

» Expanded Definitions for Who May Apply:

- **United States Citizen or National.** No individual may compete for a civil service job unless the individual is a citizen or national of the United States (see 5 CFR Part 338 and 8 U.S.C. § 1408). If there is a question about an applicant's citizenship (e.g., the applicant failed to answer this question on the application form), the application *may* be accepted and processed. For more information on citizenship requirements visit:
<http://www.loc.gov/hr/employment/index.php?action=cInstructions.showInstructionsCitizenship>
- **Current Permanent Federal Employees.** You are eligible for this hiring category if you are a current, permanent competitive service civilian employee of any Federal agency in a permanent capacity.

Note: You can check your competitive service status by viewing Block 34 - Position Occupied of your latest Notification of Personnel Action, SF-50,. If eligible, you will see 1-Competitive Service in this block. If you are currently working on a temporary or term appointment or you are an applicant serving on active duty in the U.S. military service, you are **NOT** eligible for this hiring category.

- **Reinstatement Eligibles.** You are eligible for this hiring category if you:
 - Are a former Federal employee who previously attained career status (identified as Tenure 1, on block 24 of your last SF-50, Notification of Personnel Action); **OR**
 - Are a former Federal employee with veterans' preference who previously attained career-conditional status (identified as Tenure 2, on block 24 of your last SF-50, Notification of Personnel Action); **OR**
 - Are a former Federal career-conditional employee (identified as Tenure 2, on block 24 of your last SF-50, Notification of Personnel Action) without veterans' preference who separated from Government service within the past three (3) years.
- **Veterans Eligible as 30% Disabled Veterans.** You are eligible for this appointing authority if you are:
 - retired from active military service with a disability rating of 30% or more; **OR**
 - have an official statement, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying as having a compensable service connected disability of 30% or more.

You may request copies of your military personnel records online at
<http://www.archives.gov/veterans/military-service-records>

Additional Veterans' preference information

- U.S. Office of Personnel Management's Government-wide Veterans Employment Website: <http://www.fedshirevets.gov>
- U.S. Department of Labor: <http://www.dol.gov/elaws/vets/vetpref/choice.htm>

- **Veterans and Preference Eligibles under Veterans Employment Opportunities Act (VEOA) of 1998.** You are eligible for this appointing authority if you are:

- A preference eligible (defined in title 5 U.S.C. 2108(3)); **OR**
- A veteran who substantially completed 3 or more years of active service; **AND**
- Your **latest** discharge must be issued under honorable conditions (this means an honorable or general discharge).

Veterans Employment Opportunity Act of 1998, as amended (VEOA) is a competitive service appointing authority that can only be used when filling permanent, competitive service positions. It cannot be used to fill excepted service positions. "Preference eligible" under VEOA includes those family members entitled to derived preference.

You may request copies of your military personnel records online at <http://www.archives.gov/veterans/military-service-records>

Additional Veterans' preference information

- U.S. Office of Personnel Management's Government-wide Veterans Employment Website: <http://www.fedshirevets.gov/job/shav/index.aspx>
- OPM Vet Guide: <http://www.opm.gov/staffingPortal/Vetguide.asp#VeteransEmploymentAct1998>
- **Schedule A Appointment – Job Seekers with Disabilities.** Federal agencies fill jobs two ways, competitively and non-competitively. Persons with disabilities may apply for jobs filled either way. People who are selected for jobs must meet the qualification requirements for the jobs and be able to perform the essential duties of the jobs with or without reasonable accommodation.

For information, please visit <http://www.opm.gov/disability/PeopleWithDisabilities.asp>

- **Interagency Career Transition Assistance Plan (ICTAP) Eligibles.** If you are a displaced employee of a non-Department of Health and Human Services (DHHS) Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP).

ICTAP applicants must be well qualified for the position to receive consideration for special priority selection. A well-qualified ICTAP applicant is one whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements; however, the individual would not necessarily be considered highly or best qualified. Well qualified is considered any ICTAP applicant who scores an 85 or higher and meets the qualification requirements of the position.

Please annotate your ICTAP eligibility clearly on your application.

Additional information regarding ICTAP eligibility can be found on OPM's Career Transition

Resources website at <http://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>

- **Certain Military Spouse.** Executive Order 13473 dated September 25, 2008, authorizes noncompetitive appointments in the civil service for spouses of certain members of the armed forces. The intended effect of this rule is to facilitate the entry of military spouses into the Federal civil service as part of an effort to recruit and retain skilled and experienced members of the armed forces and to recognize and honor the service of members injured, disabled, or killed in connection with their service.

An agency may appoint noncompetitively a spouse of a member of the armed forces serving on active duty who has orders specifying a permanent change of station (not for training), a spouse of a 100 percent disabled service member injured while on active duty, or the unremarried widow or widower of a service member who was killed while performing active duty.

