

PLEASE DO NOT HAND DELIVER OR MAIL YOUR APPLICATION. APPLY ONLINE OR BY FAX ONLY.
Please see the "How To Apply" section for more details.

Job Title: Supervisory Supply Management Specialist
Department: Department Of Veterans Affairs
Agency: Assistant Secretary for Operations, Security, and Preparedness
Job Announcement Number: MP-10-0177-TC

SALARY RANGE: 50,021.00 - 78,674.00 USD /year
OPEN PERIOD: Tuesday, June 08, 2010 to Tuesday, June 22, 2010
SERIES & GRADE: GS-2003-09/11
POSITION INFORMATION: Full TimeCareer/Career Conditional
PROMOTION POTENTIAL: 11
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-10-0177-TC

VACANCY ID: VS354964

POSITION TITLE: Supervisory Supply Management Specialist

WORK SCHEDULE: Full Time

KEY REQUIREMENTS:

- Relocation, Recruitment and Moving Expenses are NOT authorized.
 - US Citizenship is required.
- Fingerprints and background check are required.
 - This position is not in the bargaining unit

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Duties

Additional Duty Location Info:

1 vacancy - Portland, OR

Develops strategies for implementing new programs, supply technologies and/or business practices. Uses knowledge of interrelated supply processes and techniques. Develops recommendations on options for implementing new or revised supply programs, installing new technologies, or converting to improved business practices. Prepares policy statements, handbooks and directives to implement assigned programs. Tailors new agency supply program procedures or regulations to the needs of a supply region or an installation supply program. Assures that new installation procedures achieve consistency between regulatory requirements and the unique needs of the organization's customers and mission. Prepares information notices and/or training program content for customers. Designs, develops and coordinates qualitative and quantitative measurement criteria to evaluate the effectiveness of programs or operations for meeting agency goals and objectives. Develops operating and performance standards for supply functions. Monitors lower echelon supply transaction records to identify trends indicating the need to evaluate existing supply program criteria. Tracks changes in rate of usage, cost, availability from suppliers, frequency of intervention in supply processes and other similar indicators to validate conventional agency supply management techniques.

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Qualifications and Evaluations

QUALIFICATIONS REQUIRED:

Specialized Experience:

GS-9: 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 (GS-7) in the normal line of progression for the occupation in the organization. Creditable experience is defined as, but not limited to, being able to perform the following duties: Developing strategies for implementing new programs, using systems analysis techniques and established customer support tools, overseeing supply systems and operations to assure availability and functionality for customers.

GS-11: 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 (GS-9) in the normal line of progression for the occupation in the organization. Creditable experience is defined as, but not limited to, being able to perform the following duties: Developing strategies for implementing new programs, using systems analysis techniques and established customer support tools, overseeing supply systems and operations to assure availability and functionality for customers. Additional duties include: Using knowledge of interrelated supply processes and techniques, giving recommendations for implementing and revising supply programs, developing specifications for automation of now or complex supply management processes, and interpreting supply program policy direction for specific operating requirements.

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>.

For **GS-9**: master's or equivalent graduate degree, or 2 full years of progressively higher level graduate education leading to such a degree, or LL.B. or J.D., if related. For **GS-11**: Ph.D., or equivalent doctoral degree 3 full years of progressively higher level graduate education leading to such a degree LL.M., if related. Submit copies of transcript if using education as a substitute for experience.

If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education.

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 be rated at 85 or above on the rating criteria for this position.

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/ICTAP eligibles must be able to perform the position at the full performance level. Creditable specialized experience is defined as (but not limited to) the following: Using knowledge of interrelated supply processes and techniques, giving recommendations for implementing and revising supply programs, developing specifications for automation of now or complex supply management processes, and interpreting supply program policy direction for specific operating requirements.

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>

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. Knowledge of a broad range of supply program management relationships.
2. Ability to analyze independently and resolve difficult supply program management issues and problems.
3. Knowledge of specialized supply program methods and techniques to analyze the effectiveness and efficiency of supply programs.
4. Experience in responding to problems or questions involving implementation of supply program guidance.
5. Ability to supervise subordinate staff in an official capacity such as performance, disciplinary actions and assigning of workload.

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>

HOW TO APPLY:

Use the following link to apply to this vacancy online or if applying by fax, please see the directions below.

<http://jobview.usajobs.gov/GetJob.aspx?OPMControl=1933866>

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 Tuesday, June 22, 2010 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. 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/usascover.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 (VS354964).

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 (VS354964) in the space provided.

