

APPLICATION FOR VETERANS' RECRUITMENT APPOINTMENT (VRA)

Dear Applicant:

The Veterans' Recruitment Appointment (VRA), a special authority passed by Congress under the Jobs for Veterans Act (Public Law 107-288) on November 7, 2002, gives agencies the option to appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. If you are selected under a VRA appointment and have less than a Bachelor's Degree (15 years of education), you must agree to participate in a training or educational program.

VRA appointees are initially hired for a 2-year period. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service. After 2 years of substantially continuous service, provided your performance has been satisfactory, your appointment may be converted to the competitive service, i.e., a permanent appointment. However, individuals appointed to a noncompetitive temporary or term appointment based VRA **are not** converted to career-conditional appointment.

Eligibility Requirements

The following individuals are eligible for a VRA appointment:

- Disabled veterans;
- Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized
- Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded; or
- Veterans separated from active duty within the past 3 years

There is no minimum service requirement, but the individual must have served on *active duty*, not active duty for training.

Required Documentation

- Member Copy 4 of the Certificate of Release or Discharge from Active Duty Form (DD form 214) is mandatory

It is essential a copy of the DD form 214 is included with a completed application. If you need assistance obtaining a copy of your DD Form 214, you can request a copy from the following record center:

MILITARY PERSONNEL RECORDS CENTER
9700 PAGE BOULEVARD
ST. LOUIS MO 63132

- Disabled veterans must include a letter from the Veterans' Administration verifying their disability. A disability verification letter may be obtained by calling 1-800-827-1000.

After you have carefully reviewed the above information, and you feel you are eligible for appointment, and are interesting employment at Tobyhanna Army Depot, please complete the enclosed forms and forward them to the following address:

TOBYHANNA ARMY DEPT
11 HAP ARNOLD BOULEVARD
ATTN: PECH-NER-T/R
TOBYHANNA PA 18466-5077

Your interest in employment at Tobyhanna depot is appreciated and if you require any additional information, please call (570) 615-7292.

**APPLICATION FOR
30% OR MORE DISABLED VETERAN PROGRAM**

Dear Applicant:

Veterans with a compensable service-connected disability of 30 percent or more may be appointed at any grade level for which they are qualified. Subject to meeting qualifications requirements, employees hired under this provision may be converted to permanent employment at any time provided their appointment was for more than 60 days. This authority covers all grade levels and occupations. This authority may be used at the discretion of the agency.

Eligibility Requirements

Veterans who are qualified for the positions must have retired from active military service with a disability rating of 30 percent or more, or be rated by the Department of Veterans Affairs as having a compensable service-connected disability of 30 percent or more. Under this option, persons may be given noncompetitive permanent, temporary (up to 1 year) or term (more than 1 year but not more than 4 years) appointments.

Conditions of Qualifications

You must meet all qualification requirements for any position to which you are appointed. This could include the requirement to achieve a passing score on a written test

Required Documentation

- Member Copy 4 of the Certificate of Release or Discharge from Active Duty Form (DD form 214) is mandatory

It is essential a copy of the DD form 214 is included with a completed application. If you need assistance obtaining a copy of your DD Form 214, you can request a copy from the following record center:

MILITARY PERSONNEL RECORDS CENTER
9700 PAGE BOULEVARD
ST. LOUIS MO 63132

- A letter from the Veterans' Administration verifying their disability dated after 1991. A disability verification letter may be obtained by calling 1-800-827-1000.

After you have carefully reviewed the above information, and you feel you are eligible for appointment, and are interested in employment at Tobyhanna Army Depot, please complete the enclosed forms and forward them to the following address:

TOBYHANNA ARMY DEPT
11 HAP ARNOLD BOULEVARD
ATTN: PECH-NER-T/R
TOBYHANNA PA 18466-5077

Your interest in employment at Tobyhanna depot is appreciated and if you require any additional information, please call (570) 615-7292.

Series and Grade Selection

*In order to determine qualifications, you **MUST provide a resume** detailing work experience and/or education you have for the positions you are applying for. When describing work experience, you **MUST include employer name, dates (month and year), and number of hours the job was performed per week (full time or part time basis)**. Additional pages containing required documentation such as transcripts, DD-214's, SF-50 actions, certifications, etc. may be attached to this package.*

Failure to submit substantive documentation of qualifications will eliminate you from consideration

I wish to be considered for the following five (5) job series and grade levels:

| <u>Series</u> | <u>Grade Level(s)</u> |
|---------------|-----------------------|
| (1) _____ | _____ |
| (2) _____ | _____ |
| (3) _____ | _____ |
| (4) _____ | _____ |
| (5) _____ | _____ |

Name (Printed)

Address

Signature

DATE

*I am interested in deployments to Southwest Asia (SWA)

Yes

No

Declaration for Federal Employment

Form Approved
OMB No. 3206-0182

GENERAL INFORMATION

| | |
|--|---|
| 1. FULL NAME <i>(First, middle, last)</i> ◆ | 2. SOCIAL SECURITY NUMBER ◆ |
| 3. PLACE OF BIRTH <i>(Include city and state or country)</i> ◆ | 4. DATE OF BIRTH <i>(MM/DD/YYYY)</i> ◆ |
| 5. OTHER NAMES EVER USED <i>(For example, maiden name, nickname, etc)</i> ◆ ◆ | 6. PHONE NUMBERS <i>(Include area codes)</i> Day ◆ Night ◆ |

Selective Service Registration

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions.

