

# Office of Medicare Hearings and Appeals (OMHA) Required Documents

Please refer to the Hiring Paths linked at the top of this announcement for definitions of the categories of applicants that are eligible to apply to this announcement and to determine if you are eligible for consideration. If you are eligible for consideration, please refer to the following chart to determine which required document(s) are necessary to be submitted at the time of application.

**PLEASE NOTE: Failure to provide the proper documentation WILL result in lost consideration for this position.**

Required for all applicants:

- **Resume** – Your resume must clearly demonstrate how your skills and experiences align to the criteria defined in the qualifications section of this announcement, and it must support your responses to the announcement questionnaire. For each position you occupied, you must describe your duties, accomplishments, related skills, and responsibilities. Your resume must include a start date and end date (month and year) for each position you held. Full-time employment will be assumed unless otherwise stated on your resume. Part-time employment will be prorated in crediting experience. Although not mandatory, if the position is (was) with the Federal government, either military or civilian, you should state the series and grade or pay grade (rank) and the date of last promotion.
- **Responses to assessment questionnaire\***
  - *\*Assessment questionnaire does not exist for Attorney positions.*

If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application
<p><b>Current Career or Career-Conditional Employee within OMHA</b></p>	<p>Notification of Personnel Action(s) (Standard Form (SF)-50) indicating:</p> <ul style="list-style-type: none"> <li>- Length of time you have held your highest grade. Examples of appropriate SF-50s include appointments, promotions, and within grade-increases.</li> <li>- The highest grade (Block 18) and step (Block 19) held on a permanent basis</li> <li>- Block 24: Tenure code</li> <li>- Block 34: Position occupied</li> <li>- That you currently work within OMHA</li> </ul> <p><b>Please note it may be necessary to submit more than one SF-50 to show all requirements have been met.</b></p>

If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application
<p align="center"><b>Current Career or Career-Conditional Employee within the HHS</b></p>	<p>Notification of Personnel Action(s) (Standard Form (SF)-50) indicating:</p> <ul style="list-style-type: none"> <li>- Length of time you have held your highest grade. Examples of appropriate SF-50s include appointments, promotions, and within grade-increases.</li> <li>- The highest grade (Block 18) and step (Block 19) held on a permanent basis</li> <li>- Block 24: Tenure code</li> <li>- Block 34: Position occupied</li> <li>- That you currently work within HHS</li> </ul> <p><b>Please note it may be necessary to submit more than one SF-50 to show all requirements have been met.</b></p>
<p align="center"><b>Current Career/Career-Conditional Federal Employee who has never held the grade being announced</b></p>	<p>Notification of Personnel Action(s) (SF-50) or equivalent personnel action form indicating:</p> <ul style="list-style-type: none"> <li>- Length of time you have held your highest grade. Examples of appropriate SF-50s include appointments, promotions, and within grade-increases.</li> <li>- The highest grade (Block 18) and step (Block 19) held on a permanent basis</li> <li>- Block 24: Tenure code</li> <li>- Block 34: Position occupied</li> </ul> <p><b>Please note it may be necessary to submit more than one SF-50 to show all requirements have been met.</b></p>
<p align="center"><b>Current Career/Career-Conditional Federal Employee who has held the grade being announced</b></p>	<p>Notification of Personnel Action(s) (SF-50) or equivalent personnel action form indicating:</p> <ul style="list-style-type: none"> <li>- The highest grade (Block 18) and step (Block 19) held on a permanent basis</li> <li>- Block 24: Tenure code</li> <li>- Block 34: Position occupied</li> </ul> <p><b>Please note it may be necessary to submit more than one SF-50 to show all requirements have been met.</b></p>
<p align="center"><b>Reinstatement Eligible (Former Federal Employee)</b></p>	<p>Separation Notification of Personnel Action(s) (SF-50) or equivalent personnel action form indicating:</p> <ul style="list-style-type: none"> <li>- Block 4: Effective date of personnel action</li> <li>- The highest grade (Block 18) and step (Block 19) held on a permanent basis</li> <li>- Block 23: Veterans' Preference Status (applicants with veterans' preference only)</li> <li>- Block 24: Tenure code</li> <li>- Block 34: Position occupied</li> </ul> <p><b>Please note it may be necessary to submit more than one SF-50 to show all requirements have been met.</b></p>

