

Family Employment Readiness Program

Certificate of Completion

has successfully completed

Instructor

Date

your Career

Pretest

F E D E R A L E M P L O Y M E N T S Y S T E M

Last four digits of Social Security Number _____

True or False

- T F 1. You must take a Civil Service Examination in order to qualify for all federal jobs.
- T F 2. You can apply for federal jobs that are anticipated vacancies.
- T F 3. Which statement is correct?
A. All federal job applications must go to the Office of Personnel Management (OPM).
B. Excepted agencies are permitted to do their own hiring.
C. Excepted agencies do not use the SF-171 or OF-612 applications.
D. OPM interviews all candidates for federal jobs.
- T F 4. The Standard SF-171 is the only way to apply for a federal job.
- T F 5. All veterans receive a 5- or 10- point preference in the competition for federal jobs.
- T F 6. Which forms can be used to apply for a federal job? (Choose all that apply)
A. OF-612.
B. A one-page chronological format.
C. SF-171.
D. All of the above.
- T F 7. Federal job vacancies can be found in the following locations: (Choose all that apply)
A. <www.usajobs.opm.gov>.
B. Human Resources Office.
C. State Employment Commission.
D. All of the above.
- T F 8. Federal jobs are categorized by series and are ranked, for pay purposes, by grade and step.
- T F 9. Knowledge, Skills and Abilities must be included on every application.
- T F 10. An SF-171 must be filled out to apply for a 10-point Veterans Preference.

Major Excepted Service Agencies

Refer to www.usajobs.opm.gov for a current listing of excepted agencies, including addresses and phone numbers. For a complete list of Federal Agencies in your area, refer to the blue pages of your local phone directory.

**Administrative Office
of the U.S. Courts**
www.uscourts.gov

**Agency for International
Development**
www.usaid.gov

Central Intelligence Agency
www.cia.gov

Defense Intelligence Agency
www.dia.mil

Dept. of Veterans Affairs
www.va.gov/
www.va.gov/jobs/search.htm

Federal Bureau of Investigation
www.fbi.gov

**Federal Reserve Board
of Governors**
www.federalreserve.gov

Foreign Agricultural Service
www.fas.usda.gov

General Accounting Office
www.gao.gov

International Monetary Fund
www.imf.org

International Trade Commission
www.ita.doc.gov

Library of Congress
www.loc.gov

National Security Agency
www.nsa.gov

Nuclear Regulatory Commission
www.nrc.gov

**Pan American Health
Organization**
www.paho.org

Postal Rate Commission
www.prc.gov/main.asp

Tennessee Valley Authority
www.tva.gov

United Nations

Children's Fund
www.unicef.org/employ/

Development Program
www.undp.org

Mission to the United Nations
www.un.int/usa

Institute for Training and Research
www.unitar.org

Population Fund
www.unfpa.org

Secretariat
www.un.org/documents/st.htm

**World Bank, International Finance
Corporation (IFC) and Multilateral
Investment Guarantee Agency (MIGA)**
www.worldbank.org

United States Claims Court
www.uscfc.uscourts.gov

U.S. Court Claims
www.uscfc.uscourts.gov

U.S. Dept of State
www.state.gov

U.S. House of Representatives
www.house.gov

U.S. Postal Service
www.usps.com

U.S. Senate
www.senate.gov

U.S. Supreme Court Building
Call 202-479-3000

*This list is not all-inclusive
and is subject to change.*

Job Announcement Sample 1

FOR FEDERAL JOB VACANCIES

Announcement Number: CP/00/R1137A/SCF-NR

Announcement Date: 4/28/02

Title: PRODUCTION CONTROLLER (AIRCRAFT)

Pay Plan: GS

Federal Job Series: 1152

Grade: 8

Opening Date: 4/28/02

Closing Date: 5/19/02

Location: NADEP, Cherry Point, NC

Area of Consideration: Employees of the Naval Aviation Depot, Cherry Point, NC

Who May Apply: All appointable employees within the area of consideration who apply with this announcement will be considered. Appointable employees are those with career or career-conditional status, employees serving under Veterans Readjustment Appointments (VRAs) and handicapped appointments. In addition, spouses (with federal status) of relocating active duty military members (including Coast Guard) and DoD civilian employees may apply under this announcement. Relocating spouses may apply beginning 30 days prior to the sponsor's reporting date to the Cherry Point commuting area (copy of PCS orders required).

Duties: Incumbent advises shop supervisor and senior supervisory production control personnel of priorities, schedules, adjustments and man-hours required to satisfy the facility's commitments. Coordinates the use of manpower, equipment and material in the overhaul and repair of aircraft, engines and related components. Investigates reasons for delays, determines and identifies work stoppages or anticipated work stoppages and follows up on progress made in clearing or preventing work stoppages. Monitors, coordinates and expedites the flow of material or parts through feeder shops. Receives aircraft components, engine parts and accessories in the control center and examines them from the standpoint of condition and completeness, including completeness of all necessary work documents. Stores received items or loads items to shops serviced in accordance with scheduling devices, such as master schedule sheets, work orders and daily rework requirement reports. Takes prompt and positive action, including controlled backrobbing and cannibalization, to alleviate bit and piece parts and material shortages. Suggests or recommends, based on trade knowledge and experience, suitable parts substitutes, alternate techniques or procedures to be used in expediting completion of items causing delays. Determines when material and parts are required and what material is to be requisitioned under the NAVAIR Industrial Material Management System (NIMMS). Reviews and analyzes reports from higher authority and extracts data used in determining schedule adjustments, expediting control action. Incumbent provides training to subordinate production controllers. May be required to participate in the Presidential Engine Support Program (GOLDPLATE).

How to Apply:

Interested applicants must submit a completed merit promotion application form, MCAS 12335/6B (REV 6/98). Previous editions will be accepted. If you are using a previous edition of the merit promotion program application form, MC12335, please annotate your last three annual summary ratings in the awards section of the form. Midyear reviews and close out ratings will not be accepted. The program application form, MCAS 12335/6B (rev 6/98) is a four-page form; it must not be altered or expanded in any way. Forms/documents other than those required by the announcement will be removed from your application and retained in the announcement folder; they will not be considered in the rating/ranking process. Applications must include all information necessary to determine basic eligibility. All documents must be submitted by mail to Human Resources Service Center, East Bldg. 17, Norfolk Naval Shipyard, Portsmouth, VA 23709-5000 or deposited in an appropriate HRSC east drop box. If you choose to deposit your application in a HRSC drop box, it must be deposited by close-of-business (COB) as determined by that location. Locations and close of business are the following: Civilian Human Resources Office-East, Building 80 COB: 4:00 p.m. Management Support Office (Trailer 25, NADEP, cob: 3:30p.m. Applications mailed must be postmarked by the closing date of the announcement. All applications submitted in official government/franked envelopes will be rejected.

Qualifications:

As of the closing date of this announcement, all qualifications must be met. Appropriate experience gained while on detail or in "mixed-grade" or "mixed-series" positions will be creditable when satisfactorily documented. Credit will be given for the percentage of time that the applicant spent on the qualifying duties. Percentages must be specified on the application in order for credit to be given. Applicant must have one year of specialized experience equivalent to the GS-07 grade level. Specialized experience is 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.

Evaluation Method:

Eligible candidates will be evaluated based on their experience, education, training, and awards shown on the application and performance ratings of records. When evaluating the merit promotion program application, the knowledge, skills and abilities (KSAs) listed below may be used to determine whether experience, education, training and awards are related to this position.

Other Pertinent Information: Amends the closing date to: 05/19/02

Direct Inquires to:

Brenda Wright (757) 555-1234 or DSN 555-1234

Knowledge, Skills, and Abilities:

1. Ability to coordinate and influence the flow of work through production shops scheduled due in and out dates, including investigating and resolving delays and work stoppages. 2. Ability to use automated industrial workload management systems (i.e. UADPS, MAPPER, production status, SOR, BREES, NIMMS/NIFMS, etc.). 3. Ability to communicate technical information orally and in writing with various levels of personnel in preparing reports correspondence, etc.

Special Requirements:

1. The register established as a result of this announcement may be used to fill the current vacancy and any other vacancies (permanent or temporary) which occur throughout the life of this announcement. This announcement does not extend the life of the original register. Temporary promotions effected from this register may be extended or made permanent without further competition. 2. The current vacancies are permanent. 3. Occasional travel may be required.

Job Announcement Sample 2

FOR FEDERAL JOB VACANCIES

Announcement No.: AS-DEU-03-4904

Opening Date: September 15, 2003

Closing Date: September 26, 2003

**Position Title
(Pay Plan-Series):** CRIMINAL INVESTIGATION CLERK (GS-1802)

Grade: 04, 05, 06

Full Performance Grade: 06

Comments: NOTICE TO APPLICANTS: It is important that you thoroughly read this entire announcement. The How to Apply area describes what you will need to apply and how and where to submit your paperwork.

Type of Appointment: full-time, permanent

NOTE: After you have submitted your application, please feel free to check the status of your application on-line by visiting our website at <https://ncweb.ria.army.mil/aladdin/logins/aladdin1.htm>

NOTE: If you are a current Federal employee, you may be eligible to apply under RESUMIX NCAS03402908. You must be in the Area of Consideration on the RESUMIX announcement to be eligible to apply. In order to view announcement(s), access <http://cpol.army.mil/html> click on Employment, click on Army Vacancy Announcement, click on State of interest, scroll down and insert the 4-digit series of the position you are interest in i.e. 1802 Criminal Investigations Clerk and scroll down to SEARCH NOW.

If you have questions regarding building your resume in Army's Resume Builder, sending your resume or accessing ANSWER, please e-mail your questions to applicanthelp@cpsrxtb.belvoir.army.mil. Other questions may be directed to Erika Burns, North Central Civilian Personnel Operations Center at 309-782-0457.

NOTE: Pre-appointment physical required.

NOTE: This is a developmental position, GS-1802-04, 05, 06, and may be fill at any level.

NOTE: PCS/Relocation costs will not be paid

NOTE: Incumbent required to maintain and obtain TOP Secret Security Clearance.

NOTE: Subject to random Drug testing.

PHYSICAL REQUIREMENTS: There may be some walking, standing, bending, and carrying of items weighing up to 40lbs.

