

EMPLOYMENT CATEGORY - WHO MAY APPLY

Determine your employment category(ies) and enter in item number 3 of your Supplemental Data Sheet.

This is a worksheet to help you determine your eligibility for positions serviced by the US Army West Civilian Personnel Operations Center (WCPOC). Find the block on the left-hand side of this table that applies to you and read from left to right. **You must meet all of the criteria under the categories shown to claim eligibility.**

You may be eligible for more than one category. Enter all categories for which eligible. For example, Inservice, VRA, 30% Disabled Veteran. **IMPORTANT:** You must ensure you have the necessary documentation to support your eligibility under any of the categories claimed. These documents must be provided at the time of selection or upon request by the Civilian Personnel Advisory Center (CPAC). Failure to provide the documentation may result in withdrawal of a job offer. Should you have questions about required documents, see your local CPAC representative. Providing false information may result in your resume being inactivated.

If you are ...	You are eligible under the following category as:
A current permanent Department of Army or DOD civilian serviced by WCPOC, and your appointment has no time limit. Civilian Intelligence Program Management System (CIPMS) employees and Defense Language Institute (DLI) employees on Title 10 appointments are covered below.	INSERVICE
A current permanent Department of Army civilian NOT serviced by WCPOC, and your appointment has no time limit.	INSERVICE (OTHER ARMY)
A current CIPMS civilian employee serving on a permanent appointment and applying for CIPMS positions.	INSERVICE CIPMS
A current CIPMS civilian employee servicing on a permanent appointment and applying for permanent non-CIPMS position who does not met the eligibility requirement under the CIPMS interchange agreement but who is a former competitive service tenure 1 or 2 Federal Employee.	REINSTATEMENT Assistance is available to help you determine if you are a Reinstatement eligible on our Web site at: www.wcpoc.army.mil . Click on "Employment Opportunities", "How to Apply Through Resumix" and then "Self Help Questionnaires"
A former competitive service career tenure group 1 Federal employee.	REINSTATEMENT Assistance is available to help you determine if you are a Reinstatement eligible on our Web site at: www.wcpoc.army.mil . Click on "Employment Opportunities", "How to Apply Through Resumix" and then "Self Help Questionnaires"
A former competitive service career-conditional tenure group 2 Federal employee who has less than a three-year break in service.	REINSTATEMENT Assistance is available to help you determine if you are a Reinstatement eligible on our Web site at: www.wcpoc.army.mil . Click on "Employment Opportunities", "How to Apply Through Resumix" and then "Self Help Questionnaires"

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If you are a...	You are eligible under the following category:
A former competitive service career-conditional tenure group 2 Federal employee who is entitled to veterans' preference (see pages 11-12).	REINSTATEMENT Assistance is available to help you determine if you are a Reinstatement eligible on our Web site at: www.wcpoc.army.mil . Click on "Employment Opportunities", "How to Apply Through Resumix" and then "Self Help Questionnaires"
Current or former civilian employee who meets eligibility requirements under E.O. 12721 (family member), and you are within three years from the date of return from an overseas area.	EXECUTIVE ORDER 12721 Assistance is available to help you determine if you are an Executive Order 12721 eligible on our Web site at: www.wcpoc.army.mil . Click on "Employment Opportunities", "How to Apply Through Resumix" and then "Self Help Questionnaires"
Current permanent Federal civilian employee who is not employed with the Department of the Army.	TRANSFER
U.S. citizen college graduate with GPA of 3.45 or better for all undergraduate courses, or have graduated in the upper 10% of your class, interested in positions related to your field of study at GS-5 or GS-7 grade level.	OUTSTANDING SCHOLAR Only specified professional and administrative occupations at the GS-05 and GS-07 entry level, with promotion up to the GS-09 or above level, may be filled through Outstanding Scholar appointments. For specific positions covered under this authority, go to " www.usajobs.opm.gov/ei22a.htm ". This authority may only be used for consideration for permanent positions.
A veteran who has a service-connected disability of 30% or more.	30% DISABLED VETERAN Assistance is available to help you determine if you are a VRA eligible on our Web site at: www.wcpoc.army.mil . Click on "Employment Opportunities", "How to Apply Through Resumix" and then "Self Help Questionnaires"
A veteran who served for more than 180 days of active duty, other than for training and was discharged with other than a dishonorable discharge and meet one of the following: - Served in Vietnam between 28 Feb 61 and 7 May 75, OR - Served between 5 August 64 and 7 May 75, OR - First entered active duty after 7 May 75. The 180 day requirement does not apply to veterans released from active duty because of a service-connected disability, or to a member of a Reserve component ordered to active duty during a period of war or in a campaign or expedition for which a campaign or expeditionary medal is authorized. VRA eligibility expires 10 years following the date last released from active duty. There is no expiration date for 30% or more disabled veterans.	VETERANS READJUSTMENT APPOINTMENT (VRA). Appointments are limited to GS-11 (or equivalent) and below. If you are a current active duty military member, you must be within 120 days of your expected separation dated to apply. Assistance is available to help you determine if you are a VRA eligible on our Web site at: www.wcpoc.army.mil . Click on "Employment Opportunities", "How to Apply Through Resumix" and then "Self Help Questionnaires"
A Veteran who is a preference eligible or who has been separated from the armed forces under honorable conditions after three or more years of continuous active service.	VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) This authority may only be used for consideration for permanent positions. If you are a current active duty military member, you must be within 120 days of your expected separation dated to apply

