



## Conditions of Employment

- U.S. Citizenship or National.
- Males born after 12-31-59 must be registered or be exempt from Selective Service. (see <http://www.sss.gov>).
- Incumbent is required to submit to urinalysis to screen for illegal drug use prior to appointment and is subject to random drug testing for the duration of service with DoD OIG.
- Current DoD civilian employees are not required to submit to drug testing if moving from one Testing Designated Position (TDP) to another with no break in service, unless deemed appropriate on a case-by-case basis.
- Job opportunity announcements may be used to fill additional vacancies within 90 calendar days of the initial issue date of the referral list.
- Selections are subject to restrictions resulting from the DoD Program for Stability of Civilian Employment [Priority Placement Program (PPP)].
- Priority Placement Program (PPP) Military Spouse Preference (MSP) eligible candidates will receive priority consideration at the full performance level only unless it is a training position.
- All qualifications requirements must be met by the closing date of the announcement, including time-in-grade if applicable.
- Only experience and/or education obtained by the closing date of the announcement will be considered.
- Suitable for Federal Employment.
- May be required to submit a financial disclosure form (OGE-450) at time of appointment.
- Telework availability will be based upon the mission requirements and supervisory determination.
- The incumbent must adhere to the DoD Standards of Conduct.

## Education

**Note:** If there is an education requirement for this position, an unofficial transcript must be submitted at the time of application. If transcripts are not received, you will be rated as ineligible.

**Are You Using Your Education To Qualify?** You MUST provide unofficial transcripts or other documentation to support your educational claims. Unless otherwise stated: (1) unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement. Only experience and/or education obtained by the closing date of the announcement will be considered.

**Pass/Fail Courses:** If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

**Graduate Education:** One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

**Foreign Education:** If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show that the education credentials have been evaluated by a private organization that specialized in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit:

<http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>.

**Accreditation:** Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute for experience. For additional information, please go to the Office of Personnel Management website at <http://www.opm.gov/qualifications/> and U.S. Department of Education website at <http://www2.ed.gov/admins/finaid/accred/index.html>.

## Additional information

Working for DoD OIG offers a comprehensive benefits package that includes paid vacation, sick leave, holidays, life insurance, health benefits and participation in the Federal Employees Retirement System. Competitive wages, flexible schedules and one of the most comprehensive benefits packages found in either government or private sector. These extraordinary benefits encompass health, pay, work/life balance, growth & learning.

## Eligibilities

**If applicable, you may apply under the appropriate Special Appointment Authority and be considered for non-competitive appointments.**

Please see link for definitions of the Special Appointment Authorities:

[http://www.opm.gov/hr\\_practitioners/lawsregulations/appointingauthorities/index.asp](http://www.opm.gov/hr_practitioners/lawsregulations/appointingauthorities/index.asp)

**Appointment of Certain Military Spouses (5 CFR 315.612):** Are you the spouse of a current member of the Armed Forces? If yes, confirm that you are married to the military member. Or, Are you the spouse of a member of the Armed Forces who retired with a disability rating at the time of retirement of 100 percent or the spouse of a member of the Armed Forces who retired or separated from the Armed Forces and has a disability rating of 100 percent from the Department of Veterans Affairs? Or, Are you the un-remarried widow or widower of a member of the Armed Forces killed while in active duty status? For more information, review [USAJobs Certain Military Spouses](#).

**Disabled Veterans:** See Veterans Guide for definition ([Guide for Disabled Veterans](#)). Submit a copy of your most recent DD-214 (member 4) showing length of active duty, character of service, and type of discharge, and a VA Certification Letter.

**Excepted Service:** Are you a current or former, permanent Federal employee in the Excepted Service? If you indicate that you are eligible by selecting "yes" for this question, you MUST submit documentation that verifies your eligibility along with your application/resume package (SF- 50 block 24 must be a "1" or "2" AND block 34 must be a "2"). Submit a SF-50.

**Family Members Eligible under Executive Order 12721:** Submit a SF-50, Notification of Personnel Action, from the position and any other documentation proving eligibility.

**Federal Employee - Competitive:** Are you a current or former, permanent Career or Career Conditional Federal employee in the competitive service AND your highest permanent grade is LOWER than the highest grade of this position? (SF-50 block 24 must be a "1" or "2"). Submit a SF- 50.