Number of vacancies to be filled by this announcement 1.

Salary: GS-04: \$23621-\$30704; GS-05: \$26429-\$34353; GS-06: \$29459-\$38297 PA

Region: North Central

Organization: USA CRIME INVESTIGATIONS COMMAND
USA CRIME RECORDS CENTER
CRIME RECORDS DIVISION
RECORDS MAINTENANCE BRANCH
ALEXANDRIA, VA 22332

Duty Station: FORT BELVOIR, VA
FAIRFAX COUNTY

Area of Consideration:
Expanded Definitions Opened to all applicants with or without Civil Service Status.

Duties: If the position is filled at the GS-4 and GS-5 grade levels, incumbent will receive progressively responsible training in the following areas:

GS-6: Operates a variety of equipment in relation to the performance of records retrieval functions. Operates Defense Clearance and Investigations Index (DCII) terminal, National Crime Information Center (NCIC) terminal, Data General computer terminals, Automated Criminal Information Reporting System (ACIRS) terminal, telecopier equipment, microfiche readers, Diebold card systems, and reproduction equipment.

Receives electrical/mail messages. Conducts DC11 check on subjects, victims, and corporations of request and requests files. Upon receipt, reviews file and summarizes IAW 380-13 and responds to requesters. Requests Army Intelligence, Defense Investigative Service, Navy, and Air Force files. Reviews and analyzes file for derogatory or significant information. Prepares replies and/or copies of any information for release. Screens information released and deletes items where appropriate. Keeps suspenses on file requests and sends tracer actions when appropriate. Performs an audit trail on all microfiche requests.

Receives telephone requests for name checks on personnel/corporations. Verifies identity of requester. Immediately conducts requested terminal checks and advises the requester of all information. Reviews and analyzes the hard copy files.

Receives and conducts requests for NCIC checks on personnel, stolen weapons and articles and responds back to field elements. Enters and deletes stolen articles as reported by field elements. Makes inquiries concerning Military Fugitive deserters.

Receives referrals and expanded National Agency Checks on Army personnel. Separates derogatory from non-derogatory information. Identifies information for data reduction and forwards applicable information to the subject's current duty station for appropriate action. Maintains a log of referrals.

Receives, reviews for corrections, and prepares for data reduction, initial and status report of investigation. Underlines pertinent information and maintains a log book. Files reports in appropriate location. If corrections are necessary, initiates proper action to correct computer data base programs.

Performs file functions to include sorting requests for reports of investigation, sorting and filing CID and MP files, performs quality control of newly accessioned files and prepares files for destruction or retirement to the Records Holding Center.

Performs liaison/courier duties with the U.S. Intelligence Records Repository (USAIRR). Obtains intelligence dossiers identified during DCII checks. Reviews for derogatory information and obtains copies of any necessary documents. Signs for and transports sensitive material.

Reviews and summarizes reports for regulatory compliance IAW 380-13 and responds to requesters.

Performs quality control review of Diebold card system.

**Qualification
Requirements:**

GENERAL EXPERIENCE: GS-4: One year of general experience. OR
Two years of education above high school level.

SPECIALIZED EXPERIENCE: GS-5: One year of specialized experience equivalent to at least the GS-4 grade level. OR Four years of education above high school.

GS-6: One year of specialized experience equivalent to at least the GS-5 grade level.

Specialized experience is experience that has equipped the applicant with the particular knowledge, skill, and ability to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

**Selective Placement
Factors/Knowledge Skills
and Abilities (KSA's):**

Selective Placement Factors/Knowledge Skills and Abilities (KSA's): In order to determine the best qualified candidates, applicants who meet the qualification requirements will be further evaluated by determining the extent to which their experience indicates possession of the following factors. APPLICANTS SHOULD SUBMIT CLEAR, CONCISE DESCRIPTION OF WORK EXPERIENCE, TRAINING, AWARDS, AND OTHER ACTIVITIES THAT DEMONSTRATE ACCOMPLISHMENTS IN THESE AREAS AND INCLUDE WITH YOUR APPLICATION.

1. Knowledge of criminal investigative procedures, report writing, automated systems, criteria for release of information, and record retrieval.
2. Ability to communicate orally.
3. Ability to communicate in writing.

**Standard/Other
Requirements/
Instructions on
How to Apply:**

1. Failure to provide all of the required information as stated in the announcement may result in an ineligible rating or may affect the overall rating.
2. This position is designated critical sensitive, as defined in DoD 5200.2-R, therefore, requires that a personnel security investigation be adjudicated for security eligibility on a preappointment basis. This requirement may take up to 120 days or longer to process.
3. Management has the prerogative to select at any grade level for which this position has been announced.

4. This recruitment provides promotion opportunity to the target grade of the position without further competition when selectee is eligible and recommended by management.
5. Permanent change of station (PCS) funds will not be authorized.
6. Selection for this position is contingent upon proof of U.S. citizenship.
7. Applicant selected for movement into positions covered by the Alcohol and Drug Abuse Prevention and Control Program must sign DA Form 5019-R (Condition of Employment for Certain Positions Identified as Critical Under the Drug Abuse Testing Program). Applicants selected for certain positions requiring commercial drivers license will be required to sign a DA Form 7412 (Condition of Employment for Certain Civilian Positions Identified Safety-Sensitive Under the Department of Transportation, Federal Highway Administration Rules on Drug and Alcohol Testing). Applicants must pass urinalysis testing as required prior to appointment and periodically thereafter.
8. Direct Deposit is REQUIRED : As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.
9. Application/Resume deadline: Application/Resume must be received by the Closing Date of the Vacancy Announcement.
10. Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

SUBMIT ALL INFORMATION REQUESTED, INCLUDING THE ANNOUNCEMENT NUMBER YOU ARE APPLYING ON. CONSIDERATION WILL NOT BE GIVEN TO THOSE WHO APPLY INCORRECTLY.

For questions regarding this vacancy announcement, you may call Erika Burns at commercial 309-782-0457 or DSN 793-0457.

The following must be submitted:

1. OF 612, Optional Application for Federal Employment (this form can be found at <http://www.opm.gov/forms/word/of612.doc>) OR you may submit a copy of your own personal resume provided it includes the same information required by the OF 612. For resume format, go to <http://www.opm.gov>, click on Publications, then Search for Publications, and submit query for Applying for a Federal Job to obtain information.

2. VETERANS: For Applicants Claiming Veterans' preference:

If you served on active duty in the U.S. military service and were separated under honorable conditions, you may be eligible for Veterans Preference. If your only active duty was training in the Reserves or National Guard, Veterans Preference does not apply. For details regarding Veterans' Preference, visit the OPM Vet Guide web site at: <http://www.opm.gov/employ/html/vetguide.htm>

If claiming entitlement for 5-point tentative preference you MUST clearly identify the following:

a. Specific DATES OF ACTIVE SERVICE

b. If retired military, indicate rank at time of retirement

Tentative preference may be granted only if sufficient information is provided. A Certificate of Release or Discharge from Active Duty (DD 214) will also be accepted.

IF SELECTED FOR THE POSITION, THE APPLICANT WILL BE REQUIRED TO PROVIDE A COPY OF THE DD 214 (Member 4 copy if discharged after July 1, 1979) WITHIN 3 WORKING DAYS OF THE TENTATIVE JOB OFFER.

If claiming entitlement for 10-point preference you MUST submit the following at the time of application:

- a. DD-214 (Member 4 copy, if discharged after July 1, 1979);
- b. SF 15 (Application for 10-Point Veterans Preference. You can find SF 15 at <http://www.opm.gov/forms/word/sf15.doc>; and
- c. A letter from the Veterans Administration (VA) with the application in order to receive 10-point preference. The letter from the VA must be dated within the last twelve (12) months, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay.

3. **MILITARY SPOUSE PREFERENCE.** Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified candidates referred for the position and are within reach. If you believe that you are entitled to military spouse preference, you must clearly identify your claim for that preference on your resume, AND submit a copy of the military members PCS orders at the time of application.

4. **DISPLACED EMPLOYEES REQUESTING SPECIAL PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP):** If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must submit a copy of the appropriate documentation such as RIF separation notice with a SF 50, letter from OPM or your agency documenting your priority consideration status with your application package. You must file your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all requirement documentation, etc.) AND you must be rated well qualified for the position. To be considered well qualified you must earn the score cut-off of 90.0 prior to the assignment of veteran preference points.

Regardless of the method that is used to apply, applicants must remember to provide the following information:

1. List the position and job announcement for which you are applying. If you do not identify what you are applying for, your application will not be considered.
2. Provide your social security number.
3. Provide your full name, mailing address and day and evening phone numbers.
4. Provide your country of citizenship.
5. Provide complete dates (month, day, year, hours per week) of any current or previous employment with a complete description of the duties you performed.
6. If ever employed by the Federal Government, please state the highest grade held, job series, and dates of employment in grade. Also include a copy of your last Notification of Personnel Action, Form SF-50.

EDUCATIONAL REQUIREMENTS: In order to verify any education, licensure or certification that may be required to qualify, applicants must specifically address any listed requirements in the resume. A course listing or transcript will also be accepted. If selected, you must provide a copy of the official transcript, licensure or certification within 3 days of the tentative job offer.

WORK EXPERIENCE:

1. Job title.
2. Duties and accomplishments.
3. Employer's name and address and Supervisors name and phone number.
4. Starting and ending dates of employment (month and year) and salary.
5. Indicate if your current supervisor may be contacted.
6. Job-related skills, certificates, licenses, honors, awards, memberships, etc.

Applications/resumes and KSA's may be sent by e-mail to: DEURESUMES@cpocria.army.mil. The subject line of the e-mail must contain this vacancy announcement number: AS-DEU-03-4904 and your last name.

NOTE: If using the Army Resume Builder Link on USAJOBS, you will need to first send your resume to yourself, and then forward resume to DEURESUMES@CPOCR.ARMY.MIL (be sure to add announcement number and your last name in the subject field of the email). If using the Resume button on Armys Vacancy Announcements website (Civilian Personnel On Line), your resume will be automatically forwarded to DEURESUMES@CPOCR.ARMY.MIL with announcement number already included.