- 7a. Are you a male born after December 31, 1959? YES NO *If "NO" skip 7b and 7c. If "YES" go to 7b.*
- 7b. Have you registered with the Selective Service System? YES NO *If "NO" go to 7c.*
- 7c. If "NO," describe your reason(s) in item #16.

Military Service

8. Have you ever served in the United States military? YES *Provide information below* NO
If you answered "YES," list the branch, dates, and type of discharge for all active duty.
If your only active duty was training in the Reserves or National Guard, answer "NO."

| Branch | From <small>MM/DD/YYYY</small> | To <small>MM/DD/YYYY</small> | Type of Discharge |
|--------|-----------------------------------|---------------------------------|-------------------|
| | | | |
| | | | |
| | | | |

Background Information

For all questions, provide all additional requested information under item 16 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

For questions 9, 10, and 11, your answers should include convictions resulting from a plea of *nolo contendere* (no contest), but omit (1) traffic fines of \$300 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, and (5) any conviction for which the record was expunged under Federal or state law.

| | | |
|--|---------------------------------|--------------------------------|
| 9. During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.) <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 10. Have you been convicted by a military court-martial in the past 10 years? <i>(If no military service, answer "NO.") If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 11. Are you now under charges for any violation of law? <i>If "YES," use item 16 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 12. During the last 5 years, have you been fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management or any other Federal agency? <i>If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 13. Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) <i>If "YES," use item 16 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.</i> | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Declaration for Federal Employment

Form Approved:
OMB No. 3206-0182

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-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," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works.
- YES NO
15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service?
- YES NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

Certifications / Additional Questions

APPLICANT: If you are applying for a position and have not yet been selected, carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, read item 17, and complete 17a.

APPOINTEE: If you are being appointed, carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, read item 17, complete 17b, read 18, and answer 18a, 18b, and 18c as appropriate.

17. I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question or item on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment 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 specialists, and other authorized employees or representatives of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

- 17a. Applicant's Signature: _____ Date _____
(Sign in ink)
- 17b. Appointee's Signature: _____ Date _____
(Sign in ink)

| |
|---|
| Appointing Officer: Enter Date of Appointment or Conversion MM / DD / YYYY |
|---|

18. **Appointee (Only respond if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

18a. When did you leave your last Federal job? DATE: _____ MM / DD / YYYY

- 18b. When you worked for the Federal Government the last time, did you waive Basic Life Insurance or any type of optional life insurance?
- YES NO Do Not Know
- 18c. If you answered "YES" to item 18b, did you later cancel the waiver(s)? If your answer to item 18c is "NO," use item 16 to identify the type(s) of insurance for which waivers were not canceled.
- YES NO Do Not Know



OCCUPATIONAL LISTING
FOR DEPARTMENT OF ARMY POSITIONS

AT

TOBYHANNA ARMY DEPOT

TOBYHANNA, PA

18466

MARCH 2007

ARTS AND INFORMATION POSITIONS

Listed below are the professional arts and information positions established at Tobyhanna Army Depot. Entry into these positions is usually at grades GS-5 through GS-11. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. At the GS-7 level requires 1 year equivalent experience to the GS-5 level or 1 year of graduate level education. At the GS-9 level, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level.

| Title | Series | Grade Range | Approx # Positions |
|---------------------------------------|---------|-------------|--------------------|
| Visual Information Production Assist | GS-1001 | 05 | 1 |
| Visual Information Specialist | GS-1001 | 07-09 | 5 |
| Illustrator | GS-1020 | 07 | 1 |
| Technical Equipment Illustrator | GS-1020 | 07 | 1 |
| Public Affairs Specialist | GS-1035 | 09 | 1 |
| Supervisory Public Affairs Specialist | GS-1035 | 12 | 1 |
| Visual Information Specialist | GS-1084 | 07-09 | 2 |
| Editorial Assistant (OA) | GS-1087 | 05 | 1 |
| Editorial Assistant | GS-1087 | 07 | 1 |

CLERICAL POSITIONS

Listed below are clerical positions established at Tobyhanna Army Depot. Entry into these positions is usually at grades GS-4 through GS-6. To qualify at Grades GS-4 requires 1 year of related experience or 2 years of post high school study. At the GS-05 level there is a requirement of 1 year equivalent to at least GS-4 or 4 years above high school. At the GS-06 level and above there is a requirement of 1 year at the next lower grade level. To qualify for positions with a typing requirement, applicants must be able to type 40 words per minute. To qualify for positions with a stenography requirement, applicants must be able to take dictation at 80 words per minute.

| Title | Series | Grade Range | Approx # Positions |
|-----------------------------|---------|-------------|--------------------|
| Customer Support Clerk (OA) | GS-0303 | 05 | 1 |
| File Clerk | GS-0305 | 04 | 1 |
| Mail Clerk | GS-0305 | 05 | 1 |
| Computer Clerk | GS-0335 | 04 | 1 |
| Computer Clerk (OA) | GS-0335 | 04 | 2 |
| Computer Assistant | GS-0335 | 07 | 1 |
| Secretary (OA) | GS-0318 | 04-08 | 78 |
| Library Technician | GS-1411 | 05 | 1 |

