|  |  |  |
| --- | --- | --- |
| **Selectee:**  | **Effective Date:**   | **NOAC/Nature of Action:**  |
| **Title, PP/Series/Grade:** | **LAC/Legal Authority:**  |
| **Organization:** |

**References:** [5 U.S.C. 3112](https://uscode.house.gov/view.xhtml?req=(title:5%20section:3112%20edition:prelim)%20OR%20(granuleid:USC-prelim-title5-section3112)&f=treesort&edition=prelim&num=0&jumpTo=true); [5 CFR 315.707](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-G/section-315.707), [5 CFR 316.302(b)(4)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.302#p-316.302(b)(4)), [5 CFR 316.402(b)(4)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.402#p-316.402(b)(4)); [Vet Guide](https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/); [Guide to Processing Personnel Actions](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/toc.pdf)

**Instructions:** Use this checklist in conjunction with the Vet Guide and the Guide to Processing Personnel Actions to review competitive appointments for 30% or more disabled veterans.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Any veteran with a compensable service-connected disability of 30 percent or more may be given a noncompetitive temporary appointment of more than 60 days, or a term appointment. There is no grade limitation for this authority, but the appointee must meet all qualification requirements, including any written test requirement. [[Vet Guide](https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/)] |  |
|  |  | Agencies are required to report all competitive service vacancies lasting more than 120 days to OPM when accepting applications from outside the agency. [[5 CFR 330.103(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-A/section-330.103#p-330.103(a))] However, vacancies for which veterans with compensable service-connected disabilities of 30 percent or more are being recruited are not subject to Reemployment Priority List (RPL) and Interagency Career Transition Assistance Program (ICTAP) order of selection requirements.* When a qualified individual is available on an agency’s RPL, the agency may not fill a temporary or permanent position by a new appointment, unless the individual is a qualified 10-point veteran preference eligible. [[5 CFR 330.211(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-B/section-330.211#p-330.211(b))]
* Appointments of 10-point veteran preference eligibles (CP, CPS, and XP), if reached through an appropriate appointing authority. [[5 CFR 330.707(c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-G/section-330.707#p-330.707(c))] and [[5 CFR 330.211(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-330/subpart-B/section-330.211#p-330.211(b))]
 |  |
|  |  | Service-connected disability of 30 percent or more is documented by a notice of retirement or discharge from active duty military service or by notice of compensable disability rating from the Department of Veterans Affairs dated 1991 or later. [[5 CFR 316.302(b)(4)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-C/section-316.302#p-316.302(b)(4)) and [5 CFR 316.402(b)(4)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.402#p-316.402(b)(4))] |  |
|  |  | The selectee meets OPM qualifications requirements. [[5 CFR 338.301](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-338/subpart-C/section-338.301)] |  |
|  |  | The selectee is not a relative of any individual with vested or delegated appointing authority to recommend individuals for appointment. [[5 CFR 310](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-310)] |  |
|  |  | **Note:** *DoD only* ***–*** *Retired members of the Armed Forces may be appointed to positions in the civil service in or under 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*)](https://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title5-section3326&num=0&edition=prelim). [DoD Memorandum dated September 24, 2001, Appointment of Retired Members of Armed Forces to Positions in the Department of Defense.] |  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | Nature of action and legal authority codes are correct: |  |
|  |  | Temporary Appointments: |  |
|  |  | NOAC/NOA: | 115 Appt NTE (date)515 Conv to Appt NTE (date) |  |
|  |  | LAC/LA: | NEM Reg 316.402(b)(4) |  |
|  |  | Term Appointments: |  |
|  |  | NOAC/NOA: | 108 Term Appt NTE (date)508 Conv to Term Appt NTE (date) |  |
|  |  | LAC/LA: | MMM Reg 316.302(b)(4) |  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | An agency may designate a temporary appointment as a provisional appointment when all of the following conditions are met: [[5 CFR 316.403(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.403#p-316.403(a))]1. Appointment is made to fill a continuing position leading to a permanent appointment when the position must be filled more quickly than would be possible under procedures required for non-temporary appointment or when it is a requirement of the applicable authority.
