

# Veterans Health Administration

Department: Department Of Veterans Affairs

Agency: Veterans Health Administration

Job Announcement Number:

VX-MC-162359

## Medical Supply Technician

**Salary Range:** 26,940.00 - 43,676.00 USD per year

**Series & Grade:** GS-0622-04/06

### Who May Be Considered:

U.S. Citizens

### Job Summary:

**Vacancy Identification Number (VIN):** VX162359 (Include on all documents)

**Be a member of a team providing compassionate healthcare to veterans.**

The **Department of Veterans Affairs** is an employer of choice as a center of excellence in patient care, education and research. We value trust, respect, commitment, compassion, and excellence; we value you. For more information on the Department of Veterans Affairs, go to <http://www.va.gov>.

**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.* Detailed instructions of the application process are included after the checklist. Be sure to read and follow the instructions carefully.

\_\_\_\_\_ Responses to the Assessment Questionnaire. (see Step 1)

\_\_\_\_\_ Resume (see Step 2 for the information you should include on your resume) or Optional Application for Federal Employment (OF-612).

\_\_\_\_\_ If you are **faxing** your documentation, the United States Application Cover Page **must** be used in order to link your documents with your on-line questionnaire. Failure to provide this cover page - or the use of a different cover page - will prohibit your documentation from being processed. (see Step 3 for url)

\_\_\_\_\_ 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. (see Step 3)

\_\_\_\_\_ Veterans must provide a *legible* copy of DD-214(s) 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. (see Step 3)

\_\_\_\_\_ Disabled veterans and other veterans eligible for 10-point preference must also submit an SF-15 (version December 2004) with required proof as stated on the form. (see Step 3)

### Key Requirements:

- Please refer to the "Requirements" section of this vacancy announcement.

## Major Duties:

The incumbent will function as a Medical Supply Technician in the Acquisition and Materials Management Service at the Portland Veterans Affairs Medical Center located in Portland, Oregon. The Medical Supply Technician's duties include:

- Preparing case carts for surgery cases, assemble, evaluate, package and store equipment.
- Determining and using the appropriate method for removing gross contamination and eliminating pathogens.
- Disassembling and reassembling equipment where the internal parts may become contaminated.
- Operating various kinds of equipment such as ultrasonic cleaners, fiber optic, plasma, and gas sterilizers and associated devices.
- Preparing a full range of reusable medical/surgical supplies and equipment used throughout the Medical Center.
- Removing trays of instruments from pre-sterilization equipment.
- Inspecting items to be sure that gross contamination has been removed and reassembling trays and sets based on recognition of key items or inventory needs.
- Collecting used equipment, selecting the proper method for removing gross contamination and disinfecting component parts, disassembling, cleaning reassembling, and sterilizing in accordance with requirements.
- Selecting the proper method of sterilizations; aerate packages, as needed, labeling items to show date of sterilization, and shelf life, storing items properly.

**Tour of duty:** 7:00am-4:30pm **-OR-** 3:00pm-11:30pm

**\*\*\*RELOCATION EXPENSES AND/OR INCENTIVES ARE NOT AUTHORIZED\*\*\***

## Qualifications and Evaluation

### Qualifications:

#### MINIMUM QUALIFICATIONS

##### GS-4

Possess 6 months of general experience and 6 months or more of specialized experience to qualify at the GS-4 level. Specialized experience is defined as experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

##### OR

Possess an associate-degree course of study of which the 2nd year of the 2-year program included successful completion of 2 years of study that included at least 12 semester hours in courses such as medical supply processing, storage, and distribution; sterile supplies, operating room, and surgical technician courses; or other fields related to the work of the medical supply technician. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a technical school. **Unofficial transcripts required.**

##### OR

Possess a combination of appropriate experience and successfully completed education as described above to qualify at the GS-4 level. Determine your total qualifying experience as a percentage of the year of specialized experience required at the GS-4 level, and then determine your education as a percentage of the education that meets the requirements for the GS-4 level. Add the two percentages. The total percentage must equal at least 100 percent to qualify at the GS-4 level. For example, the position to be filled is a Medical Supply Technician GS-4. You have 6 months of appropriate experience equivalent to the GS-3 level in the federal service (50 percent of the experience requirement for GS-4) and one (1) year of successfully completed education, as is described above, (50 percent of the education requirement for the GS-4). You meet 100 percent of the total requirements and are qualified for the position. **Unofficial transcripts required.**