If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application
<p><b>Schedule A Eligible</b></p>	<p>Documentation (e.g., records, statements, or other appropriate information) on official letterhead, certifying you are an individual with a severe physical, intellectual, or psychiatric disability <b>AND</b> issued by a licensed medical professional (e.g., a physician or other medical professional certified by a State, the District of Columbia, or a U.S. territory to practice medicine); a licensed vocational rehabilitation specialist (i.e., State or private); or any Federal agency, State agency, or agency of the District of Columbia or a U.S. territory that issues or provides disability benefits. For more information visit <a href="https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/">https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/</a></p> <p><b>Please note that the Schedule A letter will be verified with the medical provider prior to the issuance of a tentative offer.</b></p>
<p><b>Appointment of Certain Military Spouses</b></p>	<ol style="list-style-type: none"> <li>1. Documentation showing the service member is currently on active duty in the Armed Forces (PCS orders); <b>or</b> documentation showing the service member has a 100% service connected disability (DD-214 and VA rating letter); <b>or</b> documentation verifying the member of the armed forces was killed while serving on active duty (DD Form 1300 – Report of Casualty);</li> </ol> <p><b>AND</b></p> <ol style="list-style-type: none"> <li>2. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage). Note, widows or widowers must also include a statement that he or she has not remarried.</li> </ol>

If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application
<p><b>Certain Former Overseas Employees</b></p>	<p>Appointment Notification of Personnel Action (SF-50) <b>AND</b> most recent Notification of Personnel Action (SF-50) or equivalent personnel action form <b>AND</b> a copy of your latest performance appraisal that includes the final rating; if a performance appraisal does not exist, is incomplete, or unavailable, a letter signed by your current supervisor is acceptable.</p> <p>If you have a service waiver, please submit with your application.</p>
<p><b>National Service (Peace Corps and VISTA)</b></p>	<p>A copy of your description of service or other proof of non-competitive eligibility. If you are a former Peace Corps volunteer or VISTA member who is requesting an extension of your non-competitive eligibility, you must also submit the necessary documentation to support your request at the time of application.</p>
<p><b>Foreign Service Employees</b></p>	<p>Appointment Notification of Personnel Action (SF-50) <b>AND</b> most recent Notification of Personnel Action (SF-50) or equivalent personnel action form reflecting your non-temporary status. If you are outside of the 3-year requirement but are entitled to veterans' preference, you must submit at the time of application a copy of your latest Certificate of Release or Discharge from Active Duty, DD-214 (copy indicating character of service), or other proof of your service which includes character of service.</p>
<p><b>Office of Personnel Management (OPM) Interchange Agreement Eligible</b></p>	<p>Notification of Personnel Action (SF-50) or equivalent personnel action form indicating:</p> <ul style="list-style-type: none"> <li>- You are currently serving on an appointment without time limit in another merit system or you have been involuntarily separated from such appointment without personal cause within the preceding year; <b>AND</b></li> <li>- You are currently serving in or you have been involuntarily separated from a position covered by an interchange agreement; <b>AND</b></li> <li>- You served in the position continuously for at least 1 year.</li> </ul>
<p><b>Pathways Intern eligible for conversion</b></p>	<p>If you are a Pathways Intern who has completed the degree/certificate requirements and are within the 120 day conversion window, you must submit the following:</p> <ul style="list-style-type: none"> <li>- Notification of Personnel Action (SF-50) <b>AND</b></li> <li>- documentation reflecting date of completion of the degree/certificate <b>AND</b></li> <li>- documentation from the agency reflecting the number of hours worked under the Pathways Program and a favorable recommendation for conversion.</li> </ul>
<p><b>Miscellaneous Authorities <u>Not</u> Regulated by U.S. OPM</b></p>	<p>Appointment Notification of Personnel Action (SF-50) or equivalent personnel action form reflecting your status. Your document must provide sufficient information to verify you are eligible for a competitive service position in the Federal service under a Miscellaneous Authority not regulated by the U.S. OPM.</p>

