

Applicant Supply File Application Procedures

Veterans' Recruitment Appointment (VRA)

The VRA is a special authority passed by Congress under Jobs for Veterans Act, Public Law 107-288. Agencies can appoint an eligible veteran without competition to any grade level up to and including a GS-11 or equivalent. Veterans with a compensable service-connected disability of 30 percent or more may be appointed at any grade level for which they are qualified.

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. As a 30% or more disabled veteran appointed on a permanent basis, you are first placed on a time limited appointment of at least 60 days and then converted to a permanent appointment at management's discretion. Individuals appointed to a noncompetitive temporary or term appointment based VRA are not converted to career-conditional appointment.

Eligibility Requirements for VRA:

- in receipt of a campaign badge for service during a war (NOTE: The last war declared by Congress was World War II) or in a campaign or expedition; **OR**
- disabled veteran, **OR**
- in receipt of an Armed forces Service Medal for participation in a military operation, **OR**
- recently separated veteran (within the last 3 years), **AND**
- served on active duty, not active duty for training, **AND**
- separated under honorable conditions (this means an honorable or general discharge).

Eligibility Requirements for 30% or more disabled veterans:

- retired from active military service with a service-connected disability rating of 30% or more; **OR**
- you have a rating by the Department of Veterans Affairs showing a compensable service-connected disability of 30% or more.

Transfers/ Reinstatement

- If you are interested in transferring to Tobyhanna Army Depot; **OR**
- If you are interested in re-entering the Federal workforce and have left Federal service as a Career-Conditional employee, you have 3 years following your separation date to re-apply directly to any Federal agency; **OR**
- Have veterans' preference; **OR**
- If you are interested in re-entering the Federal workforce and have left Federal service as a Career employee, you are eligible to apply directly to Federal agencies at any time. Please see below for required documents.

Required Documentation

- **Member 4 Copy** of the Certificate of Release or Discharge from Active Duty Form (DD Form 214)
- Disabled veterans must include a letter from the Veterans' Administration verifying their disability percentage. A disability verification letter may be obtained by calling 1-800-827-1000. NOTE: The letter should not contain any medical information.
- A detailed resume that includes employer name, dates (month and year) and number of hours the job was performed per week.
- Transcripts, if claiming education.
- SF-50 Notification of Personnel Action, if requesting transfer or reinstatement.

Please visit <http://www.archives.gov/veterans/military-service-records/about-service-records.html> for more information on how to obtain copies of your DD Form 214

Please visit <http://www.archives.gov/st-louis/civilian-personnel/faqs.html#1> for more information on how to obtain copies of your SF-50.

Enclosed in this package is an occupational listing identifying positions with Tobyhanna Army Depot. This listing is provided to assist you in selecting the **five** occupational series for which you wish to be considered. You must meet all qualification requirements for any position to which you are appointed. Your application will remain active for 2 years from the date received.

After you have carefully reviewed the above information, and you feel you are eligible for appointment, please complete the enclosed forms, gather required documents and forward to:

Tobyhanna Army Depot
ATTN: PECH-NER-T/R
11 Hap Arnold Boulevard
Tobyhanna, PA 18466-5077

Or

usarmy.tyad.usamc.mbx.cpac-applicant-supply-file-vra@mail.mil

Your interest in employment at Tobyhanna Army 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:

	Series	Grade Level(s)
(1)	_____	_____
(2)	_____	_____
(3)	_____	_____
(4)	_____	_____
(5)	_____	_____

Name (Printed)

Full Mailing Address

Signature

DATE

We currently have locations at the following sites:

- All locations
- Any CONUS
- Any OCONUS
- Aberdeen, MD
- Anderson, SC
- Beauford, SC
- Camp Casey, Korea
- Camp Courtney, Japan
- Camp Hansen, Japan
- Camp Humphreys, Korea
- Camp Red Cloud, Korea
- Cherry Point, NC
- Darmstadt, Germany
- Eglin AFB, FL
- Ft. Bliss, TX
- Ft. Bragg, NC
- Ft. Campbell, KY
- Ft. Carson, CO
- Ft. Drum, NY
- Ft. Gordon, GA
- Ft. Hood, TX
- Ft. Huachuca, AZ
- Ft. Irwin, CA
- Ft. Lee, VA
- JBLM, WA
- Ft. Polk, LA
- Ft. Richardson, AK
- Ft. Riley, KS
- Ft. Sam Houston, TX
- Ft. Sill, OK
- Ft. Stewart, GA
- Ft. Wainwright, AK
- Hunter Army Airfield, GA
- Lakehurst, NJ
- Miesau, Germany
- Miramar, CA
- Schofield Barracks, HI
- Schreiver AFB, CO
- Seoul, Korea
- Tobyhanna Army Depot, PA
- Twentynine Palms, CA
- Vilseck, Germany
- Vincenza, Italy
- Virginia Beach, VA
- Weisbaden, Germany
- Yuma, AZ