ENGINEER AND SCIENTISTS

Listed below are the professional engineering and scientific positions established at Tobyhanna Army Depot. Entry into these positions is usually at the GS-5 and GS-7 trainee levels or at the GS-9 and GS-11 journeyman levels. To qualify at grade GS-5 applicants must possess a bachelor's degree in the appropriate field. At the GS-7 level there is a requirement of 1 year of graduate level education or year equivalent to the GS-05 level. At the GS-09 level there is a requirement of 2 years of progressively higher level graduate education leading to a master's degree *or* master's degree or 1 year equivalent to at least GS-7. At the GS-11 level there is a requirement of 3 years of progressively higher level graduate education leading to a Ph.D. degree *or* Ph.D. or equivalent doctoral degree or 1 year equivalent to at least GS-9. All Education requirements must be from an accredited school.

| Title | Series | Grade Range | Approx # Positions |
|---------------------------------|---------|-------------|--------------------|
| Safety Engineer | GS-0803 | 11 | 1 |
| Supervisory Architect | GS-0808 | 12 | 1 |
| Civil Engineer | GS-0810 | 11 | 1 |
| Environmental Engineer | GS-0819 | 11 | 3 |
| Mechanical Engineer | GS-0830 | 05-12 | 20 |
| Supervisor Mechanical Engineer | GS-0830 | 13 | 2 |
| Electrical Engineer | GS-0850 | 11 | 2 |
| Computer Engineer | GS-0854 | 09-12 | 3 |
| Supervisor Computer Engineer | GS-0854 | 13 | 1 |
| Electronics Engineer | GS-0855 | 05-12 | 75 |
| Supervisor Electronics Engineer | GS-0855 | 13-14 | 10 |
| Chemical Engineer | GS-0893 | 12 | 1 |
| Industrial Engineer | GS-0896 | 05-12 | 17 |
| Supervisor Industrial Engineer | GS-0896 | 13 | 4 |
| Chemist | GS-1320 | 12-13 | 2 |

Special high pay rate is established for these series at grades GS-5 through GS-11.

ENGINEERING AND SCIENTIFIC TECHNICIANS

Listed below are engineering and scientific technician positions established at Tobyhanna Army Depot. Entry into these technician positions is normally at grade GS-5 trainee level. Entry into these positions is usually at the GS-5 and GS-7 trainee levels or at the GS-9 and GS-11 journeyman levels. To qualify at grade GS-5 applicants must possess a bachelor's degree in the appropriate field. At the GS-7 level there is a requirement of 1 year of graduate level education or year equivalent to the GS-05 level. At the GS-09 level there is a requirement of 2 years of progressively higher level graduate education leading to a master's degree *or* master's degree or 1 year equivalent to at least GS-7. At the GS-11 level there is a requirement of 3 years of progressively higher level graduate education leading to a Ph.D. degree *or* Ph.D. or equivalent doctoral degree or 1 year equivalent to at least GS-9. All Education requirements must be from an accredited school.

| Title | Series | Grade Range | Approx # Positions |
|-----------------------------------|---------|-------------|--------------------|
| Engineering Technician | GS-0802 | 07-11 | 35 |
| Lead Engineering Technician | GS-0802 | 08-10 | 2 |
| Mechanical Engineering Technician | GS-0802 | 07-11 | 22 |
| Lead Mechanical Engineering Tech | GS-0802 | 12 | 1 |
| Engineering Draftsman | GS-0818 | 05-07 | 1 |
| Electronics Technician | GS-0856 | 07-11 | 91 |
| Electronics Tech (Programmer) | GS-0856 | 09-11 | 10 |
| Lead Electronics Technician | GS-0856 | 10-12 | 5 |
| Supervisor Electronics Technician | GS-0856 | 11-12 | 3 |
| Industrial Engineering Technician | GS-0895 | 07-11 | 12 |
| Physical Science Technician | GS-1311 | 09 | 2 |

FINANCIAL MANAGEMENT POSITIONS

Listed below are professional and support finance positions established at Tobyhanna Army Depot. When financial management positions are filled by outside hire it is usually at the GS-5 entry level. Positions at higher grades are usually filled by internal promotion. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. The GS-7 level requires 1 year equivalent to at least GS-5 level or 1 year of graduate level education. At the GS-9 level, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level. To qualify for GS-5 Accountant position, applicants must have a degree accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting or at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge and include one of the following; Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law; A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or Completion of the requirements for a degree that included substantial course work in accounting or auditing

| Title | Series | Grade Range | Approx # Positions |
|--------------------------------|---------|-------------|--------------------|
| Management Analyst | GS-0343 | 05-11 | 29 |
| Program Analyst | GS-0343 | 05-11 | 11 |
| Management & Program Analyst | GS-0343 | 09-11 | 14 |
| Lead Management Analyst | GS-0343 | 12 | 2 |
| Supv Mgmt & Program Analyst | GS-0343 | 12 | 2 |
| Supervisory Management Analyst | GS-0343 | 13 | 1 |
| Management Assistant | GS-0344 | 05-07 | 22 |
| Management Assistant (OA) | GS-0344 | 05-07 | 5 |
| Program Assistant | GS-0344 | 07 | 1 |
| Financial Analyst | GS-0501 | 09-11 | 4 |

| | | | |
|-----------------------------------|---------|-------|---|
| Financial Management Specialist | GS-0501 | 11 | 1 |
| Financial Services Specialist | GS-0501 | 11 | 1 |
| Travel Accounts Technician | GS-0503 | 05-06 | 3 |
| Financial Technician | GS-0503 | 05-07 | 6 |
| Financial Manager | GS-0505 | 14 | 1 |
| Accountant | GS-0510 | 11-12 | 3 |
| Accountant (Internal Review Eval) | GS-0510 | 11 | 1 |
| Supv Acct (Internal Review Eval) | GS-0510 | 12 | 1 |
| Supervisory Accountant | GS-0510 | 13 | 1 |
| Civilian Pay Technician | GS-0544 | 06-07 | 2 |
| Budget Analyst | GS-0560 | 07-11 | 4 |
| Lead Budget Analyst | GS-0560 | 12 | 2 |
| Budget Officer | GS-0560 | 13 | 1 |
| Budget Technician | GS-0561 | 05 | 1 |
| Budget Technician (OA) | GS-0561 | 05-07 | 1 |