##### GS-5

Possess at least 1 year of specialized experience to qualify at the GS-5 level. Specialized experience is

defined as experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

**OR**

Possess at least 4 years of undergraduate-level education leading to a Bachelor's degree in a related field to the Medical Supply Technician to qualify at the GS-5 level. This education must have been obtained in an accredited technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a technical school. **Unofficial transcripts required.**

**OR**

Possess a combination of education and experience to qualify at the GS-5 level as described above. Only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, *beyond the second year* is equivalent to 1 year of specialized experience. Determine your total qualifying experience as a percentage of the year of specialized experience required at the GS-5 level, and then determine your education as a percentage of the education that meets the requirements for the GS-5 level. Add the two percentages. The total percentage must equal at least 100 percent to qualify at the GS-5 level. For example, the position to be filled is a Medical Supply Technician GS-5. You have 8 months of GS-4 level specialized experience and 80 semester hours of college. You meet 67 percent of the required experience and 33 percent of the required education (i.e., 20 semester hours in excess of the first 60 semester hours). You meet 100 percent of the total requirements and are qualified for the position.

**Unofficial transcripts required.**

**GS-6**

Possess at least 1 year of specialized experience to qualify at the GS-6 level. Specialized experience is defined as experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

**AND IN ADDITION TO MEETING THE MINIMUM QUALIFICATION ABOVE,** to be qualified all applicants must possess the ability to lift at least 40 pounds routinely.

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> .

**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 attendance and/or degrees from only these schools. Applicants can verify accreditation at the following website: [www.ed.gov/admins/finaid/accred/index.html](http://www.ed.gov/admins/finaid/accred/index.html) . All education claimed by applicants will be verified by the appointing agency accordingly.

**FOREIGN EDUCATION REQUIREMENTS:** To receive credit for education completed outside the United States, you must show proof that the education has been submitted to a private organization that specialized in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**REQUIREMENTS** (Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment):

- Applicants must meet any physical, language, license or degree requirements.
- Applicants must be citizens of the United States.
- Applicants tentatively selected for certain designated positions may be subject to a random drug

- screening for illegal drug use. Applicants who refuse to be tested will be denied employment.
- New Appointees may be subject to a probationary period.
- New Appointees will be subject to a background investigation to determine suitability.
- An OF-306, Declaration for Federal Employment (version dated January 2001), **must be submitted prior to appointment.** This form is available at [www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf).

#### How You Will Be Evaluated:

Please ensure you answer all questions and follow all instructions carefully. Errors or omissions may affect your evaluation. When answering the questionnaire, remember that your experience and education are subject to verification by investigation. You may be asked to provide specific examples or documentation of experience or education as proof to support your answers, or you may be required to verify a response by a practical demonstration of your claimed ability to perform a task.

#### Benefits and Other Information

##### Benefits:

The Department of Veterans Affairs offers a comprehensive benefits program that you can customize for your individual medical and financial needs. In addition to traditional "dollars and cents" benefits, we offer a range of benefits to help you balance life with the VA to life outside of work. For additional information about the many benefits of a career with the VA, please visit our "**Benefits at a Glance**" webpage at [http://www.va.gov/jobs/job\\_benefits/benefits.asp](http://www.va.gov/jobs/job_benefits/benefits.asp).

##### Other Information:

For a fact sheet explaining how Federal jobs are filled, click on <http://www.usajobs.opm.gov/EI55.asp>.

**Priority Consideration:** Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they attain an eligibility rating of 90.0 or higher, not including points for veterans' preference, from the facility with the vacancy.

Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

#### How to Apply

##### How To Apply:

##### PLEASE NOTE:

- It is **your responsibility** to insure that all application materials are **RECEIVED** by 11:59 p.m. Eastern time on the closing date of the announcement (Friday, November 30, 2007) in order to be considered. We cannot be responsible for incompatible software, illegible fax transmissions, interruptions in internet service, etc.
- You must submit a complete application package. Failure to provide complete information may result in your not receiving consideration for this position.
- You must submit your assessment questionnaire online (through Application Manager) **or** on OPM Form 1203-FX (and faxed). **Do not send printouts of your Application Manager Questionnaire Answers.**
- You will not be contacted for additional information.
- Your application materials will not be returned. Do not submit original documents that you may need in the future.
- Your application must be completed on-line or faxed. **This office does not accept applications by electronic mail (e-mail), regular mail, or in person.**

## Applying for this position is as easy as 1, 2, 3...

Just by following three steps, you will submit a complete application package and receive consideration for this position. Be sure to follow the steps carefully and complete all three. Each step is described in detail below.

