

## EXCEPTED SERVICE CHECKLIST VETERANS RECRUITMENT APPOINTMENTS

|                                |                                 |
|--------------------------------|---------------------------------|
| <b>Appointee:</b>              | <b>Effective Date:</b>          |
| <b>Title, PP/Series/Grade:</b> | <b>JOA/VIN (If applicable):</b> |
| <b>Agency/Component:</b>       |                                 |

**References:** [PL 107-288](#); [38 U.S.C. 4214](#); [5 CFR 302](#) and [5 CFR 307](#); [OPM Vet Guide](#); [OPM Guide to Processing Personnel Actions](#)

**Instructions:** Use this checklist for veteran recruitment appointments. The legal authority code, definition and nature of actions in the table below will apply to these appointments.

| Legal Authority Code: | Legal Authority Definition/Citation:                            | NOAC:  |
|-----------------------|---|--|
| J8M                   | Veterans Recruitment Appointment – <a href="#">P.L. 107-288</a> | <input type="checkbox"/> 170 Exc Appt<br><input type="checkbox"/> 171 Exc Appt NTE (date)<br><input type="checkbox"/> 570 Conv to Exc Appt<br><input type="checkbox"/> 571 Conv to Exc Appt NTE (date)<br><input type="checkbox"/> 130 Transfer without a break in service<br><input type="checkbox"/> 190 Provisional Appt NTE (date)<br><input type="checkbox"/> 590 Conv to Provisional Appt NTE (date) |

**[Quick Link to "Case File Summary/Comments:"](#)**

| Y | N | Review Item   | Comments |
|---|---|---|----------|
|   |   | The selectee meets the eligibility requirements of the Veterans Recruitment Appointment authority and was separated under honorable conditions. [ <a href="#">PL 107-288</a> ; <a href="#">38 U.S.C. 4214</a> ; <a href="#">5 CFR 307</a> ; <a href="#">OPM Vet Guide</a> ] <ul style="list-style-type: none"> <li>The selectee is a disabled veteran, OR</li> <li>A veteran who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized (veterans claiming eligibility must be in receipt of the campaign badge or medal), OR</li> <li>A veteran who, while serving on active duty in the Armed Forces, participated in a military operation for which an Armed Forces Service Medal was awarded, OR</li> <li>A veteran who was separated from active duty within the past three years.</li> </ul> |          |
|   |   | Qualified covered veterans who were separated   |          |

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|   |   | under honorable conditions may be appointed to any position in competitive service at grade levels up to and including GS-11 or equivalent, provided they meet the qualification standards for the position. For purposes of a VRA, any military service is qualifying at the GS-3 level or equivalent. <a href="#">[5 CFR 307.103]</a>  |          |
|   |   | Recruitment practices demonstrate fair and open competition, which assures that all receive equal opportunity. <a href="#">[5 U.S.C. 2301(b)(1)]</a>   |          |
|   |   | If applicable, assessment criteria (e.g., rating plans, occupational questionnaires, tests, structured interviews) align with job analyses; make clear distinctions between creditable levels of qualifications; contain appropriate measures; and are uniformly applied.  |          |
|   |   | Agency established training/education plan for any appointee with less than 15 years of education. <a href="#">[5 CFR 307.104(b)]</a>  |          |
|   |   | Priority consideration is provided to compensable injury eligibles. <a href="#">[5 U.S.C. 8151; 5 CFR 302.103]</a>   |          |
|   |   | If applicable, priority reemployment list(s) are established properly and used to fill vacant positions. <a href="#">[5 CFR 302.303]</a>   |          |
|   |   | Only qualified preference eligibles are considered for positions of custodian, elevator operator, messenger, or guard as long as at least three qualified preference eligibles are available for the position. <a href="#">[5 CFR 302.302(c)]</a>  |          |
|   |   | Definite rules regarding the acceptance of employment applications are a matter of record. <a href="#">[5 CFR 302.301(a)]</a>  |          |
|   |   | The agency recorded its reasons for using ranked or unranked referrals. For ranked actions, the reasons the quality ranking factors are used are recorded. <a href="#">[5 CFR 302.302(a)]</a>  |          |
|   |   | Order of Consideration is applied correctly when two or more applicants are being considered, and at least one is a preference eligible. Candidates are considered either in <b>Ranked Order</b> (A, B, or C, in order of numerical ranking); <b>Professional Order</b> (professional and scientific positions at GS-9 and above); <b>Unranked Order</b> (numerical scores not assigned); or under a <b>Special Agency Plan</b> . Special rules apply for candidates on Reemployment Lists (RL). Establishment of RLs is optional. <a href="#">[5 CFR 302.304]</a> |          |