Applications/resumes and KSA's must be received on or before the closing date of this announcement. If you choose to e-mail your application/resume, plain text format is preferred.

OR

Applications/resumes, KSA's and supplemental documentation may be mailed to the following address and must be received in this office on or before the closing date of this announcement. The information must contain this vacancy announcement: AS-DEU-03-4904. Applications will not be accepted in postage paid government envelopes.

DEPARTMENT OF THE ARMY
OFC OF THE DEP CHIEF OF STAFF, G-1
ATTN: DAPE-CP-NCF (BURNS)
CPOC, NCR
BLDG 102, 1 ROCK ISLAND ARSENAL
ROCK ISLAND, IL 61299-7650

GS Salary Tables

2003 General Schedule

INCORPORATING A 3.10% GENERAL INCREASE
Effective January 2003

Annual Rates by Grade and Step

GS	1	2	3	4	5	6	7	8	9	10
1	15214	15722	16228	16731	17238	17536	18034	18538	18559	19031
2	17106	17512	18079	18559	18767	19319	19871	20423	20975	21527
3	18664	19286	19908	20530	21152	21774	22396	23018	23640	24262
4	20952	21650	22348	23046	23744	24442	25140	25838	26536	27234
5	23442	24223	25004	25785	26566	27347	28128	28909	29690	30471
6	26130	27001	27872	28743	29614	30485	31356	32227	33098	33969
7	29037	30005	30973	31941	32909	33877	34845	35813	36781	37749
8	32158	33230	34302	35374	36446	37518	38590	39662	40734	41806
9	35519	36703	37887	39071	40255	41439	42623	43807	44991	46175
10	39115	40419	41723	43027	44331	45635	46939	48243	49547	50851
11	42976	44409	45842	47275	48708	50141	51574	53007	54440	55873
12	51508	53225	54942	56659	58376	60093	61810	63527	65244	66961
13	61251	63293	65335	67377	69419	71461	73503	75545	77587	79629
14	72381	74794	77207	79620	82033	84446	86859	89272	91685	94098
15	85140	87978	90816	93654	96492	99330	102168	105006	107844	110682

Veteran's Preference

V R A A N D V E A O

Veteran's Readjustment Appointments (VRA Program)

Federal Agencies may hire qualified veterans directly under the Veteran's Readjustment Appointment program.

The VRA program gives agencies another option to choose candidates. They can select from external candidates in open competition, merit promotion or internal "status" candidates, or they can choose qualified appointees who are VRA eligible.

VRAs are generally hired for a two-year period in the Excepted Service. Successful completion may be converted to a permanent civil service appointment in the Competitive Service. The VRA only applies to jobs up to the GS-11 pay grade.

If you served for a period of more than 180 days of active duty, all or part of which occurred after August 4, 1964 (*February 28, 1961, for those who actually served in Vietnam*), and have other than a dishonorable discharge you are eligible for VRA.

www.usajobs.opm.gov/ei4.htm

Types of Preference

5-POINT PREFERENCE

Five points are added to the qualified rating of a veteran (retirees O4 and above are not eligible for 5-point preference) who served:

- During the period August 2, 1990 to January 2, 1992
- For more than 180 consecutive days, and part of which occurred after January 31, 1955, and before October 15, 1976
- In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, and Southwest Asia

Medal holders who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty. The service requirement does not apply to veterans with compensable service-connected disabilities or to veterans separated for disability, in the line of duty, or for hardship.

10-POINT PREFERENCE

Ten points are added to the passing examination score of:

- A disabled veteran who served any time and who (1) has a present service-connected disability or (2) is receiving compensation, disability retirement benefits, or pension from the military or the Department of Veterans Affairs; or was awarded a Purple Heart.
- An unmarried spouse of certain deceased veterans, a spouse of a veteran unable to work because of a service-connected disability, and
- A mother of a veteran who died in service or who is permanently and totally disabled

The service member must attach a completed SF-15 (verifies disability with the VA) with the requested proof.

www.usajobs.opm.gov/ei3.htm

www.opm.gov/veterans/html/vetguide.htm

Common Hiring Categories

DEFINITIONS

Please refer to the following information in determining whether you meet the “Who May Apply” and/or “Area of Consideration” sections of our listed job opportunity announcements. You will be asked to submit supporting documentation noted for each category prior to any final job offer being made. In some cases, documentation will be required at the time of application. Please refer to announcements for specific information. This information can also be found at: www.donhr.navy.mil/jobs/categorydefinitions.asp

If You Meet The Definition(s) Below...

Applicants who are current, permanent career or career-conditional civilian (status) employees of any Federal agency. This does NOT include Federal employees who are currently working on temporary or term appointments. Supporting documentation: Copy of your most recent Notification of Personnel Action, SF-50, showing current title, pay plan, series and grade.

Applicants who are current, permanent career or career-conditional civilian (status) employees of any Department of Defense agency. This does NOT include employees who are currently working on temporary or term appointments. NOTE: If you meet this definition, you are also eligible as a current permanent Federal civilian employee. Supporting documentation: Copy of your most recent Notification of Personnel Action, SF-50.

Applicants who are current, permanent career or career-conditional civilian (status) employees of any Department of the Navy (including United States Marine Corps) activity. This does NOT include employees who are currently working on temporary or term appointments. NOTE: If you meet this definition, you are also eligible as a current permanent Federal civilian employee and a current permanent DOD civilian employee. Supporting documentation: Copy of your most recent Notification of Personnel Action, SF-50.

Applicants who worked overseas as an appropriated fund Federal employee, while a family member of a civilian, non-appropriated fund or uniformed service member serving overseas, for an accumulated total of 52 weeks and who received a fully successful (pass) or better performance appraisal. This appointment eligibility is effective for a period of three years following the date of return from overseas to the United States to reassume residence. Supporting documentation: A copy of a Notification of Personnel Action, SF-50, showing completion of 52 weeks of creditable overseas service, AND a copy of your most recent annual performance appraisal, AND a copy of your Permanent Change of Station Orders used to return you to the United States.

Current Non-Appropriated Fund (NAF), Civilian Intelligence Personnel Management System (CIPMS), Defense Civilian Intelligence Personnel System (DCIPS) employees or other Interchange Agreement eligibles who have served continuously for at least one year under a permanent appointment, or former Interchange Agreement eligible employees (i.e., NAF, CIPMS, DCIPS) who served under an appointment described above, and who were involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance). For further information and a list of other Federal agencies that are under Interchange Agreements, please check [http://www.opm.gov/employ/html/sroa2.htm#Interchange Agreements With Other Merit Systems](http://www.opm.gov/employ/html/sroa2.htm#Interchange%20Agreements%20With%20Other%20Merit%20Systems) . Supporting documentation: Copy(ies) of applicable personnel actions verifying the above criteria.

Your Hiring Program Category is:

Current Permanent Federal Civilian Employee

Current Permanent DOD Civilian Employee

Current Permanent DON/USMC Civilian Employee

Executive Order 12721 Eligible

Interchange Agreement (NAF, CIPMS, DCIPS, etc.) Eligible

If You Meet The Definition(s) Below...

Former Federal employees who previously attained career status, OR former Federal employees with veterans' preference who previously attained career-conditional status as a civilian employee in any Federal agency, OR former Federal career-conditional employees (without veterans' preference) who separated from Government service within the past three years. Supporting documentation: Copy of your most recent Notification of Personnel Action, SF-50.

Current or former employees displaced from non-Department of Defense Federal agencies. Additional information on this program and supporting documentation needed may be found at...

Applicants who are spouses of relocating active duty military members or DOD civilian employees, may apply to specific announcements regardless of the Area of Consideration, during the 30 days preceding through the 6 months following their sponsor's relocation to the activity's commuting area. Spouses must be appointable under one of the hiring program categories identified on this form. Supporting documentation: A copy of sponsor's Permanent Change of Station order and/or copy of your most recent Notification of Personnel Action, SF-50, if applicable.

Preference eligibles or veterans who separated from the Armed Forces under honorable conditions after substantially completing an initial 3-year term of active service. Supporting documentation: DD-214(s) showing length of active duty service and type of discharge.

Individuals with a major physical or mental impairment(s) that limit(s) one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Affairs (DVA). Supporting documentation: Recent letter from DVA or State Vocational Rehabilitation Service.

A college graduate who has: (1) an accumulated grade point average of 3.45 or above on a 4.0 scale; or, (2) graduated in the upper 10% of their graduating class or major university subdivision for baccalaureate degree. Supporting documentation: College/university transcript.

Full or part-time students enrolled in high school, vocational institution, college, or university. Supporting documentation: Proof of enrollment.

A spouse, or unmarried dependent child (including step, adopted, and foster children) under 23 years of age who is residing with a member of the U.S. Armed Forces, or a U.S. citizen employee of a U.S. Government Agency, whose duty station is in a foreign area and has not accepted or declined a position at the new duty station of the sponsor. Supporting documentation: A copy of the sponsor's Permanent Change of Station orders. NOTE: This preference does not apply to family members of locally hired civilian employees.

Your Hiring Program Category is:

Reinstatement Eligible

Interagency Career Transition Assistance Plan (ICTAP) Eligible

Spouse of Relocating Military Member or DOD Civilian

Veterans' Employment Opportunity Act Eligible

Persons with Disability

Outstanding Scholar

Current Student

Overseas Family Member Preference Eligible

If You Meet The Definition(s) Below...

Spouse of an overseas active duty U.S. Armed Forces service member who meets all of the following conditions: 1) The spouse and the sponsor were married prior to the relocation; 2) Since the relocation, the spouse has not accepted or declined a position at the new duty station of the sponsor; 3) The spouse is among the best qualified; 4) The position applied for is not above the highest permanent grade previously held in the Federal service. Supporting documentation: A copy of the sponsor's Permanent Change of Station orders. **NOTE**: Preference can be granted only once per PCS relocation. Once you accept or decline a continuing position (one that is expected to last one year or more), either appropriated fund (AF) or non-appropriated fund (NAF), at the new duty station, your eligibility for preference terminates whether or not preference was applied.