**Federal Employee - Non-Competitive:** Are you a current or former, permanent Career or Career Conditional Federal employee in the competitive service AND you have held a permanent grade the SAME or HIGHER than the highest grade of the position being filled, OR I have held a permanent developmental position with promotion potential to the same grade of the position being filled? (SF-50 block 24 must be a "1" or "2"). Submit a SF-50.

**Interagency Career Transition Assistance Program (ICTAP):** Applicants must be highly qualified, which is defined as meeting all of the minimum qualification standards and eligibility requirements as well as possessing skills that clearly exceed the minimum qualification requirements for the position established by the Best Qualified category definition. If yes, confirm you are located in the same local commuting area of the vacancy, confirm your grade is equivalent to or higher than the grade level of the vacancy and your last performance rating of record is at least fully successful or the equivalent. You will be required to submit supporting documentation to validate your claim of ICTAP eligibility such as a Reduction in Force (RIF) separation notice or a Proposed Removal/Separation notice and a copy of your latest Notification of Personnel Action, Standard Form 50. For more information about ICTAP, check out this page, [USAJOBS Help Center | Career Transition Programs \(CTAP, ICTAP, RPL\)](#)

**Interchange Agreement:** Are you currently employed on a permanent appointment with a Federal agency that has an interchange agreement with the Office of Personnel Management (OPM) such as the DoD Cyber Workforce or a DoD Nonappropriated Fund Instrumentality to include Army and Air Force Exchange Services? If you have been continually employed for 1 year or more and

have not had a break in service, or have been involuntarily separated from such appointment without personal cause within the preceding year and have met the 1 year service requirement you may be eligible.

NOTE: If you indicate that you are eligible for any of the eligibilities listed above, you MUST submit documentation along with your application/resume package verifying eligibility. For details about all interchange agreements with OPM please visit: <https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/#url=InterchangeAgreementsWithOtherMeritSystems>. DoD policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on <https://www.afciviliancareers.com/sites/default/files/DoD-instruction-1400-25-V300.pdf>.

**Military retirees** seeking to enter civil service in the Department of Defense now require a waiver if they are within 180 days following their official date of retirement (5 United States Code 3326.)

**Other Appointment Eligibilities:** Are you currently eligible for an appointment using an eligibility not otherwise listed (e.g. Postal Career Service employee, Government Accountability Office employee, Fulbright Scholar, etc.)? NOTE: If you indicate that you are eligible by selecting "yes" for this question, you MUST submit documentation that verifies your eligibility along with your complete application/resume package.

**Pathways Internship:** Are you currently a student that has been accepted for enrollment or are enrolled at least half-time in an accredited high school, college, professional, technical, vocational, or trade school pursuing a qualifying degree or certificate? You must remain enrolled and will be required to provide proof of current student status to be eligible for this program. For more information, review [USAJOBS Student and Recent Graduate resources](#).

**Pathways Recent Grads:** Are you a recent graduate who has completed, within the previous two years, a qualifying associate's, bachelor's, master's, professional, doctorate, vocational or technical degree or certificate or you will obtain a qualifying Associates, Bachelor's Master's, Professional, Doctorate, Vocational or Technical Degree or Certificate from a qualifying educational institution prior to the date listed in the "Who May be Considered" section of the vacancy announcement? (Veterans unable to apply within two years of receiving their degree due to military service obligation have up to six years after degree completion to apply). If eligible, submit a copy of your transcripts to support your recent graduate eligibility. If you are a veteran, please submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service) or other proof of your service which includes character of service. For more information, review [USAJOBS Student and Recent Graduate resources](#).

**Post-Sec DHA Recent Grad 3 Months:** To qualify as a Post-Secondary Recent Graduate under this Direct Hire Authority, you must meet one of the requirement listed below. Have you been awarded a degree by an institution of higher education (a public or other non-profit institution) within the previous two years OR expect to be awarded a degree by an institution of higher education (a public or other non-profit institution) within the next 3 months OR completed a period of obligated service in a uniformed service of more than four years and was awarded a degree by an institution of higher education (a public or other non-profit institution) with the previous four years? Submit documentation to support eligibility.