1. Your responses to the **Assessment Questionnaire**, (*which may be completed electronically or on the OPM Form 1203FX and faxed*),
2. Your **resume** or **OF-612** (*which may be completed electronically, uploaded, or faxed*), and
3. **Other documents** specified in this job announcement (*which may be uploaded or faxed*).

Use *Application Manager* for convenience and quickest processing. Track your progress to a *Complete Application Package* using *My Application Packages* checklist and status displays in Application Manager. Your Application Package status must be *Complete* by 11:59 p.m. Eastern time on Friday, November 30, 2007.

## STEP 1:

Complete and submit the **Assessment Questionnaire**. The questionnaire **must** be completed and submitted in order to receive consideration for this position.

PLEASE NOTE: We highly encourage you to complete the Assessment Questionnaire online as it is the most efficient way to process your responses. Using paper application forms may delay the processing of your application. If you are unable to complete the Assessment Questionnaire online, go to STEP 3 of this announcement and refer to the alternatives described under "**Alternative Methods for Completing the Application Package**"

You must provide responses to all required questions. Be sure to double check your application before submission and click on "**SUBMIT**" when it is complete. Your application is not transmitted to us until **you submit it**.

To complete your Assessment Questionnaire online, click the following link:

[Online Questionnaire](#)

or enter <https://ApplicationManager.org> You can save your work and come back later. To return to Application Manager at any time by simply going back to this web address.

The Assessment Questionnaire must be completed and submitted by 11:59 p.m. Eastern time on Friday, November 30, 2007.

### ASSESSMENT QUESTIONNAIRE

#### Social Security Number

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we cannot process your application without it.

#### Vacancy Identification Number

VX162359

#### 1. Title of Job

Medical Supply Technician

#### 2. Biographic Data

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

Please enter your e-mail address in the space provided. If you do not provide an e-mail address you may not receive a notice of your results.

### **4. Work Information**

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

### **5. Employment Availability**

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

### **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**

Enter the lowest grade (04) you will accept for this position.

04

05

06

### **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**

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

### **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**

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

### **20. Occupational Specialties**

The specialty code(s) for this position is (are):

001 Medical Supply Technician

### **21. Geographic Availability**

The location code(s) for this position is (are):

1371 Portland, OR

## 22. Transition Assistance Plan

## 23. Job Related Experience

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

## 24. Personal Background Information

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

### Occupational/Assessment Questions:

For each task in the following group, choose response below that best describes your experience and/or training. 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- Yes.

B- No.

1. Do you possess 6 months of general experience and 6 months or more of specialized experience to qualify at the GS-4 level? Specialized experience is defined as experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

2. Do you possess an associate-degree course of study of which the 2nd year of the 2-year program included successful completion of 2 years of study that included at least 12 semester hours in courses such as medical supply processing, storage, and distribution; sterile supplies, operating room, and surgical technician courses; or other fields related to the work of the medical supply technician? One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a technical school. Unofficial transcripts required.

3. Do you possess a combination of appropriate experience and successfully completed education as described above to qualify at the GS-4 level? Determine your total qualifying experience as a percentage of the year of specialized experience required at the GS-4 level, and then determine your education as a percentage of the education that meets the requirements for the GS-4 level. Add the two percentages. The total percentage must equal at least 100 percent to qualify at the GS-4 level. For example, the position to be filled is a Medical Supply Technician GS-4. You have 6 months of appropriate experience equivalent to the GS-3 level in the federal service (50 percent of the experience requirement for GS-4) and one (1) year of successfully completed education, as is described above, (50 percent of the education requirement for the GS-4). You meet 100 percent of the total requirements and are qualified for the position. Unofficial transcripts required.

4. Do you possess at least 1 year of specialized experience to qualify at the GS-5 level? Specialized experience is defined as experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

5. Do you possess at least 4 years of undergraduate-level education leading to a Bachelors degree in a related field to the Medical Supply Technician to qualify at the GS-5 level? This education must have been obtained in an accredited technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of

classroom instruction per week for approximately 36 weeks in a technical school. Unofficial transcripts required.