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

GENERAL INFORMATION

1. **FULL NAME** (Provide your full name. If you have only initials in your name, provide them and indicate "Initial only". If you do not have a middle name, indicate "No Middle Name". If you are a "Jr.," "Sr.," etc. enter this under Suffix. First, Middle, Last, Suffix)

2. **SOCIAL SECURITY NUMBER**

3a. **PLACE OF BIRTH** (Include city and state or country)

3b. **ARE YOU A U.S. CITIZEN?**

YES NO (If "NO", provide country of citizenship)

4. **DATE OF BIRTH** (MM / DD / YYYY)

5. **OTHER NAMES EVER USED** (For example, maiden name, nickname, etc)

6. **PHONE NUMBERS** (Include area codes)

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", proceed to 8.)

7b. Have you registered with the Selective Service System?

YES (If "YES", proceed to 8.)

NO (If "NO", proceed 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 (If "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 (MM/DD/YYYY)	To (MM/DD/YYYY)	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 7 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.) *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.* YES NO

10. Have you been convicted by a military court-martial in the past 7 years? *(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.* YES NO

11. Are you currently under charges for any violation of law? *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.* YES NO

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? *If "YES," use item 16 to provide the date, an explanation of the problem, reason for leaving, and the employer's name and address.* YES NO

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.) *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.* YES NO

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

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
December 2014

Note: Positions with an * are offered at other locations (See reverse side of Series and Grade selection, if interested)

SAFETY AND SECURITY POSITIONS

Title	Series	Grade Range
Safety & Occupational Health Specialist	GS-0018	11
Safety Technician (OA)	GS-0019	06
Environmental Protection Specialist	GS-0028	11
Environmental Protection Assistant	GS-0029	07
Security Specialist	GS-0080	09-11
Firefighter (Basic Life Spt/Hazmat Tech)	GS-0081	07
Supervisory Firefighter	GS-0081	09
Fire Chief	GS-0081	11
Police Officer	GS-0083	06-07
Supervisory Police Officer	GS-0083	08-13
Security Guard (See Note Below)	GS-0085	05
Security Assistant	GS-0086	05-06
Emergency Management Specialist	GS-0089	12
Health Physicist	GS-1306	11
Criminal Investigator	GS-1811	11

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

HUMAN RESOURCES MANAGEMENT POSITIONS

Title	Series	Grade Range
Human Resources Specialist	GS-0201	05-12
Supervisory Human Resources Specialist	GS-0201	13
Human Resources Officer	GS-0201	14
Human Resources Assistant	GS-0203	05-07
Equal Opportunity Specialist	GS-0260	11-12

FINANCIAL MANAGEMENT POSITIONS

Title	Series	Grade Range
Financial Specialist	GS-0501	09-11
Travel Accounts Technician	GS-0503	05-07
Financial Manager	GS-0505	14
Accountant	GS-0510	11-12
Supervisory Accountant	GS-0510	13
Auditor	GS-0511	09-11
Supervisory Auditor	GS-0511	12
Civilian Pay Technician	GS-0544	07
Budget Analyst	GS-0560	09-12
Budget Officer	GS-0560	13
Budget Technician	GS-0561	05

MEDICAL AND HEALTH POSITIONS

Title	Series	Grade Range
Medical Officer (Occupational Medicine)	GP-0602	14
Clinical Nurse (Comm-Occ Health)	GS-0610	10
Industrial Hygiene Technician	GS-0640	09
Health System Specialist	GS-0671	09
Medical Support Tech (OA)	GS-0679	05
Industrial Hygienist	GS-0690	11-12
Licensed Mental Health Practitioner	GS-0101	12

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

LEGAL POSITIONS

Title	Series	Grade Range
Attorney-Adviser (See Note Below)	GS-0905	13-14
Paralegal Specialist	GS-0950	09
Legal Assistant	GS-0986	06

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

ENGINEERING AND SCIENTIFIC TECHNICIANS

Title	Series	Grade Range
Engineering Technician	GS-0802	05-12
*Electronics Technician	GS-0856	09-12
Industrial Engineering Technician	GS-0895	07-11
Physical Science Technician	GS-1311	09

ENGINEER AND SCIENTISTS

Title	Series	Grade Range
General Engineer	GS-0801	12-13
Architect	GS-0808	12
Civil Engineer	GS-0810	11-12
Supv Civil Engineer	GS-0810	13
Environmental Engineer	GS-0819	11
Mechanical Engineer	GS-0830	05-14
Electrical Engineer	GS-0850	11-12
Computer Engineer	GS-0854	11-13
Electronics Engineer	GS-0855	05-15
Chemical Engineer	GS-0893	11-12
Industrial Engineer	GS-0896	11-13
Chemist	GS-1320	12-13

NOTE: A special higher pay rate is established for this series at grades GS-5 through GS-11.

