



**Job Title:** Assistant Human Resources Officer  
**Department:** Department Of Veterans Affairs  
**Agency:** Veterans Health Administration  
**Job Announcement Number:** MP-10-0161-YH

**SALARY RANGE:** 86,260.00 - 112,136.00 USD /year  
**OPEN PERIOD:** Tuesday, May 11, 2010 to Wednesday, May 26, 2010  
**SERIES & GRADE:** GS-0201-13  
**POSITION INFORMATION:** Full TimeCareer/Career Conditional  
**PROMOTION POTENTIAL:** 13  
**DUTY LOCATIONS:** 1 vacancy - Portland, OR  
**WHO MAY BE CONSIDERED:** Status Candidates (Merit Promotion Eligibles)

#### **JOB SUMMARY: WHO WE ARE**

We are people who take great pride and deep satisfaction in providing America's veterans with the best clinical care, the most innovative technology, and the most comprehensive array of benefits America has to offer.

"To care for him who shall have borne the battle and for his widow and his orphan."

—Abraham Lincoln

**ANNOUNCEMENT NUMBER: MP-10-0161-YH**

**VACANCY ID: VS289445**

**POSITION TITLE: Assistant Human Resources Officer**

**WORK SCHEDULE: Full Time**

#### **KEY REQUIREMENTS:**

- Relocation, Recruitment and Moving Expenses ARE authorized.
- US Citizenship is required.
- Fingerprints, physical and background check are required.

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**Duties**

**Additional Duty Location Info:**

1 vacancy - Portland, OR

The position is located at the Portland VA Medical Center, Human Resources Management Service. The incumbent serves as a full assistant to the Chief, Human Resources Management Service, with responsibilities to assist the Human Resources Officer with administrative and management duties, program development and HR Staff development. He/she is responsible for daily operational aspects of the Service, and keeping the Human Resources Officer (HRO) fully informed. The incumbent acts with full authority of the HRO in his/her absence.

**Primary Responsibilities:**

- Participates in all phases of the Human Resources Management program.
- Develops policies and directives relating to special or regular Human Resources (HR) program elements.
- Conducts efficiency studies in various HR programs to assist in program redesign.
- Advises top management officials of action which should be taken to achieve human resources objectives insuring that all phases of the HR program meet statutory or regulatory requirements of Veterans Affairs and/or the Office of Personnel Management policies and standards.
- Authenticates personnel actions for and in the absence of Chief.
- Evaluates personnel programs and recommends, initiates changes.
- Approves leave and conducts performance evaluations of employees under his/her span of control. -Compiles periodic and/or special reports, both narrative and statistical, as may be necessary.
- Serves as acting Service Chief in absence of the Human Resources Management Officer (HRO).

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**Qualifications and Evaluations**

**QUALIFICATIONS REQUIRED:**

***SPECIALIZED EXPERIENCE:***

GS-13: Journey-level experience developing, implementing and/or recommending policy in various areas of both Title 5 and Title 38 of the following Federal HR functions, developing Federal HR policies at the organizational or field level: staffing, compensation, performance management, classification, employee relations, labor relations, benefits, employee development.

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Specialized experience is defined as having performed duties such as, but not limited to: HR development program policies and directives, reviewing and making recommendations regarding employee recognition programs, planning, organizing, and directing HR teams, and negotiating and advising top management on HR issues, implementing recommendations which require extensive changes in procedures. Specialized experience may have been obtained in occupations such as: HR Specialist.

*Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review on OPM's web site at <http://www.opm.gov/qualifications>.*

Education may not be substituted for specialized work experience at the GS-13 level.

## ***Important Notes:***

1. Application procedures are specific to this vacancy announcement. Please read all the instructions carefully. Failure to follow the instructions may result in your not being considered for this position.
2. Supplementary vacancies may be filled in addition to the number stated in this announcement.
3. Moving expenses are not authorized.

**RESUME:** In your resume, be sure you provide all of the information requested below:

1. Your full name, mailing address (with zip code) and day/evening telephone numbers (with area code); Country of Citizenship. If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.
2. Education - High school name, city, state and zip code, date of diploma or GED. For any Colleges and/or Universities attended, include city, state and zip code; major field(s) of study; type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.
3. Work Experience - List each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions). Include job title; duties and accomplishments; number of hours worked per week; employer's name and address; supervisor's name and phone number; starting and ending dates of employment (month and year); salary. **For seasonal employment, list starting and ending dates for each period of work.** Indicate if your current supervisor may be contacted.
4. Other Qualifications - Job-related training course (title and year); job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.); job-related certificates and licenses; job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send copies of documents unless specifically requested.

