of family members without veterans' preference or military spouse preference. Family members who are not U.S. citizens receive preference for foreign national positions except when doing so would conflict with host nation laws or agreements.

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 their sponsor's assigned duty station. Acceptance of a temporary appointment of 1 year or less does not terminate family member preference.

VETERANS' PREFERENCE

Veterans' preference may give eligible veterans preference over other applicants when applying for new Appropriated Fund appointments. When referral is made from external recruitment sources, such as delegated examining, Veterans Recruitment Appointments or temporary appointments, candidates are ranked and referred in veterans' preference order. Normally, veterans' preference eligibles listed above non-preference eligibles on a referral list must be selected before any non-preference eligibles can be selected.

Veterans' preference does not guarantee veterans a job and it does not apply to internal merit promotion actions such as promotions, transfers, reassignments or reinstatements. Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans.

Veterans who apply to civil service positions as a disabled veteran candidate will need to include a copy of the documentation verifying their disability percentage with their application package. The documentation should not include any medical information or disability evaluation information, only the disability percentage.

Veterans with disability evaluations from the Department of Veteran Affairs can obtain a copy of their VA letters on the VA eBenefits site:
https://www.ebenefits.va.gov/ebenefits/homepage

0 POINT SOLE SURVIVOR PREFERENCE

Veterans who were discharged or released from a period of active duty by reason of a sole survivorship discharge are eligible for this preference if they are they only surviving child in a family in which the father or mother or one or more siblings:

- served in the armed forces;
- was killed, died as a result of wounds, accident, or disease, is in a captured or missing in action status, or is permanently 100 percent disabled or hospitalized on a continuing basis (and is not employed gainfully because of the disability or hospitalization); ***and***
- The death, status, or disability did not result from the intentional misconduct or willful neglect of the parent or sibling, and was not incurred during a period of unauthorized absence.

5 Point Preference

Veterans are eligible for this preference if they have served:

- During a war (armed conflicts declared by Congress as war); *or*
- During the period April 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*
- During the Gulf War from August 2, 1990, through January 2, 1992; *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; *or*
- 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, Southwest Asia, Somalia, and Haiti, qualifies for preference.

10 Point Compensable Disability Preference (CP)

Veterans are eligible for this preference if they have served at any time, and who has a compensable service connected disability rating of at least ten percent but less than thirty percent.

10 Point Thirty Percent Compensable Disability Preference (CPS)

Veterans are eligible for this preference if they have served at any time, and who has a compensable service-connected disability rating of thirty percent or more.

10 Point Disability Preference (XP)

Veterans are eligible for this preference if they meet one of the following criteria:

- A veteran who served at an time and has a present service-connected disability or is receiving compensation, disability retirement benefits, or pension from the military or Department of Veterans Affairs but does not qualify as a CP or CPS; *or*
- A veteran who received a Purple Heart.

10 Point Derived Preference (XP)

Spouses, widows, widowers, or parents of veterans may be eligible for this type of veterans' preference if they meet the criteria outlined below. This type of preference is usually referred to as "derived preference" because it is based on service of a veteran who is not able to use the preference. Spouses, widows, widowers, and parents may not receive this preference if the veteran is living and is qualified for Federal employment.

Spouses

A spouse of a disabled veteran who is disqualified for a Federal position because of a service-connected disability may be eligible for this type of veterans' preference if the veteran is unemployed, ***and***:

- Is rated by the military or VA to be 100 percent disabled and/or unemployable; or,
- Has retired, been separated, or resigned from a civil service position on the basis of a disability that is service connected in origin; *or*
- Has attempted to obtain a civil service position or other position along the line of their usual occupation and failed to qualify because of a service-connected disability.

Widows and Widowers

A widow or widower of a veteran who was not divorced from the veteran, has not remarried, or the remarriage was annulled, may be eligible for this type of veterans' preference if the veteran either:

- Served during a war or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized; *or*,
- Died while on active duty that included service described above under conditions that would not have been the basis for other than an honorable or general discharge.

Parent of a Deceased Veteran

A parent of a veteran may be eligible for this type of veterans' preference if:

- The veteran lost their life under honorable conditions while serving in the armed forces during a war, in a campaign or expedition for which a campaign badge has been authorized, or during the period beginning April 28, 1952, and ending July 1, 1955; ***and***
- The spouse of the parent is totally and permanently disabled; *or*
- The parent, when preference is claimed, is unmarried or, if married, legally separated from their spouse.

Parent of a Disabled Veteran

A parent of a service-connected permanently and totally disabled veteran may be eligible for this type of veterans' preference if the veteran is unemployed, ***and***:

- The spouse of the parent is totally and permanently disabled; or
- The parent, when preference is claimed, is unmarried or, if married, legally separated from their spouse.

LEAVE WITHOUT PAY (LWOP)

Leave Without Pay (LWOP) is a temporary non-pay status and absence from duty that may be granted at an employee's request. Usually, granting LWOP is a matter of supervisory discretion or agency policy. Some employees may be entitled to receive LWOP if the meet the criteria of the following situations:

- The Family Medical Leave Act (FMLA) provides covered employees with an entitlement to a total of up to 12 weeks of LWOP during any 12-month period for certain family and medical needs.
- The Uniformed Services Employment & Reemployment Rights Act (USERRA) provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service.
- Disabled Veterans are entitled to LWOP for necessary medical treatment.

Additional general information on LWOP can be located at the following OPM site: https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/effect-of-extended-leave-without-pay-lwop-or-other-nonpay-status-on-federal-benefits-and-programs/

ARMY LWOP POLICY (APF)

It is Army policy to grant 90 calendar days of LWOP to eligible Appropriated Fund employees who are relinquishing their positions because the family or the head of household is moving from one geographic area to another and who intend to seek Federal employment in the new area. In some instances, this initial grant of 90 days may be extended upon the request of the employee. Normally, an extension of LWOP will not exceed one year.

TELEWORK & REMOTE WORK

TELEWORK

Telework is a work flexibility arrangement under which an employee performs the duties and responsibilities of their position from an approved worksite other than the location from which the employee would otherwise work. In practice, telework is a work arrangement that allows an employee to perform work, during any part of regular, paid hours, at an approved alternative worksite (e.g. home or telework center). Employees who telework must report to their official worksite on a regular and recurring basis.

Generally, if an employee is scheduled to report physically to the official worksite at least twice each biweekly pay period on a regular and recurring basis, the official worksite is the location of the regular agency worksite for locality pay purposes.

An agency may make an exception to the twice-in-pay-period standard in temporary situations, such as recovery from an injury or for an emergency situation that temporarily prevents the employee from commuting to their regular official worksite.

Additional information on telework can be located at the following site: *https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/official-worksite-for-location-based-pay-purposes/*

DEFENSE EMPLOYEES TELEWORKING OVERSEAS (DETO)

DETOs are generally defined as overseas remote work arrangements wherein a Federal Civilian employee temporarily performs the work requirements and duties of their **domestic** Civil Service position from an approved overseas location via a DETO Agreement.

Employees have no authorization to telework from a foreign location without a DETO Agreement approved by Department of State. DETO arrangements are carefully reviewed in the Federal Government due to increased security concerns and costs to agencies. They are considered on a case-by-case basis at the discretion of the Command and Army, and are subject to final approval by the Department of State. There are two types of DETOs:

- **Sponsored DETO** - A U.S. Government Civilian employee who is on the U.S. government orders of a spouse or partner.

- **Independent DETO** - An employee not included on orders of a U.S. Government sponsoring employee. Due to the expanded risks of independent DETO arrangements, **Department of Army does not permit independent DETO arrangements.**

Additional information on telework can be located at the following site: *https://www.telework.gov/*

REMOTE WORK

Remote work is a work flexibility arrangement that involves an employee performing their official duties at an approved alternative worksite away from an agency worksite. Employees in a remote work arrangement are not required to report to the official worksite on a regular and recurring basis. For a remote worker, the official worksite is the alternative worksite (e.g., the employee's residence.) The employee's remote location must be reflected in official personnel records for locality pay purposes.

Telework and remote work arrangements are subject to management discretion and mission requirements.

The OPM Guide for Telework and Remote work can be found here: *https://www.telework.gov/guidance-legislation/telework-guidance/telework-guide/guide-to-telework-in-the-federal-government.pdf*

EMPLOYEE BENEFITS & COMPENSATION

COMPENSATION

PAY SYSTEMS

Federal pay system objectives include: setting pay rates for individuals employed by the federal government who perform work and services to conduct the Government's programs, ensuring the use of these public funds provide equity to federal employees and U.S. taxpayers.

GENERAL SCHEDULE (GS)

The General Schedule (GS) pay system is the most commonly known pay system within the federal government. This system covers the largest group of civilian employees working in occupations that are professional, technical, administrative, and clerical. This system contains 15 grade levels (GS-1 to GS-15), with each grade level containing 10 pay rates known as "steps" (step 1 to step 10).

Base Rate

Base pay is the rate of pay established by law or administrative action that does not include any special rate or additional pay of any kind such as: bonuses, allowances, overtime, holiday, and military pay, or supplemental payments from the Office of Workers' Compensation Programs (OWCP).

Locality Rate

Implemented in January 1994, the Federal Employees Pay Comparability Act of 1990 (FEPCA) established locality pay for General Schedule (GS) employees. FEPCA provides for pay adjustments based on survey comparisons with non-Federal rates on a locality basis to narrow the pay gap between Federal and non-Federal salaries and to make Federal pay more responsive to local labor market conditions.

Locality adjustments are paid within each area determined to have a Federal - non-Federal pay disparity greater than 5%. Currently there are 47 locality pay areas, including a Rest of U.S. area. It applies to GS employees in the continental United States (CONUS) only. It does not cover employees overseas.

Employees entitled to a higher rate of basic pay than the locality rate for their area receive the higher rate. For example, special salary rates may apply to occupations for which the Army has a difficult time recruiting candidates and retaining employees, and the Government pays these employees a higher rate than is paid to other GS

employees at their grade and step. Locality pay is considered in applying various pay-setting rules (including maximum payable rate, promotion, transfer, and pay retention) and in computing hiring and retention incentives and rating-based awards expressed as a percentage of pay.

Locations that have been defined in a specific geographic location eligible for locality pay can be located at the following OPM site: *https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/locality-pay-area-definitions/*

Cost of Living Increase

What some commonly refer to as the annual pay adjustment, the cost of living increase adjusts salary rates based upon nationwide changes in the cost of wages and salaries of the private sector. The President and Congress can propose and implement a cost of living increase. GS base salary rates and GS locality salary rates are usually adjusted on an annual basis, however an annual adjustment is not guaranteed. For example, GS salary rates were not adjusted during the years of 2011, 2012, and 2013.

Cost of Living Allowance

GS employees in Alaska, Hawaii, Guam, and the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands are authorized Cost of Living Allowances (COLA). COLA compensates these employees for the differences in the prices of goods, services, housing, transportation, and other miscellaneous expenses.

Additional information on COLA can be located at the following OPM site: *https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/nonforeign-areas/#url=COLA-Rates*

Within-Grade Increase (WIGI)

Within-grade increases (WGIs or WIGIs) or step increases are periodic increases in a GS employee's rate of basic pay from one step of the grade of their position to the next higher step of that grade.
Employees who occupy permanent positions earn WGIs upon meeting the following three requirements established by law:

- The employee's performance must be at an acceptable level of competence. To meet this requirement, an employee's most recent performance rating of record must be at least "Fully Successful" or equivalent
- The employee must have completed the required waiting period for advancement to the next higher step.

- The employee must not have received an "equivalent increase" in pay during the waiting period

Additional information on WGIs can be located at the following OPM site: *https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/within-grade-increases/*

WAGE SYSTEM

The Federal Wage System (FWS) is a uniform pay-setting system that covers Federal trade, craft, and labor occupations for both APF and NAF employees who are paid by the hour. The system's goal is to make sure that Federal trade, craft, and laboring employees within a local wage area who perform the same duties receive the same rate of pay. The FWS includes 130 APF local wage areas and 118 NAF local wage areas.

Successful labor-management partnership is the hallmark of the FWS, with labor organizations involved in all phases of administering the pay system. Under this pay system, employees working in the same wage area will have the same pay as other Federal jobs, and be in line with pay for private sector jobs.

Additional information on the FWS can be located at the following sites:

- DoD Wage & Salary Information: *https://wageandsalary.dcpas.osd.mil/BWN/WageIndex/*

- OPM FWS Overview: *https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/federal-wage-system/*

SPECIAL RATES OF PAY

Special Salary Rates are defined as: Higher rates of basic pay for a group or category of General Schedule (GS) or Federal Wage System (FWS) positions in one or more geographic areas to address existing or likely significant difficulty in recruiting or retaining well-qualified employees.

Special salary rate requests can be submitted to OPM for review and decision by Federal Agency Headquarters. However, before concluding that special salary rates are needed to resolve a particular recruitment difficulty, agencies are required to consider possible alternative solutions. Special salary rates may be authorized to overcome existing or likely significant handicaps in the recruitment or retention of well-qualified personnel when these handicaps are due to any of the following circumstances:

- Current pay is not significant enough to recruit or retain qualified employees
- Remoteness of area or location
- Undesirable working conditions
- Pay Plan Specifications/Legal Requirements
- Other circumstances considered appropriate or important

Conditions that do NOT support Requests for Special Salary Rates include:

- Costs of Living
- Commute times
- Attained skill set (on their own merit without regard to recruitment)
- General desire for a pay increase
- Other circumstances not associated with recruitment difficulty

Additional information on OPM special pay rates can be found at the following sites:

- OPM Special Salary Rate Tables: *https://apps.opm.gov/SpecialRates/2022/IndexByOccupations.aspx*
- Additional Special Salary Schedules: *https://wageandsalary.dcpas.osd.mil/BWN/AFSpecialSchedules/#power*
- Special Wage Rates: *https://wageandsalary.dcpas.osd.mil/BWN/AFWageSchedules/*

PAY BANDS

Pay Bands are a type of pay scale designed to provide more flexibility regarding how much employees are paid. The goal of pay banding is to give supervisors the ability to reward performance more. Pay Bands are typically established by moving the 15 grade levels from the GS pay scale into four or five pay bands. There are many different pay band systems, each system containing its own set of policy and guidelines. While not always the case, pay bands typically allocate the GS-1 to GS-5 levels to the first pay band, the GS-6 to GS-11 to the second band, the GS-12 to GS-13 levels to the third band, and the GS-14 to GS-15 fourth band. Each pay band has a minimum and maximum pay. Within these bands, pay is based on employee performance.

Executive & Senior Level Employee Pay

The Senior Executive Service (SES) consists of executive positions, including managerial, supervisory, and policy positions classified above GS-15 grade level (or equivalent) positions in most Executive Branch agencies of the Federal Government. The Senior Executive Service (SES) is a performance-based pay system. The SES pay range has a minimum rate of basic pay equal to 120 percent of the rate for GS-15, step 1, and a maximum rate of basic pay equal to the rate for Level III of the Executive Schedule.

Additional information executive and senior level pay can be located at the following OPM site: *https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2022/executive-senior-level*

Federal Employees' Compensation Act (FECA)

FECA is a workers' compensation law for all civilian Federal employees who have suffered work-related injuries or occupational diseases. It provides for wage-loss compensation, schedule award benefits, vocational rehabilitation, medical care, and survivors' benefits; however, the FECA is not a retirement program. Employees who fully or partially recover from their injuries are expected to return to work.

Benefits

Health Benefits

Federal Employee Health Benefits (FEHB)

The FEHB Program is the largest employer-sponsored group health insurance program in the world, covering almost 9 million people including employees, annuitants, and their family members, as well as some former spouses and former employees. The FEHB Program offers fee-for-service plans, Health Maintenance Organizations (HMOs), and plans offering a Point of Service (POS) product.

