



Required Documents

You must provide a complete Application Package which includes:

Resume: Resume should show relevant experience. Resume should include the following: where you worked, job title, series and grade, if applicable, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week and salary; you are encouraged to choose only ONE method of submitting your resume. (HR will review the resume that the system date stamps as the latest one received and this may not be the resume, which best reflects your qualifications for the job and may result in an ineligible rating.) You may submit your resume by: attaching in your USAJOBS account. For assistance in preparing your resume, take a look at the DFAS Resume Tools. Important note: Only the first 5 pages of your resume will be reviewed. Font cannot be smaller than 11 point.

Complete Assessment Questionnaire: Your resume must describe the quality of work in regards to responses to the occupational self-assessment questionnaire as they generate your numerical rating.

SF-50(s) - All current and former Federal employees must submit a copy of your most recent SF-50, Notification of Personnel Action, if applicable. If your most recent SF-50 does not show that you meet the time-in-grade requirements or your competitive status eligibility (see below), you are required to submit additional SF-50's for verification. Failure to submit the required verification documents may disqualify you from consideration:

- For time-in-grade eligibility: You must include with your application materials evidence of meeting time-in-grade. If the most recent SF-50 has an effective date within the past year, it may not clearly demonstrate you possess one-year time-in-grade, as required by the announcement. In this instance, you must provide an additional SF-50 that clearly demonstrates you meet the one-year time-in-grade at the next lower grade level
- For Competitive Status eligibility: (#1 on block 34 of SF50) position occupied. If the position currently occupied is Excepted Service (#2 on block 34 of SF-50), you must provide an SF-50 that provides proof that you've held a permanent position with career or career-conditional status, unless your Excepted Service appointment qualifies you for appointment through an interchange agreement or miscellaneous authority. If currently occupying an Excepted Service Veterans Recruitment Appointment (VRA), provide an SF-50 documenting your current VRA appointment.



INSPECTOR GENERAL U.S. Department of Defense

Examples of appropriate SF50's include:

- Most recent highest grade, step, and salary held (i.e. within-grade-increase, promotion, or general adjustment).

NOTE: An award SF-50 (i.e. cash or time off award) that does not indicate grade or level (i.e. pay band) or tenure to determine your eligibility for this position and will not be accepted.

**Current DoD OIG employees ONLY: You do NOT need to submit a copy of your SF-50(s).

Performance Appraisal - All current Federal employees must submit a copy of their most recent completed annual performance appraisal received within the past 18 months. The performance appraisal must include the final rating and a supervisor's signature. If a completed performance appraisal does not exist, is incomplete or unavailable, you must submit an explanation as to why it is not available at the time of your application submission. Mid-year progress reviews will not be accepted.

**Current DoD OIG employees ONLY: you do NOT need to submit a copy of your Performance Appraisal.

Delegated Examining Certificate is required for this position. Upload your current DE Certificate with your application.

The following supporting documents are ONLY required if applicable to your personal qualifications or status.

They must be received by the closing date of the announcement or at the time of application if applying to an announcement with an extended closing date.

Transcripts: If this position has a positive education requirement, you must submit an unofficial transcript(s) documenting such. All applicants to include current agency employees, must submit proof of education if the job announcement requires education to meet the basic qualification requirements, or if substituting education to meet the specialized experience requirements. Many applicants must also submit documentation for proof of meeting the basic education requirement. For additional information on acceptable documents, click [here](#) Transcripts. All applicants to include current agency employees/contractors must also document your education in your resume. To be creditable, education must have been obtained in an accredited college or university recognized by the U.S. Department of Education.

Cover Letter (Optional): You may submit a cover letter which will be forwarded to the selecting official with your resume. Your cover letter will not be used to verify your qualifications or determine eligibility for preference.



INSPECTOR GENERAL

U.S. Department of Defense

Veterans Preference: If you are claiming veteran's preference, you MUST submit the appropriate documentation. Failure to do so WILL result in the loss of veteran's preference, and may impact your placement on the certificate. For more veterans' information please click here.

You MUST submit a copy of your DD Form-214, Certificate of Release or "Discharge from Active Duty", showing the dates of active duty service, type of discharge and the character of service {Honorable, General, etc}. If you have more than one D-214 for multiple periods of active duty service, submit a copy of each period of service. Alternatively, If you are a current military member in active duty service and do not have a copy of your DD Form-214, you must submit a written documentation (certification) from your branch of service certifying that you are expected to be discharged or released from active duty under honorable conditions. This document must be dated within 120 days of discharge date. The certification should also include your rank, dates of active duty service, expected date of discharge, and condition of discharge is thought to be.

If claiming 10-point preference and/or are a 30% or more Disabled Veteran, you must submit both a DD Form-214 or expected discharge documentation as described above AND a copy of a letter from the Department of Veterans Affairs (VA) or your branch of service certifying the presence of service-connected disability and indicating the percentage of disability

If you are claiming eligibility based on 10-point derived veterans' preference (i.e. a spouse, widow/widower, or parent of a veteran claiming veterans' preference when the veteran is unable to use it), you must also submit a Standard Form 15 (SF-15) "Application for 10-Point Veteran's Preference" and any required documents indicated on the SF-15 to substantiate the claimed preference.

*Retired/Retiring Veterans: Please be aware that there is a 180-Day Restriction on Department of Defense (DoD) Employment of Military Retirees. A retired member of the Armed Forces may not be appointed to a civilian position in DoD within 180 days after retirement unless: * The agency requests and is granted a waiver; *The position is authorized special pay under 5 U.S.C. 3505; or *A state of national emergency exists

Click to review veterans authorities (<https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/>) and required documents that verify eligibility for VEOA, VRA and/or 30% or more disabled veterans hiring authorities.

Military Spouse Preference (MSP): Spousal Permanent Change of Station (PCS) orders or travel orders, Marriage Certificate, and Military Spouse Preference Self Certification checklist are required to claim Military Spouse Preference.

Any additional documentation that would provide proof of your eligibility category for which you are applying. Required documents are listed next to the eligibility category in the "Additional Information" section above.



INSPECTOR GENERAL

U.S. Department of Defense

Interagency Career Transition Assistance Program (ICTAP) Eligibles: A copy of the RIF separation notice and SF-50 if available. Information about ICTAP eligibility is on OPM's Career Transition Resources website at <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>. If you have never worked for the Federal government, then you will not be eligible for ICTAP.

Submission of a resume alone is NOT a complete application. This position may require the completion of additional forms and supplemental materials. Failure to provide the required information and materials will result in your application not being considered for employment. All documentation must be received by the closing date of this announcement.

WARNING: Failure to submit a complete application package including any required documentation by 11:59 PM (EST) on 03/27/2020, or at the time of application for announcements with an extended closing date, may result in an ineligible rating and loss of consideration. To verify that your application is complete, log into your USAJOBS account, select Application Status and More Information. The Details page will display the status of your application. It is the applicant's responsibility to verify that information entered, uploaded, or faxed is received, legible and accurate. HR will not modify answers submitted by an applicant.