ARTS AND INFORMATION POSITIONS

Title	Series	Grade Range
Public Affairs Assistant (OA)	GS-1001	06
Visual Information	GS-1001	07-12
Interior Designer	GS-1008	11
Technical Equipment Illustrator	GS-1020	07
Public Affairs	GS-1035	07-13
Writer-Editor	GS-1082	09
Protocol Officer	GS-0303	07

LOGISTICS POSITIONS

Procurement

Title	Series	Grade Range
Contract Analyst	GS-1101	11
Contract Specialist/Procurement Analyst	GS-1102	07-14
Purchasing Agent	GS-1105	07-09
Procurement Technician (OA)	GS-1106	05
Transportation Assistant	GS-2102	06

Supply

Title	Series	Grade Range
*Logistics Management Specialist	GS-0346	09-13
General Supply Specialist	GS-2001	11-14
Supply Systems Analyst	GS-2003	09-15
Supply Clerk	GS-2005	03
*Supply Technician	GS-2005	05-11
*Inventory Management Specialist	GS-2010	07-12

Maintenance

Title	Series	Grade Range
Business Development Specialist	GS-1101	11
*Production Controller	GS-1152	07-13
*Equipment Specialist	GS-1670	09-13

TRAINING POSITIONS

Title	Series	Grade Range
Education Technician (OA)	GS-1702	05
*Training Administrator/Instructor/Specialist	GS-1712	09-12
Training Coordinator	GS-0301	11

QUALITY AND RELIABILITY ASSURANCE POSITIONS

Title	Series	Grade Range
*Quality Assurance Specialist	GS-1910	09-11
Quality Assurance Assistant	GS-0303	07

INFORMATION TECHNOLOGY POSITIONS

Title	Series	Grade Range
*Information Technology Specialist	GS-2210	07-14

NOTE: A special higher pay rate is established for this series at grades GS-05 through GS-12 in certain locations.

OTHER PROFESSIONAL, GENERAL ADMINISTRATIVE, CLERICAL, OFFICE SERVICES AND ASSISTANT POSITIONS

Title	Series	Grade Range
Social Science Series	GS-0101	09-12
Social Service Representative	GS-0187	09
*Miscellaneous Admin & Program Series	GS-0301	05-15
Administrative Support	GS-0303	04-07
Clerk	GS-0305	04-05
*Secretary	GS-0318	04-09
Computer Operator	GS-0332	06
Program Manager	GS-0340	12-15
Administrative Officer	GS-0341	09-11
Support Services Specialist	GS-0342	07
Management/Program Analyst	GS-0343	05-12
Program Analysis Officer	GS-0343	13
Management Assistant	GS-0344	05-07
Equal Opportunity Assistant (OA)	GS-0361	05
General Business And Industry Series	GS-1101	09-14
Realty Specialist	GS-1170	09
Housing Management	GS-1173	07-09
Library Technician	GS-1411	05-07
Child And Youth Services Coordinator	GS-1701	12
Communications Security Account Manager	GS-2001	11
Distribution Facilities Specialist	GS-2030	13-14
Packaging Specialist	GS-2032	11-13

WAGE GRADE TRADES AND CRAFTS POSITIONS

Electronic Equipment Installation & Maintenance Family

Title	Series	Grade Range
Electronic Measurement Equip Equipment	WG-2602	11-12
	WL-2602	11
Electronics Mechanic Helper	WG-2604	05
*Electronics Worker	WG-2604	08
*Electronics Mechanic	WG-2604	10-12
	WL-2604	11-13
	WS-2604	11-16
Electronics Equipment Inspector	WG-2604	13
Electronics Industrial Control Mechanic	WG-2606	10-12
	WL-2606	11
*Electronics Digital Computer Mechanic	WG-2608	11-12
	WL-2608	11
Electronic Integrated Systems Mechanic	WG-2610	12-13
	WS-2610	14

Electrical Installation & Maintenance Family

Title	Series	Grade Range
Electrical Worker	WG-2805	08
Electrician	WG-2805	10-11
	WL-2805	10
	WS-2805	11
Electrical Equipment Repairer	WG-2854	10
	WL-2854	10