FEHB offers Consumer-Driven and High Deductible plans that offer catastrophic risk protection with higher deductibles, health savings/reimbursable accounts and lower premiums, or Nationwide Fee-for-Service (FFS) plans, and their Preferred Provider Organizations (PPO), or Health Maintenance Organizations (HMO) if you live (or sometimes if you work) within the area serviced by the plan.

An OPM flyer providing a brief overview of FEHB can be located at this site: *https://www.opm.gov/healthcare-insurance/flyers/health-insurance-overview.pdf*

Federal Employee Vision & Dental (FEDVIP)

FEDVIP is a voluntary, enrollee-pay-all dental and vision program available to Federal employees and annuitants, certain retired uniformed service members, and active duty family members. Employees who are eligible for FEHB are eligible to enroll in FEDVIP. Employees can enroll in FEDVIP whether or not they are enrolled in FEHB health insurance; as long as an employee is eligible for FEHB, they are eligible to enroll in FEDVIP.

OPM flyers providing a brief overview of FEDVIP Dental and Vision Insurance can be located at the following sites:

- Dental: *https://www.opm.gov/healthcare-insurance/flyers/dental-insurance-overview.pdf*
- Vision: *https://www.opm.gov/healthcare-insurance/flyers/vision-insurance-overview.pdf*

Federal Flexible Spending Account Program (FSAFEDS)

A Flexible Spending Account (FSA) is an employee benefit program that allows employees to set aside money, on a pre-tax basis, for certain health care and dependent care expenses. Eligible employees can enroll in FSAs under the FSAFEDS at the following site: *https://www.fsafeds.com/*

An OPM flyer providing a brief overview of FSAs can be located at this site: https://www.opm.gov/healthcare-insurance/flyers/flexible-spending-account-overview.pdf

Health care

A Health Care FSA (HCFSA) is a pre-tax benefit account that's used to pay for eligible medical, dental, and vision care expenses - those not covered by your insurance plan or elsewhere.

Additional information on HCFSA can be located at the following sites:

- Health Care: *https://www.fsafeds.com/support/faq/hcfsa*
- Limited Expense Health Care: *https://www.fsafeds.com/support/faq/lex-hcfsa*

Dependent Care

A Dependent Care FSA (DCFSA) is a pre-tax benefit account used to pay for eligible dependent care services, such as preschool, summer day camp, before or after school programs, and child or adult daycare.

The information in this section was last updated on 7/26/2022

Additional information on DCFSA can be located at the following site:
https://www.fsafeds.com/support/faq/dcfsa

FEDERAL EMPLOYEE GROUP LIFE INSURANCE (FEGLI)

The Federal Government established the Federal Employees' Group Life Insurance (FEGLI) Program on August 29, 1954. It is the largest group life insurance program in the world, covering over 4 million Federal employees and retirees, as well as many of their family members. Most employees are eligible for FEGLI coverage.

FEGLI provides group term life insurance. As such, it does not build up any cash value or paid-up value. It consists of Basic life insurance coverage and three additional coverage options. In most cases, new Federal employees are automatically covered by Basic life insurance, and an employee's payroll office deducts premiums from their paycheck unless they waive the coverage. In addition to the basic coverage, there are three forms of Optional insurance you can elect. You must have Basic insurance in order to elect any of the options. Unlike basic coverage, enrollment in the additional insurance options is not automatic; employees must take action to elect the options.

The cost of basic insurance is shared between an employee and the Government. Employees pay 2/3 of the total cost and the Government pays 1/3. Employee age does not affect the cost of Basic insurance. Employees pay the full cost of Optional insurance, and the cost depends on your age.

An OPM flyer providing a brief overview of FEGLI can be located at this site:
https://www.opm.gov/healthcare-insurance/flyers/life-insurance-overview.pdf

FEDERAL EMPLOYEE RETIREMENT SYSTEM (FERS)

FERS is a retirement plan that provides benefits from three different sources: a Basic Benefit Plan, Social Security and the Thrift Savings Plan (TSP). Two of the three parts of FERS (Social Security and the TSP) can go with you to your next job if you leave the Federal Government before retirement. The Basic Benefit and Social Security parts of FERS require you to pay your share each pay period. Your agency withholds the cost of the Basic Benefit and Social Security from your pay as payroll deductions. Your agency pays its part too. Then, after you retire, you receive annuity payments each month for the rest of your life.

The TSP part of FERS is an account that your agency automatically sets up for you. Each pay period your agency deposits into your account amount equal to 1% of the basic pay you earn for the pay period. You can also make your own contributions to

your TSP account and your agency will also make a matching contribution. These contributions are tax-deferred. The Thrift Savings Plan is administered by the Federal Retirement Thrift Investment Board.

Additional information on FERS can be located at the following site:
https://www.opm.gov/retirement-services/fers-information/

THRIFT SAVINGS PLAN (TSP)

TSP is a retirement savings and investment plan for Federal employees and members of the uniformed services, including the Ready Reserve. It was established by Congress in the Federal Employees' Retirement System Act of 1986 and offers the same types of savings and tax benefits that many private corporations offer their employees under 401(k) plans.

The TSP is a defined contribution plan, meaning that the retirement income you receive from your TSP account will depend on how much you (and your agency or service, if you're eligible to receive agency or service contributions) put into your account during your working years and the earnings accumulated over that time. The Federal Retirement Thrift Investment Board (FRTIB) administers the TSP.

Additional information on TSP can be located at the following sites:

- New Hire Overview: *https://www.tsp.gov/assets/posters/new-hire.pdf*
- Online Learning: *https://www.tsp.gov/online-learning/*

HAVING TWO TSP ACCOUNTS (MILITARY & CIVILIAN)

When you separate from either uniformed services or from federal civilian service, you may be able to combine your two TSP accounts into one. After you separate from the service associated with one of your TSP accounts, you can combine that account into the TSP account associated with your active service. An Army Benefits Center – Civilian specialist can provide additional information and guidance on this topic.

EMPLOYEE LEAVE ACCRUAL

ANNUAL LEAVE

Annual leave is earned and credited on a biweekly basis at the rate of 4,6, or 8 hours per pay period, depending on the total amount of creditable Federal service you have (including creditable Military service) for full-time employees.

Additional information on annual leave can be located at the following OPM site: https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/annual-leave/

Sick Leave

An employee is entitled to use sick leave for personal medical needs, family care or bereavement, care of a family member with a serious health condition and/or adoption-related purposes. For full-time employees, sick leave is earned at the rate of four hours per pay period or 13 workdays per year, regardless of the number of years of creditable service.

Additional information on sick leave can be located at the following OPM site: https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/sick-leave-general-information/

Disabled Veteran Leave

Under the Wounded Warriors Federal Leave Act of 2015, an employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more from the Veterans Benefits Administration (VBA) of the Department of Veterans Affairs, is entitled to up to 104 hours of disabled veteran leave for the purposes of undergoing medical treatment for such disability.

An eligible employee will receive the appropriate amount of disabled veteran leave as of the employee's "first day of employment," as defined below. Disabled veteran leave is a one-time benefit provided to an eligible employee. The employee will have a single, continuous 12-month eligibility period, beginning on the "first day of employment" in which to use the leave or it will be forfeited with no opportunity to carry over the leave into subsequent years. An employee may not receive a lump-sum payment for any unused or forfeited leave under any circumstance.

Additional information on Disabled Veteran Leave can be located at the following OPM site: https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/disabled-veteran-leave/

Credit for Prior Non-Federal Work

Agencies may provide service credit that otherwise would not be creditable under for the purpose of determining the annual leave accrual rate to the following individuals:

- A newly-appointed or reappointed employee with a break of at least 90 calendar days after their last period of civilian employment in the civil service*; or
- A retired member of the active duty uniformed service

Employees are not entitled to this credit. This is a discretionary flexibility agencies can use to meet their strategic human capital needs. When agencies determine utilizing this flexibility meets their human capital needs, they must determine an employee under consideration for the credit possess the skills and experience that are:

- Essential to the new position, and were acquired through performance in a non-Federal or active duty uniformed service position having duties which directly relate to the duties of the position to which they are being appointed; *and*
- Necessary to achieve an important agency mission or performance goal.

Agencies must make the determination to approve an employee's qualifying prior work experience before the employee enters on duty. Determinations cannot be made retroactively.

Additional information can be located at the following OPM site: *https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/creditable-service-for-annual-leave-accrual-for-non-federal-work-experience-and-experience-in-the-uniformed-service/*

Nonappropriated Fund Employment

NAVIGATING NONAPPROPRIATED FUND EMPLOYMENT

This section contains information unique to Nonappropriated Fund employment. Information focused on navigating Appropriated Fund employment starts on page 11.

NAF APPOINTMENT CATEGORIES

REGULAR APPOINTMENT

A regular employee serves in a continuing position on a scheduled basis. Regular employees are further categorized as Regular Full-Time (RFT) if the regular workweek is 40 hours, or Regular Part-Time (RPT) if the workweek is from 20 to 39 hours. The minimum workweek for an RPT employee is 20 hours.

SEASONAL POSITIONS

Some activities are open to provide seasonal services at the same time each year. Activities may identify positions needed on an annual recurring basis as “season positions” and be categorized as either RFT seasonal or RPT seasonal.

FLEXIBLE APPOINTMENT

Under Nonappropriated Fund employment, flexible employees serve in continuing positions on a scheduled or an as-needed basis. There is no upper limit to the number of hours a flexible employee may work (subject to overtime obligations and work scheduling requirements). Employees on flexible appointments may be non-competitively placed in regular appointments.

NAF POSITION CLASSIFICATION

Position classification refers to the evaluation process that determines the appropriate pay system, occupational series, title, and grade level/pay band for a position. NAF positions are classified using OPM, Department of Defense, and/or Department of Defense Component (i.e. Army, Navy, Air Force, Marine Corps) classification guidance.

PAY BAND POSITION CLASSIFICATION

The OPM “Handbook of Occupational Groups and Families” is used as a guide when determining the occupational series and title to assign to a NAF position. OPM’s

"Position Classification Standards for White Collar Work", as well as available DoD or DoD Component classification guidance, may be used to classify NAF white collar pay band positions.

WAGE SCHEDULE POSITION CLASSIFICATION

Employees in NAF CT positions are classified according to the OPM "Job Grading Standards for Trades, Craft, and Labor Positions".

CHILD & YOUTH PROGRAM POSITION CLASSIFICATION

Standardized position descriptions have been established for all Child & Youth (CY) positions in the CY pay system. The use of the standardized position descriptions is mandatory; no modifications are authorized. All positions are assigned to the occupational series 1702, Education Training and Technician Series. The basic position of CY Program Assistant has been engineered to permit entry at the base level with progression through the skill level to the target level. Movement through these levels (reassignment and/or promotion) is noncompetitive upon completion of required training and attainment of the competence and experience associated with each level.

NAF QUALIFICATIONS

Qualifications pertain to a person and describe the knowledge skills, abilities, and competencies a person must have to be successful in a particular occupation. Applicants' qualifications for all newly established and vacant positions will be reviewed and evaluated as follows:

- OPM's qualification standards for general schedule (GS) positions must be used to establish minimum qualifications for NAF pay band positions that have a positive education requirement, or when licenses or certifications are required. Qualification requirements for pay band positions without a positive education requirement will be developed by management with the advice and review of the CPAC NAF HR Office to ensure consistency within serviced activities.

- OPM's Job Qualification System for Trades and Labor Occupations will serve as a guide to determine qualifications required for NAF FWS positions. Additional requirements determining length of experience may be established, as appropriate.

- The Caregiving Personnel Pay Program establishes qualification requirements for child care and youth services NAF positions.

NAF Probationary Period

The purpose of a probationary period is to allow supervisors to assess an employee's fitness for continued federal employment. Each employee serving in a permanent Regular Full-Time or Regular Part-Time position will serve a one-year probationary period. The purpose of the probationary period is to afford a final test of the employee's ability and fitness for the position as demonstrated by actual performance on-the-job. During this period, the employee's conduct and performance in the duties of the position will be observed and he or she may be separated from NAFI employment if the conditions warrant such action.

Leave Without Pay (LWOP)

Leave Without Pay (LWOP) is a temporary non-pay status and absence from duty that may be granted at an employee's request. Usually, granting LWOP is a matter of supervisory discretion or agency policy. Some employees may be entitled to receive LWOP if the meet the criteria of the following situations:

- The Family Medical Leave Act (FMLA) provides covered employees with an entitlement to a total of up to 12 weeks of LWOP during any 12-month period for certain family and medical needs.
- The Uniformed Services Employment & Reemployment Rights Act (USERRA) provides employees with an entitlement to LWOP when employment with an employer is interrupted by a period of service in the uniformed service.
- Disabled Veterans are entitled to LWOP for necessary medical treatment.

Additional general information on LWOP can be located at the following OPM site: https://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/fact-sheets/effect-of-extended-leave-without-pay-lwop-or-other-nonpay-status-on-federal-benefits-and-programs/

Army LWOP Policy (NAF)

LWOP will be granted to employees who are spouses of active duty Military members or Civilians seeking employment at a new location due to the transfer of a spouse. Unless the NAF Human Resources Division receives notification of the employee's intent to separate from employment, these employees will be placed on LWOP, not to exceed one year.

EMPLOYMENT DOCUMENTATION

Personnel actions are documented and maintained in Official Personnel Files. Documentation contains employment information on an individual's federal employment career.

DEPARTMENT OF ARMY (DA) FORM 3434

Personnel actions for Nonappropriated fund Army employees are documented on the DA-3434. A copy of the DA-3434 is located in *Appendix A* for reference.

NATIONAL PERSONNEL RECORDS CENTER

Following separation from appointment, applicants may need copies of their personnel records for a number of reasons, to include obtaining documentation of the most recent personnel action in order to apply for a new federal position as a reinstatement eligible.

If less than 120 days have elapsed since separation, former employees should contact their Civilian Personnel Advisory Center to request a copy of documents.
If more than 120 days have elapsed since separation, Civilian personnel records are normally transferred to the National Personnel Records Center (NPRC). Federal law requires that all requests for records and information be submitted in writing. Each request must be hand signed (in cursive) and dated (within the last year). Requests for full records will be sent to the NPRC, while requests for documentation for reinstatement will be sent to OPM. Details on records requests can be found on the NPRC website.

NPRC Official Personnel Files:
https://www.archives.gov/personnel-records-center/civilian-non-archival#written-request

NAF Hiring Preferences

NAF Spouse Employment Preference (SEP)

SEP provides preference in hiring for eligible military spouses applying and referred for certain Nonappropriated Fund positions. SEP does not apply to noncompetitive placement actions.

The preference applies to jobs within the commuting area defined as the military sponsor's duty station and the surrounding localities where people reasonably can be expected to travel daily to and from work. The preference does not apply to a PCS move that is in conjunction with the retirement or separation of a military member, except when that retirement or separation is based upon 100 percent disability or the death of the Service member killed while on active duty.

An eligible spouse (as verified by the sponsor's PCS orders) must request consideration at the time of application. Preference applies to all pay band positions NF–3 and below, and all FWS and Child & Youth (CY) positions for which the SEP eligible applies and is qualified. Generally, the eligibility time period begins 30 days before the military sponsor's reporting date at the new duty location, if accompanied, and continues during the entire tour unless terminated sooner. Spouses who do not initially relocate with their sponsors are not eligible for preference until they are actually residing in the commuting area of the new duty station.

