

NCUA REQUIRED DOCUMENTS CHECKLIST (COMBINED ANNOUNCEMENT)

PLEASE REFER TO THE “WHO MAY APPLY” SECTION OF THIS ANNOUNCEMENT TO DETERMINE IF YOU ARE ELIGIBLE FOR CONSIDERATION.

If you are eligible for consideration, please refer to the following chart to determine which document(s) are required.

PLEASE NOTE: Failure to provide the proper documentation may result in lost consideration for this position

<input type="checkbox"/>	Resume	<p>If you choose to submit a resume other than the one created on USAJOBS, please include <u>at a minimum</u> the following on the resume:</p> <ul style="list-style-type: none"> • Your first and last name • Current address, email address, and phone number • Employer’s name and address • Job title (if you were employed as a Federal employee in the position, please include the pay plan, series and grade for the position) • Supervisor’s name and phone number • Starting and end dates (Mo/Yr) • Hours per week & salary • Duties and accomplishments • If you are a current Federal employee or a former Federal employee provide the highest pay plan, series and grade level attained i.e. GS-0201-09. • To view a sample resume visit the USAJobs website at: <ul style="list-style-type: none"> ○ https://help.usajobs.gov/index.php/Sample_Resume <p>Please Note: Only the last resume received will be reviewed.</p>
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If you are applying as...	Then you MUST submit
<input type="checkbox"/>	<p>Current Federal Employee OR Interchange Agreement Eligible</p> <p>*Most recent SF-50 (Notification of Personnel Action) indicating:</p> <ul style="list-style-type: none"> → Block 24: Tenure (this block should be filled out on form) → Block 34: Position Occupied (this block should be filled out on form) → Highest grade and step <p>*If the area of consideration for this vacancy is only open to current permanent NCUA employees, an SF-50 is not required.</p>

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If you are applying as...		Then you MUST submit
<input type="checkbox"/>	Former Federal Employee (Reinstatement Eligible)	Most recent SF-50 (Notification of Personnel Action) indicating: <ul style="list-style-type: none"> - Eligibility for reinstatement - Block 24: Tenure (this block should be filled out on form) - Block 34: Position Occupied (this block should be filled out on form) - Highest grade and step - Veterans preference
<input type="checkbox"/>	<u>Schedule A</u>	Documentation (e.g., records, statements, or other appropriate information) issued by a licensed medical professional (e.g., a physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist (State or private); or any Federal agency, State agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits, indicating an intellectual disability, severe physical disability, or psychiatric as authorized under 5 CFR 213.3102(U).
<input type="checkbox"/>	<u>Peace Corps/Vista Volunteers</u>	Documentation of continuous service verifying noncompetitive eligibility.
<input type="checkbox"/>	<u>Miscellaneous Authorities Regulated by the U.S. Office of Personnel Management</u>	Documentation verifying noncompetitive eligibility.
<input type="checkbox"/>	<u>Miscellaneous Authorities Not Regulated by the Office of Personnel Management</u>	(Postal Career Service Employees, Postal Service Commission Employees, GAO, US Courts, etc.), Current Notification of Personnel Action (or equivalent) that reflects your noncompetitive eligibility.

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If you are applying as...	Then you MUST submit
<input type="checkbox"/> <p style="text-align: center;"><u>Career Transition Assistant Program (CTAP)</u></p>	<ol style="list-style-type: none"> 1. Documentation of showing abolishment of position or separation. <ol style="list-style-type: none"> a. "Certificate of Expected Separation" (CES) b. Agency certification that you are in a surplus organization or occupation c. Notice that your position is being abolished d. Letter stating you are eligible for discontinued service retirement e. Specific reduction in force separation notice f. Notice of proposed removal because you declined a directed reassignment or transfer of function out of the local commuting area 2. Latest performance showing a rating of at least fully successful” (level 3). 3. Most recent SF-50 to include (all fields on SF-50 listed below should be filled out): <ul style="list-style-type: none"> Block 24: Tenure Block 34: Position Occupied Block 39: Duty Station
<input type="checkbox"/> <p style="text-align: center;"><u>Interagency Career Transition Assistant Plan (ICTAP)</u></p>	<ol style="list-style-type: none"> 1. Proof of Eligibility <ol style="list-style-type: none"> a. RIF separation notice b. Notice of proposed removal for failure to relocate c. Notice of injury compensation termination d. Notice of disability annuity termination 2. Latest performance rating showing rating of at least “fully successful” (level 3). 3. Most recent SF-50 to include(all fields on SF-50 listed below should be filled out): <ul style="list-style-type: none"> Block 24: Tenure Block 34: Position Occupied Block 39: Duty Station

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VETERANS

For more information on veterans' preference and special hiring authorities for veterans, please visit www.fedshirevets.gov

To determine your eligibility for veteran's preference, please visit <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

(PLEASE NOTE: This is only a tool to help determine applicable veterans' preference eligibility, final adjudication will be verified and adjudicated by the Agency if you are found qualified for the position to which you are applying)