6. Do you possess a combination of education and experience to qualify at the GS-5 level as described above? Only education in excess of the first 60 semester hours of a course of study leading to a bachelors degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, beyond the second year is equivalent to 1 year of specialized experience. Determine your total qualifying experience as a percentage of the year of specialized experience required at the GS-5 level, and then determine your education as a percentage of the education that meets the requirements for the GS-5 level. Add the two percentages. The total percentage must equal at least 100 percent to qualify at the GS-5 level. For example, the position to be filled is a Medical Supply Technician GS-5. You have 8 months of GS-4 level specialized experience and 80 semester hours of college. You meet 67 percent of the required experience and 33 percent of the required education (i.e., 20 semester hours in excess of the first 60 semester hours). You meet 100 percent of the total requirements and are qualified for the position. Unofficial transcripts required.

7. Do you possess at least 1 year of specialized experience to qualify at the GS-6 level? Specialized experience is defined as experience in processing, assembling, trouble-shooting, preparing, sterilizing, storing, and issuing sterile and unsterile medical supplies and equipment. The applicant must possess knowledge of the technical names, general uses, physical characteristics, and operating conditions of medical supply items; knowledge of decontamination, cleaning, preparation, sterilization, and storage procedures; knowledge of aseptic techniques; and skill in operating a washer-sterilizer, ultrasonic instrument cleaners, and gas and steam sterilizers. Examples of qualifying specialized experience include work as an operating room technician, medical instrument technician, nursing assistant, corpsman, or laboratory worker.

8. Do you possess the ability to lift at least 40 pounds routinely?

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. 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 education, training or experience in performing this task.

B- I have had education or training in performing the task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

9. Collected, disassembled, cleaned, and reassembled a wide range of patient care equipment.

10. Conducted basic performance checks, stored and coordinated repairs, and performed preventative maintenance on a wide range of patient care equipment.

11. Prepared a wide range of medical instruments, procedure trays, packs, and sets used in various clinic settings such as operating rooms, dialysis, ENT, GI, etc.

12. Selected appropriate sterilization methods for various patient care equipment.

13. Operated various kinds of equipment such as ultrasonic cleaners, fiber optic, plasma, and gas sterilizers and associated devices.

14. Conducted inventories of reprocessed items.

15. Utilized data to sufficiently replenish trays, packs, instruments, and other items.

16. Selected items required to replenish emergency crash carts, isolation carts, latex-free procedure carts,



etc, and placed the correct items in appropriate carts.

You must now complete and submit additional application materials (by Friday, November 30, 2007) as required by this vacancy announcement via uploading or faxing this information. To fax application materials, refer to the instructions in Alternative Methods for Completing the Application Package after Step 3 of this vacancy announcement.

## STEP 2:

Submit your choice of a Resume or an OF-612 - Optional Application for Federal Employment available at [www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf) . We must receive a complete resume or OF 612 in order to determine your qualifications for this position.

Your **RESUME** must include the following information:

- **Vacancy Information:** Announcement Number (VX162359), Position Title (Medical Supply Technician), and grade (04/06);
- **Personal Information:**
  - Your full legal name and mailing address
  - Day and Evening telephone numbers including area code
  - Country of citizenship
  - Social Security number
- **Work experience** (NOTE: You must include the following information in order to receive credit for your experience):
  - Name and address of employer
  - Your job title
  - The beginning and ending month and year of your employment
  - The average hours worked per week. Full-time work is considered to be 35-40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the number of hours a week spent in such employment
  - Your supervisor's name and phone number (indicate if we may call your supervisor);
  - A description of your duties that is sufficiently detailed to document the level of your experience. If the position is (was) with the Federal government (military or civilian), state the series and grade or pay grade (rank) and the date of last promotion
- **Education:** Name, location, and dates of attendance for colleges attended (if required). Type and date of degree received (if any);
- **Other:** Training, license(s), or certification(s) relevant to the position

**Do not submit** letters of recommendation, performance appraisals, position descriptions, examples of your work, etc. **This additional information will not be forwarded to the hiring facility.**

## STEP 3:

Submit other required application materials, as applicable.

- If you are using **education** to qualify, you must submit copies of college transcripts or a course listing that identifies for each course completed: the college or university, semester or quarter hours earned, grade, and grade-point average received.