If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application
<p><b>Miscellaneous Authorities Regulated by U.S. OPM</b></p>	<p>Appointment Notification of Personnel Action (SF-50) or equivalent personnel action form reflecting your status. Your document must provide sufficient information to verify you are eligible for a competitive service position in the Federal service under a Miscellaneous Authority regulated by the U.S. OPM. See 5 CFR 315, Subpart F, 5 CFR 315, Subpart G, 5 CFR 319.</p>
<p><b>Land Management Eligible</b></p>	<ol style="list-style-type: none"> <li>1. Initial Hire Action(s), Extension(s), Conversion(s) <b>and</b> Termination/Separation (if separated) Notification of Personnel Actions, Standard Form 50 (SF-50) for <b>EACH</b> period of work. The SF-50s must show that you served in appropriate appointment(s) for a period/periods that total more than 24 months without a break in service of two or more years.</li> <li>2. Performance Rating (s) or Equivalent: <ol style="list-style-type: none"> <li>a. A copy of your performance rating(s) showing an acceptable level of performance for period(s) of employment counted towards your eligibility, signed by your supervisor(s); <b>OR</b></li> <li>b. If documentation of a rating does not exist for one or more periods, a statement from your supervisor(s) or other individual in the chain of command indicating an acceptable level of performance for the period(s) of employment counted towards your eligibility; <b>OR</b></li> <li>c. If you do not have a performance rating (as outlined in 1 or 2 above) for any period that you are using to qualify for eligibility under the Land Management Workforce Flexibility Act, you must provide: <ol style="list-style-type: none"> <li>1) A statement listing the reason why your appraisal/documentation is not available, <b>AND</b></li> <li>2) A statement that your performance for all periods was at an acceptable level, your most recent separation was for reasons other than misconduct or performance, and you were never notified that you were not eligible for rehire based on performance.</li> </ol> </li> </ol> </li> </ol>

If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application
<p style="text-align: center;"><b>Land Management Eligible</b></p>	<p>3. Initial Hire Action(s), Extension(s), Conversion(s) <b>and</b> Termination/Separation (if separated) Notification of Personnel Actions, Standard Form 50 (SF-50) for <b>EACH</b> period of work. The SF-50s must show that you served in appropriate appointment(s) for a period/periods that total more than 24 months without a break in service of two or more years.</p> <p>4. Performance Rating (s) or Equivalent:</p> <ul style="list-style-type: none"> <li>a. A copy of your performance rating(s) showing an acceptable level of performance for period(s) of employment counted towards your eligibility, signed by your supervisor(s); <b>OR</b></li> <li>b. If documentation of a rating does not exist for one or more periods, a statement from your supervisor(s) or other individual in the chain of command indicating an acceptable level of performance for the period(s) of employment counted towards your eligibility; <b>OR</b></li> <li>c. If you do not have a performance rating (as outlined in 1 or 2 above) for any period that you are using to qualify for eligibility under the Land Management Workforce Flexibility Act, you must provide: <ul style="list-style-type: none"> <li>1) A statement listing the reason why your appraisal/documentation is not available, <b>AND</b></li> <li>2) A statement that your performance for all periods was at an acceptable level, your most recent separation was for reasons other than misconduct or performance, and you were never notified that you were not eligible for rehire based on performance.</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Interagency Career Transition Assistance Plan (ICTAP)</b></p>	<p>1. Proof of Eligibility:</p> <ul style="list-style-type: none"> <li>a. RIF separation notice;</li> <li>b. Notice of proposed removal for failure to relocate;</li> <li>c. Notice of injury compensation termination;</li> <li>d. Notice of disability annuity termination; <b>OR</b></li> <li>e. Certification from the National Guard Bureau or Military Department that you are eligible for a disability retirement and will receive the special OPM annuity.</li> </ul> <p>2. Latest performance rating showing rating of at least “fully successful” (level 3).</p> <p>3. Most recent Notification of Personnel Action (SF-50) or equivalent personnel action indicating:</p> <ul style="list-style-type: none"> <li>a. Block 18 (Grade) and Block 19 (Step)</li> <li>b. Block 24: Tenure code;</li> <li>c. Block 34: Position Occupied; <b>AND</b></li> <li>d. Block 39: Duty Station</li> </ul> <p><b>NOTE:</b> Your proof of eligibility must be dated within a year of the date of your application in order to meet ICTAP eligibility.</p>

VETERANS PREFERENCE INFORMATION AND SPECIAL HIRING AUTHORITIES FOR VETERANS

For more information on veterans' preference and special hiring authorities for veterans, please visit <http://www.fedshirevets.gov/> and <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/>

To determine your eligibility for veterans' preference, please visit <https://webapps.dol.gov/elaws/vets/vetpref/choice.htm>

**NOTE: This is only a tool to help determine applicable veterans' preference eligibility, final adjudication will be verified and adjudicated by OMHA HR Specialists at time of application.**