INFORMATION TECHNOLOGY POSITIONS

Listed below are the professional IT positions established at Tobyhanna Army Depot. Information Specialist position is usually at the GS-05 trainee level or the GS-9 and GS-11 journey level. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years post-high school study. At the GS-9, there is a requirement master's or equivalent graduate degree in the appropriate field *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree in the appropriate field is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level.

| Title | Series | Grade Range | Approx # Positions |
|--------------------------------------|---------|-------------|--------------------|
| Telecommunications Specialist | GS-0391 | 09 | 1 |
| Information Technology Specialist | GS-2210 | 05-12 | 4 |
| IT Specialist (Data Management) | GS-2210 | 11 | 4 |
| IT Specialist (Software & Policy) | GS-2210 | 05-11 | 16 |
| IT Specialist (Information Security) | GS-2210 | 09-11 | 2 |
| IT Specialist (Internet/Intranet) | GS-2210 | 11 | 1 |
| IT Specialist (Network) | GS-2210 | 09-11 | 5 |
| IT Specialist (System Administer) | GS-2210 | 07-11 | 11 |
| Lead Information Technology Spec | GS-2210 | 12 | 1 |
| Lead IT Spec (Data Management) | GS-2210 | 12 | 1 |
| Lead IT Spec (Network) | GS-2210 | 12 | 1 |
| Lead IT Spec (System Admin) | GS-2210 | 12 | 1 |
| Lead IT Spec (System Analysis) | GS-2210 | 12 | 1 |
| Lead Information Technology Spec | GS-2210 | 12 | 1 |
| Supervisory Information Tech Spec | GS-2210 | 12-13 | 3 |
| Supervisory IT Spec (Policy & Plan) | GS-2210 | 14 | 1 |

LEGAL POSITIONS

Listed below are the professional and technical support positions established at Tobyhanna Army Depot related to law. Attorney positions require possession of a legal degree and successful completion of a state bar exam. Entry is usually at Grade GS-12. Entry into paralegal specialist positions is usually at Grade GS-5 level, which requires 3 years of related experience, and/or completion of 4-year course of study leading to a bachelor's degree.

| Title | Series | Grade Range | Approx # Positions |
|------------------------------|---------|-------------|--------------------|
| Attorney Advisor (General) | GS-0905 | 13 | 1 |
| Attorney Advisor (Labor) | GS-0905 | 13 | 1 |
| General Attorney | GS-0905 | 13 | 1 |
| *Supv Attorney-Advisor (Gen) | GS-0905 | 14 | 1 |
| Paralegal Specialist | GS-0950 | 09 | 1 |
| Legal Assistant | GS-0986 | 05 | 1 |

*Applicants interested in this series should contact this installation directly for information on application procedures.

LOGISTICS POSITIONS

Listed below are professional logistics positions along with technical support positions established at Tobyhanna Army Depot. To qualify for positions at the GS-07 level one full year of graduate education or one year experience equivalent to the GS-05 level. At the GS-09 level two full years of higher level graduate education or a master's degree or one year experience equivalent to the GS-7 level. To qualify at the GS-11 level three full years of high level graduate education or one year experience equivalent to the GS-09 level.

Procurement

| Title | Series | Grade Range | Approx # Positions |
|------------------------------------|---------|-------------|--------------------|
| Contract Specialist | GS-1102 | 09-11 | 3 |
| Contract Administrator | GS-1102 | 11 | 4 |
| Contract Negotiator | GS-1102 | 11 | 2 |
| Procurement Analyst | GS-1102 | 11 | 1 |
| Supervisory Contract Administrator | GS-1102 | 12 | 1 |
| Supervisory Contract Specialist | GS-1102 | 12 | 1 |
| Supervisory Procurement Analyst | GS-1102 | 12-13 | 2 |
| Purchasing Agent | GS-1105 | 04-08 | 14 |
| Procurement Clerk (OA) | GS-1106 | 04 | 01 |

Supply

| Title | Series | Grade Range | Approx # Positions |
|-----------------------------------|---------|-------------|--------------------|
| Logistics Management Specialist | GS-0346 | 07-12 | 62 |
| Communications Security Custodian | GS-2001 | 09-11 | 3 |
| Supply Management Specialist | GS-2001 | 09 | 1 |

| | | | |
|---------------------------------|---------|-------|----|
| General Supply Specialist | GS-2001 | 09-11 | 5 |
| Supervisory General Supply Spec | GS-2001 | 12 | 1 |
| Supply Systems Analyst | GS-2003 | 09-11 | 6 |
| Supply Clerk | GS-2005 | 03-05 | 4 |
| Supply Technician | GS-2005 | 05-07 | 61 |
| Supply Technician (Hazmat) | GS-2005 | 06 | 1 |
| Supervisory Supply Technician | GS-2005 | 10 | 1 |
| Inventory Mgmt Specialist | GS-2010 | 07-11 | 13 |
| Supervisory Inventory Mgmt Spec | GS-2010 | 12 | 1 |
| Distribution Facilities Manager | GS-2030 | 12 | 1 |
| Transportation Assistant | GS-2102 | 07 | 1 |