Veterans' Readjustment Appointment (VRA): To be eligible, a veteran must have served in the Armed Forces on active duty (not active duty for training or inactive duty as a Reservist) for more than 180 days and received other than dishonorable discharge. Veterans must have served time which occurred after August 4, 1964, (or February 28, 1961, for those who actually served in the Republic of Vietnam). The 180-day requirement does not apply to veterans who were discharged or released from active duty because of a service-connected disability. It also does not apply to members of the Reserves or National Guard ordered to active duty under 10 United States Code (U.S.C.) 12301(a), (d), or (g), 12302, or 12304 for service during a period of war as defined in 38 U.S.C. 101(11) or in a campaign or expedition for which a campaign badge is authorized. "Period of War" includes World War II, the Korean conflict, Vietnam era, the Persian Gulf War, or the period beginning on the date of any future declaration of war by Congress and ending on the date prescribed by Presidential proclamation or concurrent resolution of the Congress. To be eligible for a VRA appointment, a veteran who meets the above definition must be appointed within 10 years of his or her last discharge from active duty. Supporting documentation: DD-214(s) showing type of discharge. Additionally, veterans claiming 10-point veterans' preference will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form. **NOTE**: Veterans' preference information and forms are located at www.opm.gov or www.dol.gov/dol/vets. **30% or More Disabled Veteran**: Individuals who have retired from active military service with a disability rating of 30 % or more; or, who have been rated by the Department of Veterans Affairs (DVA) within the preceding 12 months as having a compensable service-connected disability of 30 % or more. Supporting documentation: DD-214(s) showing type of discharge. Additionally, veterans will need an Application for 10-Point Veteran Preference, SF-15, and applicable supporting documents, as noted on the form.

Overseas Limited Term Appointment may be used to recruit United States citizens in an overseas area. However, there are certain host nations-specific requirements and limitations to this authority. Contact the local Human Resources Office for specific details.

Your Hiring Program Category is:

Overseas Limited Appointment Eligible

Veterans' Readjustment Appointment and/or 30% or More Disabled Veteran

Overseas Military Spouse Appointment Eligible

Qualification Requirements

FEDERAL EMPLOYMENT POSITIONS ARE CLASSIFIED BY: WHITE-COLLAR POSITIONS (GS – GENERAL SCHEDULE)
BLUE-COLLAR POSITIONS (WG – WAGE GRADE)

The Federal Wage (WG) System is a uniform pay-setting system covering Federal employees paid by the hour. The aim is to make sure that the Federal trade, craft, and laboring employees in a local wage area who do the same kind of work get the same rate of pay. Successful labor-management partnership is a hallmark of the Federal Wage System, with labor organizations involved in all phases of providing an equitable pay system.

The common wage schedules consist of 15 grades, covering most non-supervisory employees. Schedules for supervisors and leaders are based on the non-supervisory schedules, but are separate from them. In each pay grade, there are five step rates – each 4 percent apart with the second step based on the going rate in private industry

The information furnished below is a general guide showing the most common patterns of experience and/or education needed to qualify for the various General Schedule (GS) grade levels. In both the GS and the Wage Grade (WG) pay systems, as the grade level increases, so does the amount and/or kind of specialized work experience (or education) that is required to qualify for the position.

<www.opm.gov/qualifications/index.htm>

GENERAL SCHEDULE (GS) QUALIFICATION REQUIREMENTS

GS 2/3/4	<p>Normally requires the passing of a written test and 3 months of general experience for GS-2, or 6 months to 1 year of general experience for GS-3/4, involving clerical, office, or technical support work, or:</p> <p>High school graduation if qualifying at the GS-2 level. At the GS-3/4 levels, requires 1 – 2 years of education above the high school level</p>
GS 5/6/7	<p>Entry-level professional, administrative, or technical jobs. Some positions at this level require the passing of a written test in addition to meeting the education and/or experience requirements. Usually requires 3 years of general experience for GS-5, or 1 – 2 years of specialized experience in or closely-related to the duties of that particular job, or:</p> <p>Successful completion of a full, 4-year course of study leading to a bachelor's degree in an accredited college or university is generally qualifying at the GS-5 level. Superior academic achievement (3.0 grade point average or better) or 1 year of graduate-level education is usually qualifying at the GS-7 level. Some jobs of this type may require specific course work in the particular subject matter field.</p>
GS-8/12	<p>Mid-level professional, managerial, administrative, or technical jobs requiring progressively responsible specialized experience in or related to the duties of that specific job, or:</p> <p>Successful completion of all the requirements for a master's degree (GS-9), 3 full years of graduate level education, or a Ph.D. (GS-11) in the subject matter field. Depending upon the grade level, the graduate level education may require supplementary specialized work experience, particularly at the GS-11 level.</p>
GS-13/15	<p>Senior-level professional, managerial, administrative, or technical jobs requiring highly-specialized and responsible work experience in the subject matter field.</p>

Sample Federal Resume

SAMPLE RESUME

http://www.resume.hroc.navy.mil/resume_esp/sampresnew.html

George Q. Public
SSN: 123456789
1111 Job Street
Anywhere, NV 99999
Contact Phone: (999) 123-4567
Work Phone: (999) 123-4567
DSN: 123-4567
E-mail Address: gpublic@aol.com

Announcement Number: KMP02345

EXPERIENCE:

Start and end date (mm-yyyy format); hours worked per week; position title; if Federal civilian position, pay plan-series-grade level; if non-Federal civilian position, salary; date last promoted; whether you are a temporary/term employee; whether you are on a temporary promotion; employing organization name and address; supervisor's name and phone number; whether the supervisor may be contacted. Description of duties including: specific functions performed; software programs used; and, regulations, directives used.

[Example: 01-2000 to present; 40 hours per week; Electrician; WG-2805-10; last promoted 01-2000; temporary employee; on temporary promotion; Pearl Harbor Naval Shipyard, 123 Wahoo Circle, Honolulu, HI 96818; Mr. Fred Smith, (808) 474-3344; may contact supervisor. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.]

[Example: 04-1985 to 01-2000; 40 hours per week; Engine Mechanic; \$14.92 per hour; last promoted 12-1998; permanent employee; not on a temporary promotion; Boeing, Seattle WA 98124; Mr. John Doe, (206) 333-3333; may contact supervisor. Performed trouble diagnosis and repair of airplane engines. Work included engine assemblies and accessories. Was responsible for modifying, adjusting, troubleshooting, disassembling and assembling, engines, parts, components and accessories. Followed safety practices and procedures.]

EDUCATION:

Sparks High School, 1981, H.S. Diploma
University of Nevada, Reno, NV; B.S. in Engineering, 1985; 3.4 out of 4.0 GPA; 180 quarter hours.

PROFESSIONAL TRAINING:

[List any courses that you have completed and consider relevant to your career goals. Include course name, length, and completion date.]

PROFESSIONAL LICENSES/CERTIFICATES:

[List current licenses, certificates, and/or contracting warrants. Identify the city and/or state of certification, and expiration date, if any. If you have Defense Acquisition Workforce Improvement Act (DAWIA) or Firefighter certification, identify the level and position category such as contracting, purchasing, communications-computer systems or manufacturing and production.]

PERFORMANCE RATINGS, AWARDS, AND RECOGNITIONS:

[List current performance ratings, awards, honors, and recognitions, including date(s) of receipt.]

U.S. MILITARY SERVICE INFORMATION:

[If you have served active duty in the U.S. military other than active duty for training, please provide the following information: For all periods of active duty military service, list dates and branch of service. If you were a reservist called or ordered to active duty, list dates and branch of service. List any campaign badges or expeditionary medals received. Provide type of last discharge (e.g., Honorable, General, Other Than Honorable, etc.). If discharged prior to full period of active duty, provide reason. If retired military, provide date and rank of retirement.]

OTHER INFORMATION:

[List any information relevant to your career goal(s). Such information may include publications, language proficiencies, memberships in professional organizations or honor societies, membership in Acquisition Professional Community (APC), leadership activities, etc.]

ADDITIONAL DATA SHEET:

George Q. Public

SSN: 123456789

1. Series/MPA Number: 00-MZ53-0871
2. Appointment Eligibility: Current Permanent Federal Civilian Employee, Current Permanent DOD Civilian Employee, Current Permanent Department of the Navy/USMC Civilian Employee, and VRA/30% Disabled Veteran
3. Citizenship: Yes
4. Appt Preference: Part Time and Temporary (positions lasting less than 1 year)
5. Willing to Travel: 3-5 days
6. Vet Preference: 10-Point Disability Preference
7. Low PP/GR Accept: WG-10
8. Low Salary Accept: \$43,500
9. High Perm PP/GR Held: WG-10
10. Qualified Typist: No
11. Birth Date: Not 9-20-61
12. Geo Preference: Kitsap County, WA, Everett, WA

RACE/ETHNIC STATUS: White

SEX: Male

KSA Action Verbs

Below is a listing of action verbs that you may wish to use when preparing your written responses to KSAs.

accelerated	discovered	granted	ordered	specified
accomplished	displayed	guaranteed	organized	spoke
acquired	disseminated	guided	originated	staffed
adapted	distributed	halved	overcome	started
administered	documented	headed	oversaw	stimulated
advanced	doubled	helped	paid	strengthened
analyzed	drafted	hired	participated	structured
anticipated	earned	hosted	performed	studied
applied	edited	illustrated	persuaded	submitted
appointed	educated	implemented	piloted	substituted
appraised	effected	improved	pioneered	succeeded
approved	elevated	improvised	placed	suggested
arranged	eliminated	incorporated	planned	summarized
assessed	employed	increased	prepared	supervised
assisted	enabled	informed	presented	surveyed
assumed	encouraged	influenced	prevented	synthesized
assured	enforced	initiated	procured	tackled
audited	engineered	innovated	professed	tapped
awarded	enlarged	inspired	profited	targeted
briefed	enlisted	instructed	programmed	taught
budgeted	ensured	insured	prohibited	tested
built	equipped	integrated	projected	traced
cataloged	established	intensified	provided	trained
caused	estimated	interacted	published	transformed
changed	evaluated	interpreted	qualified	translated
classified	exceeded	interviewed	ranked	traveled
collected	excelled	introduced	received	treated
commanded	executed	invented	recognized	trebled
competed	exhibited	invested	recommended	triggered
compiled	expanded	investigated	reconciled	tripled
completed	expedited	issued	recruited	turned
composed	explained	joined	reduced	unified
computed	extended	justified	regulated	updated
conceived	faced	kept	renegotiated	upgraded
conceptualized	facilitated	keynoted	reorganized	used
conducted	fashioned	launched	replaced	verified
constructed	filled	learned	replied	volunteered
contracted	filmed	led	reported	won
controlled	financed	located	represented	worked
convened	finished	maintained	researched	wrote
convinced	focused	managed	resolved	
coordinated	forecast	mandated	responded	
counseled	forged	marketed	revamped	
created	formalized	mastered	reviewed	
cut	formed	mediated	revised	
dealt	formulated	modeled	satisfied	
decided	fostered	monitored	saved	
delivered	fought	motivated	scheduled	
demonstrated	found	moved	screened	
designed	fulfilled	named	secured	
detailed	functioned	negotiated	selected	
determined	furthered	obtained	settled	
developed	gained	offered	simplified	
devised	garnered	officiated	solved	
diagnosed	generated	opened	sought	
directed	governed	operated	sparked	