If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application
<p><b>Veterans Employment Opportunity Act (VEOA)</b></p>	<ol style="list-style-type: none"> <li>1. Documentation of preference eligibility (please refer to the 5-point preference eligibility or 10-point preference eligibility boxes below); <b>OR</b></li> <li>2. Certificate of Release or Discharge from Active Duty, DD-214 or other proof of service which includes character of service showing release/discharge <b>under honorable conditions</b> (Honorable or General Discharge) <b>AND</b> completion of 3 or more years of continuous active service (NOTE: If released shortly before completing a 3-year tour, you are considered to meet the VEOA eligibility).</li> </ol>
<p><b>0-Point Preference Sole Survivorship</b></p>	<ol style="list-style-type: none"> <li>1. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing <b>all dates of service, character of service</b> (Honorable or General Discharge) and <b>reason for separation</b>.</li> </ol>
<p><b>5-Point Preference (TP) Eligibility</b></p>	<ol style="list-style-type: none"> <li>1. Documentation of Service or Separation:             <ol style="list-style-type: none"> <li>a. Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing <b>all dates of service and character of service</b> (Honorable or General); <b>OR</b></li> <li>b. Written document from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable or general conditions within 120 days after the certification is signed. Certifications must be on letterhead from the appropriate military branch and include: military dates of service and expected discharge or release date, character of service, military rank, type of discharge, and date when terminal leave will begin.</li> </ol> </li> </ol>

If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application
<p><b>10-Point Compensable and 30 Percent Compensable Disability Preference (CP and CPS) Eligibility</b></p>	<p><b>1.</b> Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing <b>all dates of service, character of service</b> (Honorable or General Discharge); <b>AND</b></p> <p><b>2.</b> An official document, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying that you have a service-connected disability rating of 10% or more <b>OR</b> an official document or retired orders from a branch of the Armed Forces, showing that you were retired due to a service connected disability or have been transferred to a Disability Retirement List with a service-connected disability of 10% or more. Documentation to support a disability must reflect the overall evaluation or percentage disability rating.</p> <p><b>NOTE:</b> You are not required to submit an Application for 10-Point Veterans Preference, SF-15, at the time of application; however, if selected, you will be required to complete and submit a SF-15 at the time of job offer.</p>
<p><b>10-Point Disability Preference (XP) Eligibility</b></p>	<p><b>1.</b> Certificate of Release or Discharge from Active Duty, DD-214, or other proof of service showing <b>all dates of service, character of service</b> (Honorable or General Discharge); <b>AND</b></p> <p><b>2.</b> An official document, dated 1991 or later, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying to the present existence of your service-connected disability of less than 10%; <b>OR</b> an official citation, document, or discharge certificate issued by a branch of the Armed Forces showing the award of the Purple Heart; <b>OR</b> an official document, dated 1991 or later, from the Department of Veterans Affairs, certifying that you are receiving a nonservice-connected disability pension.</p> <p><b>NOTE:</b> You are not required to submit an Application for 10-Point Veterans Preference, SF-15, at the time of application; however, if selected, you will be required to complete and submit a SF-15 at the time of job offer.</p>



If you are applying as...	In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of application	
<b>10-Point Derived Preference (XP) Eligibility</b>	<b>Spouse of a Disabled Veteran</b>	<ol style="list-style-type: none"> <li>1. A completed Application for 10-Point Veteran Preference, SF-15, with answers to questions 1-7 on page 2; <b>AND</b></li> <li>2. Documentation showing the member of the armed forces was released or discharged from active duty due to a service-connected disability; <b>OR</b> Documentation showing the member of the armed forces retired, or was released or discharged from active duty, due to a 100 percent service-connected disability; <b>AND</b></li> <li>3. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage).</li> </ol>
	<b>Unmarried Widow / Widower</b>	<ol style="list-style-type: none"> <li>1. Documentation verifying the member of the armed forces was killed while serving on active duty; <b>AND</b></li> <li>2. Documentation verifying marriage to the member of the armed forces (i.e., a marriage license or other legal documentation verifying marriage); <b>AND</b></li> <li>3. A statement certifying that you are the un-remarried widow or widower of the service member.</li> </ol> <p><b>NOTE:</b> You are not required to submit an Application for 10-Point Veterans Preference, SF-15, at the time of application; however, if selected, you will be required to complete and submit a SF-15 at the time of job offer.</p>
	<b>Parent of a Deceased Veteran</b>	<p>As the parent of a veteran, you are eligible if your son or daughter lost his or her life under honorable conditions while serving in the armed forces during a war, or during the period April 28, 1952, through July 1, 1955, or in a campaign or expedition for which a campaign medal has been authorized.</p> <ol style="list-style-type: none"> <li>1. Documentation verifying the member of the armed forces was killed while serving on active duty; <b>AND</b></li> <li>2. A statement certifying that you are or were married to the other parent of the veteran; <b>AND</b> <ul style="list-style-type: none"> <li>- you live with your totally and permanently disabled spouse (either the veteran's other parent or your spouse through remarriage); <b>OR</b></li> <li>- you are widowed, divorced, or separated from the veteran's other parent and have not remarried; <b>OR</b></li> <li>- you remarried but are now widowed, divorced, or legally separated from the spouse of your remarriage.</li> </ul> </li> </ol> <p><b>NOTE:</b> You are not required to submit an Application for 10-Point Veterans Preference, SF-15, at the time of application; however, if selected, you will be required to complete and submit a SF-15 at the time of job offer.</p>

