

# MILITARY RESERVE AND NATIONAL GUARD TECHNICIAN DISABILITY 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 disabled 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 my priority placement as a DoD Military Reserve and National Guard Technician receiving disability retirement applies only if I will be or have been involuntarily medically retired due to a service-connected medical disability, disqualifying me from military membership or from holding the required military grade.
2. Have you or will you apply for an annuity under Section 8337(h) or 8456 of Title 5, U.S.C.?  
\_\_\_\_\_
3. \_\_\_\_\_ As a National Guard Technician, I understand my eligibility for priority placement to competitive service positions is limited to 1 year from separation. Prior to separation and after the 1-year period, I understand my priority placement is limited to excepted service positions, unless I have prior competitive status. (NOTE: If Army or AF Military Technician, indicate N/A.)
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 retirement.
5. \_\_\_\_\_ I understand my priority placement is limited to vacancies in the commuting area of the duty station from which I was separated and 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 position to which I applied and am exercising 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 Federal 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:

Documents required to be submitted with each 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 all required documents to your USAJOBS account in order to facilitate applying to multiple positions.)

- o Decision letter approving the medical retirement due to service-connected medical disability that disqualifies the technician from military membership or holding the military grade.
- o Documentation that the technician has applied for or is receiving an annuity under Sections 8337(h) or 8456 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 Disability PPP Self-Certification Checklist