### ***Information for Surplus or Displaced Federal Employees:***

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced federal employees must have previously been a journeyman HR Specialist with both Title 5 and Title 38 experience. CTAP and ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) noting current or last position, grade level, duty location and documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456. All applicants must also submit their current, or last, performance appraisal. CTAP and ICTAP eligibles must, without further training, be capable of performing this position at the full performance level, duties include, but are not limited to: developing program policies and directives, reviewing and making recommendations regarding employee recognition programs, planning, organizing, and directing team study work, and negotiating and advising management staff, implementing recommendations which require extensive changes in established procedures.

### ***Information for preference eligible veterans:***

If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you must attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you must attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form. Letters submitted from the Department of Veterans Affairs must be dated 1991 or later. You may find more information about veterans' preference in the VetGuide at

<http://www.opm.gov/employ/veterans/html/vetguide.asp>

### ***Noncompetitive Appointment of Certain Military Spouses:***

Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service member's PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member. Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof that service member was released or discharged from active duty due to a service-connected disability, documentation of 100%

disability, and proof of marriage to the service members. Un-remarried widows or widowers of armed forces members killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.

***Information for applicants with mental and physical disabilities:***

Schedule A special hiring authority covers applicants with mental and physical disabilities. In order to be considered under this special hiring authority applicants need to provide proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp)

**HOW YOU WILL BE EVALUATED:**

Once the application process is complete, a review of your application will be made to determine if you are qualified for this job. The numeric score that you receive is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position and is based on your responses to the assessment questionnaire. The knowledge, skills and abilities required for this position are:

1. Ability to communicate, both orally and in writing and ability to make clear and concise presentations to management.
2. Ability to analyze, comprehend and apply Federal and VA HR policies, procedures and regulations for both Title 5 and Title 38.
3. Knowledge of the requirements and complexities of the Federal and VA personnel management system for both Title 38 and Title 5.
4. Ability to manage/supervisor (i.e. plan, organize, direct, control, review, train, etc.) the work activities of a group of subordinate Human Resources employees in various HR program areas.
5. Skill in planning, designing, implementing and evaluating an HR program in order to accomplish medical center goals, initiatives and meet customer service expectations.
6. Ability to make and apply sound judgment to evaluate alternatives and to make recommendations in order to resolve difficult/complex HR issues relating to various HR programs (ER/LR, Recruitment/Placement, Awards, Work Life, OWCP and Pay Administration).

**CAUTION:** Do not overstate or understate your level of experience and demonstrated capability. Your ratings are subject to evaluation and verification based on the resumé, narratives and other relevant documents you submit, as well as through verification of references as appropriate. Later steps in the selection process are specifically designed to verify your stated level of experience and demonstrated capability. Deliberate attempts to falsify information may be grounds for not selecting you or for dismissing you from the position following acceptance.

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## Benefits and Other Info

### BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

**Flexible Spending Accounts** - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

**Health Insurance** - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

**Leave** - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

**Life Insurance** - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

**Long Term Care Insurance** - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

**Retirement Program** - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

The Federal Government offers a number of exceptional benefits to its employees. The following Web address is provided for your reference to explore the major benefits offered to most federal employees: <http://www.usajobs.gov/EI/benefits.asp>

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## How To Apply

### HOW TO APPLY:

Please submit the following items:

**Portland VA Medical Center Employees must submit:**

1. VA 5-4078 Application for Promotion or Reassignment OR resume
2. Assessment Questionnaire
3. Other documents specified in the "Required Documents" section below

**All other applicants must submit:**

1. Resume
2. Assessment Questionnaire
3. Other documents specified in the "Required Documents" section of this vacancy announcement

All materials must be received by 11:59 p.m. Eastern Time on Thursday, May 12, 2011 to be considered.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the occupational questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process. Applicants are urged to apply online; this process is easier, faster, and provides more information as applications are processed. Please use the Applicant Checklist in the "Required Documents" section (near the end of this announcement) to make sure your application is complete.

**Note:** To return to a previously Saved or Incomplete application, simply reapply through My USAJOBS. After applying, return to My USAJOBS (<https://my.usajobs.gov/Login.aspx>) to see the status of your application, including any messages that may have been sent to you.

Please read all instructions before you begin. You are solely responsible for the submission of your materials. We are not responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.

### ***Option A: Online (Preferred Method)***

1. Click on "Apply Online" at the end of the job announcement.
2. Complete the questionnaire for the vacancy.
3. Select or upload the resume and other documents that you want to submit.
4. Click on the "Submit My Answers" button.