In foreign areas, spouses do not receive preference until arrival at the overseas location. SEP eligible may accept or decline an unlimited number of non-continuing positions without loss of their military spouse preference. There is no limit to the number of times a military spouse may apply for and accept positions that are temporary, intermittent, or flexible. Military spouses must be referred using this preference until such time as they accept or decline a continuing NAF or APF position (whether or not preference was applied), fail to maintain eligibility in accordance with the requirements, or are no longer interested in being referred.

NAF Involuntarily Separated Military Preference (ISMP)

Veterans' preference hiring laws do not apply to NAF employment. However, certain members of the Armed Services who were involuntarily separated from active duty with an honorable or general under honorable conditions discharge are entitled to preference in hiring for a period of one year after separation for Nonappropriated Fund positions. ISMP also applies to certain voluntarily separated members of the Armed Forces. This preference also applies to their Family members.

Preference applies to all pay band positions NF–3 and below, and all FWS and CY positions for which the ISMP eligible applies and is qualified. The preference must be claimed at the time of application. ISMP does not apply to noncompetitive placement actions. An individual is entitled to this preference in hiring only one time. The preference is terminated upon placement in, or declination of, a NAF position for which application was made.

Eligibility for preference will be verified by applicable military and civilian identification cards bearing the over stamp transition assistance. Since the circumstances under which a military member or Family member may attain eligibility are quite broad, the CPAC NAF HRD should refer questions to the appropriate military personnel authority.

NAF Foreign Area Family Member Preference

Family members of military and civilian personnel stationed in foreign areas may be given employment preference for competitive job vacancies for all Nonappropriated Fund positions with the exception of NF–6 (Senior Executive) positions, unless prevented by treaties or other country-to-country agreements that give preference to locally hired non-U.S. citizens or restrict employment of certain individuals.

Family members may apply for employment with overseas CPAC NAF Human Resources personnel 30 days before their anticipated arrival within the command. However, Family members may not receive preference until arrival at the foreign location. 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.

A Family member must physically reside with his or her sponsor to receive Family member preference. This preference does not apply to the family members of locally hired federal civilian employees nor to family members of foreign nationals. Unmarried dependent children who meet the definition of Family member may continue to be eligible for Family member preference until their sponsor departs the foreign duty station or the commuting area or completes the current period of service requirement, whichever occurs first.

Family member employment preference terminates when a Family member receives an appointment without time limitation or a time-limited appointment expected to last more than one year at their sponsor's assigned duty station. Acceptance of a temporary appointment of one 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 their own (for example, reduction in force), the entitlement to Family member employment preference at that location is reinstated.

NAF EMPLOYEE BENEFITS & COMPENSATION

NAF COMPENSATION

FEDERAL WAGE SYSTEM

FWS includes all crafts, trades, and labor positions that are paid on a locality rate basis. The pay of these positions is fixed and will be adjusted from time to time in line with the rates paid by private employers to full-time employees in wholesale, retail, services, and recreational establishments in the locality of employment. The structure for FWS NAF positions are outlined in the following table:

Pay Category	Grade Levels	Work Level
NA	Grades 1 through 15	Non-Supervisory Positions
NL	Grades 1 through 15	Leader Positions
NS	Grades 1 through 19	Supervisory Positions

Additional information on the NAF FWS can be located at the following sites:

- NAF Wage Schedule: *https://wageandsalary.dcpas.osd.mil/BWN/NAFWageSchedules/*
- NAF Overseas Schedules: *https://wageandsalary.dcpas.osd.mil/BWN/NAFOverseasSchedules/*

PAY BAND SYSTEM

The pay band system is designed to foster competitive wages, strengthen the link between pay and performance, and provide a streamlined and efficient classification and pay process. It replaces the traditional grade and step system with one that groups work of similar levels of skill and responsibility into broad bands. It assigns a pay range to each band and permits pay to be fixed within the range. Employees in the pay band system are designated NF, followed by a numerical pay level from 1 to 6. The pay band structure for these positions are outlined in the following table:

Work Level & Pay Category	Comparable GS Grades
NF-1	GS-1 to GS-3
NF-2	GS-4
NF-3	GS-5 to GS-8

Work Level & Pay Category	Comparable GS Grades
NF-4	GS-9 to GS-12
NF-5	GS-13 to GS-15
NF-6	SES

CHILD AND YOUTH PAY SYSTEM

The Child & Youth (CY) pay band system is intended to align NAF CY assistant, leader, and technician's pay rates with the rates of GS employees. The CY pay band system is composed of two pay levels or bands. Pay band level I has a minimum rate that is equal to the rate of GS–02, step 1, and a maximum rate equal to GS–03, step 10. Pay band II has a minimum rate equal to GS–04, step 1, and a maximum rate equal to GS–05, step 10 (all rates include applicable locality pay). When changes are made to the GS pay schedule, all CY employees will have their rate of pay adjusted in the same amount as specified for a particular change in that geographic area. The pay band/classification structure for CY positions is outlined in the following table:

Work Level & Pay Category	Standard Positions
CY-I	CY Program Assistant, Entry Level, CY-1702-I (Comparable to the GS-2)
	CY Program Assistant, Intermediate Level, CY-1702-I (Comparable to the GS-3)
CY-II	CY Program Assistant, Target Level, CY-1702-II (Comparable to the GS-4)
	CY Program Assistant, Leader Level, CY-1702-II (Comparable to the GS-5)
	CY Program Technician, CY-1702-II (Comparable to the GS-5)

NAF Benefits

Regular full-time and regular part-time Army NAF employees are eligible to participate in NAF employee benefit programs. Flexible employees who have averaged 30 hours of work per week over the previous 26 pay periods are afforded participation in medical insurance coverage only. This coverage will remain in effect until the next calendar review period regardless of the number of hours worked. Flexible employees are eligible to participate in the Long-Term Care Insurance Program.

Health Benefits

Information on health benefits available to eligible NAF employees can be located at the following sites:

- Army Health Benefits: *https://www.nafhealthplans.com/enrollment/army*
- Vision: *https://www.nafhealthplans.com/health-benefits/vision*
- Dental: *https://www.nafhealthplans.com/health-benefits/dental-plans*
- Flexible Spending Accounts: *https://www.nafhealthplans.com/health-benefits/flexible-spending-accounts*

Retirement Benefits

Information on retirement benefits available to eligible NAF employees can be located at the following sites:

- Army NAF Retirement Plan: *https://www.armymwr.com/application/files/6115/0429/8479/Retirement_Plan_Booklet_as_5_Mar_14.pdf*
- Army MWR: *https://www.armymwr.com/m/emplyee-portal/human-resources/naf-benefits/naf-retirement*

Life Insurance Benefits

Information on retirement benefits available to eligible NAF employees can be located at the following sites:

- Army NAF Group Life Insurance Plan: *https://www.armymwr.com/application/files/7815/0429/8480/Army-Medical_Life_1-16_002.pdf*

- Army MWR: *https://www.armymwr.com/m/emplyee-portal/human-resources/naf-benefits/life-insurance*

EMPLOYEE LEAVE ACCRUAL

Annual Leave

Annual leave is a significant and important benefit for regular employees at all levels. Annual leave is earned and credited on a biweekly basis at the rate of 5%, 7.5%, or 10%, depending on the total amount of creditable eligible service you have (including creditable Military service). NF–06 senior executive employees will accrue AL at a rate of 8 hours for each full biweekly period.

Sick Leave

Regular employees earn sick leave which will accumulate at the end of each pay period, at the rate of 5 percent of the total hours in a pay status up to a maximum of 40 hours per week. The minimum accrual is 1/4 hour in a pay period. Sick leave is earned from the first pay period of employment and may be used when earned. There is no maximum for accumulation of sick leave. RPT employees will be granted SL only for the scheduled hours in the workweek.

Disabled Veteran Leave

All regular employees hired on or after 4 April 2018, who are veterans with a service-connected disability rated at 30 percent or more is entitled to a one-time benefit only up to 104 hours to use during a continuous 12-month period beginning on the first day of employment for the purpose of undergoing medical treatment for such disability.

CREDIT FOR PRIOR NON-FEDERAL WORK

Prior to appointment and before the employee enters on duty, an RFT or RPT, limited tenure employee may receive service credit for prior nonfederal service or active duty uniform service that otherwise would not be creditable for the purpose of determining their annual leave accrual rate. A garrison commander or their designee determines that the skills and experience the employee possesses were acquired through a nonfederal or active duty uniformed service position whose duties directly relate to the duties of the position which he or she is being appointed and are necessary to achieve an important mission or performance goal. This determination cannot be made retroactively. This is a discretionary authority, and is not an employee entitlement.

NAF TO APF PORTABILITY

Due to the differences in APF and NAF personnel systems, several laws have been established to allow the transfer of employee benefits when moving between NAF and civil service systems. DoD NAF employee benefits who move to the civil service without a break in service of less than 3 days or less are eligible to non-retirement benefits.

Non-retirement benefits are portable if DoD NAF employees move to a DoD civil service position with a break in service of no more than 3 days.

Retirement benefits are portable if DoD NAF employees are covered under a retirement plan, and move to a DoD civil service position with a break in service of no more than 1 year.

Additional information on NAF to APF portability can located at the following sites:

- Frequently Asked Questions: *https://www.dcpas.osd.mil/sites/default/files/2021-09/FAQs%20Portability%20NAF%20to%20APF.pdf*
- Portability of Benefits for Employees: *https://www.dcpas.osd.mil/sites/default/files/2021-09/Portability%20of%20Benefits%20for%20Employees.pdf*

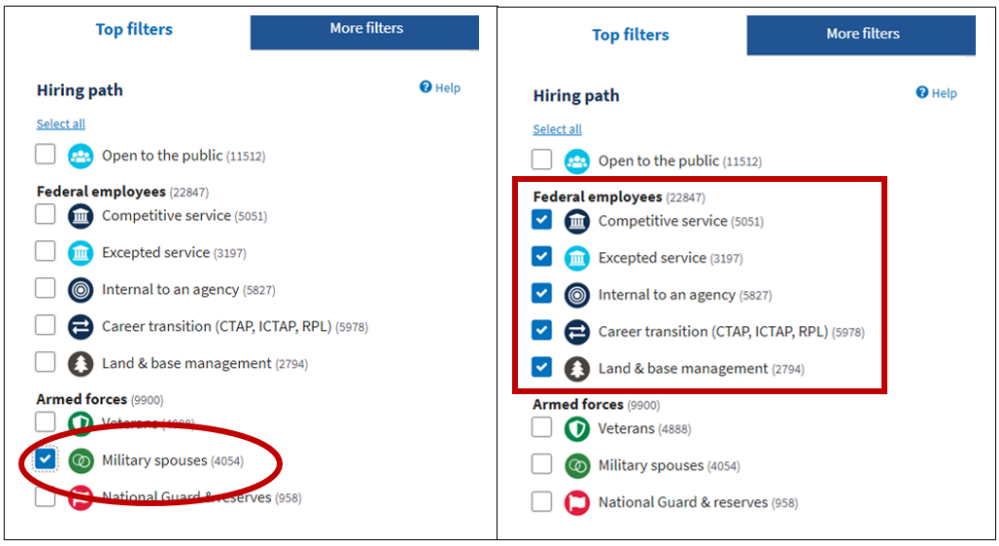
EMPLOYMENT RESOURCES

USA JOBS

USAJOBS.gov is the Federal Government's one-stop shopping site for Federal jobs. To apply for positions on USA Jobs, applicants will need to create or log in to a "login.gov" account. Once logged in applicants can create and store up to 5 different resumes, upload application documentation, and apply to vacancy announcements.

MERIT PROMOTION JOB OPPORTUNITY ANNOUNCEMENTS

Merit promotion announcements are those open to "internal candidates". In other words, announcements where applicants do not have to compete with the general public, and veterans' preference is not applicable. The below images highlight examples of filters that may be help narrow a search for merit promotion announcements:



DELEGATED EXAMINING JOB OPPORTUNITY ANNOUNCEMENTS

Delegated examining announcements are those open to "external candidates". In other words, announcements where veterans' preference is applicable, and open to all U.S. Citizens, nationals, and those who owe allegiance to the United States. The below image highlights an example of a filters that may be help narrow a search for delegated examining announcements:

The information in this section was last updated on 7/26/2022

APPLYING FOR JOB OPPORTUNITY ANNOUNCEMENTS

Each announcement will specify who is eligible to apply, and what documentation is required to be submitted in an application package to confirm applicant eligibility and qualifications. Examples are illustrated in the below images:

Help

THIS JOB IS OPEN TO

Career transition (CTAP, ICTAP, RPL)
Federal employees who meet the definition of a "surplus" or "displaced" employee.

Family of overseas employees
Family members of a federal employee or uniformed service member who is or was, working overseas.

Federal employees - Competitive service
Current or former competitive service federal employees.

Individuals with disabilities

Land & base management
Certain current or former term or temporary federal employees of a land or base management agency.

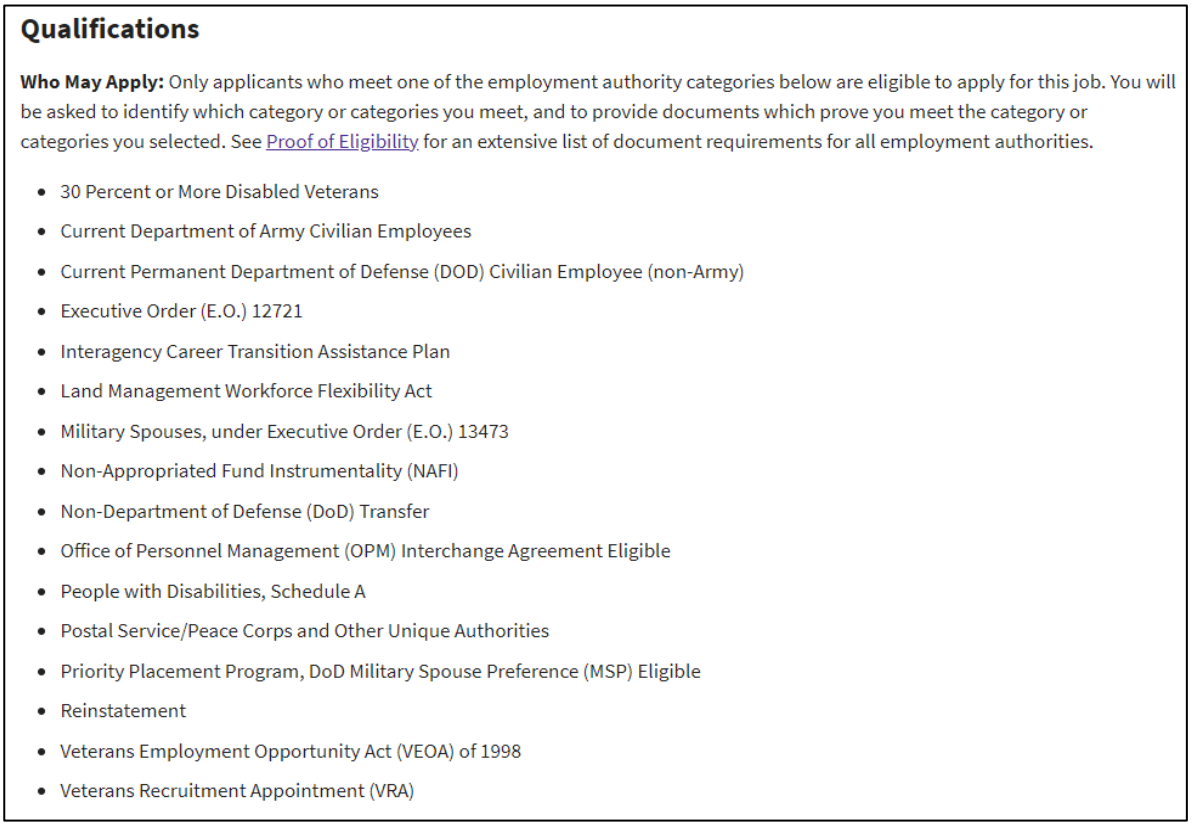
Military spouses

Peace Corps & AmeriCorps Vista

Veterans

Clarification from the agency

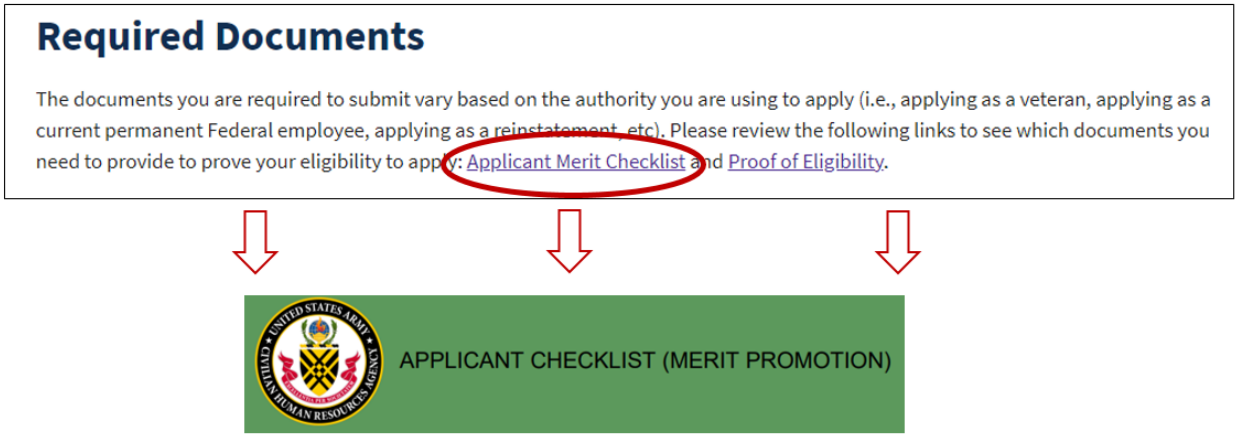
See "Who May Apply" in the "Qualifications" section for more information on who is eligible to apply for this position.