Maintenance

| Title | Series | Grade Range | Approx # Positions |
|-----------------------------------|---------|-------------|--------------------|
| Business Development Specialist | GS-1101 | 11 | 3 |
| Business Manager | GS-1101 | 12 | 1 |
| DCSS Field Office Manager | GS-1101 | 12 | 1 |
| Deputy Program Manager | GS-1101 | 13 | 3 |
| Industrial Operations Manager | GS-1101 | 14 | 4 |
| Production Controller | GS-1152 | 05-09 | 60 |
| Supervisory Production Controller | GS-1152 | 12 | 7 |
| Equipment Specialist | GS-1670 | 07-11 | 8 |
| Equipment Specialist (Electronic) | GS-1670 | 07-12 | 68 |
| Equipment Specialist (General) | GS-1670 | 09 | 1 |
| Supv Equipment Specialist (Elnes) | GS-1670 | 12-13 | 5 |

MEDICAL AND HEALTH POSITIONS

Listed below are the professional and technical support medical and health positions established at Tobyhanna Army Depot. All professional positions require possession of an appropriate college degree and, at GS-7 and above, additional experience in the field applied for. With regard to the technical support positions, entry is usually at the GS-5 level, which requires 6 months of general experience and/or 4 years of post high school study with courses pertaining to the position.

| Title | Series | Grade Range | Approx # Positions |
|--------------------------------------|---------|-------------|--------------------|
| Administrative Support Assistant | GS-0303 | 05-06 | 2 |
| Med Officer (Occupational Medicine) | GS-0602 | 14 | 1 |
| Occupational Health Nurse | GS-0610 | 09 | 1 |
| Supervisor Occupational Health Nurse | GS-0610 | 11 | 1 |
| Practical Nurse | GS-0620 | 06 | 2 |
| Industrial Hygiene Technician | GS-0640 | 05-09 | 1 |
| Medical Records Technician | GS-0675 | 05 | 1 |
| Supervisory Industrial Hygienist | GS-0690 | 12 | 1 |

| | | | |
|-------------------------|---------|----|---|
| Industrialist Hygienist | GS-0690 | 09 | 2 |
|-------------------------|---------|----|---|

* A special higher pay rate is established for this series at grades GS-11 through GS-15.

PERSONNEL POSITIONS

Listed below are the professional & technical support personnel positions established at Tobyhanna Army Depot. Most HR positions are in the DOD-National Personnel Security System and involve filling vacancies, classification advisory services, benefits counseling, labor unions, discipline, and employee complaints. When personnel positions are filled by outside hire entry is usually at the YA-01 trainee level or YA-02 Journeyman level. To qualify at the YA-01 trainee level applicants need 3 years general experience, 1 year which is equivalent to the next lower band or 4 years appropriate post-high school study. To qualify at the YA-02 level, applicants need one year of specialized experience equivalent to the next lower band and/or a master's degree.

| Title | Occ Code | Pay Band | Approx # Positions |
|---|----------|----------|--------------------|
| HR Specialist (Class/Staffing) | YA-0201 | 01-02 | 5 |
| HR Specialist (Employee Benefits) | YA-0201 | 02 | 1 |
| HR Specialist (Empl/Labor Relations) | YA-0201 | 01-02 | 3 |
| HR Specialist (Info Sys) | YA-0201 | 02 | 1 |
| Supervisory HR Specialist (Empl/Labor) | YC-0201 | 02 | 1 |
| Supervisory HR Specialist (Staffing/Clas) | YC-0201 | 02 | 1 |
| Supervisory Human Resources Specialist | YC-0201 | 03 | 1 |
| HR Technician (OA) | YB-0203 | 01-02 | 1 |
| HR Tech (Employee & Labor Relations) | YB-0203 | 02 | 2 |
| HR Assistant (Recruit/Placement/OA) | GS-0203 | 05 | 1 |
| Administrative Support Tech (OA) | YB-0303 | 01 | 1 |
| HR Assistant (Military/OA) | GS-0203 | 05 | 1 |

QUALITY AND RELIABILITY ASSURANCE POSITIONS

Listed below are the quality and reliability assurance positions established at Tobyhanna Army Depot. Quality Assurance Specialist performs administrative and technical work concerned with monitoring, controlling, and maintaining the quality and reliability of goods and services. Entry into Quality Assurance positions is usually at the GS-5 trainee level or GS-11 journeyman level. To qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. At the GS-9, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level. Entry into Computer Operator, Assistant and Operator positions is usually at grades GS-4 through GS-5 which requires 1 year of related experience or 1 to 4 years of appropriate post-high school study.

| Title | Series | Grade Range | Approx # Positions |
|--------------------------------------|---------|-------------|--------------------|
| Quality Assurance Spec | GS-1910 | 11 | 1 |
| Quality Assurance Spec (Ammo) | GS-1910 | 11 | 1 |
| Quality Assurance Spec (Electronics) | GS-1910 | 09-11 | 8 |
| Quality Assurance Spec (Mech) | GS-1910 | 09 | 2 |