- If you are applying for **Veterans' Preference**, you must submit evidence of eligibility, such as: DD-214 (Certificate of Release or Discharge from Active Duty), or Standard Form 15 (Application for 10-Point Veterans' Preference version dated December 2004), and the proof requested on the form. For Access to DD214 and military records click on this link - [Military Information](#). To print a copy of the SF15 go to [www.opm.gov/forms/pdf\\_fill/sf15.pdf](http://www.opm.gov/forms/pdf_fill/sf15.pdf) .

**Be sure to complete all THREE STEPS of the application process described above in order to**

**submit a complete application package and receive consideration for this position.**

### **ALTERNATIVE METHODS FOR COMPLETING THE APPLICATION PACKAGE**

To Complete the Assessment Questionnaire manually, you will need a copy of the answer sheet, referred to as the Occupational Questionnaire - **OPM Form 1203-FX** which can be obtained electronically at [http://www.opm.gov/forms/pdf\\_fill/opm1203fx.pdf](http://www.opm.gov/forms/pdf_fill/opm1203fx.pdf) ;

or by calling USAJOBS at 703-724-1850; follow the instructions given;

or by visiting the Human Resources Management Service of the VA Medical Center at the duty location.

You will also need a copy of the vacancy announcement to use as a guide in answering the questions. You **must** provide responses to all required questions. Some questions may request an additional written response to support your answer, such as *"Please explain or provide additional information to support your response to the above question."* When additional information is requested, please provide your answer(s) on a separate sheet of paper with the corresponding questionnaire number indicated, and type or print your answers legibly. You may omit any sections marked "optional" and be sure to double check your application before submission. **NOTE: The Questionnaire answer sheet is six pages long -- all six pages MUST be submitted even when the number of questions does not exceed page 5. In this case, please complete the top of Page 6 with your social security number and the vacancy ID number.**

You may submit the Form 1203-FX, resume and any supporting documents by fax.

If you are faxing a Form 1203-FX, do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing.

**If you are faxing any documents without the Form 1203-FX** on top, always use the official cover sheet which is here - <http://staffing.opm.gov/pdf/usascover.pdf> . Be sure to fill it out completely and clearly. Place your documents in the following order: US Government Application Cover Page; Resume or OF 612 (Application for Employment); Other required application materials.

The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up. If you fax your documents using any other cover sheet, you may not receive consideration.

**Mailed, e-mailed or hand delivered applications will not be accepted.** If you are unable to upload your documents after completing the Occupational Questionnaire online, you may FAX your documents (resume, transcripts, etc.) as instructed above.

#### **Required Documents:**

All of the government forms mentioned in the above statements can be downloaded from the following web address: [www.opm.gov/forms](http://www.opm.gov/forms) or obtained at the Human Resources Management Office of the duty station.

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#### **Contact Information:**

VHA Nationwide DEU-CLV  
Phone: (440)546-2730  
Fax: (478)757-3144  
Email: [deu.cleveland@va.gov](mailto:deu.cleveland@va.gov)

Or write:

VHA DEU Cleveland  
PLEASE DO NOT MAIL APPLICATIONS  
APPLY ONLINE OR FAX  
CLEVELAND, OH 00000  
Fax: (478)757-3144

#### **What To Expect Next:**

## WHAT HAPPENS NEXT?

Your resume and supporting documentation will be compared to your responses to the Assessment Questionnaire. The questionnaire is designed to capture the desired knowledge, skills, and abilities for this position. The evaluation you receive is based on your responses to the questionnaire and is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position.

If your application does not support your responses to the questionnaire, or if you are not able to provide verifying documentation, it may affect your evaluation or result in your name being removed from further consideration.

If you are eligible for veterans' preference, you will be given preference based on the documentation you submit. Please see the "**Veterans Information**" section of this announcement for details.

This office will **not** contact you to discuss missing or illegible documents.

Once your qualifications have been evaluated, your application will be assigned a numeric score. Candidates will be ranked in score order with appropriate points added for veterans' preference.

**An ELECTRONIC NOTIFICATION LETTER will be sent to applicants who provide an e-mail address.**

If you do not provide an e-mail address, you will receive a notification letter via the U.S. Postal Service. Normal processing time is **4 - 6 weeks**. This office is responsible for initial evaluation **ONLY**. Facilities are responsible for contacting eligible applicants thereafter.

### EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

### Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.



### Send Mail

#### **Send Mail to:**

VHA DEU Cleveland  
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### Questions?

#### **For questions about this job:**

VHA Nationwide DEU-CLV  
Phone: (440)546-2730  
Fax: (478)757-3144  
Email: deu.cleveland@va.gov

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