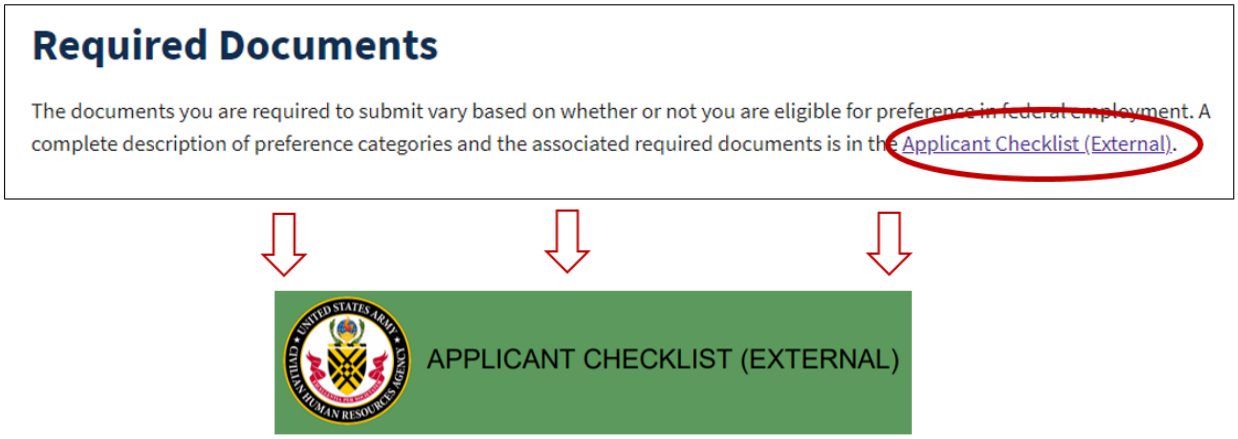
Qualifications

Who May Apply: Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected. See Proof of Eligibility for an extensive list of document requirements for all employment authorities.

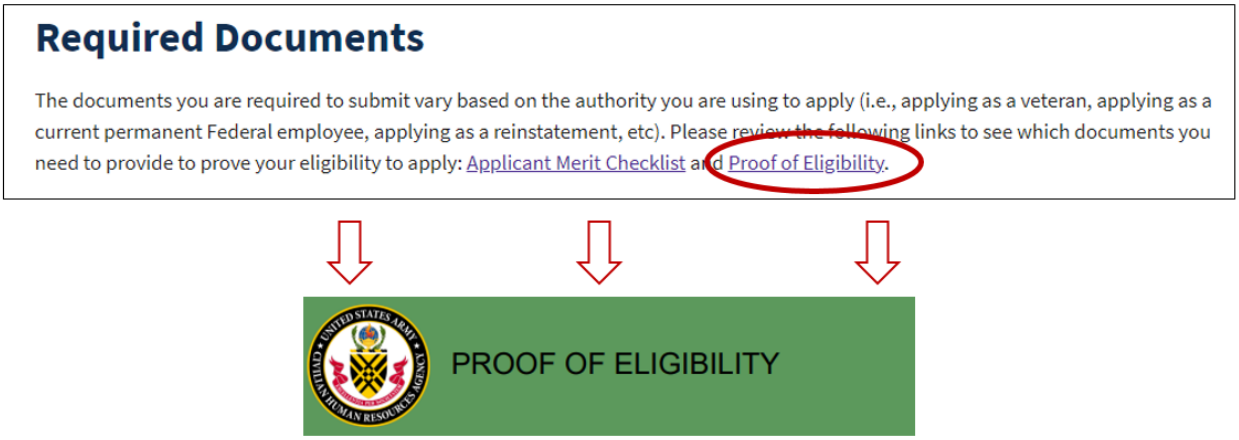
- 30 Percent or More Disabled Veterans
- Current Department of Army Civilian Employees
- Current Permanent Department of Defense (DOD) Civilian Employee (non-Army)
- Executive Order (E.O.) 12721
- Interagency Career Transition Assistance Plan
- Land Management Workforce Flexibility Act
- Military Spouses, under Executive Order (E.O.) 13473
- Non-Appropriated Fund Instrumentality (NAFI)
- Non-Department of Defense (DoD) Transfer
- Office of Personnel Management (OPM) Interchange Agreement Eligible
- People with Disabilities, Schedule A
- Postal Service/Peace Corps and Other Unique Authorities
- Priority Placement Program, DoD Military Spouse Preference (MSP) Eligible
- Reinstatement
- Veterans Employment Opportunity Act (VEOA) of 1998
- Veterans Recruitment Appointment (VRA)



https://acpol2.army.mil/chra_dodea/CKMO_1APR2019.pd



https://acpol2.army.mil/chra_dodea/App_CK_list_external_1APR2019.pdf



https://acpol2.army.mil/chra_dodea/Proof_1APR2019.pdf

The information in this section was last updated on 7/26/2022

GUIDANCE & ASSISTANCE

USA JOBS HELP CENTER

- Getting Started: https://www.usajobs.gov/Help/get-started/
- How To: https://www.usajobs.gov/Help/how-to/
- Frequently Asked Questions: https://www.usajobs.gov/Help/faq/
- Working In Government: https://www.usajobs.gov/Help/working-in-government/
- About USA Jobs: https://www.usajobs.gov/Help/about/

DOD - MY SPOUSE EDUCATION & CAREER OPPORTUNITIES (MYSECO)

The Department of Defense Spouse Education and Career Opportunities program provides Education and Career Guidance to military spouses worldwide and offers comprehensive resources and tools for all stages of career progression. Free, comprehensive career coaching services are available to military spouses through the Spouse Education and Career Opportunities program. Career coaches work with military spouses to provide personalized coaching and guidance.

Services are available through the Military OneSource Spouse Career Center at 800-342-9647 and through the MySECO website.

Federal Employment Coaching Package

- Learn the skills and get the confidence to apply for, and land, a job with the federal government.
- Discover what skills federal employers are looking for in employees and tailor your resume to meet those needs.
- Learn about different pathways into government employment, including federal internships, externships the USA JOBS Pathways Program.
- Locate federal position listings and get insider tips for nailing the interview.

Visit this site for more information on MySECO:
https://myseco.militaryonesource.mil/portal/

Visit this site to log in to MySECO and request the Federal Employment Coaching Package, and learn more about all coaching packages available:
https://myseco.militaryonesource.mil/portal/article/military-spouse-career-coaching-packages

CIVILIAN HUMAN RESOURCES AGENCY

The Civilian Human Resources Agency (CHRA) provides several resources to aid applicants navigate in USA Jobs. Some examples of information available include: uploading documents in USA Jobs, determining responses to a questionnaire, and reapplying to an announcement. Information on these examples and more can be located at the following site:
https://portal.chra.army.mil/hr_public?id=chra_kb_home&kb_base=15f7dc56f0b78700d85301ff8e12e28f&kb_category=46036d8c7c52c4104a5ddb81b74856a7

Occupational License Reciprocity

To support Military Spouses of Service Members moving across state lines, Spouses can request reimbursement of occupational license costs when a seeking to obtain a license in the new location. The 2018 National Defense Authorization Act (NDAA) allows each service branch to reimburse the Service member up to $1,000 for Spouse's relicensure and certification costs resulting from relocations or Permanent Change of Station (PCS) moves that cross U.S. state lines.

Eligibility

Military spouses of Active Duty and National Guard/Reserve Soldiers on Active Duty orders of any rank who moved due to a permanent change of station (PCS) on or after 12 Dec 17, under accompanied orders, and who wish to pursue the same licensure or certification in their new location.

Military spouses are not required to have held the license in the immediately preceding duty station State. So long as the spouses, while married to the Soldier, held the license at any prior duty state. For example, a Soldier PCSing from outside continental United States to continental United States may meet eligibility requirements for spousal licensure reimbursement; likewise, a Soldier's Spouse who, upon PCS to a new state, renews their license after a lapse between duty stations may meet eligibility requirements.

Reimbursable Expenses

The Army defines "qualified relicensing costs" as any fees or costs associated with getting the same or similar license in a new state that a military spouse held at their previous location. This includes exam and registration fees.

Reimbursement Process

You can apply for reimbursement after getting your new license or certification. Commanders will assign local officers to approve documents and eligibility status. Once approved, the reimbursement will transfer to a Soldier's direct deposit account within 10 working days.

DOCUMENTATION FOR REIMBURSEMENT REQUEST

- Standard Form 1034, “Public Voucher for Purchases and Services Other Than Personal”
- An example of the SF-1034 can be located in Appendix D.
- Copy of PCS orders
- Copy of Spouse’s previous state license or certification that was valid at the previous station
- Copy of new state license or certification
- Proof of fee payment
- Copy of marriage certificate

ADDITIONAL RESOURCES

- My Army Benefits - Reimbursement for State Licensure and Certification Costs for the Spouse of a Soldier
  https://myarmybenefits.us.army.mil/Benefit-Library/Federal-Benefits/Reimbursement-for-State-Licensure-and-Certification-Costs-for-the-Spouse-of-a-Soldier?serv=122
- Military One Source - Transferring Your Professional License:
  https://www.militaryonesource.mil/education-employment/for-spouses/education-training-licensing/transferring-your-professional-license-what-s-involved/
- Department of Labor – Interstate License Recognition:
  https://www.dol.gov/agencies/vets/veterans/military-spouses/license-recognition

The information in this section was last updated on 7/26/2022

COWORKING SPACE PROGRAM

U.S. Army, Soldier For Life established the Coworking Space Program to provide military spouses with a comfortable and professional workspace outside of their homes, in addition to a training venue for employment and entrepreneurial opportunities. Additionally, coworking spaces provide an opportunity for spouses to connect with one another and expand their professional network.

Since the program was established in 2020, Soldier For Life and the U.S. Army Installation Management Command (IMCOM) have opened two coworking spaces at the following locations:

- Fort Belvoir, Virginia
  https://home.army.mil/belvoir/index.php/about/Garrison/public-affairs/digital-belvoir-eagle/coworking-spaces-create-stability-and-opportunities-military-spouses

- Fort Knox, Tennessee
  https://www.army.mil/article/243656/fort_knox_joins_army_initiative_to_provide_spouses_work_space_job_opportunities

Additional locations will be opened in the future. Additional information on the program and Soldier For Life can be located at the following site: *https://soldierforlife.army.mil/*

CIVILIAN HUMAN RESOURCES AGENCY (CHRA)

The Army Civilian Human Resources Agency (CHRA) operates in a similar manner as the Army Human Resources Command (HRC). HRC manages HR operations for the military workforce, and CHRA manages HR operations for the civilian workforce. CHRA is responsible for operational HR effectiveness for both APF & NAF worldwide to include establishing and maintaining standards and measurements, total quality management, recruitment and placement, employee development and training, classification and position management, labor/management and employee relations, organizational development and workforce utilization for the Army's delivery of civilian personnel administrative services.

Several elements and offices make up the whole of CHRA to support the full range of HR services they provide. A few examples of the elements within CHRA include, Civilian Personnel Advisory Centers (CPAC), the Army Benefits Center for Civilians (ABC-C), and the Army Civilian Career Management Activity (ACCMA).

CIVILIAN PERSONNEL ADVISORY CENTERS (CPAC)

CPAC offices are made up of a worldwide network of HR professionals delivering HR services; serving as trusted advisors to Army organizations, applicants, and employees throughout the recruitment and employment lifecycle. CPACs are responsible for recruiting, retaining and sustaining a high quality civilian force.

APPLICANT INQUIRIES

Among many of the important operations Human Resources professionals carry out at CPACs, professionals provide applicant status updates and respond to inquiries submitted by applicants. Applicants will receive normal application status updates within USA Jobs. Applicants who wish to inquire on the status of their application or submit questions concerning their application rating can submit an inquiry by visiting the following site:
https://portal.chra.army.mil/hr_public?id=kb_article&kb_base=15f7dc56f0b78700d85301ff8e12e28f&sys_id=51d6345df429db00d853a880ab368750

When submitting an inquiry, applicants will be required to provide their name, e-mail address, and vacancy announcement number associated with the application. Once an inquiry is submitted, it will be directed to the CPAC that worked the recruitment action to provide a response.

Employee Inquiries

Employees who require HR assistance from a CPAC may contact their servicing CPAC directly. Typically the servicing CPAC will be the office with the HR professional who provided an employee with their job offer. Employees who are unsure who their CPAC point of contact information should contact their organization's HR office for guidance.

Additionally employees may submit a request for assistance within the CHRA Employee Portal, which can be located at the following site: *https://hr.chra.army.mil/home* (CAC Access Required)

CPAC Locations

Additional information on CPACs can be located at the following sites:

- CHRA CPAC Resources: *https://portal.chra.army.mil/hr_public?id=chra_kb_home&kb_base=15f7dc56f0b78700d85301ff8e12e28f&kb_category=5a0c5212f4829740d853a880ab36876b*

- Army NAF HR Office Locations: *https://www.armymwr.com/employee-portal/naf-personnel-services/office-locations*

Army Benefits Center – Civilian

ABC-C is a center of excellence that provides quality service to all Army serviced customers by providing the necessary tools and knowledge to manage their benefits and entitlements. ABC-C has been providing benefits advisory and processing services to customers worldwide since 1999. The ABC-C provides automated benefits support for Employees through the Government Retirement and Benefits(GRB) Platform, in addition to personalized, comprehensive support from our trained and credentialed Benefits Specialists. Army's benefits specialists are knowledgeable on life and health insurance, the Thrift Savings Plan, retirement, unemployment, and injury compensation benefits. They are also available to assist in completing benefits transactions via the GRB Platform.