SAFETY AND SECURITY POSITIONS

Listed below are the professional and nonprofessional safety and security positions established at Tobyhanna Army Depot. Entry into Safety Specialist positions is usually at the GS-05 trainee level, to qualify at grade GS-5, applicants need 3 years general experience, 1 year which is equivalent to at least GS-4 or 4 years appropriate post-high school study. At the GS-9 level, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level. Firefighter positions are usually filled at GS-06 level, which requires 1 year of experience or 4-year of post high school study leading to a bachelor's degree. The guards are filled at the GS-04 level, which require 6 months general experience and 6 months related experience, or 2 years above high school level. To qualify for security, police and firefighter positions at the GS-04 level two years of study with 12 semester hours in courses pertain to appropriate field. At the GS-05 level requires completion of 4 years of post high school study leading to the appropriate bachelor's degree. Training maybe used for firefighter positions.

| Title | Series | Grade Range | Approx # Positions |
|--|---------|-------------|--------------------|
| Safety & Occupational Health Specialist | GS-0018 | 09-11 | 4 |
| Safety & Occupational Health Mgr | GS-0018 | 12 | 1 |
| Safety Technician (OA) | GS-0019 | 06 | 1 |
| Environmental Protection Specialist | GS-0028 | 07-11 | 6 |
| Supv Environmental Protection Spec | GS-0028 | 12 | 1 |
| Environmental Protection Assistant | GS-0029 | 07 | 1 |
| Security Specialist | GS-0080 | 11 | 1 |
| Security Specialist (Information) | GS-0080 | 11 | 1 |
| Security Specialist (Personnel) | GS-0080 | 11 | 1 |
| Security Specialist (Force Protection) | GS-0080 | 11 | 1 |
| Security Specialist (Operations) | GS-0080 | 11 | 1 |
| Physical Security Specialist | GS-0080 | 11 | 1 |
| Supervisory Security Specialist | GS-0080 | 12 | 1 |
| Firefighter (Basic Life Spt/Hazmat Tech) | GS-0081 | 07 | 14 |
| Supervisory Firefighter | GS-0081 | 09 | 3 |
| Fire Chief | GS-0081 | 11 | 1 |
| Police Officer | GS-0083 | 06 | 15 |
| Police Office (Desk Sergeant) | GS-0083 | 06-07 | 6 |
| Supervisory Police Officer | GS-0083 | 08 | 3 |
| *Security Guard | GS-0085 | 05 | 23 |

| | | | |
|----------------------------|---------|----|---|
| Supervisory Security Guard | GS-0085 | 07 | 1 |
| Security Assistant (OA) | GS-0086 | 05 | 2 |
| Criminal Investigator | GS-1811 | 11 | 2 |

*Security guard positions are restricted by law to persons with Veterans Preference, as long as such applicants are available for appointments.

OTHER PROFESSIONAL AND ASSISTANT POSITIONS

Listed below are a variety of professional and technical positions established at Tobyhanna Army Depot, which do not fit in any other group in this listing. Due to the nature of the qualifications requirements many of these positions would be filled by internal placement. However, some positions may be filled at the GS-5 trainee level or at the GS-9 and GS-11 journeyman level. Generally at GS-5 there is a requirement of either 3 years of general experience, and/or 4 year course of study leading to a bachelor's degree. At the GS-9, there is a requirement master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-7. At the GS-11 level, a Ph.D. or equivalent doctoral degree is required *or* 3 full years of progressively higher level graduate education leading to such a degree or 1 year equivalent to at least GS-9 level.

| Title | Series | Grade Range | Approx # Positions |
|---|---------|-------------|--------------------|
| Army Community Services Program Coordinator | GS-0101 | 09 | 1 |
| Alcohol & Drug Control Officer | GS-0101 | 12 | 1 |
| Supervisory Recreation Spec | GS-0188 | .09 | 1 |
| Recreation Assistant | GS-0189 | 04 | 1 |
| Equal Employment Specialist | GS-0260 | 11 | 1 |
| Equal Employment Manager | GS-0260 | 12 | 1 |
| Process Improvement Specialist | GS-0301 | 07-09 | 13 |
| Program Manager | GS-0340 | 13-14 | 2 |
| Administrative Officer | GS-0341 | 11 | 1 |
| Support Services Specialist | GS-0342 | 09 | 2 |
| Interpreter | GS-1001 | 09 | 1 |
| Realty Specialist | GS-1170 | 09 | 1 |
| Housing Manager | GS-1173 | 09 | 1 |
| School Age Svc Pgm Coordinator | GS-1701 | 09 | 1 |
| Supv Child & Youth Svcs Coordr | GS-1701 | 11 | 1 |

TRAINING POSITIONS

| | | | |
|---------------------------------|---------|-------|----|
| Education Technician | GS-1702 | 07 | 1 |
| Education Technician (OA) | GS-1702 | 04 | 2 |
| Training Instructor | GS-1712 | 09-11 | 21 |
| Training Administrator | GS-1712 | 11-12 | 4 |
| Supervisory Training Instructor | GS-1712 | 12 | 1 |

WAGE GRADE TRADES AND CRAFTS POSITIONS

Listed below are the trades and crafts positions established at Tobyhanna Army Depot. These positions range from unskilled labor to complex jobs requiring extensive training and experience. Entry into these positions is typically at the lower end of the grade range shown. Leader (WL) and Supervisor (WS) levels are usually filled by internal promotion. Positions at grade WG-5 and below have minimal qualification requirements. At all higher grades applicants must have experience, which demonstrates the ability to perform the duties of the position applied for.