Tips for KSAs

- Express your accomplishments in specific or measurable terms. For example, “developed and wrote operating procedures for..... participated in five program reviews..... provided training once a month to groups of 10 to 15 employees on.....supervised approximately 10 inmates in”
- Show increases in production over a time period. For example, “developed operating procedures used by the division that reduced processing time by 50%...”
- Be honest and consistent in your responses to your KSAs and on your resume, SF-171, or Optional Application for Federal Employment (OF-612). References are checked, so resist the temptation to exaggerate the truth.
- Use strong action verbs describing your experience. Reviewers are likely to be impressed with direct language rather than vague or flowery prose. Avoid repetitive language and clichés, such as “I’m a people person.”
- Proofread! Get a second pair of eyes to read your document. Lack of attention to your grammar and spelling may diminish your written responses and leave a lasting impression on the rating panel.
- Keep your responses no longer than 1 and ½ pages. Remember, get to the point and avoid including insignificant information.
- For each KSA, use either bullets at the beginning of each response OR a paragraph format. If you use paragraphs, be sure to limit your paragraph size.
- Spell out all terms prior to using acronyms. Human Resource Management Staff and panel members may not always be familiar with abbreviated terms used in various disciplines.

Sample KSA Response

Applicant is applying for a position as an *Employee Development Manager*. This is the response to the KSA of “Ability to communicate orally.”

As a Supervisory Employee Development Specialist, I interact with staff, managers and supervisors on a daily basis to convey information on training programs, provide guidance on training needs, and supervise employee development staff. Specifically, I perform the following tasks:

- *Conduct numerous training classes, both formal and informal, for groups of 15 to 35 individuals on such topics as “Instructors Skills”, “Planning for Your Future”, “Career Growth”, “Using Lotus-1-2-3”, “Providing Guidance to Your Employees” and “Basic Functions of the PC”.*
- *Meet with managers, supervisors, and vendors to discuss training that is needed for specific groups, divisions, or sections. For example, the agency’s Administrative Division had an influx of new secretaries who lacked Lotus 1-2-3 experience, which was now needed for a major long term project in the Division. After determining the Division’s training needs and meeting with managers, I provided training to all secretaries. This training contributed to the Division meeting projected deadlines for work output.*
- *Brief upper management on specific budget needs and operating costs for employee training. In addition, I gave a formal presentation to upper management for an agency wide training program. Although the agency was facing cuts in other program areas, I was able to persuade management to approve this training.*
- *Supervise and provide guidance to 5 employees in the Employee Development Division. In addition, I meet with subordinates several times during the rating period to discuss employee concerns, goals, progress reviews, and the final performance rating. This past rating period, I developed an “Improvement Plan” that encompassed additional on-the-job training and formal training classes for employees who were weak in specific areas. I guided them meeting established goals. Due to the positive turn-around in employee performance, this “Improvement Plan” has been deemed a success by upper management.*
- *I have completed the following training courses:*
 - 1) *Effective Communication, 1/95*
 - 2) *Improving Supervisory Skills, 4/95*
 - 3) *Negotiation with Others, 9/95*
- *I was selected as “Supervisor for the Quarter” 4/95 to 6/95 by staff due to my concerns, interests, and efforts in helping subordinates to improve their performance.*

Example courtesy of US Dept. of Justice KSA Handbook.

Do's and Don'ts

RESUMIX AND OTHER ELECTRONIC FORMATS

Prepare

- Research keywords, skills, and agency language.
- Locate all of your written career papers, such as resumes, SF 171s, position descriptions, evaluations, award writ ups, etc.
- Schedule time to research, write and edit.
 - It may take ten hours to write a Federal resume that is focused toward a particular occupational series
- Consider this a career management project, not a resume.
- Focus your skills and career interests – this is critical.
- Find an editor and second reader to review your draft.

Resume Writing

- Write one resume that will focus on all your career objectives and covers compatible series.
- Research and include key skills in your electronic resume.
- Follow the page length instructions in each agencies job kits.
- Three to five pages is acceptable
- If you are writing a 5-page resume, write your most recent information within the first 3 pages.
- Use electronic resume type fonts, such as Times Roman and Arial.
- Use the preferred font size: 11 or 12 point type.
- Keep at least one-inch margins around the copy.

Formatting and Readability

- Use ALL CAPS for highlighting job titles or other important nouns. Caution: Do not overuse all caps.
- Add white space for readability. Keep paragraphs lengths at eight to ten lines maximum. Add a double space between paragraphs to improve readability and add white space.
- Copy and paste your resume into resume builders online.

Resume Builders

- There are numerous resume builders online. The Army, Navy, Air Force have their own resume builders and databases.
- Most resume builders give you space for writing six jobs.
- Copy and paste your resume into their resume builders.
- Keep your passwords.
 - You can have only one resume on an agency's server at a time – keep track of which resume you have posted and on which agency's server.

DON'T

- Fill up your electronic resume with words that are not related to your career objective.
- Write your original resume in a resume builder.
- Use bold, italics, or other special formats.
- Use a two-column format.
- Staple, fold, or punch holes in the resume before you mail it.

Post Test

F E D E R A L E M P L O Y M E N T S Y S T E M

Last four digits of Social Security Number _____

True or False

- T F 1. You must take a Civil Service Examination in order to qualify for all federal jobs.
- T F 2. You can apply for federal jobs that are anticipated vacancies.
- T F 3. Which statement is correct?
A. All federal job applications must go to the Office of Personnel Management (OPM).
B. Excepted agencies are permitted to do their own hiring.
C. Excepted agencies do not use the SF-171 or OF-612 applications.
D. OPM interviews all candidates for federal jobs.
- T F 4. The Standard SF-171 is the only way to apply for a federal job.
- T F 5. All veterans receive a 5- or 10- point preference in the competition for federal jobs.
- T F 6. Which forms can be used to apply for a federal job? (Choose all that apply)
A. OF-612.
B. A one-page chronological format.
C. SF-171.
D. All of the above.
- T F 7. Federal job vacancies can be found in the following locations: (Choose all that apply)
A. <www.usajobs.opm.gov>.
B. Human Resources Office.
C. State Employment Commission.
D. All of the above.
- T F 8. Federal jobs are categorized by series and are ranked, for pay purposes, by grade and step.
- T F 9. Knowledge, Skills and Abilities must be included on every application.
- T F 10. An SF-171 must be filled out to apply for a 10-point Veterans Preference.

Website Resources

FOR FEDERAL EMPLOYMENT

The Office of Personnel Management as well as other federal agencies has put most, if not all of their employment information on the internet. Information such as job announcements, salary schedules, forms for employment, agency information and hiring practices are all at your fingertips.

2003 General Schedule (GS) Pay Table	http://www.usajobs.opm.gov/B5A.htm
2003 GENERAL SCHEDULE (GS) LOCALITY PAY TABLES	http://www.opm.gov/oca/03tables/indexGS.asp
Air Force- CIVILIAN HUMAN RESOURCES	www.afpc.randolph.af.mil
Army- CIVILIAN HUMAN RESOURCES	www.cpol.army.mil
Coast Guard Civilian Personnel	http://www.uscg.mil/hq/cgpc/cpm/jobs/vacancy.htm
Common Hiring Categories - Definitions	http://www.donhr.navy.mil/Jobs/CategoryDefinitions.asp
Crosswalk: Search Military Occupations to OPM Series	http://www.vba.va.gov/bln/vre/tsi/search_milcode.asp
DoD Agency and Military Department employment links	http://dod.mil/mapsite/onestop.html
DOT – Department of Transportation Jobs	http://www.dot.gov/jobs_and_education.html
Excepted Service Agencies	http://www.usajobs.opm.gov/EI6.htm
Federal Employment Statistics - The Fact Book	http://www.opm.gov/feddata/factbook/index.asp
Federal Job Search	http://www.federaljobsearch.com/
Forms - U.S. Office of Personnel Management	http://www.opm.gov/forms
HRO, Norfolk Hampton Roads Site Locations	http://www.hronorfolk.navy.mil/
Kathryn K. Troutman: The Resume Place, Inc.	http://www.resume-place.com/
Navy - CIVILIAN HUMAN RESOURCES	http://www.donhr.navy.mil/
Office of Personnel Management	http://www.opm.gov
Other Job Links	http://www.usajobs.opm.gov/other.htm
Outstanding Scholars	http://www.usajobs.opm.gov/EI22.htm
Postal Service	http://www.usps.com/employment/
Qualification Standards for General Schedule Positions	http://www.opm.gov/qualifications/
Resume – Federal Sample	http://www.resume.hroc.navy.mil/resume_asp/samplresnew.html
Summer Employment	http://www.usajobs.opm.gov/EI19.htm
Terminal Leave – Dual Employment (More Than 1 Job)	http://www.usajobs.opm.gov/EI35.htm
U.S. Department of Homeland Defense	http://www.dhs.gov/dhspublic
USA Jobs - U.S. Office of Personnel Management	http://www.usajobs.opm.gov
Veterans and the Civil Service - Vet Guide - OPM	http://www.opm.gov/veterans/html/vetguide.htm
Veteran Employment Programs, Pie Chart, page 34, 9-01	http://www.opm.gov/feddata/02factbk.pdf
Veterans' Employment Opportunities Act of 1998	http://www.usajobs.opm.gov/EI52.htm
Veterans' Preference	http://www.usajobs.opm.gov/EI3.htm
Veterans' Readjustment Appointment (VRA)	http://www.usajobs.opm.gov/EI4.htm

GENERAL INFORMATION

You may apply for most Federal jobs with a resume, the attached *Optional Application for Federal Employment* or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in dark ink. Help speed the selection process by keeping your application brief and sending only the requested information. If essential to attach additional pages, include your name and Social Security Number on each page.