EMPLOYMENT CATEGORY - WHO MAY APPLY

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If you are ...	You are eligible under the following category:
A Non-Appropriated Fund (NAF) employee <u>currently</u> serving on a permanent appointment and has served one year of continuous permanent employment. Also includes employees within one year following an involuntary separation and have already served one year or more of continuous permanent NAF employment.	NAF INTERCHANGE AGREEMENT This authority may only be used for consideration for permanent positions.
A CIPMS employee currently serving on a permanent appointment and has served one-year of continuous permanent employment.	CIPMS INTERCHANGE AGREEMENT This authority may only be used for consideration for permanent positions.
A person with a physical or mental impairment that limits one or more major life activities, and has certification of such a condition from either the Veterans Administrative or a State Vocational Rehabilitation Agency.	INDIVIDUALS WITH DISABILITIES
A U.S. citizen student enrolled or accepted for enrollment as a degree seeking student, taking at least a half-time academic or vocational/technical course load in an accredited high, technical or vocational school, or a 2 or 4 year college or university, graduate/professional school, and meet your state's minimum employment age for minors and are either a U.S. citizen or a permanent resident of the United States or otherwise authorized to be employed.	STUDENT EMPLOYMENT PROGRAMS
A U.S. citizen interested in <u>summer employment only</u> (other than the Temporary employment described below)	SUMMER EMPLOYMENT PROGRAM
A U.S. citizen interested in temporary employment not to exceed one year. If you are available for Temporary employment, you MUST choose this category in order to be considered, even if you have indicated yes in Question #10 of the Supplemental Data Sheet.	TEMPORARY This category may be used in conjunction with any other employment category you are eligible for.
A U.S. citizen interested in an appointment in CIPMS (Civilian Intelligence Personnel Management System). Positions covered are security, intelligence and related support positions in the excepted service.	NON-STATUS This category will not be used for any other permanent or temporary position.
Eligible under specific appointing authorities not identified above. (i.e. former Peace Corps volunteer, Panama Canal Commission Employees, Canal Zone Merit System Employee, displaced National Guard Technician, etc.). If you believe you are eligible under an authority not identified above, please cite the "Other" category and identify what specific appointing authority you think you are eligible for in questions number 3 of the supplemental data sheet	OTHER

Management has the right to consider and select applicants referred from any on or any combination of categories.

VETERANS' PREFERENCE

Use the chart below to determine your veterans' preference entitlements to complete item number 4 of your Supplemental Data Sheet. You must provide appropriate documents to support preference claimed at time of employment. Supporting documentation for 5 point preference is a DD214. Supporting documentation for 10 point preference is indicated on a Standard Form 15 (Application for 10 point veterans' preference). **The term "separated under honorable conditions" means "an honorable or general discharge".**