Electronic Equipment Installation & Maintenance Family

| Title | Series | Grade Range | Approx # Positions |
|--|---------|-------------|--------------------|
| Electronic Measurement Equip Equipment | WG-2602 | 11-12 | 14 |
| | WL-2602 | 11 | 2 |
| | WS-2602 | 13 | 1 |
| Electronics Mechanic Helper | WG-2604 | 05 | 23 |
| Electronics Worker | WG-2604 | 07-10 | 330 |
| | WL-2604 | 08 | 2 |
| Electronics Mechanic | WG-2604 | 10-12 | 742 |
| | WL-2604 | 10-11 | 97 |
| | WS-2604 | 11-15 | 54 |
| Electronics Equipment Inspector | WG-2604 | 12-13 | 23 |
| | WL-2604 | 13 | 2 |
| Electronics Industrial Control Mechanic | WG-2606 | 10-12 | 5 |
| | WL-2606 | 11 | 1 |
| Electronics Digital Computer Mechanic | WG-2608 | 10-12 | 26 |
| | WL-2608 | 11 | 1 |
| | WS-2608 | 11-14 | 4 |
| Electronic Integrated Systems Mechanic | WG-2610 | 12-13 | 100 |
| | WS-2610 | 13-14 | 7 |

Electrical Installation & Maintenance Family

| Title | Series | Grade Range | Approx # Positions |
|-------------------------------|---------|-------------|--------------------|
| Electrical Worker | WG-2805 | 08 | 34 |
| Electrician | WG-2805 | 10-11 | 28 |
| | WL-2805 | 10 | 4 |
| | WS-2805 | 11 | 2 |
| Electrical Equipment Worker | WG-2854 | 07 | 2 |
| Electrical Equipment Repairer | WG-2854 | 09 | 7 |
| | WL-2854 | 09 | 2 |

Fabric & Leather Work Family

| Title | Series | Grade Range | Approx # Positions |
|---------------|---------|-------------|--------------------|
| Fabric Worker | WG-3105 | 07-09 | 13 |

| | | | |
|--|---------|----|---|
| | WL-3105 | 09 | 1 |
|--|---------|----|---|

Instrument Work Family

| Title | Series | Grade Range | Approx # Positions |
|-----------------------------|---------|-------------|--------------------|
| Optical Instrument Repairer | WG-3306 | 08-10 | 4 |
| Instrument Mechanic | WG-3359 | 10-11 | 11 |

Machine Tool Work Family

| Title | Series | Grade Range | Approx # Positions |
|--------------------------|---------|-------------|--------------------|
| Machinist | WG-3414 | 10-11 | 14 |
| | WL-3414 | 11 | 2 |
| | WS-3414 | 11 | 1 |
| Machinist Work Inspector | WG-3414 | 12 | 3 |
| Machine Tool Operator | WG-3414 | 08-09 | 7 |
| Tool Maker | WG-3416 | 13 | 3 |

General Services & Support Family

| Title | Series | Grade Range | Approx # Positions |
|------------------|---------|-------------|--------------------|
| Laborer | WG-3502 | 02 | 3 |
| Custodial Worker | WG-3566 | 02 | 1 |

Structural & Finishing Work Family

| Title | Series | Grade Range | Approx # Positions |
|-------|---------|-------------|--------------------|
| Mason | WG-3603 | 10 | 3 |

Metal Processing Family

| Title | Series | Grade Range | Approx # Positions |
|------------------------|---------|-------------|--------------------|
| Welding Worker | WG-3703 | 08 | 2 |
| Welder | WG-3703 | 10 | 12 |
| | WL-3703 | 10 | 2 |
| | WS-3703 | 10 | 1 |
| Electroplating Worker | WG-3711 | 07 | 13 |
| Electroplater | WG-3711 | 09 | 12 |
| | WL-3711 | 09 | 1 |
| | WS-3711 | 09 | 1 |
| Schematic Photographer | WG-3735 | 09 | 1 |
| Metal Photo Processor | WG-3735 | 08 | 3 |
| | WL-3735 | 08 | 1 |

Metal Work Family

| Title | Series | Grade Range | Approx # Positions |
|-----------------------------|---------|-------------|--------------------|
| Sheet Metal Mechanic Helper | WG-3806 | 05 | 6 |
| Sheet Metal Worker | WG-3806 | 08 | 77 |
| Sheet Metal Mechanic | WG-3806 | 10 | 35 |
| | WL-3806 | 10 | 9 |
| | WS-3806 | 12-15 | 6 |
| Metal Form Machine Operator | WG-3869 | 10 | 2 |

Painting Family

| Title | Series | Grade Range | Approx # Positions |
|----------------------------------|---------|-------------|--------------------|
| Finish Inspector | WG-4101 | 10 | 5 |
| Liquid Dispensing Equip Operator | WG-4101 | 04 | 3 |
| Painter Helper | WG-4102 | 05 | 10 |
| Painting Worker | WG-4102 | 07 | |
| | WL-4102 | 07 | 1 |
| Painter | WG-4102 | 09 | 27 |
| | WL-4102 | 09 | 6 |
| | WS-4102 | 09-11 | 2 |

Plumbing & Pipe Fitting Family

| Title | Series | Grade Range | Approx # Positions |
|-------------|---------|-------------|--------------------|
| Pipe fitter | WG-4204 | 10 | 2 |