ABC-C developed a benefits tool kit for new employees seeking to learn more about benefits available to civilian employees. The tool kit is especially helpful to ensure new employees understand the benefits available to them in order to make desired benefit elections within the first 60 days of their appointment. The tool kit can be located at the following site:
https://portal.chra.army.mil/abc?id=kb_article&kb_base=df76d97ff4a01300d853a880ab368742&sys_id=50d96ab919badb00d853667c9db8c432

The information in this section was last updated on 7/26/2022

Additional information on ABC-C and resources they provide can be located at the following site: *https://portal.chra.army.mil/abc*

ARMY CIVILIAN CAREER MANAGEMENT ACTIVITY (ACCMA)

ACCMA provides talent management services across the human capital lifecycle to support a highly skilled and ready professional civilian workforce that supports the national defense. ACCMA is responsible for managing civilian career fields to develop civilians and support Army readiness; which is accomplished through facilitating employee development opportunities, conducting centralized recruitment, and managing the Army Fellows Program.

Additional information on ACCMA can be found at the following site: *https://portal.chra.army.mil/afp*

EMPLOYMENT READINESS PROGRAM (ERP)

Army Community Services (ACS) provides employment readiness services through the Employment Readiness Program (ERP). ACS ERP is available to active duty Service Members, Wounded Warriors, Military Spouses, Military Family Members, and DoD Civilians. Employment readiness professionals at ACS can advise eligible individuals on acquiring skills, networks, and resources that will allow them to participate in the work force and to develop a career/work plan. ERP professionals can provide the following services:

- Resource Information: Information on available employment opportunities, education and volunteer resources, and support services in order to help individuals make informed decisions on seeking employment.

- Job Search Assistance: Classes, programs, workshops, seminars, or individual sessions to empower job seekers conduct effective job searches.

- Career Counseling and Coaching: Individual and group counseling to assess job skills and develop and implement career goals. Counseling will help individuals develop and implement realistic career goals by identifying job strengths and weaknesses, career/educational goals, and providing information about opportunities available in the local area for personal and professional development.

- Employment Opportunity Information: ACS ERP can provide information on employment opportunities with private industry to increase domestic and foreign private sector career opportunities for spouses, and connect spouses with portable jobs, and other methods of pursuing lifetime career goals.

Additional information on the Employment Readiness Program can be located at this site: *https://www.armymwr.com/programs-and-services/personal-assistance/employment-readiness-program*

Individual can locate their nearest ACS office at the following site: *https://www.armymwr.com/installation*

PROGRAMS FOR CURRENT ARMY CIVILIAN EMPLOYEES

This section provides information on Army-wide programs intended to support currently employed Army civilians retain employment. Information in this section may include programs applicable to APF or NAF employment. Additional information will be added to the guide upon release of any new Army-wide employment programs.

CIVILIAN EMPLOYEE ASSIGNMENT TOOL (CEAT)

The Non-Appropriated Civilian Employment Assignment Tool enables many current NAF employees to voluntarily request a non-competitive transfer to another Army installation where the same position may be available.

Employees can visit the following website to request a transfer: *https://hqamc.aep.army.mil/apps/ceat/Pages/Home.aspx* (Requires CAC Access)

ELIGIBILITY

CEAT applies to NAF employees in the following categories:

- Child and Youth Program Assistants (CYPAs).
- NF-03 and below.
- NAF FWS – NA, NL, and NS pay bands.

Employees are eligible to participate in CEAT if they meet the following conditions:

- Probationary employees in regular positions who have received, as a minimum, a 90 day interim rating; a satisfactory recommendation from the manager may be used for a flexible employee.
- Or an annual performance evaluation of “Satisfactory” or higher.
- No formal disciplinary/adverse actions within 12-months of initiating the transfer request.
- Employees with disciplinary/adverse actions that are under appeal are not eligible to request transfer through the CEAT until the appeal is resolved.
- Current/favorable background checks.

- Physical requirements as applicable.

Transfer Process

Employees interested in voluntarily requesting a transfer to another installation through CEAT should take the following steps:

- Inform your supervisor of your intent to relocate and request leave without pay as applicable.
- Complete the CEAT transfer request form with your supervisor or Human Resources Office (HRO) (if not relocated).
- Complete the CEAT transfer request form with the gaining HRO if relocated to the new duty location.

Additional Information

Visit the following sites to obtain more information on CEAT:

- Army MWR CEAT Site: *https://www.armymwr.com/programs-and-services/cys/civilian-employment-assignment-tool*
- Army Materiel Command Article, “Expanded Program Aids Military Employees with Job Transfer Opportunities”: *https://www.dvidshub.net/news/printable/370073*

APPENDICES

APPENDIX
– A –

EMPLOYMENT DOCUMENTATION

The information in this section was last updated on 7/26/2022

STANDARD FORM

SF-50

The information in this section was last updated on 7/26/2022

Standard Form 50
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name *(Last, First, Middle)*	2. Social Security Number	3. Date of Birth	4. Effective Date

FIRST ACTION		SECOND ACTION	
5-A. Code	5-B. Nature of Action	6-A. Code	6-B. Nature of Action
5-C. Code	5-D. Legal Authority	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority

7. FROM: Position Title and Number						15. TO: Position Title and Number					
8. Pay Plan	9.Occ. Code	10.Grade or Level	11.Step or Rate	12. Total Salary	13.Pay Basis	16. Pay Plan	17. Occ. Code	18.Grade or Level	19.Step or Rate	20. Total Salary/Award	21. Pay Basis
12A. Basic Pay	12B. Locality Adj.	12C. Adj. Basic Pay	12D. Other Pay			20A. Basic Pay	20B. Locality Adj.	20C. Adj. Basic Pay	20D. Other Pay		
14. Name and Location of Position's Organization						22. Name and Location of Position's Organization					

EMPLOYEE DATA

23. Veterans Preference	24. Tenure	25. Agency Use	26. Veterans Pref for RIF
1 - None 2 - 5-Point 3 - 10-Point/Disability 4 - 10-Point/Compensable 5 - 10-Point/Other 6 - 10-Point/Compensable/30%	0 - None 1 - Permanent 2 - Conditional 3 - Indefinite		YES NO

27. FEGLI	28. Annuitant Indicator	29. Pay Rate Determinant

30. Retirement Plan	31. Service Comp. Date (Leave)	32. Work Schedule	33. Part-Time Hours Per Biweekly Pay Period

POSITION DATA

34. Position Occupied	35. FLSA Category	36. Appropriation Code	37. Bargaining Unit Status
1 - Competitive Service 2 - Excepted Service 3 - SES General 4 - SES Career	E - Exempt N - Nonexempt		

38. Duty Station Code	39. Duty Station *(City - County - State or Overseas Location)*

40. AGENCY DATA	41.	42.	43.	44.

45. Remarks

46. Employing Department or Agency			50. Signature/Authentication and Title of Approving Official
47. Agency Code	48. Personnel Office ID	49. Approval Date	

TURN OVER FOR IMPORTANT INFORMATION
5-Part

1 - Employee Copy - Keep for Future Reference

Editions Prior to 7/91 Are Not Usable After 6/30/93
NSN 7540-01-333-6236

The information in this section was last updated on 7/26/2022

NOTICE TO EMPLOYEE

This is your copy of the official notice of a personnel action. Keep it with your records because it could be used to make employment, pay, and qualifications decisions about you in the future.

The Action

- Blocks 5-B and 6-B describe the personnel action(s) that occurred.
- Blocks 15-22 show the position and organization to which you are assigned.

Pay

- When the personnel action is an award or bonus, block 20 shows the amount of that one-time cash payment. When the action is not an award or bonus, block 12 shows your former total annual salary, and block 20 shows your new total annual salary (block 20C plus 20D). The amounts in blocks 12 and 20 do not include any one-time cash payments (such as performance awards and recruitment or relocation bonuses) or payments that may vary from one pay period to the next (such as overtime pay), or other forms of premium pay.
- Block 20A is the scheduled amount for your grade and step, including any special salary rate you receive. It does not include any locality-based pay. This rate of pay serves as the basis for determining your rate of pay upon promotion, change to a lower grade, or reassignment, and is used for pay retention purposes.
- Block 20B is the annual dollar amount of your interim Geographic Adjustment or, beginning in 1994, your locality-based comparability payment.
- Block 20C is your Adjusted Basic Pay, the total of blocks 20A and 20B. It serves as the basis for computing your retirement benefits, life insurance, premium pay, and severance pay.
- Block 20D is the total dollar amount of any Retention Allowances, Supervisory Differentials, and Staffing Differentials that are listed in the remarks block. These payments are made in the same manner as basic pay, but are not a part of basic pay for any purpose.

Block 24 - Tenure

- Identifies the nature of your appointment and is used to determine your rights during a reduction in force (RIF). Tenure groups are explained in more detail in subchapter 26 of FPM Supplement 296-33 and RIF is explained in FPM Supplement 351-1; both should be available for review in your personnel office.

Block 26 - Veterans Preference to RIF

- Indicates whether you have preference for reduction-in-force purposes.

Block 30 - Retirement Plan

- **FICA** - Social Security System
- **CS** - Civil Service Retirement System
- **CS-Spec** - Civil Service Retirement System for law enforcement and firefighter personnel
- **FS** - Foreign Service Retirement and Disability System
- **FERS** - Federal Employees' Retirement System
- **FERS-Reserve Tech** - Federal Employees' Retirement System for National Guard Reserve Technicians
- **FERS-ATC** - Federal Employees' Retirement System for Air Traffic Controllers
- **FERS-Spec** - Federal Employees' Retirement System for law enforcement and firefighter personnel
- **FSPS** - Foreign Service Pension System

Block 31 - Service computation Date (Leave)

- Shows when your Federal service began unless you have prior creditable service. If so, this date is constructed to include your total years, months and days of prior creditable civilian and military service.
- Full-time employees with fewer than 3 years of service earn 4 hours of annual leave each pay period; those with 3 or more years but less than 15 years earn 6 hours each pay period; and those with 15 or more years earn 8 hours each pay period.
- Your earnings and leave statement or your time and attendance card will

Block 32 - Work Schedule

- Your work schedule is established by your supervisor.
- A full-time employee works on a prearranged scheduled tour of duty that is usually 40 hours per week. A part-time employee has a prearranged scheduled tour of duty that is usually between 16 and 32 hours per week. An intermittent employee has no prearranged scheduled tour of duty and works when needed.
  Full-Time and part-time employees whose appointments are for 90 days or more are usually eligible to earn annual leave; intermittent employees are not.
  Seasonal employees work on an annually recurring bases for periods of less than 12 months each year; they may have a full-time, a part-time, or an intermittent schedule during their work season.
  On-call employees work during periods of heavy workload and are in pay status for at least 6 months of each year; they may have either a full-time or a part-time schedule when they are in pay status.

Block 33 - Part-time Hours Per Biweekly Pay Period

Indicates the number of hours a part-time employee is scheduled to work during a two-week pay period.

Block 34 - Position Occupied

Identifies the employment system under which you are serving -- the Competitive Service, the Excepted Service, or the Senior Executive Service (SES).
The employment system determines your eligibility to move to other jobs in the Federal service, your rights in disciplinary and adverse actions, and your eligibility for reemployment if you have Federal service.

Block 35 - FLSA Category

Exempt employees are not covered by the minimum wage and overtime law (the Fair Labor Standards Act); nonexempt employees **are** covered.

Block 37 - Bargaining Unit Status

Identifies a bargaining unit to which you belong, whether or not your are actually a member of a labor organization. Code "7777" indicates you are eligible but not in a bargaining unit; code "8888" indicates you are ineligible for inclusion in a bargaining unit.

Block 38 and 39 - Duty Station

Identifies the city, county, and state or the overseas location, where you actually work.

OTHER INFORMATION

- If your appointment entitles you to elect health benefits or life insurance, and you have not been provided materials explaining the programs available and the enrollment forms, contact your personnel specialist.
- Your personnel specialist will also tell you if your position is covered by an agreement between an employee organization (union) and your agency. If you are eligible to and elect to join an employee organization, you can elect to have your dues withheld from your salary.
- If you have questions or need more information about your rights and benefits, ask your supervisor or your personnel office.
- Definitions for any coded data in Blocks 1-24, 27-39 and 45-50 may be found in Federal Personnel Manual Supplement 292-1.

It is your responsibility to read all the information on the front of this notice and tell your personnel office immediately if there is an error in it.

The information in this section was last updated on 7/26/2022

DEPARTMENT OF ARMY FORM 3434

DA-3434

The information in this section was last updated on 7/26/2022

NOTIFICATION OF PERSONNEL ACTION - NONAPPROPRIATED FUNDS EMPLOYEE

For use of this form, see AR 215-3; the proponent agency is DCS, G1.

1. NAME *(CAPS)(Last, first, MI, (Mr. or Ms.)*	2. CITIZENSHIP *(1 - U.S.; 2 - Non-U.S. Citizen; 3 - Local National)*		3. DATE OF BIRTH *(Yr, Mo, Day)*	4. SSN
5. MILITARY STATUS *(1 - ODM; 2 - Retired; 3 - None)*	6. DEPENDENT STATUS *(1 - Military; 2 - Civilian; 3 - None)*		7a. SCD - LEAVE	7b. SCD - LS
8. VETERAN'S PREFERENCE? Y - YES N - NO	9. SPOUSE EMPLOYMENT PREFERENCE? Y - YES N - NO		10. FAIR LABOR STANDARD ACT *(FLSA)* *(1 - Exempt; 2 - Nonexempt)*	
11a. CODE	11b. NATURE OF ACTION *(Including Employment Category)*			12. EFFECTIVE DATE *(Yr, Mo, Day)*
13. FROM *(Position Title, Number, and Authorization)*	14. PAY PLAN AND OCC. CODE	15a. GRADE OR PAY LEVEL	15b. STEP OR RATE *(NA; NL; NS only)*	16. ANNUAL SALARY OR HOURLY RATE
17a. CODE/NAME AND LOCATION OF EMPLOYING NAFI			17b. STANDARD NAFI NUMBER	
18. TO *(Position Title, Number, and Authorization)*	19. PAY PLAN AND OCC. CODE	20a. GRADE OR PAY LEVEL	20b. STEP OR RATE *(NA; NL; NS only)*	21. ANNUAL SALARY OR HOURLY RATE
22a. CODE/NAME AND LOCATION OF EMPLOYING NAFI			22b. STANDARD NAFI NUMBER	
23. DUTY STATION			24. LOCATION CODE	
25. REMARKS				
26. SERVICING CPO *(Complete Address)*	27. SIGNATURE *(Or other authorization)* AND TITLE **Designated Appointing Official**			
	28. DATE			

DA FORM 3434, JUN 1993 EDITION OF FEB 89 IS USABLE UNTIL EXHAUSTED APD LC v4.00ES

1 - EMPLOYEE'S COPY

The information in this section was last updated on 7/26/2022

STANDARD FORM 75

SF-75

The information in this section was last updated on 7/26/2022

Request for Preliminary Employment Data
(Safeguard The Confidential Nature Of The Data On This Request)

Standard Form 75
Revised August 1998
U.S. Office of Personnel Management

Type or print the name and address of the activity to which this request is being sent and your return address at the bottom.

Date Of This Request

TO

Fold

To Whom It May Concern:
The person named below is tentatively selected for an appointment in this agency. Please complete this form using the instructions on page 4 and mail to the address at the bottom of this form.