If you are applying as...		In addition to what is required for all applicants, you <b>MUST</b> submit the following at the time of
<b>10-Point Derived Preference (XP) Eligibility (continued)</b>	<b>Parent of a Disabled Veteran</b>	<p>1. A completed Application for 10-Point Veteran Preference, SF-15, with answers to questions 1-7 on page 2;  <b><u>AND</u></b></p> <p>2. Documentation showing the member of the armed forces was released or discharged from active duty under honorable or general discharge from active duty; <b><u>AND</u></b></p> <p>3. Documentation verifying the member of the armed forces is permanently and totally disabled from a service-connected disability; <b><u>AND</u></b></p> <p>4. A statement certifying that you are or were married to the other parent of the veteran; <b><u>AND</u></b></p> <ul style="list-style-type: none"> <li>- you live with your totally and permanently disabled spouse (either the veteran's other parent or your spouse through remarriage); <b><u>OR</u></b></li> <li>- you are widowed, divorced, or separated from the veteran's other parent and have not remarried; <b><u>OR</u></b></li> <li>- you remarried but are now widowed, divorced, or legally separated from the spouse of your remarriage.</li> </ul>

**EDUCATION AND BAR MEMBERSHIP**

If you are applying as...	Then you MUST submit the following at the time of application
<p align="center"><b>Substituting Education for Specialized Experience or Positive Education Requirement</b></p>	<p>Provide verification of accredited education as indicated in the “Qualifications” and “Required Documents” sections of the vacancy announcement. <b>Unofficial transcripts (including screen-prints from your school's web portal) are acceptable for initial applicable, however the unofficial transcript must show your name, the name of the educational institution, the degree awarded (if applicable), and the conferred/awarded date.</b> Self-prepared transcripts will not be accepted.</p> <p>Notes: (1) Official transcripts are required prior to appointment. (2) <u>For Attorney and Administrative Law Judge (ALJ) positions, need to provide proof of successful completion of a full course of study in a school of law accredited by the American Bar Association.</u></p>
<p align="center"><b>Foreign Education</b></p>	<p>Education completed outside of the United States (U.S.) must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment.</p> <p>You must submit the necessary documents to a private U.S. organization that specializes in interpretation of foreign educational credits. To be acceptable, the foreign credential evaluation must include/describe:</p> <ul style="list-style-type: none"> <li>- The type of education received by the applicant;</li> <li>- The level of education in relation to the U.S. education system, and state that its comparability recommendations follow the general guidelines of the International Evaluations Standard Council;</li> <li>- The content of the applicant's educational program earned abroad and the standard obtained;</li> <li>- The status of the awarding foreign school's recognition and legitimacy in its home country's education system; and</li> <li>- Any other information of interest such as what the evaluation service did to obtain this information, the qualifications of the evaluator, and any indications as to other problems such as forgery.</li> </ul> <p>Foreign credential evaluations that do not contain the above information or that state there is insufficient information provided by the applicant on which to base an evaluation will not be accepted. For further information on the evaluation of foreign education, refer to the U.S. Department of Education's web site at <a href="http://www.ed.gov">http://www.ed.gov</a>. For a listing of services that can perform credential evaluation, visit the National Association of Credential Evaluation service website. This list, which may not be all inclusive, is for informational purposes only and does not imply any endorsement of any specific agency.</p> <p>Possession of a valid and current U.S. professional license by a graduate of a foreign professional school or program is sufficient proof that the foreign education has been determined to be equivalent to the requisite U.S. professional education in that occupational field.</p>

**Proof of Bar  
Membership**

All Attorney positions require current active bar membership. Admission to the bar of any State, territory, Commonwealth of Puerto Rico, District of Columbia, or Federal Court is acceptable.

You **MUST** provide proof that you are authorized to practice law. Failure to provide proof will result in an ineligible rating. Such proof can include: An active bar card that shows the current year or an expiration date outside of the closing date of the announcement. If the card only shows a previous year {example: 2020), you must submit additional documentation; A screen print from a bar website that reflects you are an active member of the bar. The screen print must make clear what **month, date, and year the screen print was taken**; A letter/certificate from the bar certifying that you are licensed and authorized to practice law. The letter must be dated within one year of the closing date of the announcement.