If you are applying as...		Then you MUST submit
<input type="checkbox"/>	<u>Veterans Employment Opportunity Act (VEOA)</u>	<ul style="list-style-type: none"> - Documentation of preference eligibility (please refer to the 5 point preference eligibility or 10 point preference eligibility boxes on page 6). - OR - - DD-214 showing release or discharge under honorable conditions (Honorable or General Discharge) AND completion of 3 or more years of substantially continuous active service.
<input type="checkbox"/>	<u>30% or More Disabled Veteran</u>	<ul style="list-style-type: none"> • A <i>completed</i> Standard Form (SF) -15 "Application for 10-point Veterans Preference" • All other required documentation identified on the reverse side of the SF-15 to support your preference claim. • NOTE: Documentation to support a disability must reflect the overall evaluation or percentage disability rating.
<input type="checkbox"/>	<u>Veterans Recruitment Appointment (VRA)</u>	<ol style="list-style-type: none"> 1. DD-214 showing release or discharge under honorable conditions (Honorable or General Discharge) AND receipt of campaign badge or expeditionary medal, Armed Forces Service Medal, or Global War on Terrorism Service Medal. <p>IF APPLICABLE:</p> <ol style="list-style-type: none"> 2. Documentation of Compensable Disability (10% or more) <ol style="list-style-type: none"> a. An official document, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has service-connected disability of 10% or more • An Official document or retired orders from a branch of the Armed Forces, showing that the veterans was retired due to a service connected disability or has been transferred to a Disability Retirement List with a service-connected disability of at least 10% or more.

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If you are applying as...	Then you MUST submit
<input type="checkbox"/> <u>Noncompetitive Appointment of Certain Military Spouses</u>	<p>*If relocating with your spouse as a result of Permanent Change of Station (PCS) Orders:</p> <ol style="list-style-type: none"> 1. A copy of the service member’s active duty orders which authorize PCS. This authorization must include: <ul style="list-style-type: none"> – A statement authorizing the service member’s spouse to accompany the member to the new permanent duty station For a maximum of 2 years from the date of the service member's permanent change of station orders; <li style="text-align: center;">- AND - – The specific location to which the member of the armed forces is to be assigned, reassigned, or transferred pursuant to permanent change of station orders <li style="text-align: center;">- AND - – The effective date of the permanent change of station 2. Documentation verifying marriage to the member of the armed forces (<i>i.e.</i>, a marriage license or other legal documentation verifying marriage). <p><i>*Please note that you are eligible for a maximum of 2 years from the date of the service member's permanent change of station orders.</i></p> <p>**If your spouse is a service member who incurred a 100% disability due to active duty service:</p> <ol style="list-style-type: none"> 1. Official documentation showing release, discharge, or retirement due to 100% service-connected disability. 2. Documentation verifying marriage to the member of the armed forces (<i>i.e.</i>, a marriage license or other legal documentation verifying marriage). <p>**If your spouse was a service member killed while on active duty:</p> <ol style="list-style-type: none"> 1. Documentation showing release or discharge from active duty due to his or her death while on active duty. 2. Documentation verifying marriage to the member of the armed forces (<i>i.e.</i>, a marriage license or other legal documentation verifying marriage). 3. A statement certifying that you are the un-remarried widow or widower of the service member. <p><i>**Please note there is not time limitation under eligibility.</i></p>

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If you are applying as...		Then you MUST submit
<input type="checkbox"/>	<u>5- Point Preference Eligibility</u>	1. Documentation of Service or Separation: <ol style="list-style-type: none"> a. Copy of the DD-214 “Certificate of Release or Discharge from Active Duty” showing all dates of service and character of service (Honorable or General). b. Written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the application date.
<input type="checkbox"/>	<u>10-Point Preference Eligibility</u>	1. A completed Standard Form (SF) -15 “Application for 10-point Veterans Preference” 2. All other required documentation identified on the reverse side of the SF-15 to support your preference claim. NOTE: Documentation to support a disability must reflect the overall evaluation or percentage disability rating.
<input type="checkbox"/>	<u>Sole Survivorship Preference</u>	1. Documentation of sole survivorship discharge: <ol style="list-style-type: none"> a. Copy of the DD-214 “Certificate of Release or Discharge from Active Duty” showing all dates of service, character of service under honorable conditions (Honorable or General) and reason for separation.

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EDUCATION OR LICENSURE/CERTIFICATION

If you are qualifying based on...		Then you MUST submit
<input type="checkbox"/>	Substituting education for Specialized Experience OR if transcripts are required as listed in the vacancy announcement	<p>Unofficial transcript or a list of courses that include the following information: Name of accredited institution, grades earned, completion dates, and quarters and semesters hours earned, and GPA. A statement from the institution's registrar, dean, or other appropriate official; or equivalent documentation is acceptable.</p> <p>Please Note: If you are qualifying based on completion of education, your transcripts <u>must show the date the degree was conferred</u>, or if you have recently graduated and the date the degree is conferred is not yet on your transcript, a letter from your educational institution verifying your degree completion and date (in addition to transcripts) is acceptable.</p> <p>NOTE: If selected, official transcripts must be provided before final job offer.</p>
<input type="checkbox"/>	Foreign Education	<p>Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. For more information regarding Foreign Education, please go to: PROVIDE LINK</p>
<input type="checkbox"/>	Licensure or Certification (e.g. Certified Public Accountant)	<p>Submit a copy of your license or certificate (e.g., Certified Public Accountant certification).</p>