**Post-Sec DHA Recent Grad Timeframe:** To qualify as a Post-Secondary Recent Graduate under this Direct Hire Authority, you must meet one of the requirements listed below. Have you been awarded a degree by an institution of higher education (a public or other non-profit institution) within the previous two years OR expect to be awarded a degree by an institution of higher education (a public or other non-profit institution) within the time frame outlined within the vacancy announcement OR completed a period of obligated service in a uniformed service of more than four years and was awarded a degree by an institution of higher education (a public or other non-profit institution) within the previous four years? Submit documentation to support eligibility.

**Priority Placement Program (PPP) Military Spouse Preference (MSP):** You may be eligible for this if you are a military spouse who is currently married to an active duty sponsor and you are exercising your preference eligibility for positions within the local commuting area of your sponsor's current duty station. You will need to certify that you have not accepted nor declined a permanent, continuing Federal or non-appropriated fund position in the local commuting area of current duty location.

NOTE 1: Military spouses are eligible for one permanent noncompetitive appointment using their preference eligibility for the duration of the active duty sponsor's assignment to a permanent duty station, as long as the military spouse has not declined or accepted a permanent Federal or non-appropriated fund position in the commuting area of the sponsor's current duty location. If you certify that you have not used your preference at your sponsor's current duty location and it is discovered to be untrue, you may be subject to loss of MSP and possible disciplinary action.

NOTE 2: You must include a copy of the Military Spouse PPP Self-Certification Checklist along with the documents identified on the checklist to verify your eligibility for MSP. Eligible candidates will receive priority consideration at the full performance level only unless it is a training position.

**Reemployed Annuitants:** DoD policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on <https://www.afciviliancareers.com/sites/default/files/DoD-instruction-1400-25-V300.pdf>

**Retired Civil Service Employee:** Employment of retired Federal employees receiving an annuity is subject to the requirements of the Department of Defense (DoD) policy guidance. (See DoD Instruction 1400.25, Volume 300, at <https://discover.dtic.mil/>)

**Reemployed Annuitants:** DoD policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available on <https://www.afciviliancareers.com/sites/default/files/DoD-instruction-1400-25-V300.pdf>

**Schedule A:** Do you have an intellectual disability, severe physical disability or psychiatric disability that qualifies you for Schedule A Disability appointments? If eligible, provide proof by submitting a letter stating that you have an intellectual disability, severe physical disability or psychiatric disability. You can get this letter from your doctor, a licensed medical professional, a licensed vocational rehabilitation specialist, or any Federal, state, agency of the District of Columbia or a U.S. territory, or local agency that issues or provides disability benefits. For more information, review USAJOBS Individuals with Disabilities resources.

**Veterans' Employment Opportunities Act (VEOA):** Are you a veteran whose latest discharge was under honorable conditions and you: served three or more years of continuous active duty service in the military (NOTE: if released shortly before completing a 3-year tour, you are considered to

meet the eligibility) OR you are entitled to veterans' preference. If eligible, submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating showing length of active duty and character of service) or other proof of your service which includes character of service. For more information, review [USAJOBS Veterans resources](#). See [Veterans Guide](#) for definition.

**Veterans Recruitment Appointment (VRA):** Are you a veteran who separated from active duty under honorable conditions and you: recently separated (within the past 3 years); OR are you a disabled veteran; OR have you served on active duty during a war, campaign or expedition; OR have you received an Armed Forces Service Medal. If eligible, submit a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating showing length of active duty and character of service) or other proof of your service which includes character of service. If claiming disability preference, provide the disability letter from the Department of Veterans Affairs or Armed Service and the Application for 10-Point Veteran Preference, Standard Form 15.

For more information, review USAJOBS Veterans resources. See Veterans Guide for definition. The VRA appointing authority can only be used for grades up to and including GS-11.

Only resumes submitted according to the instructions on the job announcement listed at [www.usajobs.gov](http://www.usajobs.gov) will be considered.

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).  
[help.usastaffing.gov/Apply/index.php?title=Alternate\\_Application\\_Information](http://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information)

## How You Will Be Evaluated

Once the application process is complete, a review of your resume and supporting documentation will be made and compared against your responses to the assessment questionnaire to determine if you are qualified for this job.

The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the competencies required for this position.

Please follow all instructions carefully. Errors or omissions may affect your rating.