After applying, select this vacancy in My window to see the status of your application, including any messages that may have been sent to you.

### ***Option B: Fax***

If you cannot apply online, you may fax the information to the OPM Processing Center in Macon, GA at 1-478-757-3144. Follow these steps to fax your responses to the questionnaire (including any supporting documentation):

1. Print a copy of this job announcement so that you can read and respond to the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You may print a copy of the form at this web address:  
[http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf). You may also call USAJOBS by Phone at (703) 724-1850 to have the OPM Form 1203-FX mailed to you, but this is not practical if the announcement is nearing its closing date. If you call to request the form, press 1 after the introduction on the recording, then listen for instructions to request the form.
3. If you are faxing your responses to the questionnaire using the OPM Form 1203-FX along with your supporting documentation, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.
4. **Do not send printouts of your Application Manager Questionnaire Answers.**
5. Submit your materials to fax number 1-478-757-3144.
6. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Follow these steps if you faxing only supporting documents:

1. If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the cover sheet at the following URL: <http://staffing.opm.gov/pdf/usascoversheet.pdf> Be sure to fill out all blocks on the form completely and clearly. If you do not use this form or the OPM Form 1203-FX as your cover sheet, the documents will not be matched up with your application and you may be found ineligible for the position.
2. Submit your materials to fax number 1-478-757-3144.

3. Please keep a copy of your fax transmittal receipt for future verification, if necessary.

Please be sure to feed all documents into your fax machine top first so that the processing center receives them right-side up. Make sure each page contains your name and the VIN for this vacancy (VS289445).

## ***Instructions for completing the OPM Form 1203-FX / online questions:***

Select this link to view and complete the assessment questionnaire: [Online Questionnaire](#)

### **Social Security Number**

### **Vacancy Identification Number**

Please include the Vacancy ID (VS289445) in the space provided.

#### **1. Title of Job**

Assistant Human Resources Officer

#### **2. Biographic Data**

#### **3. E-Mail Address**

#### **4. Work Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### **5. Employment Availability**

#### **6. Citizenship**

Are you a citizen of the United States?

#### **7. Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### **8. Other Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### **9. Languages**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### **10. Lowest Grade**

13

#### **11. Miscellaneous Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### **12. Special Knowledge**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### **13. Test Location**

If you are applying by the OPM Form 1203-FX, leave this section blank.

#### **14. Veteran Preference Claim**

#### **15. Dates of Active Duty - Military Service**

## **16. Availability Date**

## **17. Service Computation Date**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **18. Other Date Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **19. Job Preference**

1 I am a career or career conditional employee or permanent Title 38/Title 38 Hybrid employee of the Portland VA Medical Center eligible under the interchange Agreement.

2 I am a former Federal civilian employee with reinstatement eligibility. Attached is a copy of my SF-50 verifying my eligibility.

3 I am currently employed as a Federal civilian on a permanent competitive appointment at the full performance level (or higher) of this position; or a former Federal civilian employee who has held the full performance level (or higher) of this position on a permanent competitive appointment. Attached is a copy of my SF-50 verifying my eligibility.

4 I am currently on a permanent position which is equivalent to at least the grade of this position (or higher) in the Federal service; however, I am an employee for a Federal agency which has an interchange agreement with the US Office of Personnel Management, or with a Federal agency covered under other special appointing authorities or agreements. (e.g., TSA, US Postal Service, FAA, etc.)

5 I am eligible for a non-competitive appointment to the Federal government under an authority for recently returned Peace Corps or Vista volunteers. Attached is a copy of service documents, which include my service dates, verifying my eligibility.

6 I have never been a permanent Federal civilian employee in the competitive service; however, I am a veteran who served 3 or more years of continuous active duty in the military -OR- I am a preference eligible; AND my or the veteran's most recent discharge or release from active duty was under honorable conditions. Attached is a copy of my DD-214 verifying my eligibility.

7 I am eligible for a non-competitive appointment based on being a 30% compensable veteran. Attached is a copy of my DD-214 and VA Letter (dated 1991 or later) verifying my eligibility.

8 I am eligible for a non-competitive appointment based on eligibility under the Veterans Recruitment Appointment. Attached is a copy of my DD-214 verifying my eligibility.

9 I have a physical or mental impairment that substantially limits one or more major life activities. Attached is a statement/letter on a physician's/medical professional's letterhead stationary, or from a Vocational Rehabilitation counselor, verifying my mental or physical disability and certifying my job readiness.

10 I am a spouse of an armed forces member who is involved in a permanent change of station (PCS). Attached is a copy of my spouses PCS orders authorizing me to accompany them as well as proof of our marriage.

