

How to Apply Tobyhanna Army Depot

For a current list of Tobyhanna Army Depot (TYAD) vacancies visit www.tobyhanna.army.mil click *About* then *Career Opportunities*. All applications must be submitted using Army Civilian Service website www.armycivilianservice.com or USAJobs website www.usajobs.gov.

Note: Some applicants may be eligible to submit their application directly to Tobyhanna Army Depot. See below for the list of exceptions.

In order to apply online, you must have an active resume in USAJobs.

USA Jobs – Create an Account

1. Visit www.usajobs.gov
2. Click on Create An Account and follow the instructions
3. Once you have completed this process, visit Army Civilian Service or USAJobs to continue your job search.

How to apply using Army Civilian Service Website

1. Visit www.armycivilianservice.com
2. Select Army Job Search at the top right corner of the web page.
3. For TYAD vacancies: under location search tab, select PA or PA-Tobyhanna; under key word search, enter Tobyhanna
4. To view a vacancy announcement, click on the position title.
5. When you are ready to apply, select the Apply Online button.
6. You will be redirected to the USA Staffing Application Manager, complete the assessment and submit it.
7. You have just applied for the position.

How to apply using the USA JOBS Website

1. Visit www.usajobs.gov
2. Click Search Jobs
3. For TYAD vacancies: Click Advanced Search: under the location search tab, select PA or PA-Tobyhanna or under key word search, enter Tobyhanna
4. To view a vacancy announcement, click on the position title.
5. When you are ready to apply, select the Apply Online button.
6. You will be redirected to the USA Staffing Application Manager, complete the assessment and submit it.
7. You have just applied for the position.

Exceptions – Who May Apply Directly to Tobyhanna

Only the following candidates may submit an application directly to TYAD. These applications are maintained in our Applicant Supply File for 2 years from the date you submit your application. It is suggested you apply online in addition to submitting an application directly to TYAD.

1. **Veterans Recruitment Appointment (VRA) candidates:** Disabled Veterans; Veterans who have been awarded a Campaign Badge, Armed Forces Expeditionary Medal (AFEM), or Armed Forces Service Medal (AFEM); or recently separated veterans who have separated from active duty within the last 3 years. The maximum grade level at which appointments may be made is GS-11. Veterans must meet all qualification requirements.
2. **Severely disabled candidates:** Individuals with disabilities possessing a certification statement from the Office of Vocational Rehabilitation or Department of Veterans Affairs rehabilitation counselor.
3. **Transfer eligible candidates:** Career and Career Conditional employees currently working for the federal government.
4. **Reinstatement eligible candidates:** Former Federal employees who attained Career status on a permanent, competitive Federal appointment. If the person was a Career-Conditional, reinstatement eligibility generally applies within 3 years after separation.

Veterans who meet the Veterans Recruitment Appointment (VRA) eligibility, transfers and reinstatements may also apply for internal vacancy announcements when the announcement states under Who May Apply:

- Veteran Recruitment Appointment (VRA),
- Veteran Equal Opportunity Act of 1998 (VEOA)
- Transfers
- Reinstatements

How to Apply Directly

1. Provide a resume detail resume
2. Fill out a Veterans Recruitment Appointment (VRA) packet. VRA packets may be picked up in the Personnel Office, mailed or e-mailed.
3. Provide a copy of the DD-214 "Certification of Release or Discharge from Active Duty" **Member 4** Copy.
4. Disabled Veterans must include a letter from the Veterans Administration verifying the percent of disability. This letter should not include any medical information and may be obtained by calling 1-800-827-1000.
5. Severely disabled individuals must provide a letter from the Office of Vocational Rehabilitation (OVR).
6. Transfer and/or reinstatement eligible will need to submit a copy of their most recent SF-50 action (Notification of Personnel Action) and their most recent performance appraisal.

To request a copy of your SF-50:
National Personnel Records Center
111 Winnebago Street
St. Louis, Missouri 63118-4126
Phone: (314) 801-9250

To request a copy of your DD-214:
National Personnel Records Center
Military Personnel Records
9700 Page Avenue
St. Louis, MO 63132-5100
<http://vetrecs.archives.gov/>

If you meet the criteria listed above, applications can be mailed to:

Tobyhanna Army Depot
Attn: PECH-NER-T/R
11 Hap Arnold Blvd
Tobyhanna, Pa 18466-5077

For additional information, please contact our Job Information Center at 570-615-7292.