

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: AIU401323**

**Changes to the Job Announcement:** 8/26/2004-Amends closing date to 29 October 2004.

**Opening Date:** June 14, 2004

**Closing Date:** October 29, 2004

**First Cut off Date:** June 23, 2004

**Position:** Sheet Metal Worker, WG-3806-8/FPL WG-08  
**Salary:** \$15.81 - \$18.46 Hourly  
**Place of Work:** Tobyhanna Army Depot, Dir/Systems Integration, Various Divisions, Tobyhanna, PA  
**Position Status:** This is a Permanent position. -- Full Time  
**Number of Vacancy:** MULTI

Link to job announcement at [www.cpol.army.mil](http://www.cpol.army.mil) for more information.

**Duties:** Working alone or as a member of a group, performs sheet metal work, such as cutting metal to specified size and shape(i.e., straight, square, or circular);forming single and double hem edges, or single and double seams on circular, square, or rectangular articles; and binding and forming component articles, such as sheathing and covers, communications equipment chassis, and components, etc. Works as a team member assembling parts fabricated in the main sheet metal shop (i.e. fenders, steps, brackets, platforms, and accessory boxes, etc.) and bolting the parts to the mainframe unit to build various trailer configurations used to hold power generating units. Repairs interior and exterior shelter skin on various types of military vans and shelters. Fabricates and installs sheet metal fixtures in military communications shelters and vans working under the direction of higher grade worker except when performing routine, repetitive, tasks of the trade. Performs other duties as assigned.

**Who May Apply:**

THIS IS A DELEGATED EXAMINING ANNOUNCEMENT, OPEN TO ALL US CITIZENS. APPLICATIONS MAY BE FAXED TO 410-306-1284/0106 OR MAILED TO NECPOC, 314 JOHNSON ST., APG, MD 21005, ATTN: DEU. RESUMES MUST INCLUDE THE ANNOUNCEMENT NUMBER OR THEY WILL NOT BE CONSIDERED. DO NOT INCLUDE E-MAIL ATTACHMENTS.

Interagency Career Transition Assistance Plan (ICTAP) eligibles.

**Qualifications:** Click on link below to view qualification standard.

**Trades and Labor**

(1) FILING DEADLINE: All applications received by the initial cutoff date of June 23, 2004, will receive consideration first. Applications received after this date will be considered for the next request to fill a vacancy, or the final closing date of 29 October, 2004, whichever occurs first. ALL APPLICATIONS MUST BE RECEIVED BY THE FINAL CLOSING DATE. LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. (2) YOU MUST COMPLETE A SUPPLEMENTAL QUESTIONNAIRE FOR THIS POSITION. FAILURE TO SUBMIT THE SUPPLEMENTAL QUESTIONNAIRE WITH YOUR APPLICATION MAY RESULT IN AN INELIGIBLE RATING. YOU MAY OBTAIN A COPY OF THE QUESTIONNAIRE FROM the following website address: [www.tobyhanna.army.mil](http://www.tobyhanna.army.mil) and click on employment. (3) PHYSICAL EFFORT: Physical exertion is moderate and includes prolonged standing on production lines; climbing up and down ladders and scaffolding; working in cramped and awkward positions while installing items; and reaching, lifting and bending while using hand and power tools. Weight lifted seldom exceeds 50

pounds. (4) WORKING CONDITIONS: He/she works both inside and outside and is subject to noise and vibration from shop machines and to a variety of weather conditions. Workers are subject to cuts, bruises, falls, and burns. Noise levels require wearing of protective ear devices. Safety glasses and aprons are worn to protect the eyes and clothing from airborne debris. In some shop areas where vibrating and painting are performed, dust and fumes are a periodic hazard. Incumbent is required to wear safety clothing and equipment appropriate to this position. APPLICANTS MUST POSSESS THE FOLLOWING SKILLS AND KNOWLEDGES AT THE TIME OF APPLICATION. #1. Ability to do the work of a sheet metal worker without more than normal supervision. #2. Ability to work from instructions, specifications, blueprints, personal inspections, etc. #3. Knowledge and skills for making layouts, patterns, and templates using recognized trade methods and practices. #4. Ability to assemble, disassemble, fabricate, and repair sheet metal systems, components and items. #5. Ability to use hand tools, powered tools, and metal working machine for sheet metal work.