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|   |   | <p><i>*Note: Agencies may use a Category Rating-Like ranking and selection procedure under a Special Agency Plan, as long as preference eligibles receive as much preference as they otherwise would have. [5 CFR 302.105]</i></p>  |          |
|   |   | <p><b>Ranked Order A:</b></p> <ol style="list-style-type: none"> <li>1. CPS/CPs in numerical order</li> <li>2. All others in numerical order</li> </ol> <p><b>*Note: (Order A must be used when a Reemployment List (RL) has not been established)</b></p> <p>[5 CFR 302.304(b)(1)]</p>   |          |
|   |   | <p><b>Ranked Order B:</b></p> <ol style="list-style-type: none"> <li>1. CPS/CPs on the RL in numerical order</li> <li>2. CPS/CPs not on the RL in numerical order</li> <li>3. All others on the RL in numerical order</li> <li>4. All others not on the RL in numerical order</li> </ol> <p>[5 CFR 302.304(b)(2)]</p>   |          |
|   |   | <p><b>Ranked Order C:</b></p> <ol style="list-style-type: none"> <li>1. CPS/CPs on the RL in numerical order</li> <li>2. All others on the RL in numerical order</li> <li>3. CPS/CPs not on the RL in numerical order</li> <li>4. All others not on the RL in numerical order</li> </ol> <p>[5 CFR 302.304(b)(3)]</p>   |          |
|   |   | <p><b>Professional Order:</b></p> <p><i>If numerically ranked:</i></p> <ol style="list-style-type: none"> <li>1. All eligibles on the RL (if any) in numerical order</li> <li>2. All others not on the RL (or if no RL) in numerical order</li> </ol> <p><i>If not numerically ranked:</i></p> <ol style="list-style-type: none"> <li>1. All preference eligibles on the RL (if any)</li> <li>2. All others on the RL (if any)</li> <li>3. All other preference eligibles not on the RL (or if no RL)</li> <li>4. All other eligibles are not on the RL (or if no RL)</li> </ol> <p><b>*Note: Professional and scientific positions at or above GS-9</b></p> <p>[5 CFR 302.304(b)(4)]</p> |          |
|   |   | <p><b>Unranked Order:</b></p> <p><i>(No numerical scores have been assigned)</i></p> <p><i>By preference status:</i></p>  |          |

