



## Veterans' Recruitment Appointment (VRA)

You are eligible for this appointing authority if you are a:

- disabled veteran; **OR**
- veteran who served on active duty in the Armed Forces during a war, or in a campaign, or expedition, for which you received an authorized campaign or expedition badge or medal; **OR**
- veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which you were awarded an Armed Forces Service Medal (AFSM); **OR**
- veteran who has separated from active service within the last three years.

**NOTE:** The highest grade level you may be appointed under this authority is GS-11 or equivalent.

**Supporting documentation:** You are **required** to submit acceptable documentation of your preference or appointment eligibility. Acceptable documentation is:

- DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.). The member 4 copy of your DD Form 214 is preferable (Note: If you have more than one DD Form 214 for multiple periods of active duty service, you should submit a copy for each period of service.); **OR**
- **Future Military Retirees\***: You are required to submit a copy of your retirement DD Form 214 **OR** a copy of your retirement letter **AND** a copy of your terminal leave letter **OR** certification document\*\*. You will be required to provide your DD Form 214 prior to appointment; **OR**
- **Future Military Separates\***: You are required to submit a copy of your most recent DD Form 214 **OR** certification document\*\* **OR** a copy of your most recent active duty orders **AND** a copy of your terminal leave request (if applicable). You will be required to provide your DD Form 214 prior to appointment.
- **Disabled Veterans:** You are required to submit a copy of one of the separation documents identified above **AND** documentation of your overall service connected disability identified on the SF-15, page 2, section B or Section C.

\*Active duty military members who are selected may not be appointed unless on terminal leave before the effective date of employment.

\*\*The "certification" is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the certification is submitted for consideration in the hiring process, at the time and in the manner prescribed by the applicable job opportunity announcement. Prior to appointment, the service member's character of service and qualifying discharge or release must be verified through a DD form 214 or equivalent documentation.

### Useful Links

- \*\* To obtain a copy of SF-15, go to [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf).
- \*\* Click [here](#) for information on obtaining a copy of your military personnel records.
- \*\* [U.S. Office of Personnel Management's Veterans Employment Website](#)
- \*\* [U.S. Department of Labor](#)