If you are:	then Preference is:
1. A former member of the Armed Forces and received a dishonorable discharge or a former member that separated under honorable conditions <u>and</u> does not meet any of the below criteria.	No preference
2. A former member of the Armed Forces who retired at the rank of O-4 or above who does NOT have a service connected disability.	No preference
3. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> served on active duty in a pre-WWII campaign or expedition for which a campaign badge is authorized.	5 point preference
4. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> served on active duty during WWII (7 December 1941 through 28 April 1952).	5 point preference
5. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> served on active duty during the period beginning 28 April 1952 and ending 1 July 1955.	5 point preference
6. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> served on active duty for more than 180 consecutive days (other than for training), any part of which occurred between 1 February 1955 and 14 October 1976.	5 point preference
7. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> began active duty after 14 October 1976 and before 8 September 1980 <u>and</u> served in a campaign or expedition for which a campaign badge is authorized.	5 point preference
8. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> began active duty after 14 October 1976 and before 8 September 1980 <u>and</u> served active duty during the period beginning 2 August 1990 and ending 2 January 1992.	5 point preference
9. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> enlisted in the Armed Forces after 7 September 1980 or entered active duty through means other than enlistment after 14 October 1982 <u>and</u> completed 24 months of continuous service or the full period for which called to active duty <u>and</u> served in a campaign or expedition for which a campaign badge is authorized.	5 point preference
10. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> enlisted in the armed forces after 7 September 1980 or entered on active duty through means other than enlistment after 14 October 1982 <u>and</u> completed 24 months of continuous service or the full period for which called to active duty <u>and</u> served active duty during the period beginning 2 August 1990 and ending 2 January 1992.	5 point preference
11. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> is NOT disabled <u>and</u> enlisted in the armed forces after 7 September 1980 or entered on active duty through means other than enlistment after 14 October 1982 <u>and</u> served in a campaign or expedition for which a campaign badge is authorized <u>and</u> was discharged early for hardship or other reasons under 10 USC 1171 or 1173.	5 point preference
12. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> was awarded a Purple Heart.	10 point disability
13. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> received compensation or pension from the Department of Veterans affairs or disability retired pay from the Armed Forces.	10 point disability
14. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> has a service connected disability that is not compensable or that is less than 10% compensable.	10 point disability
15. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> has a service connected disability that is at least 10% but less than 30% compensable.	10 point compensable
16. A former member of the Armed Forces who was separated under honorable conditions <u>and</u> has a service connected disability that is 30% or more compensable.	10 point compensable 30%

VETERANS' PREFERENCE (CONT'D)

17. The spouse of a former member of the Armed Forces who was separated under honorable conditions <u>and</u> because of a service connected disability the former member is unable to qualify for any appointment in the Federal Service along the lines of his/her usual occupation.	10 point other
18. The un-remarried widow or widower of a former service member <u>and</u> the service member was separated under honorable conditions <u>and</u> the service member served on active duty during a war; in a campaign or expedition for which a campaign badge was authorized; or during the period beginning 28 April 1952 and ending 1 July 1955.	10 point other
19. The un-remarried widow or widower of a former service member <u>and</u> the service member died under honorable conditions while on active duty <u>and</u> the service member served on active duty during a war; in a campaign or expedition for which a campaign badge was authorized; or during the period beginning 28 April 1952 and ending 1 July 1955.	10 point other
20. A former service member's natural mother who is widowed, divorced, or separated from the veteran's father <u>and</u> the service member died under honorable conditions while on active duty <u>and</u> the service member served on active duty during a war; in a campaign or expedition for which a campaign badge was authorized; or during the period beginning 28 April 1952 and ending 1 July 1955.	10 point other
21. A former service member's natural mother whose husband is permanently and totally disabled <u>and</u> the service member died under honorable conditions while on active duty <u>and</u> the service member served on active duty during a war; in a campaign or expedition for which a campaign badge was authorized; or during the period beginning 28 April 1952 and ending 1 July 1955.	10 point other
22. A former service member's natural mother who is widowed, divorced, or separated from the veteran's father <u>and</u> the service member was separated under honorable conditions <u>and</u> the service member has a service connected disability that is total and permanent.	10 point other
23. A former service member's natural mother whose husband is permanently and totally disabled <u>and</u> the service member was separated under honorable conditions <u>and</u> the service member has a service connected disability that is total and permanent.	10 point other

IMPORTANT: You must ensure you have the required documentation to support the preference claimed. Documents must be provided at the time of selection or upon request by the Civilian Personnel Advisory Center (CPAC). Failure to provide the documentation may result in withdrawal of job offer. Should you have questions about the required documents, see your local CPAC representative. Providing false information may result in your resume being inactivated.

ASSISTANCE IS ALSO AVAILABLE ON OUR WEB SITE AT: WWW.WCPOC.ARMY.MIL UNDER "EMPLOYMENT OPPORTUNITIES". CLICK ON "HOW TO APPLY THROUGH RESUMIX, AND THEN "SELF HELP QUESTIONNAIRES". THERE IS AN EASY TO USE SELF HELP QUESTIONNAIRE TO ASSIST YOU IN DETERMINING IF YOU HAVE VETERANS' PREFERENCE.