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|   |   | 1. CPS/CPs on the RL<br>2. CPS/CPs not on the RL<br>3. Other 10 pt. preference eligibles on the RL<br>4. Other 10 pt. preference eligibles not on the RL<br>5. 5 pt. preference eligibles on the RL<br>6. 5 pt. preference eligibles not on the RL<br>7. 0 pt. preference eligibles on the RL<br>8. 0 pt. preference eligibles not on the RL<br>9. Non-preference eligibles on the RL<br>10. Non-preference eligibles not on the RL<br><a href="#">[5 CFR 302.304(b)(5)]</a>  |          |
|   |   | <u>By Reemployment List (RL) status:</u><br>1. CPS/CPs on the RL<br>2. Other 10 pt. preference eligibles on the RL<br>3. 5 pt. preference eligibles on the RL<br>4. 0 pt. preference eligibles on the RL<br>5. Non-preference eligibles on the RL<br>6. CPS/CPs not on the RL<br>7. Other 10 pt. preference eligibles not on the RL<br>8. 5 pt. preference eligibles not on the RL<br>9. 0 pt. preference eligibles not on the RL<br>10. Non-preference eligibles not on the RL<br><a href="#">[5 CFR 302.304 (b)(5)(ii)]</a>   |          |
|   |   | Selection and appointment are proper:<br>(1) Category Rating-Like or other Special Agency Plan<br>OR<br>(2) Selection is from a ranked list. The selectee is among the highest three names available under the order category used for the referral, i.e., Order A, B, or C.<br><a href="#">[5 CFR 302.401(a)]</a> OR<br>(3) Professional Order <u>OR</u><br>(4) Selection is from an unranked list. Selection is from the highest available preference category. If fewer than three candidates remain in the group, consideration can expand to include the next category. <a href="#">[5 CFR 302.401(a)]</a> <u>OR</u> |          |

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|   |   | (5) A current or former non-temporary employee who is a preference eligible is re-appointed by the agency without regard to employment lists. [ <a href="#">5 CFR 302.402</a> ]   |          |
|   |   | Veterans' preference principles are followed in accordance with <a href="#">5 CFR 302.101</a> .   |          |
|   |   | Selectee is not a relative of any individual with vested or delegated appointing authority or the authority to recommend individuals for appointment. [ <a href="#">5 CFR 310.101</a> ]   |          |
|   |   | If the selectee is appointed to an excepted service position from a nontemporary appointment in the competitive service, he/she is properly informed about the excepted service status and signs statement-of-understanding. [ <a href="#">5 CFR 302.102(b)</a> ]   |          |
|   |   | Legal authority and nature-of-action codes are correct.   |          |
|   |   | Remarks entered on SF 50 (Notification of Personnel Action) are correct: <ul style="list-style-type: none"> <li>• M01 Appointment affidavit executed (date)</li> <li>• M39 Creditable Military Service (if applicable)</li> <li>• A03 This appointment is intended to continue for 2 years. Upon satisfactory completion of 2-year trial period, you will be noncompetitively converted to career-conditional or career appointment. If performance is not satisfactory or you fail to satisfactorily complete program, employment will be terminated.</li> </ul> |          |
|   |   | Health benefits eligibility/coverage provided (if applicable) [ <a href="#">5 CFR 890.102</a> ]   |          |
|   |   | Retirement code/coverage provided (if applicable) [ <a href="#">5 CFR 842.103</a> ]   |          |
|   |   | Life insurance eligibility/coverage provided (if applicable) [ <a href="#">5 CFR 870.301</a> ]  |          |
|   |   | Forms filed on right (long-term) side of OPF: <ul style="list-style-type: none"> <li>• Application for Federal employment, e.g., resume</li> <li>• A certified school transcript and other documentation verifying qualifications (if applicable)</li> <li>• SF 61 (Appointment Affidavit), unless action is a conversion</li> </ul>  |          |

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|   |   | <ul style="list-style-type: none"> <li>• OF 306 (Declaration for Federal Employment)</li> <li>• SF 144 (Statement of Prior Federal Service)</li> <li>• DD 214 (Certificate of Release or Discharge from Active Duty)</li> <li>• Copy of SF 50 (Notification of Personnel Action)</li> </ul>   |          |
|   |   | <p><i>When applicable:</i></p> <ul style="list-style-type: none"> <li>• SF 15 (Application for 10-Point Veteran Preference)</li> <li>• VA letter or active service retirement orders certifying service-connected disability</li> <li>• Health and life insurance forms</li> <li>• Retirement forms</li> <li>• Certification of Investigation Notice</li> <li>• Selective Service (Certification of Registration Status)</li> <li>• SF-256 Self-Identification of Disability</li> </ul> |          |
| <p><b>Case File Summary/Comments:</b></p> |   |   |          |

**Reviewer:** \_\_\_\_\_

**Date:** \_\_\_\_\_