Part I -- To be Completed By Activity Requesting Information

1. Name of Tentative Selectee (*Last, First, Middle*)	2. Social Security Number	3. Date of Birth

4-A. Title of Position for Which Tentatively Selected	B. Pay Plan and Occupation Code	C. Grade or Level

5. Agency in Which Position is Located *(Enter Code From Block 47 on SF 50)*	6. Personnel Office that Services the Position *(Enter Code From Block 48 on SF 50)*

7. Entry on Duty *(EOD)* Date Desired by this Activity

8-A. Name of Person Requesting Information	B. Requester's Title

C. Requester's Signature	D. Date Signed	E. Requester's Telephone Number *(include Area Code)*

9. Additional Data Requested

Please Return This Completed Request To:

PAGE 1

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Part II -- To be Completed By Activity Giving Information

(Complete the following and provide any additional data requested in Item 9, Part I. Follow the instructions on page 4.)

Section A -- Identification Shown on Personnel Records

1. Name *(Last, First, Middle)*	2. Social Security Number	3. Date of Birth

Section B -- SF 50 Data

4-A. Employment Status

☐ Currently on the Rolls of This Agency ☐ Separated *(Specify Date)* ☐ Separation Incentive Paid

B. Location of OPF/MRPF

☐ On File in This Office
☐ Sent to NPRC *(Specify Date)* ➔
☐ On File in Another Office (Name and Address Of That Office) ➔

5. Position Title

6. Pay Plan	7.Occ. Code	8.Grade or Level	9.Step or Rate	10. Total Salary	11.Pay Basis
12-A. Basic Pay	**12-B. Locality Adj.**	**12-C. Retention Allow.**	**12-D.Supv'y Differential**	**12-E. Availability Pay**	**12-F. AUO %**

13. Name and Location of Position's Organization

14.Veterans Preference	15. Tenure	16. VP for RIF	17. FEGLI Code and Coverage (If Code "B", enter date of waiver cancellation)		
18. Annuitant Indicator	19. Pay Rate Determinant	20. Retirement Plan	21. Service Comp. Date *(Leave)*	22. Work Schedule	23. Position Occupied
24. Duty Station				25. Agency Code	26. Pers. Office Code

Section C -- Other Personnel Data

27. Education Level	28. Year Degree Attained	29. Academic Discipline	30. Citizenship	31. Veterans Status
			☐ U.S. ☐ Other	

Section D -- Retirement Data

32-A. Branch of Service	B. Retired Rank	C. Check One and Specify Date	
		☐ Retired ➔	☐ Transferred to Fleet Reserve ➔
D. Creditable Military Service Years Months	33-A. Civilian Retirement Date	B. Retirement System Paying Annuity	
34. Frozen Service Years Months	35 FERS Coverage		
	☐ Elected FERS	☐ Covered Automatically	☐ Never Covered

Section E -- Grade and Pay Data

36. Date Entered Current Grade and Step/Rate	37. Date of Last Within-Grade Increase *(WGI)*	38. If WGI Was Denied, Date of Denial	39. Date of Last Quality Step Increase (QSI)

40-A. Highest Previous Grade/ Step Held	B. Dates Held		C. Salary for That Grade/Step
	From ➔	To ➔	

D. Was Salary Based on Special Authority?		41-A. Is the Applicant Now on Grade Retention?	
☐	Yes--Cite Authority ➔	☐ Yes	☐ No--Go to item 42.
☐	No		

B. Retained Pay Plan, Grade, and Step or Rate	C. Date Two-Year Period of Grade Retention Began	42. Is the Applicant Now on Pay Retention?	
		☐ Yes	☐ No

43-A. If Not Listed Above, Highest Salary Held on a Federal Appointment	B. Dates Held	
	From ➔	To ➔

Section F -- Performance Data

Ratings of Record

44. Level	Pattern	Period	45. Level	Pattern	Period	46. Level	Pattern	Period	47. Level	Pattern	Period

PAGE 2

The information in this section was last updated on 7/26/2022

Section G -- Appointment Data

48. Nature of Action *(NOA)* for | B. Authority for That Appointment | C. Date

49. If the Employee is Now Career or Has Held Career Appointment in the Competitive Service, Dates Served to Attain Career Tenure
From → To → | B. Nature of Action and Authority for Appointment That Begin That

50. If the Employee Has Not Held a Career Appointment, Date of Most Recent Career-Conditional Appointment | 51. Authority for That Appointment

Section H -- Probation Data

52-A. The Employee is Now Serving An Initial Appointment Period That Began on *(Month/Day/Year)* | B. Has Already Completed Initial Appointment Probation Period
Beginning → Ending →

53. Other Probationary Periods	Date Began	Date Completed	Not Completed	Exempt
Supervisory				
Managerial				
SES				

Section I -- Unfavorable Data

54. Does OPF/MRPF Contain Removal, Suspension, Discharge or Change to
☐ Yes ☐ No

55. Is There Unfavorable Information in Other Files, e.g., Letters of Warning, Admonishment, Reprimand, Suitability or Letter of Decision on an Adverse Action?
☐ Yes ☐ Don't ☐ No

56. If "Yes" to Question 54 or 55, Name of Person to Contact for More Information | B. Telephone Number (*Indicate DSN **and** Commercial -- Show Area Code)*

Section J -- FEHB Data

57. Enrollment Status
☐ Waived: Show Date → ☐ Cancelled: Show Date → ☐ Ineligible ☐ Enrolled: Show Code →

Section K -- Security Data

58-A. Most Recent Investigation ☐ NAC ☐ NACI ☐ BI ☐ SBI ☐ LBI ☐ MBI ☐ PRI | B. Date Investigation Completed

C. Other Type of Investigation--Explain | D. Level of Current Clearance

59-A. If Investigation is Pending, Show type, Date Initiated and Agency Conducting It

B. Name of Security Officer to Contact for More Information | C. Telephone Number (*Indicate DSN **and** **Commercial** -- **Show Area Code)***

Section L -- Service Obligation

60-A. Does Employee Have an Obligation to Remain in Government Service for a Specifc Period Because of Training Received?
☐ No ☐ Yes: Explain | B. Date Obligation Expires

61-A. Does Employee Have an Obligation Because of a Recruitment or Relocation Bonus, a Government-Paid Move or a Student Loan Repayment?
☐ No ☐ Yes: Explain | B. Date Obligation Expires

Section M -- Employee Payroll and Thrift Savings Plan Data

62-A. Employee's Payroll Office Address | B. Payroll Office Number *(8-Digit Identifying Number)*
C. Person to Contact for Leave and Pay Information
D. Telephone Number (*indicate DSN **and** commercial -- Show Area Code)*

63-A. Year-To-Date Basic Pay
$ As Of *(Date)* → | B. Year-To-Date Earnings
$ As Of *(Date)* →

64. Year-To-Date FICA Deductions
$ As Of *(Date)* → | 65. Year-To-Date FHIT *(Medicare)* Deductions
$ As Of *(Date)* →

66. Is Employee Currently on LWOP?
☐ No ☐ Yes → Begining Date: NTE Date: | 67-A. Does Employee Have ☐ No ☐ Yes | B. If "Yes", Show Number of Weeks and Beginning Date.

PAGE 3

68. Thrift Savings Plan

68-A. TSP Service Computation Date (Month Day Year)	B. TSP Vesting Code	C. TSP Status Code	D. TSP Status Date (Month Day Year)	E. Does Employee Have a Loan?
				YES NO *(Circle One)*

F. If Yes, Provide the Following Information for Each Loan *(Circle One)*

Account Number — Payment Amount: $ — Per Weekly Biweekly Monthly

Account Number — Payment Amount: $ — Per Weekly Biweekly Monthly

69. TSP Allocation

69-A. Percentage of Basic Pay	B. Whole Dollar Amount	C. **G** FUND-GOV'T SECURITIES	D. **F** FUND-FIXED INCOME INDEX	E. **C** FUND-COMMON STOCK INDEX	F. TOTAL
.00	OR $	.00%	.00%	.00%	100.00%

70-A. Name and Signature of Official Certifying TSP Information — B. Date Signed

Section N--Losing Agency Release Data

71-A. Is EOD Date in Part I, Item 7, Acceptable? — B. If Unacceptable, Show Earliest Possible Release Date

C. Name of Person to Call To Discuss Release Date — D. Telephone Number *(Indicate DSN **and** commercial -- Show Area Code)*

72-A. Name of Person Giving Information — B. Address *(Building, Street, City, State, ZIP Code)*

C. Title

D. Signature and Date Signed — E. Telephone Number (*Indicate DSN **and** commercial -- Show Area Code)*

Instructions for Activity Requesting Information

Use the SF 75 to obtain pre-employment information when the applicant's Official Personnel Folder (OPF) or Merged Records Personnel Folder (MRPF) is not available for review. This most often occurs when the applicant works for a different agency, when the applicant works in the same agency but receives personnel service from another office, when the applicant's OPF/MRPF is on file in another agency even though the applicant is not employed there, or when the applicant's OPF/MRPF has been retired to the National Personnel Records Center (NPRC) but the last employer has most of the information needed.

Use the information provided on the SF 75 to: (1) verify information on the applicant's application; (2) make decisions regarding the applicant's eligibility for appointment, pay and benefits; and (3) to complete the processing necessary.

The SF 75 may **not** be used for any other purposes (such as to obtain references or to voucher a prospective employee). Be sure to request SF 75 information sufficiently in advance of the projected date of the action to enable the office that receives the form to complete and return it or to provide the information by telephone before the effective date of the employment action.

You may request SF 75 information by telephone or be mail. When requesting the information by mail, complete Part I and circle the items in Part II that are needed. If additional information is required (e.g., dates of a detail, the number of hours an intermittent employee has been in pay and duty status, etc.), list it in Item 9 of Part I.

After you receive the SF 75 information, follow your agency's procedures to refer the form to the personnel specialist who will effect the appointment

Instructions for Activity Providing Information

The name of the person on whom information is requested is in Part I, Item 1, of this form. Use the most recent SF 50 on which the data appear to complete Part II, Sections A and B. Use the OPF/MRPF, Employment Performance Folder (EPF), and the agency information systems that include adverse action, and agency security/suitability files to complete Part II. Contact the Payroll office to complete this Part as well. Review both the right (long-term records) side of the OPF/MRPF and left (temporary records).

Instructions for Filing the SF 75

Agencies must prepare an accounting of disclosure for release of information outside the agency, unless the agency **has the** employee's prior written consent to release the information. This should be done for each system of records used to prepare the information. The accounting of disclosure for OPF information should be put on the right side of the OPF/MRPF. The accounting of disclosure need only be a statement that "SF 75 information on (name of employee) was disclosed to (name and address of agency) on (date)." If the gaining office has the employee's written consent to get pre-employment information from the current agency, no accounting of disclosure is necessary. Example: OF 306 includes a section where applicant consents to release of information about ability and fitness by employers, etc.

APPENDIX
– B –

MILITARY SPOUSE PREFERENCE CHECKLIST

The information in this section was last updated on 7/26/2022

Visit the following link to obtain a fillable version of the form:
https://www.dcpas.osd.mil/sites/default/files/10.%20MSP%20checklist%20Nov%202019%20fillable%20form-20211215.pdf

MILITARY SPOUSE PPP SELF-CERTIFICATION CHECKLIST

IMPORTANT: This form must be submitted with your application each time you apply to a Department of Defense (DoD) position on USAJOBS in order to receive Military Spouse Preference.

Applicant's Name: Click here to enter text.

Military Sponsor's Name: Click here to enter text.

Date of Marriage to Military Sponsor: Click here to enter a date.

Military Sponsor's Last or Current Duty Station: Click here to enter text.

Military Sponsor's New (or Future Sequential) Duty Station: Click here to enter text.

Date of Military Sponsor's relocation or anticipated relocation to Sponsor's New Duty Station: Click here to enter a date.

INSTRUCTIONS - Read items 1-12 and click on each "Choose an Item." Choose the words from the drop-down menu that best describes your status as a military spouse. Completion of each item is verification that you have read and understand that the information you provide is truthful and can be used to help to verify your eligibility as a military spouse preference applicant. A new self-certification checklist must be submitted with each application and must be dated within the last 30 days. Upon completion of this form, we recommend saving a copy to your USAJOBS account for future use.

1. I Choose an item. a U.S. Citizen.

2. Choose an item. an active duty military member of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard or Reserve).

3. My sponsor's Permanent Change of Station (PCS) orders Choose an item. in conjunction with retirement or separation from active duty.

4. Choose an item. that preference only applies to positions within the commuting area of my sponsor's current permanent duty station.

5. Choose an item. that loss of spousal status due to divorce, death of my sponsor, or my sponsor's retirement or separation from active duty will result in

terminating my eligibility for spouse preference.

6. Choose an item. that the acceptance or declination of a temporary position does not impact my priority placement status. "Temporary" positions include:

a. Positions filled by temporary or term appointment, including Non-Appropriated Fund (NAF) time-limited appointments, regardless of duration or work schedule;

b. Positions filled by permanent appointment with intermittent or seasonal work schedules; and

c. NAF positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

7. Choose an item. that I am only eligible for preference for ONE job offer of a permanent position. A "permanent position" is defined as a Federal appropriated or non-appropriated position which has a fixed full-time or part-time work schedule.

8. Choose an item. that accepting or declining a permanent position will result in terminating my eligibility for military spouse preference at my current location.

9. Choose an item. received a job offer for a permanent position within the commuting area of my military sponsor's current permanent duty station.

10. Choose an item. currently occupying a permanent appropriated or non-appropriated position at the current duty station.

11. Choose an item. on a telework agreement with my current Federal job that allows me to work for them on a permanent basis after relocating to my military sponsor's current duty station.

12. Choose an item. had on-the-job performance or conduct problems within the last 12 months.

Certification Statement: I, Click here to enter text. , certify that I have read and understand the information contained in this self-certification checklist and my responses are accurate and truthful.

Date: Click here to enter a date.

Clear Form 14-A-2 Save Form

The information in this section was last updated on 7/26/2022

Documents that may be required to be submitted with each application: (Note: DoD agencies may require some or all of these documents. Please refer to the job announcement to ensure all required documentation is submitted with your application. It is highly recommended that you save all these documents to your USAJOBS account in order to facilitate applying to multiple positions.

- **Military Spouses without prior Federal work experience**
  - Narrative resume
  - PCS orders
  - Marriage certificate or license
  - Signed self-certification checklist
  - Veteran's preference documentation (e.g., DD-214, VA letter, Statement of Service), if applicable
  - Transcripts, if applicable

- **Military Spouses with prior Federal work experience**
  - Narrative resume
  - PCS orders
  - Marriage certificate or license
  - SF-50s, if applicable (e.g., LWOP, highest grade held, overseas appointments, etc.)
  - Documentation of performance rating of record (dated within the last 12 months), if applicable
  - Signed self-certification checklist
  - Veteran's preference documentation (e.g., DD-214, VA letter, Statement of Service), if applicable
  - Transcripts, if applicable

PRIVACY ACT STATEMENT: Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing the competitive service and authorize solicitation of this information.

Gaining and releasing activities use this information to place registrants, report actions, and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for proper placement or reemployment under the respective placement assistance program.

