

## MILITARY RESERVE AND NATIONAL GUARD TECHNICIAN PPP SELF-CERTIFICATION CHECKLIST

**IMPORTANT:** This form must be completed and submitted with your application each time you apply to a Department of Defense (DoD) position via USAJOBS, in order to receive priority status as a military technician.

**EMPLOYEE'S NAME:** \_\_\_\_\_

**INSTRUCTIONS:** Click to the left of each item to enter your initials. Your initials verify that you have read and understand each statement regarding your entitlement to priority placement through the application-based process. A new self-certification checklist must be submitted with each application. Upon completion of this form, we recommend saving copies of all required documents to your USAJOBS account for future use.

1. \_\_\_\_\_ I understand priority placement as a DoD Military Reserve and National Guard Technician applies only if I have completed at least 15 years of technician service and a minimum of 20 years of service creditable for non-regular retirement in accordance with Section 3329(b) of Title 5, U.S.C.
2. \_\_\_\_\_ I understand I must have received a notice of proposed involuntary separation from military service for reasons other than removal for cause or charges of misconduct or delinquency.
3. \_\_\_\_\_ I understand my eligibility period begins upon receipt of a notice of separation and will terminate 1 year from the date of separation and that I may still be considered for placement opportunities if otherwise eligible, as long as I have applied to a job announcement for consideration prior to the 1 year expiration date.
4. \_\_\_\_\_ I understand my priority placement is limited to my current permanent grade or retained grade. If separated, entitlement is limited to the permanent grade held immediately prior to separation.
5. \_\_\_\_\_ I understand my priority placement is limited to permanent vacancies in my commuting area and that there are no PCS entitlements if placed via the PPP.
6. \_\_\_\_\_ I understand my priority placement eligibility will terminate immediately upon placement in a permanent Federal position or declination of a valid PPP job offer.
7. \_\_\_\_\_ I understand that any job offer for a permanent position to which I have applied and am exercising my priority status is considered a valid PPP job offer.
8. \_\_\_\_\_ I understand I must create an account with login.gov, a USAJOBS account, and apply to job opportunity announcements in order to receive priority placement consideration.
9. \_\_\_\_\_ I certify that I have not had any performance or conduct issues within the last 12 months. Date: \_\_\_\_\_
10. \_\_\_\_\_ As of the date of this certification, I have not obtained permanent Federal employment, nor have I accepted or declined a PPP job offer.
11. I am/was a member of the \_\_\_\_\_

### CERTIFICATION STATEMENT

I, \_\_\_\_\_, certify that I have read and understand the information contained in this self-certification checklist and that my responses are accurate and truthful.

**8. SIGNATURE:**

**9. DATE:** (YYYYMMDD)

### Documents required to be submitted with application:

(Note: DoD agencies may require additional documentation. Please refer to the announcement to ensure all required documentation is submitted with your application. A new self-certification checklist must be submitted with each application. It is highly recommended that you save a copy all required documents to your USAJOBS account in order to facilitate applying to multiple positions.)

- o Notification of Proposed Separation based on loss of military membership through no fault of their own. The documentation must confirm that the technician has completed at least 15 years of technician service and a minimum of 20 years of military service creditable for non-regular retirement in accordance with Section 3329(b) of Title 5, U.S.C.
- o Notification of Personnel Action, Standard Form-50 (e.g., highest grade held, separation with appropriate remark, etc.)
- o Military Reserve and National Guard Technician PPP Self-Certification Checklist