Pliable Materials Work Family

| Title | Series | Grade Range | Approx # Positions |
|-----------------------------------|---------|-------------|--------------------|
| Rubber Prod Fabricator & Repairer | WG-4360 | 08 | 1 |

Printing Family

| Title | Series | Grade Range | Approx # Positions |
|---------------------|---------|-------------|--------------------|
| Silk Screen Printer | WG-4419 | 07 | 1 |

Wood Work Family

| Title | Series | Grade Range | Approx # Positions |
|------------------|---------|-------------|--------------------|
| Carpentry Worker | WG-4607 | 07 | 5 |
| Carpenter | WG-4607 | 09 | 6 |
| | WL-4607 | 09 | 1 |
| | WS-4607 | 09 | 1 |

General Maintenance & Operations Work Family

| Title | Series | Grade Range | Approx # Positions |
|----------------------------|---------|-------------|--------------------|
| General Equipment Repairer | WG-4737 | 08-10 | 17 |
| General Equipment Mechanic | WG-4737 | 10 | 12 |
| | WL-4737 | 08-11 | 13 |
| | WS-4737 | 10-15 | 3 |
| Maintenance Worker | WG-4749 | 08 | 8 |
| Maintenance Mechanic | WG-4749 | 10 | 6 |
| | WL-4749 | 10 | 3 |
| | WS-4749 | 10 | 2 |

Industrial Equipment Maintenance Family

| Title | Series | Grade Range | Approx # Positions |
|---------------------------------|---------|-------------|--------------------|
| Air Conditioning Equipment Mech | WG-5306 | 08-11 | 15 |
| Air Conditioning Equip Mech Ldr | WL-5306 | 10 | 1 |
| Production Machinery Repairer | WG-5350 | 08 | 2 |
| Production Machinery Mechanic | WG-5350 | 10-11 | 6 |
| | WL-5350 | 11 | 1 |
| | WS-5350 | 11 | 1 |

Industrial Equipment Operation Family

| Title | Series | Grade Range | Approx # Positions |
|------------------------------------|---------|-------------|--------------------|
| Wastewater Treatment Plant Opr | WG-5408 | 10 | 4 |
| Wastewater Treatment Plant Opr Ldr | WL-5408 | 09 | 1 |
| Sandblaster | WG-5423 | 05-07 | 13 |
| | WL-5423 | 07 | 4 |
| | WS-5423 | 07 | 1 |

Transportation/Mobile Industrial Equipment Operation Family

| Title | Series | Grade Range | Approx # Positions |
|--|---------|-------------|--------------------|
| Motor Vehicle Operator | WG-5703 | 07-08 | 4 |
| Motor Vehicle Operator (FLO) | WG-5703 | 06-08 | 8 |
| Motor Vehicle Operator Leader | WL-5703 | 07-08 | 2 |
| Motor Vehicle Operator Supervisor | WS-5703 | 08 | 1 |
| Forklift Operator | WG-5704 | 06 | 2 |
| Forklift & Tractor Operator | WG-5704 | 05 | 11 |
| Engineering Equipment Operator | WG-5716 | 08-10 | 3 |
| Engineering Equipment Op (Leader) | WL-5716 | 10 | 1 |
| Engineering Equipment Operator (Motor Vehicle Operator) | WG-5716 | 11 | 1 |
| Crane Operator | WG-5725 | 09 | 1 |

Transportation/Mobile Industrial Equipment Maintenance Family

| Title | Series | Grade Range | Approx # Positions |
|---|---------|-------------|--------------------|
| Mobile Equipment Mechanic Inspector | WG-5801 | 10 | 1 |
| Heavy Mobile Equipment Repairer | WG-5803 | 08 | 3 |
| Heavy Mobile Equipment Mechanic | WG-5803 | 10 | 3 |
| Heavy Mobile Equipment Mech Ldr | WL-5803 | 10 | 1 |
| Heavy Mobile Equipment Mechanic Inspector | WG-5803 | 11 | 3 |
| Automotive Worker | WG-5823 | 08 | 1 |

Warehousing & Stock Handling Family

| Title | Series | Grade Range | Approx # Positions |
|--------------------------------------|---------|-------------|--------------------|
| Missile Materials Handler | WG-6501 | 07 | 3 |
| Missile Materials Handler Leader | WL-6501 | 07 | 1 |
| Missile Materials Handler Supervisor | WS-6501 | 07 | 1 |
| Material Sorter | WG-6901 | 04 | 1 |
| Materials Support Leader | WL-6901 | 06 | 1 |
| Tools & Parts Attendant | WG-6904 | 05-06 | 9 |
| Materials Handler | WG-6907 | 05-06 | 56 |
| Materials Handler (Packer) | WG-6907 | 05 | 4 |
| Materials Handler (MVO) | WG-6907 | 06 | 3 |
| Materials Handler Leader | WL-6907 | 06 | 1 |
| Materials Handler Supervisor | WS-6907 | 06 | 2 |
| Materials Expediter | WG-6910 | 05-07 | 9 |
| Materials Examiner & Identifier | WG-6912 | 06 | 16 |
| Materials Examiner & Identifier Ldr | WL-6912 | 06 | 2 |

Packing & Processing Family

| Title | Series | Grade Range | Approx # Positions |
|-------------------|---------|-------------|--------------------|
| Packing Inspector | WG-7002 | 08 | 1 |
| Equipment Cleaner | WG-7009 | 05 | 35 |