1. Title of Job

Supervisory Supply Management Specialist

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

09

11

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 employee or permanent Title 38 Hybrid employee of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.
- 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 Supervisory Supply Management Specialist

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 and/or experience which qualifies you for the Supervisory Supply Management Specialist position at the GS-9 level? Select only one response.

- A. I have at least one (1) full year of specialized experience (equivalent to at least the GS-7 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. Specialized experience includes work as an Inventory Management Specialist, Inventory Supply Technician, or similar position in a large, dynamic organization. Duties may have included, but are not limited to, developing strategies for implementing new programs, using knowledge of interrelated supply processes and techniques, giving recommendations for revising supply programs, tracing routine problem transactions to assist user in resolving incomplete or inconsistent records, and interpreting supply program policy direction for operating requirements. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).
- B. I have a Masters degree or equivalent graduate degree or two (2) full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related.
- C. I have a combination of specialized experience as described in "A" and education as described in "B" which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education by 36. Add the two percentages. The total percentage must equal at least 100% to qualify.
- D. I do not have the experience and/or education as described in "A", "B", or "C".

2. Which of the following statements best describes your education and/or experience which qualifies you for the Supervisory Supply Management Specialist position at the GS-11 level? Select only one response.

- A. I have at least one (1) full year of specialized experience (equivalent to at least the GS-9 grade level in the Federal service) that equipped me with the knowledge, skills, and abilities to successfully perform the duties of this position as described in the major duties section of this vacancy. Specialized experience includes work as an Inventory Management Specialist, Inventory Supply Technician similar position in a large, dynamic organization. Duties may have included, but are not limited to, providing mentorship and oversight regarding setting priorities, determining work schedules, leave administration, individual professional development, and competency assessment, developing the need for and maintaining an awareness of available resources, and making recommendations to senior management regarding needs, developing strategies for implementing new programs, using knowledge of interrelated supply processes and techniques, giving recommendations for revising supply programs, tracing routine problem transactions to assist user in resolving incomplete or inconsistent records, and interpreting supply program policy direction for operating requirements. One full year is defined as 12 months of full-time employment, part-time employment is pro-rated based on a full-time schedule (i.e., 20 hours per week is 50 percent of full-time, therefore 12 months at 20 hours per week would count as six months of experience).
- B. I have a Ph.D. or equivalent doctoral degree, or three (3) full years of progressively higher level graduate education leading to such a degree, or LL.M., if related.
- C. I have a combination of specialized experience as described in "A" and education as described in "B" which totals at least one year. To compute, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100% to qualify.
- D. I do not have the experience and/or education as described in "A", "B", or "C".

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.

- 3. Develops strategies for implementing new programs, supply technologies and/or business practices.
- 4. Uses knowledge of interrelated supply processes and techniques.
- 5. Gives recommendations for implementing and revising supply programs, and improving business practices.
- 6. Uses systems analysis techniques and established customer support tools.
- 7. Traces routine problem transactions to assist user in resolving incomplete or inconsistent records
- 8. Develops specifications for automation of new or complex supply management processes
- 9. Oversees supply systems operation to assure availability and functionality for customers.
- 10. Maintains supply information databases for an agency, region, or large and complex organization.
- 11. Designs and develops report formats to provide supply management information.
- 12. Interprets supply program policy direction for specific operating requirements.
- 13. Responds to problems or questions involving implementation of supply program guidelines.
- 14. Monitor lower echelon supply transaction records to identify trends indicating need to evaluate existing supply programs.
- 15. Develop guidance for applying supply program policy direction for subordinate staff.
- 16. Integrates and coordinates the work of others in the supply work section. Monitors and assesses the performance of subordinate staff, determines training needs, and performs staff development where needed

REQUIRED DOCUMENTS:

******* PLEASE DO NOT MAIL OR HAND DELIVER APPLICATIONS; APPLY ONLINE OR VIA FAX (Please see the "How to Apply" section for details).*******

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 VS354964.)

_____ 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.

_____ If a particular level of education/certification is required OR if you are asking us to qualify you based upon your education, you must submit a copy of your college transcript or an appropriate course listing. This can be submitted online.

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

_____ 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 the position requires a qualified typist, make sure you include a statement certifying your typing proficiency. For example, "I certify that I can type ___ words per minute. [applicant's signature or initials, and the date signed]." Please note – this statement may be self-certification OR you may provide a statement from a school or testing site.

_____ 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.

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:
Logistics and Material Management
PLEASE DO NOT MAIL OR HAND
DELIVER
PLEASE APPLY ONLINE OR FAX
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.