Fabric & Leather Work Family

Title	Series	Grade Range
Fabric Worker	WG-3105	07-09
	WL-3105	09
	WS-3105	09

Instrument Work Family

Title	Series	Grade Range
Optical Instrument Repairer	WG-3306	10
Precision Measurement Equip Calibrator	WG-3378	11-12
	WL-3378	11-12
	WS-3378	11-14

Machine Tool Work Family

Title	Series	Grade Range
Machinist	WG-3414	10-11
	WL-3414	11
	WS-3414	11
Machinist Work Inspector	WG-3414	12
Machine Tool Operator	WG-3414	08-09
Tool Maker	WG-3416	13

General Services & Support Family

Title	Series	Grade Range
Custodial Worker	WG-3566	02

Structural & Finishing Work Family

Title	Series	Grade Range
Mason	WG-3603	10

Metal Processing Family

Title	Series	Grade Range
Metal Photo Processor	WG-3701	08
Platemaker (Engraver)	WG-3701	09
Welding Worker	WG-3703	08
Welder	WG-3703	10
	WL-3703	10
	WS-3703	10
Electroplating Worker	WG-3711	07
Electroplater	WG-3711	09
	WL-3711	09
	WS-3711	09

Metal Work Family

Title	Series	Grade Range
Sheet Metal Mechanic Helper	WG-3806	05
Sheet Metal Worker	WG-3806	08
*Sheet Metal Mechanic	WG-3806	10
	WL-3806	10
	WS-3806	12
Metal Form Machine Operator	WG-3869	10

Painting Family

Title	Series	Grade Range
Silk Screen Printer	WG-4101	07
Finish Inspector	WG-4101	10
Painter Helper	WG-4102	05
Painting Worker	WG-4102	07
Painter	WG-4102	09
	WL-4102	09
	WS-4102	09-11

Plumbing & Pipe Fitting Family

Title	Series	Grade Range
Pipefitter	WG-4204	10

Pliable Materials Work Family

Title	Series	Grade Range
Rubber Prod Fabricator & Repairer	WG-4307	08
Composite Worker	WG-4352	09

Wood Work Family

Title	Series	Grade Range
Carpentry Worker	WG-4607	07
Carpenter	WG-4607	09
	WL-4607	09

General Maintenance & Operations Work Family

Title	Series	Grade Range
General Equipment Repairer	WG-4737	08
*General Equipment Mechanic	WG-4737	10
	WL-4737	10-11
	WS-4737	10
Maintenance Worker	WG-4749	08
Maintenance Mechanic	WG-4749	08-10
	WL-4749	10
	WS-4749	10

Locksmith Family

Title	Series	Grade Range
Locksmith	WG-4804	09

Industrial Equipment Maintenance Family

Title	Series	Grade Range
*Air Conditioning Equipment Mechanic	WG-5306	08-11
	WL-5306	10
	WS-5306	10
Production Machinery Repairer	WG-5350	08
Production Machinery Mechanic	WG-5350	10-11
	WL-5350	11
	WS-5350	12
Industrial Equipment Repairer	WG-5352	08

Industrial Equipment Operation Family

Title	Series	Grade Range
Wastewater Treatment Plant Opr	WG-5408	10
	WL-5408	10
Sandblaster	WG-5423	07
	WL-5423	07
	WS-5423	07

Transportation/Mobile Industrial Equipment Operation Family

Title	Series	Grade Range
Motor Vehicle Operator	WG-5703	06-08
	WL-5703	08
	WS-5703	09
Forklift / Tractor Operator	WG-5704	05-06
Engineering Equipment Operator	WG-5716	08-10
	WL-5716	10
Crane Operator (MVO/FLO)	WG-5725	09

Transportation/Mobile Industrial Equipment Maintenance Family

Title	Series	Grade Range
Heavy Mobile Equipment Repairer	WG-5803	08
Heavy Mobile Equipment Mechanic	WG-5803	10-11
	WL-5803	11

Warehousing & Stock Handling Family

Title	Series	Grade Range
Missile Materials Handler (Blocker and Bracer/FLO)	WG-6501	08
	WL-6501	08
Material Sorter	WG-6901	04
Tools & Parts Attendant	WG-6904	04-06
	WL-6904	06
Materials Handler	WG-6907	05-06
	WL-6907	05-06
	WS-6907	06-07
*Materials Expediter	WG-6910	05-07
Materials Examiner & Identifier	WG-6912	06-07
	WL-6912	07

Packing & Processing Family

Title	Series	Grade Range
Equipment Cleaner	WG-7009	05