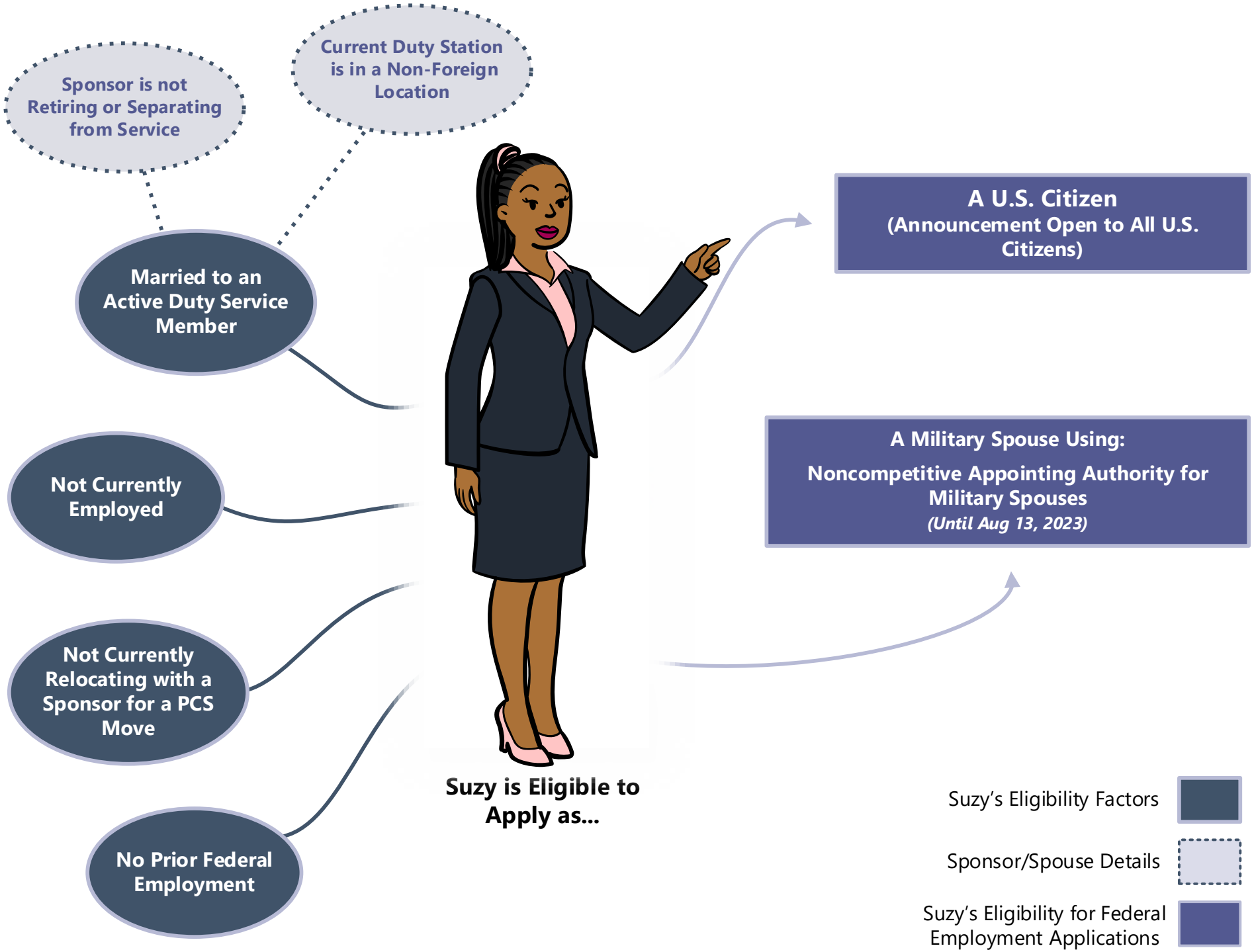
APPENDIX
– C –

HIRING AUTHORITY ELIGIBILITY EXAMPLES

Military Spouse examples in this section were last updated on 7/26/2022

MILITARY SPOUSE CANDIDATE ELIGIBILITY EXAMPLES

This appendix includes some examples of Military Spouse candidate eligibility for federal employment. These examples do not cover all possible Military Spouse candidate eligibilities. If you do not see any examples that apply to you, or have questions about how an example may apply to your specific situation, please contact your local Civilian Personnel Advisory Center or Army Community Services office.


Sponsor is not Retiring or Separating from Service
Current Duty Station is in a Non-Foreign Location
Married to an Active Duty Service Member
Not Currently Employed
Not Currently Relocating with a Sponsor for a PCS Move
No Prior Federal Employment
Suzy is Eligible to Apply as...
A U.S. Citizen
(Announcement Open to All U.S. Citizens)
A Military Spouse Using:
Noncompetitive Appointing Authority for Military Spouses
(Until Aug 13, 2023)
Suzy's Eligibility Factors
Sponsor/Spouse Details
Suzy's Eligibility for Federal Employment Applications

Next PCS location is not in a Non-Foreign Area

Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Not Currently Employed

Currently Relocating with Sponsor for a PCS Move

No Prior Federal Employment

Henry is Eligible to Apply as...

A U.S. Citizen
(Announcement Open to All U.S. Citizens)

A Military Spouse Using DoD Military Spouse Preference
(When applying to DoD Vacancy Announcements)

A Military Spouse Using the Noncompetitive Appointing Authority for Military Spouses

Henry's Eligibility Factors

Sponsor/Spouse Details

Henry's Eligibility for Federal Employment Applications

Next PCS location is not in a Non-Foreign Area

Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Current Federal Employee

Currently Relocating with Sponsor for a PCS Move

Sharon is Eligible to Apply as...

A U.S. Citizen
(Announcement Open to All U.S. Citizens)

A Military Spouse Using the Noncompetitive Appointing Authority for Military Spouses

A Military Spouse Using DoD Military Spouse Preference
(When applying to DoD Vacancy Announcements)

A Current Federal Employee
(When applying to Vacancy Announcements open to Federal Employees)

Sharon's Eligibility Factors

Sponsor/Spouse Details

Sharon's Eligibility for Federal Employment Applications

Current Duty Station is in a Non-Foreign Location

Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Current Federal Employee

Not Currently Relocating with Sponsor for a PCS Move

Ramón is Eligible to Apply as...

A U.S. Citizen
(Announcement Open to All U.S. Citizens)

A Military Spouse Using the Noncompetitive Appointing Authority for Military Spouses
(Until Aug 13, 2023)

A Current Federal Employee
(When applying to Vacancy Announcements open to Federal Employees)

Ramón's Eligibility Factors

Sponsor/Spouse Details

Ramón's Eligibility for Federal Employment Applications

Next PCS location is not in a Non-Foreign Area

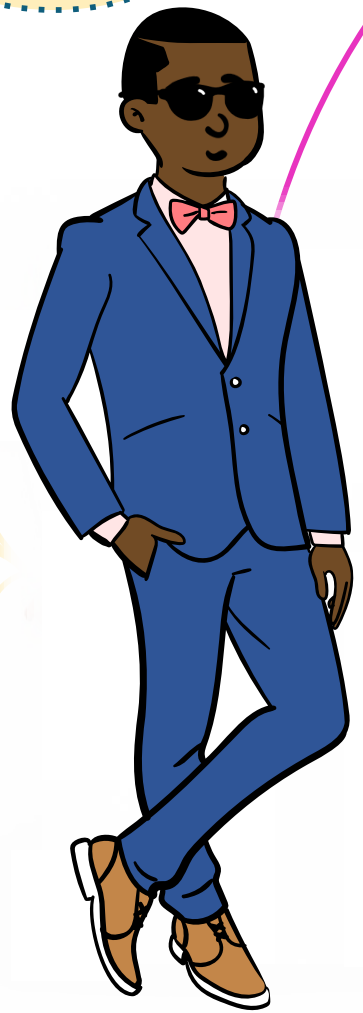
Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Not Currently Employed

Currently Relocating with Sponsor for a PCS Move

Previously Employed as a Career Fedederal Employee



Peter is Eligible to Apply as...

A Military Spouse Using the Noncompetitive Appointing Authority for Military Spouses

A Military Spouse Using DoD Military Spouse Preference

(When applying to DoD Vacancy Announcements)

A Reinstatement Eligible

(Former Career or Career-Conditional Federal Employee)

A U.S. Citizen

(Announcement Open to All U.S. Citizens)

Peter's Eligibility Factors

Sponsor/Spouse Details

Peter's Eligibility for Federal Employment Applications

Current Duty Station is in a Non-Foreign Location

Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Previously Employed as a Career Fedederal Employee

Not Currently Relocating with Sponsor for a PCS Move

Thomas is Eligible to Apply as...

A Reinstatement Eligible
(Former Career or Career-Conditional Federal Employee)

A U.S. Citizen
(Announcement Open to All U.S. Citizens)

A Military Spouse Using the Noncompetitive Appointing Authority for Military Spouses
(Until Aug 13, 2023)

Ramón's Eligibility Factors

Sponsor/Spouse Details

Ramón's Eligibility for Federal Employment Applications

Next PCS location is in an Overseas Foreign Area

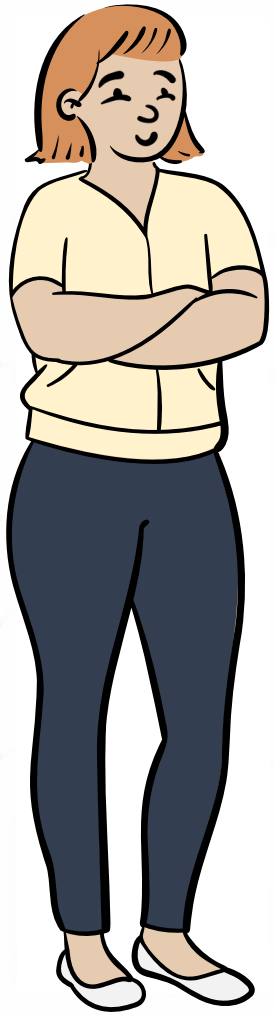
Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Not Currently Employed

No Prior Federal Employment

Currently Relocating with Sponsor for a PCS Move



Layla is Eligible to Apply as...

A Military Spouse Using DoD Military Spouse Preference

(When applying to DoD Vacancy Announcements)

(Upon Arrival in the Foreign Duty Station)

A U.S. Citizen

(Announcement Open to All U.S. Citizens)

A Dependent of a Military member stationed at an overseas DoD Installation

(DoD Schedule A Hiring Authority)

Layla's Eligibility Factors

Sponsor/Spouse Details

Layla's Eligibility for Federal Employment Applications

Next PCS location is not in a Non-Foreign Area

Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Currently Relocating with Sponsor for a PCS Move

Currently Employed as a Federal Nonappropriated Fund Employee

Ursula is Eligible to Apply As...

A Military Spouse Using the Noncompetitive Appointing Authority for Military Spouses

A Military Spouse Using DoD Military Spouse Preference
(When applying to DoD Vacancy Announcements)

As a Current Nonappropriated Fund Employee
(NAF - APF Interchange Authority)

A U.S. Citizen
(Announcement Open to All U.S. Citizens)

Ursula's Eligibility Factors

Sponsor/Spouse Details

Ursula's Eligibility for Federal Employment Applications

Current Duty Station is in a Foreign Location

Next PCS location is not in a Non-Foreign Area

Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Currently Relocating with Sponsor for a PCS Move

Current Federal Employee with 52 Weeks of Service in a Local Hire Position

Amelia is Eligible to Apply as…

A Military Spouse Using DoD Military Spouse Preference

(When applying to DoD Vacancy Announcements)

A Current Overseas Military Dependent Federal Employee

(When applying to Vacancy Announcements open to Certain Former Overseas Employees)

A Military Spouse Using the Noncompetitive Appointing Authority for Military Spouses

A U.S. Citizen

(Announcement Open to All U.S. Citizens)

Amelia's Eligibility Factors

Sponsor/Spouse Details

Amelia's Eligibility for Federal Employment Applications

Next PCS location is not in a Non-Foreign Area

Sponsor is not Retiring or Separating from Service

Married to an Active Duty Service Member

Not Currently Employed

Currently Relocating with Sponsor for a PCS Move

Applying to a USDA Vacancy Announcement

(Non-DoD Vacancy Announcement)

Dorothy is Eligible to Apply As…

A U.S. Citizen
(Announcement Open to All U.S. Citizens)

A Military Spouse Using the Noncompetitive Appointing Authority for Military Spouses

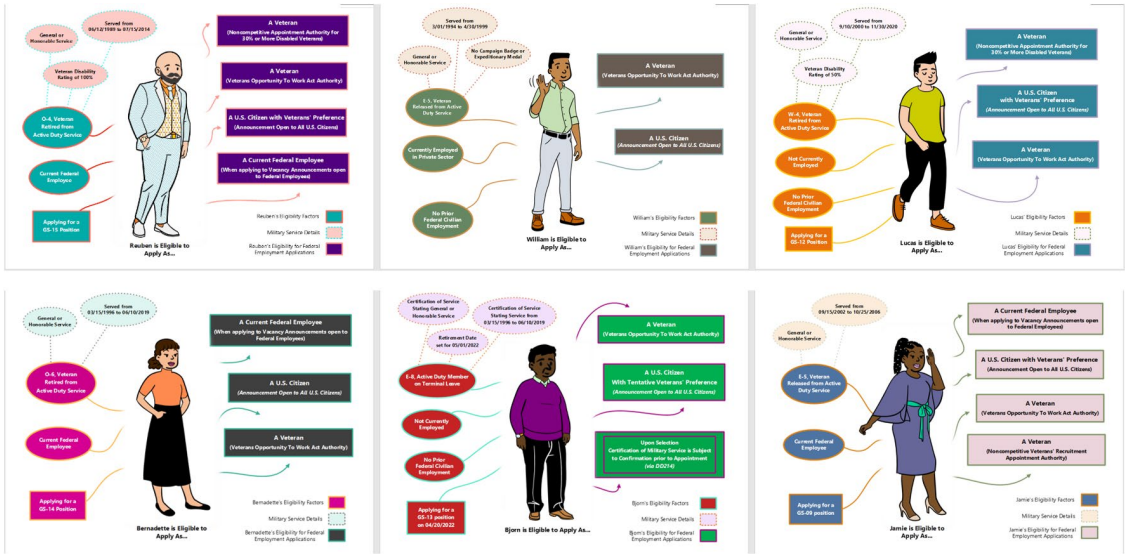
Dorothy's Eligibility Factors

Sponsor/Spouse Details

Dorothy's Eligibility for Federal Employment Applications

VETERAN CANDIDATE ELIGIBILITY EXAMPLES

This appendix includes some examples of Veteran candidate eligibility for federal employment. These examples do not cover all possible Veteran candidate eligibilities. If you do not see any examples that apply to you, or have questions about how an example may apply to your specific situation, please contact your local Civilian Personnel Advisory Center or Army Community Services office.



Veteran examples in this section were last updated on 7/26/2022

Served from 3/01/1994 to 4/30/1999

General or Honorable Service

No Campaign Badge or Expeditionary Medal

E-5, Veteran Released from Active Duty Service

Currently Employed in Private Sector

No Prior Federal Civilian Employment

William is Eligible to Apply As...

