



INTERNATIONAL BOUNDARY AND WATER COMMISSION APPLICANT CHECKLIST

This list will help ensure you submit all the documents required for this vacancy. We recommend that you print a copy of this checklist for reference while completing your application package. Be sure to read and follow the instructions carefully.

___ **Resumé (or equivalent).** Please include information such as: the vacancy announcement number, position title and grade; how to contact you; descriptions of jobs held, including the name and address of employer, job title, description of duties, beginning and ending date (month/year) of employment, average hours worked per week, and supervisor's name and phone number; education, including name and location of college, dates attended, and type and date of any degree earned; and other information, such as possession of licenses, certificates, etc. Descriptions of duties must be sufficiently detailed to document the level of the experience. If the position is (was) with the Federal government, either military or civilian, you must state the series and grade or pay grade (rank) and the date of last promotion.

___ Online Assessment Questionnaire

___ Declaration for Federal Employment (OF-306) Is required and Must be submitted with your complete application package prior to the closing of this announcement.

___ **ARE YOU QUALIFYING BASED ON EDUCATION?** You must submit a copy of your college transcript or an appropriate course listing. APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can [verify accreditation here](#). All education [claimed](#) by applicants will be verified by the appointing agency accordingly. If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. Visit the [U.S. Department of Education](#) for more information.

___ **ARE YOU A VETERAN?** Veterans must provide legible copies of DD214s showing all dates of service as well as character of service (Honorable, General, etc.). Copies of your DD-214 may be requested by calling 800-827-1000 or TDD# 800-829-4833. If you are within 120 days of separation from active duty, you must attach any written document from the armed forces that certify you are expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the document is signed.

___ **ARE YOU A DISABLED VETERAN?** Veterans with service-connected disability of 10% or more must also submit a copy of their official statement from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying their service-connected disability and/or their receipt of compensation for service-connected disability. Veterans with service-connected disability of less than 10%, non-service-connected disability, and Purple Heart recipients, as well as those claiming derived preference for a spouse, widow or widower, or natural mother, should refer to and submit a completed

SF-15, "Application for 10-Point Veteran Preference" and required documentation with your application materials. Go [here for more information on Veterans' Preference](#).

___ **ARE YOU A MILITARY SPOUSE?** Certain Military Spouses Eligible under E.O. 13473: MUST submit a copy Permanent Change of Station (PCS) orders, issued within the last 2 years, that lists you as authorized to accompany the Military member to the new duty permanent station; OR verification of the member's 100%disability (VA Letter); and/or verification of the member's death while on active duty (DD-1300 and Death Certificate) AND verification of the marriage to the service member (i.e., a marriage license or other legal documentation verifying marriage). Certain Family Members Eligible under E.O. 12721: MUST submit a copy of your most recent non-award SF-50 and performance appraisal. For more information, please visit [Special Hiring Authorities for Military Spouses and Family Members](#)

___ **ARE YOU ELIGIBLE UNDER A SPECIAL APPOINTING AUTHORITY?** You must include proof of your eligibility (for example, a copy of qualification certificate from a State or Federal Vocational Rehabilitation Office (Schedule A appointment). Examples of special appointment authority include appointment of people with disabilities (Schedule A appointment), Peace Corp and VISTA Volunteers, etc. See a list of these [Hiring Authorities](#).

___ **ARE YOU A CURRENT FEDERAL EMPLOYEE?** You must provide a copy of your current Performance Appraisal (must be within 15 months from the closing date of the announcement).

___ **ARE YOU A CURRENT OR FORMER FEDERAL EMPLOYEE?** You must provide a copy of your last and most recent SF-50, "Notification of Personnel Action." This is the most recent SF-50 that indicates proof of status (for example, you were a career or a career-conditional employee) and identifies your position, title, series, grade, step, tenure, and type of service (Competitive or Excepted) and the highest grade (or promotion potential) held, on a permanent basis.

