

VETERANS EMPLOYMENT OPPORTUNITIES ACT (VEOA) APPOINTMENTS REVIEW

Selectee:	Effective Date:	NOAC/Nature of Action:
Title, Pay Plan/Series/Grade:		LAC/Legal Authority:
Organization:		

References: [Veterans Employment Opportunities Act \(VEOA\) of 1998](#), as amended, [5 U.S.C. 3304\(f\)](#), [5 CFR 315.611](#) and [5 CFR 335.106](#), [Vet Guide](#), [Guide to Processing Personnel Actions](#)

Instructions: Use this worksheet for appointments authorized by the VEOA of 1998, as amended, and in conjunction with the Merit Promotion Review checklist.

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

Y	N	Review Item	Comments
		The merit promotion announcement was open to candidates outside the agency’s workforce [5 U.S.C. 3304(f)(1)]; and the vacancy was announced in USAJOBS. [5 U.S.C. 3327 and 5 CFR 330.103]	
		A merit promotion announcement was issued which includes information concerning consideration under the VEOA [Vet Guide]	
		An “all sources” announcement was issued that provides specific application instructions for VEOA eligibles. *Note: With an "all sources" announcement, most agencies consider applicants under a variety of other appointing authorities, such as, merit promotion, Veterans' Recruitment Appointment (VRA) or Schedule A of the excepted service. If the agency chooses to consider VEOA eligibles with the merit promotion candidates, the agency must include specific application instructions for the VEOA eligible in the vacancy announcement that are consistent with the agency's policies and procedures for accepting and processing applications. [Vet Guide]	
		Documentation shows clearance of applicable priority placement programs: 1. CTAP [5 CFR 330.607] or For DoD Only: DoD Priority Placement Program authorized by OPM in lieu of CTAP [5 CFR 330.601(c)] and DoD Priority Placement Program, DoD 1400.25 2. RPL [5 CFR 330.210] 3. ICTAP [5 CFR 330.705]	
		Selectee meets VEOA requirement of being a preference eligible or veteran separated after three or more years of continuous active service performed	

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		<p>under honorable conditions. [5 U.S.C. 3304(f)(1)] “Active service” is defined in title 37 U.S. Code as active duty in the uniformed services and includes full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the armed service, at a school designated as a service school by law or by the Secretary concerned.</p> <p>*Note: The agency determines in individual cases whether a candidate was released “shortly before” completing the required 3 years and should be eligible for appointment. [5 U.S.C. 3304(f)(5) and 5 CFR 315.611(b)]</p>	
		<p>Appointee was rated, ranked, and referred under merit promotion procedures and the veteran’s most recent separation from the military was under honorable conditions. (Veterans’ preference does not apply.) [5 CFR 315.611(a) and 5 CFR 335.106]</p>	
		<p>Note: DoD only – Retired members of the Armed Forces may be appointed to positions in the civil service <i>in or under</i> DoD during the 180 days immediately after retirement or when still in a terminal leave status without regard to obtaining authorization under 5 U.S.C. 3326(b)(1). [DoD Memorandum dated September 24, 2001, Appointment of Retired Members of the Armed Forces to Positions in the Department of Defense.</p>	
		<p>The selectee is not a relative of any individual with vested or delegated appointing authority or the authority to recommend individuals for appointment. [5 CFR 310]</p>	
		<p>Selectee received a career or career conditional appointment. [5 U.S.C. 3304(f)(2) and 5 CFR 335.106]</p>	
<i>Legal authority and nature of action codes are correct:</i>			
		<p>NOAC/NOA:</p> <ul style="list-style-type: none"> • 100 Career Appt • 101 Career-Conditional Appt • 500 Conv to Career Appt • 501 Conv to Career-Conditional Appt 	
		<p>LAC/LA:</p> <ul style="list-style-type: none"> • ZBA P.L. 106-117, Section 511 	
<i>Forms filed on right (long-term) side of OPF:</i>			
		<p>Application for Federal employment e.g., OF 612, resume, etc. (only those used for appointments)</p>	
		<p>SF 61 (Appointment Affidavit), unless action is a conversion</p>	
		<p>OF 306 (Declaration of Federal Employment)</p>	
		<p>Copy of SF 50 (Notification of Personnel Action)</p>	

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Y	N	Review Item	Comments
<i>When applicable:</i>			
		SF 144 (Statement of Prior Federal Employment)	
		DD 214 (Certificate of Release or Discharge from Active Duty)	
		SF 15 (Application for 10-Point Veteran Preference)	
		VA letter or active service retirement orders certifying service-connected disability	
		Health and life insurance forms	
		Certification of Investigation Notice	
		Retirement forms	
		Selective service certification for males born after December 31, 1959	
Case File Summary/Comments:			

Reviewer/Title: _____

Date: _____