- For information on Federal employment, including job lists, alternative formats for persons with disabilities, and veterans' preference, call the U.S. Office of Personnel Management at 912-757-3000, TDD 912-744-2299, by computer modem 912-757-3100, or via the Internet (Telnet only) at FJOB.MAIL.OPM.GOV.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees.)
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. All employees must pay any valid delinquent debts or the agency may garnish their salary.
- Send you application to the office announcing the vacancy. If you have questions, contact that office.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**PRIVACY ACT AND PUBLIC BURDEN STATEMENTS**

- The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc.
- We request your Social Security Number (SSN) under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, files on unpaid student loans.
- If you do not give us your SSN or any other information requested, we cannot process your application, which is the first step in getting a job. Also, incomplete addresses and ZIP Codes will slow processing.
- We may give information from your records to: training facilities; organizations deciding claims for retirement, insurance, unemployment or health benefits; officials in litigation or administrative proceedings where the Government is a party; law enforcement agencies concerning violations of law or regulation; Federal agencies for statistical reports and studies; officials of labor organizations recognized by law in connection with representing employees; Federal agencies or other sources requesting information for Federal agencies in connection with hiring or retaining, security clearances, security or suitability investigations, classifying jobs, contracting, or issuing licenses, grants, or other benefits; public and private organizations including news media that grant or publicize employee recognition and awards; and the Merit Systems Protection Board, the Office of Special Counsel, the Equal Employment Opportunity Commission, the Federal Labor Relations Authority, the National Archives, the Federal Acquisition Institute, and congressional offices in connection with their official functions.
- We may also give information from your records to: prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals; requesting organizations or individuals concerning the home address and other relevant information on those who might have contracted an illness or been exposed to a health hazard; authorized Federal and nonfederal agencies for use in computer matching; spouses or dependent children asking whether the employee has changed from self-and-family to self-only health benefits enrollment; individuals working on a contract, service, grant, cooperative agreement or job for the Federal Government; non-agency members of an agency's performance or other panel; and agency- appointed representatives of employees concerning information issued to the employee about fitness-for-duty or agency-filed disability retirement procedures.
- We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. You may send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to U.S. Office of Personnel Management, Reports and Forms Management Officer, Washington, DC 20415-0001.
- Send your application to the agency announcing the vacancy.

OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1 Job title in announcement	2 Grade(s) applying for	3 Announcement number
4 Last name	First and middle names	5 Social Security Number - -
6 Mailing address		7 Phone numbers (include area code)
City	State	Daytime ()
	ZIP Code	Evening ()

WORK EXPERIENCE

8 Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

Job title (if Federal, include series and grade)

1)

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number ()
Describe your duties and accomplishments				

2) Job title (if Federal, include series and grade)

2)

From (MM/YY)	To (MM/YY)	Salary	per	Hours per week
		\$		
Employer's name and address				Supervisor's name and phone number ()
Describe your duties and accomplishments				

9 May we contact your current supervisor?

YES ☐

NO ☐

If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed.

Some HS ☐

HS/GED ☐

Associate ☐

Bachelor ☐

Master ☐

Doctoral ☐

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Colleges and universities attended. Do not attach a copy of your transcript unless requested.

1)	Name	Total Credits Earned		Major(s)	Degree - Year (if any) Received
		Semester	Quarter		
	City State ZIP Code				
2)					
3)					

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

GENERAL

14 Are you a U.S. citizen?

YES ☐

NO ☐

Give the country of your citizenship.

15 Do you claim veterans' preference?

NO ☐

YES ☐

Mark your claim of 5 or 10 points below.

5 points ☐ Attach your DD 214 or other proof.

10 points ☐

Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee?

NO ☐

YES ☐

For highest civilian grade give:

Series Grade From (MM/YY) To (MM/YY)

17 Are you eligible for reinstatement based on career or career-conditional Federal status?

NO ☐

YES ☐

If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED

Read the instructions before you complete this application. *Type or print clearly in dark ink.*

1 What kind of job are you applying for? Give title and announcement no. (if any)

AVAILABILITY

13 In what geographic area(s) are you willing to work?

14	Are you willing to work:		
----	--------------------------	--	--

	YES	NO
A. 40 hours per week (<i>full-time</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
B. 25-32 hours per week (<i>part-time</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
C. 17-24 hours per week (<i>part-time</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
D. 16 or fewer hours per week (<i>part-time</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
E. An intermittent job (<i>on-call/seasonal</i>)?	<input type="checkbox"/>	<input type="checkbox"/>
F. Weekends, shifts, or rotating shifts?	<input type="checkbox"/>	<input type="checkbox"/>

15 Are you willing to take a temporary job lasting:

A. 5 to 12 months (<i>sometimes longer</i>)?.....	
B. 1 to 4 months?.....	
C. Less than 1 month?.....	

16 Are you willing to travel away from home for:


A. 1 to 5 nights each month?.....

B. 6 to 10 nights each month?.....

C. 11 or more nights each month?.....

MILITARY SERVICE AND VETERAN PREFERENCE

17	Have you served in the United States Military Service? <i>If your only active duty was training in the Reserve or National Guard</i>	YES	NO
-----------	--	-----	----

18 Did you or will you retire at or above the rank of major or lieutenant commander? 

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER
PREVIOUS EDITION USABLE UNTIL 12-31-90

Retrieve Data

Reset Form

Form Approved:
OMB No. 3206-0012

DO NOT WRITE IN THIS AREA

FOR USE OF EXAMINING OFFICE ONLY

Date entered register //		Form reviewed: Form approved:	
Option	Grade	Earned Rating	Veteran Preference Augmented Rating
			<input type="checkbox"/> No Preference Claimed
			<input type="checkbox"/> 5 Points (Tentative)
			<input type="checkbox"/> 10 Pts. (30% Or More Comp. Dis.)
			<input type="checkbox"/> 10 Pts. (Less Than 30% Comp. Dis.)
			<input type="checkbox"/> Other 10 Points
Initials and Date //		<input type="checkbox"/> Disallowed	<input type="checkbox"/> Being Investigated

FOR USE OF APPOINTING OFFICE ONLY

Preference has been verified through proof that the separation was under honorable conditions, and other proof as required.

☐ 5-Point
 ☐ 10-Point-30% or More Compensable Disability
 ☐ 10-Point-Less Than 30% Compensable Disability
 ☐ 10-Point-Other

Signature and Title

Signature and Title

Agency

Date _____

MILITARY SERVICE AND VETERAN PREFERENCE (Cont.)

19	Were you discharged from the military service under honorable conditions? (If your discharge was changed to "honorable" or "general" by a Discharge Review Board, answer "YES". If you received a clemency discharge, answer "NO".) If "NO" provide below the date and type of discharge you received.	YES	NO
		<input type="checkbox"/>	<input type="checkbox"/>

Discharge Date (Month, Day, Year)	Type of Discharge
11	

20 List the dates (Month, Day, Year), and branch for all **active duty** military service.

From	To	Branch of Service
//	//	
//	//	

21 If all your active military duty was after October 14, 1976, list the full names and dates of all campaign badges or expeditionary medals you received or were entitled to receive.

22 Read the instructions that came with this form before completing this item. When you have determined your eligibility for veteran preference from the instructions, place an "X" in the box next to your veteran preference claim.

☐ NO PREFERENCE

 5-POINT PREFERENCE -- You must show proof when you are hired.

10-POINT PREFERENCE -- If you claim 10-point preference, place an "X" in the box below next to the basis for your claim. **To receive 10-point preference you must also complete a Standard Form 15, Application for 10-Point Veteran Preference, which is available from any Federal Job Information Center. ATTACH THE COMPLETED SF 15 AND REQUESTED PROOF TO THIS APPLICATION.**

☐ Non-compensably disabled or Purple Heart recipient.

Compensably disabled, less than 30 percent.

 Spouse, widow(er), or mother of a deceased or disabled veteran.

Compensably disabled, 30 percent or more.

Standard Form 171 (Rev. 6-88)

NSN 7540-00-935-7150

171-110

Standard Form 171 (Rev. 6-88)
U.S. Office of Personnel Management

FPM Chapter 295

Next Page

WORK EXPERIENCE *If you have no work experience, write "NONE" in A below and go to 25 on page 3.*

Previous Page

23 May we ask your present employer about your character, qualifications, and work record? A "NO" will not affect our review of your qualifications. If you answer "NO" and we need to contact your present employer before we can offer you a job, we will contact you first. . .

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

24 READ **WORK EXPERIENCE** IN THE INSTRUCTIONS BEFORE YOU BEGIN.

- Describe your current or most recent job in Block **A** and work backwards, describing each job you held **during the past 10 years**. If you were **unemployed** for longer than **3 months** within the past 10 years, list the dates and your address(es) in an experience block.
- You may sum up in one block work that you did **more than 10 years ago**. But if that work **is related** to the type of job you are applying for, describe each related job in a separate block.
- **INCLUDE VOLUNTEER WORK (non-paid work)**—If the work (or a part of the work) **is like the job you are applying for**, complete **all** parts of the experience block just as you would for a paying job. You may receive credit for work experience with religious, community, welfare, service, and other

- **INCLUDE MILITARY SERVICE**—You should complete **all** parts of the experience block just as you would for a non-military job, including all supervisory experience. Describe each major change of duties or responsibilities in a separate experience block.
- **IF YOU NEED MORE SPACE TO DESCRIBE A JOB**—Use sheets of paper the same size as this page (be sure to include **all** information we ask for in **A** and **B** below). On **each** sheet show your name, Social Security Number, and the announcement number or job title.
- **IF YOU NEED MORE EXPERIENCE BLOCKS**, use the SF 171-A or a sheet of paper.
- **IF YOU NEED TO UPDATE (ADD MORE RECENT JOBS)**, use the SF 172 or a

A	Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervise
			From: // To: //			
			Salary or earnings		Your reason for wanting to leave	
			Starting \$ per			
		Ending \$ per				
Your immediate supervisor Name		Telephone No.	Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion	
					//	
Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.						