Special Employment Consideration: USIBWC encourages persons with disabilities to apply, including those eligible for hiring under 5 CFR 213.3102(u), Schedule A, Appointment of persons with disabilities; [i.e., intellectual disabilities, severe physical disabilities, or psychiatric disabilities] and/or Disabled veterans with a compensable service-connected disability of 30% or more. You MUST submit a copy of your **Schedule A letter from a physician**, local, state or federal rehabilitation office citing your eligibility under 5 CFR 213.3102 (u).

VRA or 30% Disabled Veteran Eligibles: You must submit a copy of your DD214, VA letter, SF-15 if claiming 10 pt. preference OR if you currently on active duty; a certification of expected discharge or release from active duty under honorable conditions dated within the last 120 days. Interchange Agreement with Other Merit Systems Eligibles: You must submit documentation of eligibility as listed in each individual interchange agreement.

VEOA Eligibles: MUST submit Veteran's Preference documentation, for consideration: DD214, VA letter, SF-15 if claiming 10 pt. preference OR if you currently on active duty, a certification of expected discharge or release from active duty under honorable conditions dated within the last 120 days.

Veterans' Preference: When applying for Federal Jobs, eligible Veterans should claim preference on the Occupational Questionnaire in the section provided and provide a legible copy of your DD-214(s) showing

all dates of service as well as character of service (honorable, general, etc.). Additionally, Veterans with service-connected disability of 10% or more must also submit a copy of their official statement from the Department of Veterans Affairs, or from a branch of the Armed Forces, certifying their service-connected disability and/or their receipt of compensation for service-connected disability. Veterans with service connected disability of less than 10%, non-service-connected disability, and Purple Heart recipients, as well as those claiming derived preference for a spouse, widow or widower, or natural mother, should refer to and submit a completed SF-15, "Application for 10-Point Veteran Preference" and required documentation with your application materials. For more information on [Veterans' Preference](#),

Peace Corps Volunteers/Personnel Eligibles: You must submit documentation of no less than 36 months of continuous service without a break in service of 3 days or more and separated within the last 3 years.

Non-Competitive Reassignment/Transfer/Reinstatement Eligibles: You must submit a copy of your most recent Notification of Personnel Action (SF-50 or equivalent) in the competitive service with the same or higher promotion potential as this position. Miscellaneous Authorities Not Regulated by the Office of Personnel Management Eligibles: **(Postal Career Service Employees, Postal Service Commission Employees, GAO, US Courts, etc),** You must submit a copy of your current Notification of Personnel Action (or equivalent) that reflects your eligibility.

Foreign Service Eligibles: You must submit a copy of your most recent Foreign Service Notification of Personnel Action, showing that you were/are serving under an unlimited, career-type appointment AND have completed at least 1 year of continuous service without a break of a workday under one or more nontemporary Foreign Service appointments.

CTAP/ICTAP Required Documentation Reduction-In-Force: The Interagency Career Transition Assistance Plan (ICTAP) and Career Transition Assistance Plan (CTAP) provide eligible displaced Federal competitive service employees with selection priority over other candidates for competitive service vacancies. To be qualified you must submit appropriate documentation (Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; AND most recent performance evaluation; AND SF-50 noting current position, grade level and duty location and demonstrating your separation or the position you will be separated from) and be found well-qualified (have a final rating of 85 or more) for this vacancy. Information about ICTAP and CTAP eligibility is on USAJOBS

Visit [OPM's Career Transition Resources website](#) Worker's Compensation Separation: Agency certification of inability to place employee AND Notification of Separation OR Separation SF-50. Disability Annuity Termination: Notification from OPM of disability annuity termination AND Separation SF-50 of the last position held. Military Reserve or National Guard Technician Special Disability Retirement Annuity under 5 U.S.C. 8337(h) or 8456: Certification of special disability retirement annuity from a military department or National Guard Bureau AND

Separation SF-50 of the last position held.

Failure to submit any of the above mentioned required documents will result in loss of consideration due to an incomplete application package. It is your responsibility to ensure all required documents have been submitted prior to the closing date of the announcement.