Eligibility under this authority includes:

1. A spouse of a member of the armed forces must have:
 - a. Married the member of the armed forces on, or prior to, the date of the service member's orders authorizing a permanent change of station; and
 - b. Relocated with the member of the armed forces to the new duty station specified in the documentation ordering a permanent change of station.
2. A spouse of a member of the armed forces must be the unremarried widow or widower of the member of the armed forces killed on active duty in the armed forces.

Noncompetitive appointment under this section is limited to the geographic area.

- **Interchange Agreements.** Under Rule 6.7, OPM and an agency having an established merit system in the excepted service may enter into an agreement prescribing conditions under which employees may be moved from the agency's system to the competitive service. OPM has agreements with:

Tennessee Valley Authority: Covers employees in salary policy positions (trades and labor positions are not covered). Agreement effective 10/16/57; extended indefinitely.

Nuclear Regulatory Commission: Agreement effective 10/1/75; extended indefinitely.

Veterans Health Administration of the Department of Veterans Affairs: Covers employees who occupy medical or medical-related positions and were appointed under 38 U.S.C. 7401(1) or (3) [formerly 38 U.S.C. 4104(1) and (3)]. Agreements effective 10/31/79 and 5/12/87; extended indefinitely.

Non-appropriated Fund (NAF) employees of the Department of Defense: Agreement effective 9/20/91; extended indefinitely. Also see the paragraph on the portability of benefits for non-appropriated fund employees.

Federal Aviation Administration: Agreement effective 11/6/97; expires 12/31/13.

Department of Homeland Security, Transportation Security Administration: Agreement effective 01/31/13; expires 01/31/18.

Corporation for National and Community Service: Agreement effective 03/04/13; expires 02/11/16. This agreement includes employees assigned to the Office of the Inspector General (OIG).

To be eligible for career or career-conditional appointment, a person must:

- a. Be currently serving under an appointment without time limit in the other merit system or have been involuntarily separated from such appointment without personal cause within the preceding year; AND
- b. Be currently serving in or have been involuntarily separated from a position covered by an interchange agreement (some agreements do not cover all positions of the other merit system); AND
- c. Have served continuously for at least 1 year in the other merit system prior to appointment under the interchange agreement
 1. A person who previously met this requirement, separated, and later returned to an appointment without time limit, is considered as having met this requirement, regardless of length of service under the current appointment. (See paragraph on type of appointment received when appointed to a competitive service position.)
 2. Eligible employees under appointment without time limit in the Department of Defense Non-appropriated Fund Instrumentalities (NAFI) system may include *flexible* employees, who work the equivalent of a part-time, intermittent, or on-call schedule. To determine their creditable service, apply the rules in 5 CFR 315.201(b)(4) ([external link](#)).

- **Career or Career-Conditional Appointment under Special Authorities.** These authorities contains noncompetitive appointing authorities covering a variety of situations and individuals, such as Peace Corps volunteers, former overseas employees, and incumbents of positions brought into the competitive service.

Appointment of former employees of the Canal Zone Merit System or Panama Canal Employment System. This authority may be used by an agency to appoint noncompetitively, for other than temporary or term employment, a United States citizen separated from a career or career-conditional appointment under the Canal Zone Merit System, which was in effect before March 31, 1982, or under the Panama Canal Employment System, which became effective on March 31, 1982. (Appointments of such persons for temporary or term employment are to be made under applicable provisions of part 316 of this chapter.)

Service requirement. An agency may appoint such a former employee under this section only when, immediately prior to separation from a qualifying appointment, the employee served continuously for at least one year under a non-temporary appointment in the Canal Zone Merit System, the Panama Canal Employment System, or a combination of the two systems.

Time limits.

- (1) There is no time limit on the appointment under this section of an employee who:
 - (i) Is a preference eligible; or
 - (ii) Has completed at least 3 years of service, which did not include any break in service longer than 30 days, under one or more career-conditional or career appointments in the Canal Zone Merit System and/or the Panama Canal Employment System.
- (2) An agency may appoint under this section an employee who does not meet the conditions in (1) of this section provided no more than 3 years have elapsed since:
 - (i) separation from a qualifying Canal Zone Merit System or Panama Canal Employment System appointment; or
 - (ii) separation from service in Panama in a position excluded from the Canal Zone Merit System or Panama Canal Employment System, when such service immediately followed service under a qualifying appointment in one of those systems.

Appointment of former ACTION volunteers

This authority allows an agency in the executive branch may appoint noncompetitively, for other than temporary employment, a person whom the Director of ACTION certifies as having served satisfactorily as a volunteer or volunteer leader under the Peace Corps Act; as a VISTA volunteer under the Economic Opportunity Act of 1964; the Domestic Volunteer Service Act of 1973 (Pub. L. 93-113), or as a full-time community volunteer (including criminal justice volunteer, volunteer in justice, and VET REACH volunteer) under part C of title I of Pub. L. 93-113. To be qualifying under this section VISTA and community volunteer service must total at least 1 year. In addition, a community volunteer must have served prior to October 1, 1976.

