

Application Procedures for Severely Handicapped
Under 5 CFR 213.3102(u) and CFR 315.709:

Appointments are Schedule A Appointments in the Excepted Service
After two years of successful service the supervisor may recommend that the employee be
converted to the competitive service.

What to File:

1. Resume detailing applicants' experience.
2. If claiming post secondary education a copy of transcripts.
3. Documentation certifying Proof of Disability. This documentation can come from a
license medical profession and/or a licensed vocational rehabilitation specialist.

Applications will remain on file for a period of 5 years.

Where to File:

Send Applications to: Tobyhanna Army Depot
Civilian Personnel Advisory Center
PECP-NER-T/R Attn: Anne Gregory
11 Hap Arnold Blvd
Tobyhanna, PA 18466-5077

Recruitment Procedures:

1. All applications are reviewed upon receipt in the Civilian Personnel Advisory Center and
entered into a database.
2. Managers are advised of this source of recruitment and may request to review
applications at any time during the recruitment process.
3. Once an applicant is selected for consideration a representative from Tobyhanna will
contact the Counselor and provide a specific job description for review.
4. A certificate of job readiness from the Counselor verifying that the applicant can perform
the duties of the specific position without hazard to himself or others will be forwarded to
the Civilian Personnel Advisory Center
5. An interview and/or physical as required will be arranged with the selecting official,
applicant and job coach if required.
6. If special accommodation are needed efforts will be discussed.
7. Applicant will be contacted for a start date.