					For Agency Use (skill codes, etc.)	
B	Name and address of employer's organization (include ZIP Code, if known)		Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervise
			From: // To: //			
			Salary or earnings		Your reason for leaving	
			Starting \$ per			
		Ending \$ per				
Your immediate supervisor Name		Telephone No.	Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion	
					//	
Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervise. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.						

For Agency Use (skill codes, etc.)

EDUCATION

25 Did you graduate from high school? *If you have a GED high school equivalency or will graduate within the next nine months, answer "YES".*

YES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If "YES", give month and year graduated or received GED equivalency: _____
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If "NO", give the highest grade you completed: _____

26 Write the name and location (*city and state*) of the last high school you attended or where you obtained your GED high school equivalency.

27 Have you ever attended college or graduate school? YES ☐ If "YES", continue with 28.
NO ☐ If "NO", go to 31.

28 NAME AND LOCATION (*city, state and ZIP Code*) OF COLLEGE OR UNIVERSITY. *If you expect to graduate within nine months, give the month and year you expect to receive your degree:*

Name	City	State	ZIP Code	MONTH AND YEAR ATTENDED		NUMBER OF CREDIT HOURS COMPLETED		TYPE OF DEGREE (e.g., B.A., M.A.)	MONTH AND YEAR OF DEGREE
				From	To	Semester	Quarter		
1)									
2)									
3)									

29 CHIEF UNDERGRADUATE SUBJECTS
Show major on the first line

NUMBER OF CREDIT HOURS COMPLETED
Semester Quarter

1)		
2)		
3)		

30 CHIEF GRADUATE SUBJECTS
Show major on the first line

NUMBER OF CREDIT HOURS COMPLETED
Semester Quarter

1)		
2)		
3)		

31 If you have completed any other courses or training related to the kind of jobs you are applying for (*trade, vocational, Armed Forces, business*) give information below.

NAME AND LOCATION (<i>city, state and ZIP code</i>) OF SCHOOL	MONTH AND YEAR ATTENDED		CLASS-ROOM HOURS	SUBJECT(S)	TRAINING COMPLETED	
	From	To			YES	NO
School Name						
1) City State ZIP Code	/	/			<input type="checkbox"/>	<input type="checkbox"/>
School Name						
2) City State ZIP Code	/	/			<input type="checkbox"/>	<input type="checkbox"/>

SPECIAL SKILLS, ACCOMPLISHMENTS AND AWARDS

32 Give the title and year of any honors, awards or fellowships you have received. List your special qualifications, skills or accomplishments that may help you get a job. *Some examples are: skills with computers or other machines; most important publications (do not submit copies); public speaking and writing experience; membership in professional or scientific societies; patents or inventions; etc.*

33 How many words per minute can you:

TYPE? TAKE DICTATION?

Agencies may test your skills before hiring you.

34 List **job-related** licenses or certificates that you have, such as: *registered nurse, lawyer, radio operator, driver's, pilot's, etc.*

LICENSE OR CERTIFICATE	DATE OF LATEST LICENSE OR CERTIFICATE	STATE OR OTHER LICENSING AGENCY
1)	//	
2)	//	

35 Do you speak or read a language other than English (*include sign language*)? *Applicants for jobs that require a language other than English may be given an interview conducted solely in that language.*

YES ☐ If "YES", list each language and place an "X" in each column that applies to you.
NO ☐ If "NO", go to 36.

LANGUAGE(S)	CAN PREPARE AND GIVE LECTURES		CAN SPEAK AND UNDERSTAND		CAN TRANSLATE ARTICLES		CAN READ ARTICLES FOR OWN USE	
	Fluently	With Difficulty	Fluently	Passably	Into English	From English	Easily	With Difficulty
1)								
2)								

REFERENCES

36 List three people who are not related to you and are not supervisors you listed under 24 who know your qualifications and fitness for the kind of job for which you are applying. At least **one** should know you well on a personal basis.

FULL NAME OF REFERENCE	TELEPHONE NUMBER(S) (Include Area Code)	PRESENT BUSINESS OR HOME ADDRESS (Number, street and city)	STATE	ZIP CODE
1)				
2)				
3)				

BACKGROUND INFORMATION-- You must answer each question in this section before we can process your application.

- 37** Are you a citizen of the United States? (In most cases you must be a U.S. citizen to be hired. You will be required to submit proof of identity and citizenship at the time you are hired.) If "NO", give the country or countries you are a citizen of: YES NO

NOTE: It is important that you give complete and truthful answers to questions 38 through 44. If you answer "YES" to any of them, provide your explanation(s) in **Item 45. Include** convictions resulting from a plea of nolo contendere (*no contest*). **Omit:** 1) traffic fines of \$100.00 or less; 2) any violation of law committed before your 16th birthday; 3) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law; 4) any conviction set aside under the Federal Youth Corrections Act or similar State law; 5) any conviction whose record was expunged under Federal or State law. We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for Federal jobs. However, **if you fail to tell the truth or fail to list all relevant events or circumstances**, this may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution (18 USC 1001).

- 38** During the last 10 years, were you **fired from any job** for any reason, did you **quit after being told that you would be fired**, or did you leave by mutual agreement because of specific problems? YES NO
- 39** Have you **ever** been convicted of, or forfeited collateral for **any felony violation**? (Generally, a felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under State law which are punishable by imprisonment of two years or less.) YES NO
- 40** Have you **ever** been convicted of, or forfeited collateral for **any firearms or explosives violation**? YES NO
- 41** Are you **now** under charges for **any** violation of law? YES NO
- 42** During the last 10 years have you forfeited collateral, been convicted, been imprisoned, been on probation, or been on parole? Do not include violations reported in 39, 40, or 41, above. YES NO
- 43** Have you **ever** been convicted by a military **court-martial**? If no military service, answer "NO". YES NO
- 44** Are you **delinquent** on any Federal debt? (Include delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government plus defaults on Federally guaranteed or insured loans such as student and home mortgage loans.) YES NO

- 45** If "YES" in: **38** - Explain for each job the problem(s) and your reason(s) for leaving. Give the employer's name and address.
39 through 43 - Explain each violation. Give place of occurrence and name/address of police or court involved.
44 - Explain the type, length and amount of the delinquency or default, and steps you are taking to correct errors or repay the debt. Give any identification number associated with the debt and the address of the Federal agency involved.

NOTE: If you need more space, use a sheet of paper, and include the item number.

Item No.	Date (Mo./Yr.)	Explanation	Mailing Address
			Name of Employer, Police, Court, or Federal Agency City State ZIP Code
			Name of Employer, Police, Court, or Federal Agency City State ZIP Code

- 46** Do you receive, or have you ever applied for retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service? YES NO
- 47** Do any of your relatives work for the United States Government or the United States Armed Forces? Include: father; mother; husband; wife; son; daughter; brother; sister; uncle; aunt; first cousin; nephew; niece; father-in-law; son-in-law; daughter-in-law; brother-in-law; sister-in-law; stepfather; stepmother; stepson; stepdaughter; stepbrother; stepsister; half brother; and half sister. If "YES", provide details below. If you need more space, use a sheet of paper. YES NO

Name	Relationship	Department, Agency or Branch of Armed Forces

SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION**YOU MUST SIGN THIS APPLICATION.** Read the following carefully before you sign.

A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).

If you are a male born after December 31, 1959 you must be registered with the Selective Service System or have a valid exemption in order to be eligible for Federal employment. You will be required to certify as to your status at the time of appointment.

I understand that any information I give may be investigated as allowed by law or Presidential order.

I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government.

I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.

48 SIGNATURE (Sign each application in dark ink)

49 DATE SIGNED (Month, day, year)

##

Standard Form 171-A - Continuation Sheet for SF 171
Attach all SF 171-A's to your application at the top of page 3.

Form Approved:
OMB No. 3206-0012

1. Name (Last, First, Middle Initial)	2. Social Security Number
3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

<div></div> Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervised	
	From: To:				
	Salary or earnings Starting \$ per Ending \$ per		Your reason for leaving		
Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

					For Agency Use (skill codes, etc.)	
<div></div> Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year)		Average number of hours per week	Number of employees you supervised		
	From: To:					
	Salary or earnings Starting \$ per Ending \$ per		Your reason for leaving			
Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job		If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion	

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

Standard Form 171-A - Continuation Sheet for SF 171 (Back)

Attach all SF 171-A's to your application at the top of page 3.

Form Approved:
OMB No. 3206-0012

1. Name (Last, First, Middle Initial)	2. Social Security Number
3. Job Title or Announcement Number You Are Applying For	4. Date Completed

ADDITIONAL WORK EXPERIENCE BLOCKS

<div style="border: 1px solid black; width: 30px; height: 20px; margin-bottom: 5px;"></div> Name and address of employer's organization (include ZIP Code, if known)	Dates employed (give month, day and year) From: _____ To: _____		Average number of hours per week	Number of employees you supervised
	Salary or earnings Starting \$ _____ per Ending \$ _____ per		Your reason for leaving	
	Your immediate supervisor Name	Area Code	Telephone No.	Exact title of your job
If Federal employment (civilian or military) list series, grade or rank, and, if promoted in this job, the date of your last promotion				

Description of work: Describe your specific duties, responsibilities and accomplishments in this job, including the job title(s) of any employees you supervised. If you describe more than one type of work (for example, carpentry and painting, or personnel and budget), write the approximate percentage of time you spent doing each.

For Agency Use (skill codes, etc.)