Time limit. An agency in the executive branch may make an appointment under this section only within 1 year after the person completes the qualifying service. (For Community volunteers who have completed their service before March 10, 1978, the 1-year period begins on March 10, 1978.)

However, an agency may extend the period for 2 more years to a total of 3 years if the person, after the qualifying service, is:

- (1) In the military service;
- (2) Studying at a recognized institution of higher learning; or
- (3) In another activity which, in the agency's view, warrants extension.

Noncompetitive appointment of certain present and former Foreign Service officers and employees. Subject to the conditions prescribed by OPM, an agency may appoint noncompetitively a present or former career officer or employee of the Foreign Service who was appointed under authority of the Foreign Service Act of 1946, as amended (22 U.S.C. 801 *et seq.*), or legislation that supplements or replaces that Act, if:

- (a) He qualifies under the requirements set forth in Executive Order 11219, and
- (b) OPM has concurred in his present or former agency's plan, and substantive changes thereto, for noncompetitive entry of civil service employees into the Foreign Service positions of that agency.

Noncompetitive appointment of present and former Peace Corps personnel.

An agency in the executive branch may appoint noncompetitively, for other than temporary appointment, an individual:

- (1) Who has completed no less than 36 months of continuous service without a break in service of 3 days or more under section 7(a) of the Peace Corps Act (22 U.S.C. 2506) which pertains to the appointment of Peace Corps staff (not volunteers);
- (2) Whom the Director of the Peace Corps certifies as having satisfactorily served under such an appointment; and
- (3) Who meets OPM qualification standards—including any written test requirements—for the position in question.
- (4) Who is not a Peace Corps volunteer as this paragraph does not apply to Peace Corps volunteers.

Time limitations

- (1) An individual's eligibility under this section extends through September 30, 1982, or until 3 years after separation from qualifying service with the Peace Corps, whichever is later.
- (2) An agency may not extend this period.

Noncompetitive appointment of certain former overseas employees. An agency may noncompetitively appoint, to a competitive service position within the United States (including Guam, Puerto Rico, and the Virgin Islands), an individual who has completed 52 weeks of creditable overseas service as defined in paragraph (b) of this section and is appointed within the time limits in paragraph (d) of this section. Any law, Executive order, or regulation that disqualifies an applicant for appointment in the competitive service, such as the citizenship requirement, also disqualifies the applicant for appointment under this section. An individual may be appointed to any occupation and grade level for which qualified. An agency may waive any requirement for a written test after determining that the duties and responsibilities of the applicant's overseas position were similar enough to make the written test unnecessary.

Creditable overseas service. For purposes of this section only, creditable service is service in an appropriated fund position(s) performed by a family member under a local hire appointment(s) overseas during the time the family member was accompanying a sponsor officially assigned to an overseas area and for which the family member received a fully successful or better (or equivalent) performance rating. Creditable overseas service is computed in accordance with the procedures in the OPM Guide to Processing Personnel Actions. Creditable service may have been under more than one appointment and need not be continuous. Leave without pay taken during the time an individual is in the overseas area is credited on the same basis as time worked.

Time limit on eligibility. An individual is eligible for appointment(s) under this authority for a period of 3 years following the date of returning from overseas to the United States to resume residence or until March 31, 1998, whichever date is later. An agency may extend an individual's appointment eligibility beyond 3 years for periods equivalent to—

- (1) The time the individual was accompanying a sponsor on official assignment to an area of the United States with no significant opportunities for Federal employment; or
- (2) The time an individual was incapacitated for employment.

Appointment based on service in United States positions of the Panama Canal Commission. An agency may appoint noncompetitively, for other than temporary or term employment, a United States citizen who has served under non-temporary appointment in a continuing career position of the Panama Canal Commission located in the United States.

Service requirement. An agency may appoint such an individual under this section only when, immediately prior to separation from a qualifying appointment with the Panama Canal Commission in the United States, the individual served continuously for at least 1 year under such qualifying appointment or under a combination of such appointment and non-temporary appointment in the Canal Zone Merit System or the Panama Canal Employment System.

Time limits. (1) There is no time limit on the appointment under this section of an employee who:

- (i) Is a preference eligible; or
- (ii) Has completed at least 3 years of service, which did not include any break in service longer than 30 days, under one or more nontemporary appointments in Panama Canal

Commission positions located in the United States or in positions under the Canal Zone Merit System and/or the Panama Canal Employment System.

(2) An agency may appoint under this section an employee who does not meet the conditions in (1) of this section only if no more than 3 years have elapsed since the individual's separation from a qualifying appointment.

Noncompetitive appointment of certain National Guard technicians. An agency may appoint noncompetitively a National Guard technician who—

- (1) Was involuntarily separated (other than by removal for cause on charges of misconduct or delinquency);
- (2) Has served at least 3 years as a technician;
- (3) Meets the qualifications requirements of the job: and
- (4) Is appointed within 1 year after separating from service as a Guard Technician.

The noncompetitive appointing authority also applies to National Guard technicians separated before October 29, 1986, provided they are appointed within a year of the date of separation.