

NCUA REQUIRED DOCUMENTS CHECKLIST FOR DEU AND RECENT GRADUATES VACANCIES

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 will 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 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 veteran’s 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 veteran’s 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>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>