11 I am a spouse of an armed forces member who is retired and was released from active duty with 100% disability. Attached is proof the service member was released or discharged from active duty due to a service-connected disability, documentation of 100% disability and proof of our marriage.

12 I am an un-remarried widow or widower of an armed forces member killed while on active duty. Attached is proof of the service members death while on active duty and proof of our marriage.

## **20. Occupational Specialties**

Please enter/select at least one occupational specialty code (three-digit codes such as 001) that applies to what you are applying for:

001 Assistant Human Resources Officer

## **21. Geographic Availability**

1371 Portland, OR

## **22. Transition Assistance Plan**

## **23. Job Related Experience**

## **24. Personal Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## 25. Occupational/Assessment Questions:

1. Which of the following statements best describes your education which meets the basic requirements for the Assistant Human Resources Officer position? Select only one response.

A. I have one year of specialized work experience developing, implementing and/or recommending policy in two or more of the following federal HR functions developing HR policies at the organizational or field level: staffing, compensation, performance management, classification, employee relations, labor relations, benefits, and/or employee development.

B. I do not have the experience described in "A".

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. If you are not applying online, please darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job, with close supervision from supervisor, manager or senior employee to ensure compliance with correct procedures.

D- I have performed this task as a regular part of the job, independently and usually without review by supervisor, manager or senior employee.

E- This task has been a central or major part of my work. I have performed it myself routinely, and I have trained others in performance of this task, and/or others have consulted me as an expert for assistance in performing this task.

2. Comprehensive knowledge of the range of personnel laws, policies, regulations, and precedents applicable to the administration of human resource programs.

3. Advises management officials of action which should be taken to achieve human resources objectives ensuring that all phases of the program meet statutory or regulatory requirements of Veterans Affairs (VA) and/or the Office of Personnel Management policies and standards.

4. Develops policies and directives relating to special or regular personnel program elements.

5. Provides advice and counsel to employees and supervisors regarding grievances, disciplinary problems, and performance evaluation.

6. Reviews and makes recommendations regarding employee recognition program.

7. Provides guidance and interpretation on retirement policies, processes, and regulations.

8. Creates, modifies and implements the sequence and timing of key program events and milestones.

9. Evaluates the worth (value-added impact) of program accomplishments.

10. Plans, organizes, and directs team study work.

11. Negotiates effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, requires extensive changes in established procedures, or may be in conflict with the desires of the activity studied

12. Evaluates personnel programs.

13. Compiles periodic and/or special reports, both narrative and statistical.

14. Coordinates a cooperative education program.

15. Develops diagnostic instruments to accurately assess training needs.
16. Identifies trends by reviewing and analyzing training data.
17. Develops annual goals and objectives for the employee development and training function.
18. Modifies annual training plan to stay within guidelines established by regulations and top management and to meet annual objectives.
19. Reviews recruitment and placement actions and provides advice on difficult issues.
20. Issues guidance to clarify conflicting guidance or alleviate other potential or existing problems.
21. Develops proposals/plans for a broad recruitment and placement program.
22. Researches and recommends appropriate action or interpretation of recruitment and placement issues to higher headquarters or outside agency personnel staff.
23. Establishes policy for the organization which demonstrates an in-depth understanding of decisions and precedents with regional/ functional impact.
24. Oversees and manages youth programs including Manpower, Stay-in-School, Summer Aids, and other similar programs.
25. Reviews career enhancement plans prior to formal issuance to accommodate budget restrictions and regulatory compliance.
26. Develops and/or monitors proposals or plans related to the implementation of personnel programs or projects.
27. Develops plans and proposals for the wage administration program.
28. Develops and monitors action plans related to the implementation of new pay scales.
29. Monitors progress and acts to resolve problems which will delay the project or to obtain necessary support for changes.
30. Conducts performance evaluations of employees under his/her span of control.
31. Manages, prioritizes and disseminates workload to subordinates.
32. Reviews and approves leave to ensure coverage and timeliness of work products.

## **REQUIRED DOCUMENTS:**

**APPLICANT CHECKLIST:** Please use this checklist to ensure compliance with all application requirements. We recommend that you print a copy of this checklist for reference while completing your application package. Be sure to read and follow the instructions carefully.

\_\_\_\_\_ Responses to the Assessment Questionnaire. You are encouraged to apply online.

\_\_\_\_\_ Resumé or Optional Application for Federal Employment, OF-612 (for PVAMC employees VA 5-4078). You are encouraged to submit this online.