2. Agency must have current budgetary and appointing authority for the non-temporary appointment.
3. Agency must have a specific intention to convert the appointee to a non-temporary appointment under appropriate authority before the expiration of the temporary appointment. This intent must be in any written offer of employment and made part of the permanent record of the initial appointment.
 |  |
|  |  | Appointment was made under the authority established by law, Executive Order, or regulation or granted by OPM. Such appointments are temporary to a continuing position when the agency intends to later convert the employee to a non-temporary appointment. [[5 CFR 316.403(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.403#p-316.403(b))] A 30 percent or more compensably disabled veteran may be appointed to a Provisional Appointment. [[5 CFR 316.403(b)(1)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-316/subpart-D/section-316.403#p-316.403(b)(1)) and [Table 10-C, Guide to Processing Personnel Actions](https://www.opm.gov/policy-data-oversight/data-analysis-documentation/personnel-documentation/processing-personnel-actions/gppa10.pdf)]  |  |
|  |  | Nature of action and legal authority code are correct: |  |
|  |  | Provisional Appointments: |  |
|  |  | NOAC/NOA: | 190 Provisional Appt NTE (date)590 Conv to Provisional Appt NTE (date) |  |
|  |  | LAC/LA: | (Cite code that identifies the authority) |  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | An agency may make a noncompetitive appointment leading to conversion to career or career-conditional employment of a disabled veteran who has a compensable service-connected disability of 30 percent or more. [[5 U.S.C. 3112](https://uscode.house.gov/view.xhtml?req=(title:5%20section:3112%20edition:prelim)%20OR%20(granuleid:USC-prelim-title5-section3112)&f=treesort&edition=prelim&num=0&jumpTo=true)] |  |
|  |  | Subject to requirements concerning qualifications and probationary period, an agency may convert a disabled veteran from a time-limited appointment of more than 60 days to a career or career-conditional appointment. The veteran must meet the following conditions: [[5 CFR 315.707(a)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-G/section-315.707#p-315.707(b))]* Retired from active military service with a disability rating of 30 percent or more;
* Rated by the Department of Veterans Affairs since 1991 or later, or by a branch of the Armed Forces at any time, as having a compensable service-connected disability of 30 percent or more; or
* Rated as having a compensable service-connected disability of 30 percent or more by the Department of Veterans Affairs, or by a branch of the Armed Forces, at the time of a qualifying temporary appointment effected within the year immediately preceding, or a term appointment effected within four years immediately preceding, the conversion.
 |  |
|  |  | Selectee received a career or career conditional appointment. [[5 CFR 315.707(b)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-G/section-315.707#p-315.707(b))] |  |
|  |  | Competitive status is automatically acquired upon completion of probation. [[5 CFR 315.707(c)](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-315/subpart-G/section-315.707#p-315.707(c))] |  |
|  |  | Legal authority and nature of action codes are correct |  |
|  |  | Conversion to Career/Career-Conditional Appointment: |  |
|  |  | NOAC/NOA: | * 500 Conv to Career Appt
* 501 Conv to Career-Conditional Appt
 |  |
|  |  | LAC/LA: | * LZM Reg 315.707
 |  |
| **Y** | **N** | **Review Item** | **Comments** |
|  |  | All applicable remarks entered on SF 50, for example:M01 Appointment affidavit executed (date)M39 Creditable Military Service |  |
|  |  | Health benefits eligibility/coverage provided, if applicable. [[5 CFR 890.102](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-890/subpart-A/section-890.102)] |  |
|  |  | Retirement code/coverage provided [[5 CFR 842.103](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-842/subpart-A/section-842.103)] |  |
|  |  | Life insurance eligibility/coverage provided, if applicable. [[5 CFR 870.301](https://www.ecfr.gov/current/title-5/chapter-I/subchapter-B/part-870/subpart-C/section-870.301)] |  |
|  |  | Forms filed on right (long-term) side of OPF:* Application for Federal employment, e.g., OF-612, resume
* SF 61 (Appointment Affidavit) unless action is a conversion.
* OF 306 (Declaration for Federal Employment)
* Copy of SF 50 (Notification of Personnel Action)
 |  |
|  |  | When applicable:* SF 144 (Statement of Prior Federal Service)
* 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 (males born after 12-31-59)
 |  |
| **Case File Summary/Comments:** |

**Reviewer/Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**