APPLICATION FOR 10-POINT
VETERAN PREFERENCE
(TO BE USED BY VETERANS & RELATIVES OF VETERANS)

Form Approved:
O.M.B. Nn 3206-0001

PERSON APPLYING FOR PREFERENCE

1. Name (Last, First, Middle)	2. Name and Announcement Number of Civil Service or Postal Service Exam You Have Applied For or Position Which You Currently Occupy	
3. Home Address (Street Number, City, State and ZIP Code)	4. Social Security Number	5. Date Exam Was Held or Application Submitted

VETERAN INFORMATION (to be provided by person applying for preference)

6. Veteran's Name (Last, First, Middle) Exactly As It Appears on Service Records			
7. Veteran's Periods of Service		8. Veteran's Social Security Number	
Branch of Service	From	To	Service Number
9. VA Claim Number, If Any			

INSTRUCTIONS: Check the block which indicates the type of preference you are claiming. Answer all questions associated with that block. The "DOCUMENTATION REQUIRED" column refers you to the back of this form for the documents you must submit to support your application. (PLEASE NOTE: Eligibility for veterans' preference is governed by 5 U.S.C. s 2108, 5 CFR Part 21.1, and FPM chapter 211. All conditions are not fully described in this form because of space restrictions. The office to which you apply can provide additional information. Instructions on how to apply for five point preference are on SF 171, Application for Federal Employment, or PS Form 2591, Application for Employment (U.S. Postal Service Application).

	DOCUMENTATION REQUIRED (See reverse of this form.)
<input type="checkbox"/> 10. VETERAN'S CLAIM FOR PREFERENCE based on non-compensable service-connected disability; award of the Purple Heart; or receipt of disability pension under public laws administered by the VA.	A and B
<input type="checkbox"/> 11. VETERAN'S CLAIM FOR PREFERENCE based on eligibility for or receipt of compensation from the VA or disability retirement from a Service Department for a service-connected disability.	A and C Percent of Disability %
<input type="checkbox"/> 12. PREFERENCE FOR A SPOUSE of a living veteran based on the fact that the veteran, because of a service-connected disability, has been unable to qualify for a Federal or D.C. Government job, or any other position along the lines of his/her usual occupation. (If your answer to item "a" is "NO", you are ineligible for preference and need not submit this form.)	a. Are you presently married to the veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No C and H
<input type="checkbox"/> 13. PREFERENCE FOR WIDOW OR WIDOWER of a veteran. (If your answer is "NO" to item "a" or "YES" to item "b", you are ineligible for preference and need not submit this form.)	a. Were you married to the veteran when he or she died? <input type="checkbox"/> Yes <input type="checkbox"/> No A, D, E, and G (Submit G when applicable.) b. Have you remarried? (Do not count marriages that were annulled.) <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 14. PREFERENCE FOR (NATURAL) MOTHER of a service-connected permanently and totally disabled, or deceased veteran provided you are or were married to the father of the veteran, and your husband (either the veteran's father or the husband of a remarriage) is totally and permanently disabled, or you are now widowed, divorced, or separated from the veteran's father and have not remarried, or you are widowed or divorced from the veteran's father and have remarried, but are now widowed, divorced, or separated from the husband of your remarriage. (If your answer is "NO" to item "c" or "d", you are ineligible for preference and need not submit this form.)	a. Are you married? <input type="checkbox"/> Yes <input type="checkbox"/> No DISABLED VETERAN: C, F, and H (Submit F when applicable.) b. Are you separated? If "YES", do not complete "c". Go to "d". <input type="checkbox"/> Yes <input type="checkbox"/> No c. If married now, is your husband totally and permanently disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No d. If the veteran is dead, did he/she die in active service? <input type="checkbox"/> Yes <input type="checkbox"/> No DECEASED VETERAN: A, D, E, and F (Submit F when applicable.)

PRIVACY ACT AND PUBLIC BURDEN STATEMENT. The Veterans' Preference Act of 1944 authorizes the collection of this information. The information will be used, along with any accompanying documentation to determine whether you are entitled to 10-point veterans' preference. This information may be disclosed to: (1) the Department of Veterans Affairs, or the appropriate branch of the Armed Forces to verify your claim; (2) a court, or a Federal, State, or local agency for checking on law violations or for other related authorized purposes; (3) a Federal, State, or local government agency, if you are participating in a special employment assistance program; or (4) other Federal, State, or local government agencies, congressional offices, and international organizations for purposes of employment consideration, e.g., if you are on an Office of Personnel Management list of eligibles. Executive order 9397 authorizes Federal agencies to use the Social Security Number (SSN) to identify individual records in Federal personnel records or systems. Your SSN will be used to ensure accurate retention of records pertaining to you and may I certify that all of the statements made in this claim are true, complete, and correct to the best of my knowledge and belief and are made in good faith. [A false answer to any question may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).]

also be used to identify you to others from whom information about you is sought. Furnishing your SSN and the other information sought is voluntary. However, failure to provide any part of the information may result in a ruling that you are not eligible for 10-point veterans' preference or in delaying the processing of your application for employment. Public burden reporting for this collection of information is estimated to take approximately 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, NW., Room 6410, Washington, D.C. 20415; and to the Office of Management and Budget, Paperwork Reduction also be used to identify Project (3206-0001) Washington, D.C. 20503

This Form Must Be Signed By All Persons Claiming 10-Point Preference

Signature of Person Claiming Preference	Date Signed (Month, Day, Year)
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FOR USE BY APPOINTING OFFICER ONLY

Signature and Title of Appointing Officer	<input type="checkbox"/> Preference Entitlement Was Verified Name of Agency	Date Signed (Month, Day, Year)
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DOCUMENTATION REQUIRED - READ CAREFULLY
(PLEASE SUBMIT PHOTOCOPIES OF DOCUMENTS BECAUSE THEY WILL NOT BE RETURNED)

A. DOCUMENTATION OF SERVICE AND SEPARATION UNDER HONORABLE CONDITIONS

Submit any of the documents listed below as documentation, provided they are dated on or after the day of separation from active duty military service:

1. Honorable or general discharge certificate.
2. Certificate of transfer to Navy Fleet Reserve, Marine Corps Fleet Reserve, or enlisted Reserve Corps.
3. Orders of Transfer to Retired List.
4. Report of Separation from a branch of the Armed Forces.
5. Certificate of Service or release from active duty, provided honorable separation is shown.
6. Official Statement from a branch of the Armed Forces showing that honorable separation took place.
7. Notation by the Department of Veterans Affairs or a branch of the Armed Forces on an official statement, described in B or C below, that the veteran was honorably separated from military service.
8. Official statement from the Military Personnel Records Center that official service records show that honorable separation took place.

B. DOCUMENTATION OF SERVICE-CONNECTED DISABILITY (NON COMPENSABLE, I.E., LESS THAN 10%); PURPLE HEART; AND NONSERVICE-CONNECTED DISABILITY PENSION

Submit one of the following documents:

1. An official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying to the present existence of the veteran's service-connected disability of less than 10%.
2. An official citation, document, or discharge certificate, issued by a branch of the Armed Forces, showing the award to the veteran of the Purple Heart for wound or injuries received in action.
3. An official statement, dated within the last 12 months, from the Department of Veterans Affairs, certifying that the veteran is receiving a nonservice-connected disability pension.

C. DOCUMENTATION OF SERVICE-CONNECTED DISABILITY (COMPENSABLE, I.E., 10% OR MORE)

Submit one of the following documents, if you checked Item 11 on the front of this form:

1. An official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying to the veteran's present receipt of compensation for service-connected disability or disability retired pay.
2. An official statement dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying that the veteran has a service-connected disability of 10% or more.

3. An official statement or retirement orders from a branch of the Armed Forces, showing that the retired serviceman was retired because of permanent service-connected disability or was transferred to the permanent disability retirement list. The statement or retirement orders must indicate that the disability is 10% or more.

For spouses and mothers of disabled veterans checking Items 12 or 14, submit the following:

An official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, certifying: 1) the present existence of the veteran's service-connected disability, 2) the percentage and nature of the service-connected disability or disabilities (including the combined percentage), 3) a notation as to whether or not the veteran is currently rated as "unemployable" due to the service-connected disability, and 4) a notation as to whether or not the service-connected disability is rated as permanent and total.

D. DOCUMENTATION OF VETERAN'S DEATH

1. If on active military duty at time of death, submit official notice, from a branch of the Armed Forces, of death occurring under honorable conditions.
2. If death occurred while not on active military duty, submit death certificate.

E. DOCUMENTATION OF SERVICE OR DEATH DURING A WAR, IN A CAMPAIGN OR EXPEDITION FOR WHICH A CAMPAIGN BADGE IS AUTHORIZED, OR DURING THE PERIOD OF APRIL 28, 1952 THROUGH JULY 1, 1955

Submit documentation of service or death during a war or during the period April 28, 1952, through July 1, 1955, or during a campaign or expedition for which a campaign badge is authorized.

F. DOCUMENTATION OF DECEASED OR DISABLED VETERAN'S MOTHER'S CLAIM FOR PREFERENCE BECAUSE OF HER HUSBAND'S TOTAL AND PERMANENT DISABILITY.

Submit a statement from husband's physician showing the prognosis of his disease and percentage of his disability.

G. DOCUMENTATION OF ANNULMENT OF REMARRIAGE BY WIDOW OR WIDOWER OF VETERAN

Submit either:

1. Certification from the Department of Veterans Affairs that entitlement to pension or compensation was restored due to annulment.
2. A certified copy of the court decree of annulment.

H. DOCUMENTATION OF VETERAN'S INABILITY TO WORK BECAUSE OF A SERVICE-CONNECTED DISABILITY

Answer questions 1 - 7 below:

1. Is the veteran currently working? <input type="checkbox"/> YES <input type="checkbox"/> NO		2. If currently working, what is the veteran's present occupation?	
If "NO", go to Item 3.		4. What was the veteran's military occupation at the time of separation?	
3. What was the veteran's occupation, if any, before military service?			
5. Has the veteran been employed, or is he/she now employed, by the Federal civil service or D.C. Government? A. Title and Grade of Position Most Recently, or Currently, Held		B. Name and Address of Agency	
		C. Dates of Employment From To	
6. Has the veteran resigned from, been disqualified for, or separated from a position in the Federal civil service or D.C. Government along the lines of his/her usual occupation because of service-connected disability? If "YES", submit documentation of the resignation, disqualification, or separation.		<input type="checkbox"/> YES <input type="checkbox"/> NO	
7. Is the veteran receiving a civil service retirement pension? If "YES", give the Civil Service or Federal Employee retirement annuity number		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		CSA	