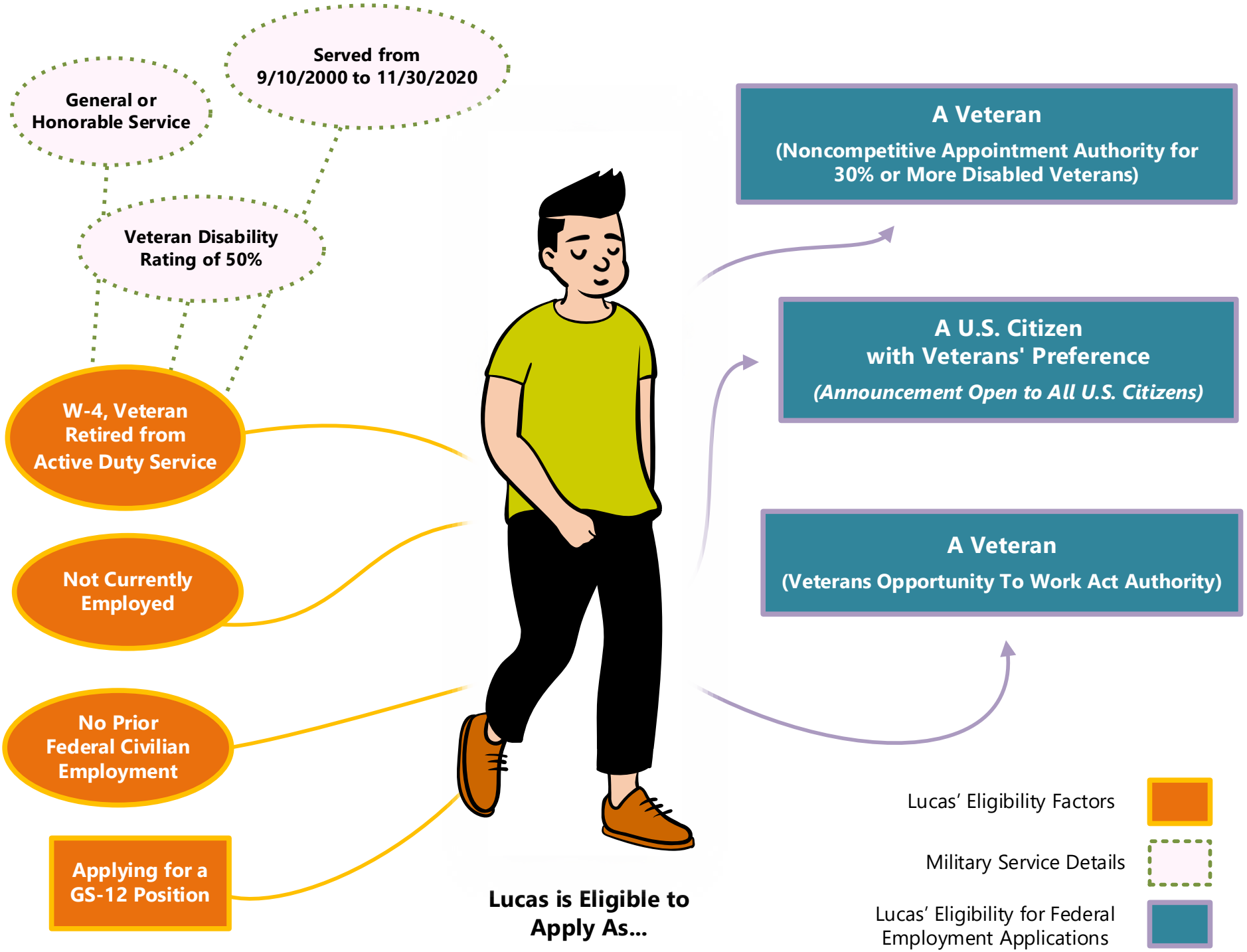
A Veteran
(Veterans Opportunity To Work Act Authority)

A U.S. Citizen
(Announcement Open to All U.S. Citizens)

William's Eligibility Factors

Military Service Details

William's Eligibility for Federal Employment Applications


Served from 9/10/2000 to 11/30/2020
General or Honorable Service
Veteran Disability Rating of 50%
W-4, Veteran Retired from Active Duty Service
Not Currently Employed
No Prior Federal Civilian Employment
Applying for a GS-12 Position
Lucas is Eligible to Apply As...
A Veteran
(Noncompetitive Appointment Authority for 30% or More Disabled Veterans)
A U.S. Citizen with Veterans' Preference
(Announcement Open to All U.S. Citizens)
A Veteran
(Veterans Opportunity To Work Act Authority)
Lucas' Eligibility Factors
Military Service Details
Lucas' Eligibility for Federal Employment Applications

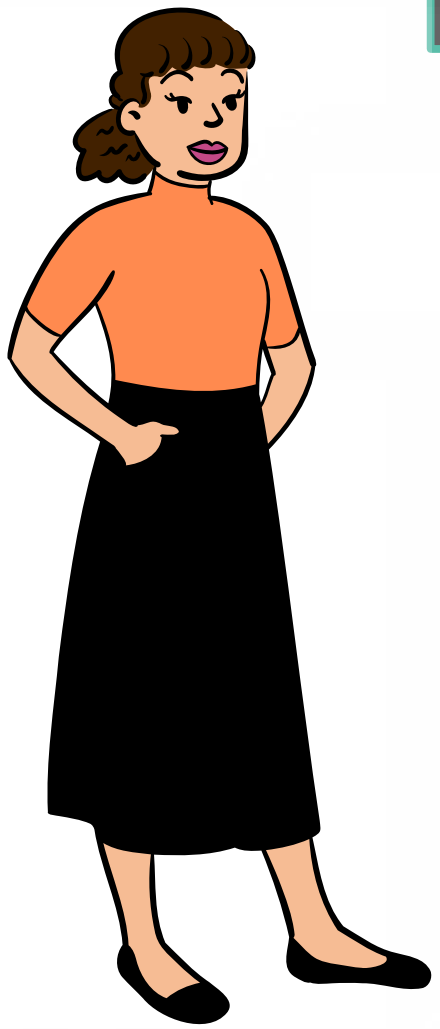
General or Honorable Service

Served from 03/15/1996 to 06/10/2019

O-6, Veteran Retired from Active Duty Service

Current Federal Employee

Applying for a GS-14 Position



Bernadette is Eligible to Apply As...

A Current Federal Employee
(When applying to Vacancy Announcements open to Federal Employees)

A U.S. Citizen
(Announcement Open to All U.S. Citizens)

A Veteran
(Veterans Opportunity To Work Act Authority)

Bernadette's Eligibility Factors

Military Service Details

Bernadette's Eligibility for Federal Employment Applications

Certification of Service Stating General or Honorable Service

Certification of Service Stating Service from 03/15/1996 to 06/10/2019

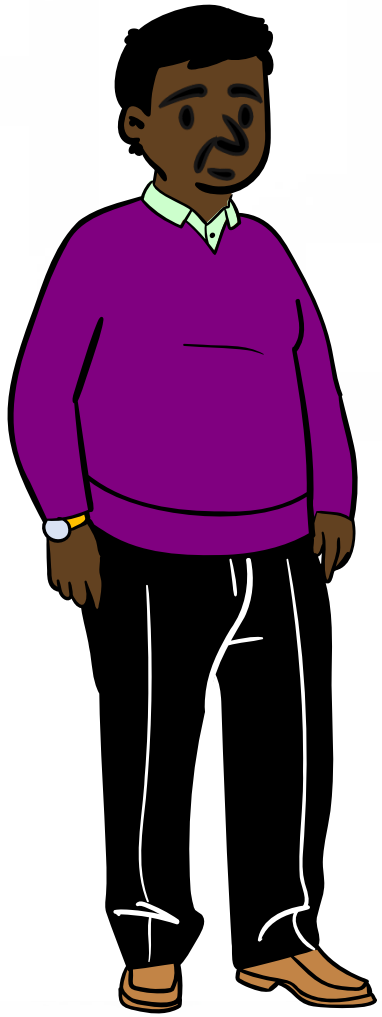
Retirement Date set for 05/01/2022

E-8, Active Duty Member on Terminal Leave

Not Currently Employed

No Prior Federal Civilian Employment

Applying for a GS-13 position on 04/20/2022



Bjorn is Eligible to Apply As...

A Veteran
(Veterans Opportunity To Work Act Authority)

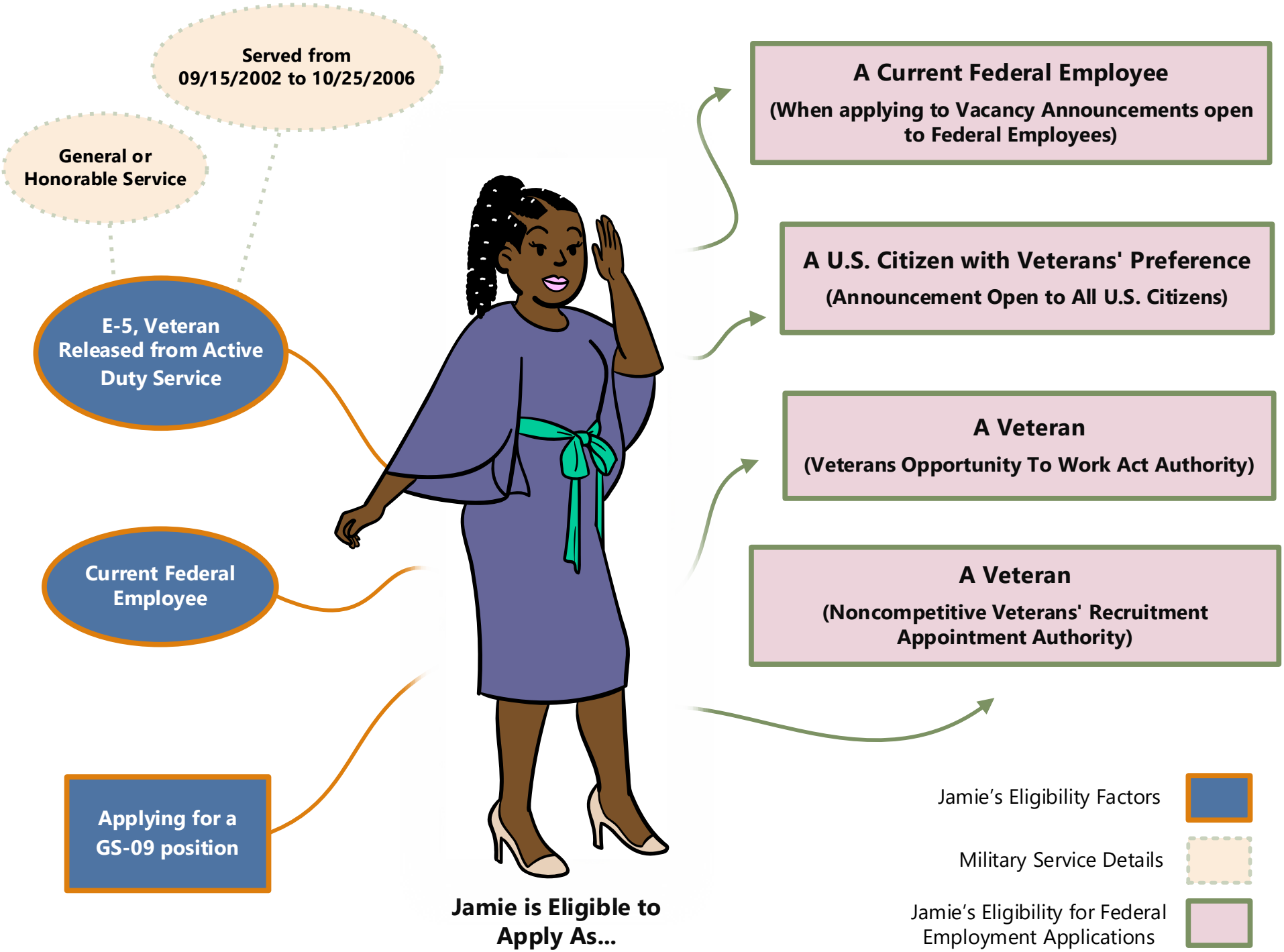
A U.S. Citizen
With Tentative Veterans' Preference
(Announcement Open to All U.S. Citizens)

Upon Selection
Certification of Military Service is Subject to Confirmation prior to Appointment
(via DD214)

Bjorn's Eligibility Factors

Military Service Details

Bjorn's Eligibility for Federal Employment Applications


Served from 09/15/2002 to 10/25/2006
General or Honorable Service
E-5, Veteran Released from Active Duty Service
Current Federal Employee
Applying for a GS-09 position
A Current Federal Employee
(When applying to Vacancy Announcements open to Federal Employees)
A U.S. Citizen with Veterans' Preference
(Announcement Open to All U.S. Citizens)
A Veteran
(Veterans Opportunity To Work Act Authority)
A Veteran
(Noncompetitive Veterans' Recruitment Appointment Authority)
Jamie is Eligible to Apply As...
Jamie's Eligibility Factors
Military Service Details
Jamie's Eligibility for Federal Employment Applications

General or Honorable Service

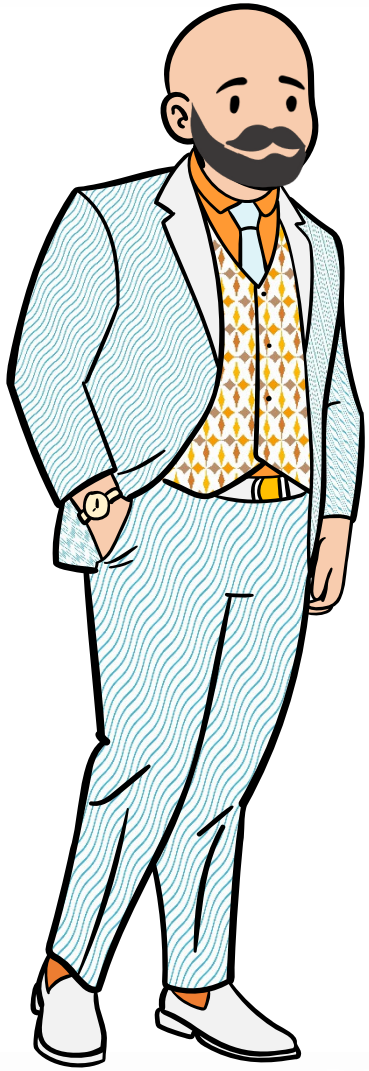
Served from 06/12/1989 to 07/15/2014

Veteran Disability Rating of 100%

O-4, Veteran Retired from Active Duty Service

Current Federal Employee

Applying for a GS-15 Position



Reuben is Eligible to Apply As...

A Veteran
(Noncompetitive Appointment Authority for 30% or More Disabled Veterans)

A Veteran
(Veterans Opportunity To Work Act Authority)

A U.S. Citizen with Veterans' Preference
(Announcement Open to All U.S. Citizens)

A Current Federal Employee
(When applying to Vacancy Announcements open to Federal Employees)

Reuben's Eligibility Factors

Military Service Details

Reuben's Eligibility for Federal Employment Applications

APPENDIX
– D –

LICENSURE REIMBURSEMENT DOCUMENTATION

SF-1034

The information in this section was last updated on 7/26/2022

Visit the following link to obtain a fillable version of the form:
https://www.gsa.gov/forms-library/public-voucher-purchases-and-services-other-personal

Standard Form 1034
Revised October 1987
Department of the Treasury
1 TFM 4-2000

PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

VOUCHER NUMBER

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION

DATE VOUCHER PREPARED

SCHEDULE NUMBER

CONTRACT NUMBER AND DATE

PAID BY

REQUISITION NUMBER AND DATE

PAYEE'S NAME AND ADDRESS

DATE INVOICE RECEIVED

DISCOUNT TERMS

PAYEE'S ACCOUNT NUMBER

SHIPPED FROM | TO | WEIGHT

GOVERNMENT B/L NUMBER

NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES (Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)	QUANTITY	UNIT PRICE COST	UNIT PRICE PER	AMOUNT (1)

(Use continuation sheet(s) if necessary) **(Payee must NOT use the space below)** **TOTAL**

PAYMENT:
- ☐ PROVISIONAL
- ☐ COMPLETE
- ☐ PARTIAL
- ☐ FINAL
- ☐ PROGRESS
- ☐ ADVANCE

APPROVED FOR =$

EXCHANGE RATE =$1.00

DIFFERENCES

BY [2]

Amount verified; correct for payment

TITLE

(Signature or initials)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.

(Date) *(Authorized Certifying Officer)* [2] *(Title)*

ACCOUNTING CLASSIFICATION

PAID BY

CHECK NUMBER ON ACCOUNT OF U.S. TREASURY

CHECK NUMBER ON *(Name of bank)*

CASH $

DATE

PAYEE [3]

1. When stated in foreign currency, insert name of currency.
2. If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title.
3. When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.

PER

TITLE

Previous edition usable

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

U.S.ARMY®