



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Tuesday, July 7, 2009

**MEMORANDUM FOR: Human Resources Directors**

FROM: Angela Bailey, Deputy Associate Director

Subject: Official Documents

As a part of our overall Federal hiring reform and our continued efforts to improve the applicant's experience when applying for a Federal job, we are reminding agencies to not require applicants to submit official documents as part of their application package when copies are sufficient. This includes: college transcripts; proof of disability documentation; DD-214 Certificate of Release or Discharge from Active Duty; SF-50 Notification of Personnel Action; etcetera.

For example, requiring applicants to send an official college transcript as part of the initial application package is unnecessary and costly. Many educational institutions charge a fee for each official college transcript. Given today's economic situation and that most applicants are applying to multiple job announcements, this is a burden that they should not bear.

An unofficial transcript or a list of courses, grades earned, completion dates, and quarter and semester hours earned can be used as a substitute for the official transcript at the time the person applies for a job opening. Once selected and prior to appointment, applicants must provide official documentation, for example, an official college transcript if they qualified based on education. This will provide the agency with the opportunity to verify the information provided in the application: degree, veterans' preference, disability, etc., (see Delegated Examining Operations Handbook, 2007 - Chapter 4).

If you have questions, please contact Carmen Andújar, Manager for Recruiting, Examining and Assessment Group, by telephone (202) 606-2226 or by email [carmen.andujar@opm.gov](mailto:carmen.andujar@opm.gov).