\_\_\_\_\_ Declaration for Federal Employment (OF-306). You are encouraged to submit this online.

\_\_\_\_\_ If you are faxing your application, use the OPM Form 1203-FX as your cover sheet. Do not use a separate cover sheet. Make sure that the Form 1203-FX is on top of any other documents you are faxing. Remember to place your name, Social Security Number, and the Vacancy ID Number on EACH page submitted. (The Vacancy ID Number for this vacancy is VS289445.)

\_\_\_\_\_ If you are faxing supporting documents and you are not using the Form 1203-FX, you must use the United States Application Cover Page. Failure to provide this cover page - or the use of a different cover page – means your documentation will not be processed.

\_\_\_\_\_ Veterans must provide legible copies of DD214s showing all dates of service as well as character of service (Honorable, General, etc.), Note: More than one DD-214 may be needed to show all dates of service. Copies of your DD-214 may be requested by calling 800-827-1000 or TDD# 800-829-4833. DD-214s must be a complete Member 4 copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date.

\_\_\_\_\_ Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 "Application for 10 Point Veterans Preference" with required proof as stated on the form (i.e., a VA letter issued after 1990 documenting a permanent service-connected disability, or if the VA letter specifically states that the disability is temporary it must be documented within the past twelve months).

\_\_\_\_\_ All status candidates and reinstatement eligibles (current and former government employees) must provide a copy of the last or most recent SF-50, "Notice of Personnel Action" which indicates proof of competitive status (reflecting career, career-conditional, or reinstatement eligibility).

\_\_\_\_\_ Candidates eligible for other non-competitive appointments (i.e., disability noted by vocational rehab counselor, Peace Corp and VISTA Volunteers, etc.) must present appropriate documentation reflecting their eligibility.

\_\_\_\_\_ All current Federal employees should provide a copy of their current Performance Appraisal (must be within 15 months from the closing date of the announcement).

\_\_\_\_\_ If you are a federal employee seeking CTAP/ICTAP eligibility, you must submit proof you meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330-704 for ICTAP. In addition to your application/resumé, this includes a copy of the agency notice, a copy of your most recent performance rating and a copy of your most recent SF-50 noting current position, grade level, and duty location. You must clearly annotate your application package to reflect that you are applying as a CTAP or ICTAP eligible.

\_\_\_\_\_ If you are eligible for consideration under Schedule A, special hiring authority, please submit proof of disability and job readiness certification. The proof of disability and job readiness certification can be provided by the following: 1) a statement or letter on a physician's/medical professional's letterhead; 2) statement, record or letter from a Federal Government agency that issues or provides disability benefits; 3) statement, record or letter from a State Vocational Rehabilitation Agency counselor; or 4) certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits. More information regarding this special hiring authority can be found at [www.opm.gov/disability/aboutus.asp](http://www.opm.gov/disability/aboutus.asp).

#### **NONCOMPETITIVE APPOINTMENT OF CERTAIN MILITARY SPOUSES:**

Executive Order 13473 dated September 25, 2008 authorizes noncompetitive appointments in the civil service for spouses of certain members of the armed forces. This rule is effective September 11, 2009, and facilitates the entry of military spouses into the Federal Civil Service, while minimizing disruption when military families move due to permanent relocations, and recognizing and honoring service members who become disabled or die during active duty service. Military spouses electing to apply for Noncompetitive Appointment positions under this executive order should reference 5 CFR Part 315, subpart F and part 316, or contact the Point of Contact listed at the end of this announcement.

\_\_\_\_\_ Spouses of armed forces members who are involved in a Permanent Change of Station (PCS): You must include a copy of the service members' PCS Orders authorizing the spouse to accompany the service member and proof of marriage to the service member.

\_\_\_\_\_ Spouses of armed forces members who retired or were released from active duty with a 100% disability: You must include proof service member was release or discharged from active duty due to a service-connected disability, documentation of 100% disability and proof of marriage to the service member.

\_\_\_\_\_ Un-remarried widows or widowers of armed forces member killed while on active duty: You must include proof of service member's death while on active duty and proof of marriage to the service member.

**AGENCY CONTACT INFO:**

HR Help Desk  
Phone: (503)273-5236  
Email: portlandvajobs@va.gov

Agency Information:  
Human Resources  
PLEASE DO NOT MAIL APPLICATIONS  
Portland, OR 97239

**WHAT TO EXPECT NEXT:**

Please visit "My Application Package" in your account at My USAJOBS to monitor the status of your application. Messages here will acknowledge when your application is received, when the review is complete, and the result of that review. You will be contacted about any interviews or further evaluations that are required.

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