- Experience and training that furnish the knowledges, skills, and abilities needed to perform the duties of this position consistent with accepted practices of the trade. Ability to use and maintain appropriate tools and equipment. Ability to read, understand, and apply instruction and other materials related to the job.
- Ability to do the work of the position under normal supervision.
- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

**Other Information:**

- Temporary Duty (TDY) travel is 50 percent.

**Other Requirements:**

- You will be required to provide proof of U.S. Citizenship.
- Documentation to support Military Spouse Preference needs to be submitted at time of application.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- You must include the announcement number on your application.
- You may claim Military Spouse Preference.
- Applicants claiming Veterans' Preference must submit required paperwork at the time of application.
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.

**How to Apply:** (Click on How to Apply)

- Resumes must be received by the closing date of this announcement.

You may send your resume via surface mail to: NECPOC, DEU Staff, 314 Johnson St , APG, MD 21005

You may fax your resume to: 410-306-1284/0106

Point of Contact: DEU Staff, NECPOC, 410-306-0031,

**THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER**

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## **SUPPLEMENTAL APPLICATION FOR SHEET METAL POSITIONS**

COMPLETE AND SUBMIT THIS SUPPLEMENTAL FORM WITH YOUR APPLICATION. FAILURE TO SUBMIT THIS FORM WITH YOUR APPLICATION FOR EMPLOYMENT MAY RESULT IN AN INELIGIBLE RATING.

### **INSTRUCTIONS - READ CAREFULLY**

The information requested below is needed to rate your application. Fill out these pages completely and accurately reflecting your own skills and knowledge's as cited on your application for Federal employment. The questions have been designed to cover a wide range of skills and knowledge's in order to ensure that you receive appropriate credit for your experience. As requested below, show your experience in the sheet metal or metal forming trades. Please include all relevant private industry, military, or other federal experience. All information provided below must be substantiated on your application for Federal Employment. Your Social Security Number is used to identify this form with your basic application for Federal employment. (If more space is required, ATTACH ADDITIONAL SHEET(S))

NAME (Last, First, Middle): Date of Birth: Social Security No.: Announcement Number:

### **ELEMENT I ABILITY TO DO THE WORK OF A SHEET METAL WORKER**

Circle the one description below that most accurately describes your experience level:

1. I am able to follow oral or written Instructions, blueprints and sketches to lay-out, repair, assemble, join and install items and systems which have combined straight and curved edges or irregular curves and planes. I am able to apply applicable principles to devise templates and patterns using sheet metal formulas and trade methods. I am knowledgeable of safety precautions.
2. I able to apply sheet metal trade theories and practices to plan, layout, construct, repair and modify items, which have predominantly straight edges, or regular curves (e.g. deflectors, pans, straps. I am able to complete assignments using predetermined methods, materials and machines with normal supervision.
3. I able to perform simple sheet metal mechanic tasks, which do not involve major overhaul and repair of components (such as removal, fabrication and installation of items listed in). I am able to work on my own on Items requiring no bends. I am able to perform duties involving planning and layout and tasks such as shearing or bending under close supervision.

**ELEMENT II- ABILITY TO WORK FROM INSTRUCTIONS, SPECIFICATIONS, BLUEPRINTS, PERSONAL INSPECTION, ETC.**

Check each item below that reflects your experience and training as it applies to the above Element. Please provide SPECIFIC EXAMPLES of work performed, periods of employment or training (month/year), and indicate where experience/training was gained. This information must be substantiated on your application for Federal Employment/Resume.

\_\_\_\_\_ I am able to work independently from oral or written specifications on work orders, blueprints, drawings, etc. with multiple views. I am able to assist others in the interpretation of complex drawing and specifications. Name of Employer/Training:

Dates:

Work Examples:

\_\_\_\_\_ I am able to interpret and apply written work orders, blueprints and sketches with single views. Name of Employer/Training:

Dates:

Work Examples:

\_\_\_\_\_ I am able to interpret uncomplicated single view blueprints, diagrams or sketches or have used previously established templates/patterns where dimensions and abbreviations are defined and explained. Name of Employer/Training:

Dates:

Work Examples:

**ELEMENT III - KNOWLEDGE AND SKILLS FOR MAKING LAYOUTS, PATTERNS, AND TEMPLATES USING RECOGNIZED TRADE METHODS AND PRACTICES**

Check each item below that reflects your experience and training as it applies to the above Element. Please provide SPECIFIC EXAMPLES of work performed, periods of employment or training (month/year), and indicate where experience/training was gained. This Information must be substantiated on your application for Federal Employment/Resume.

\_\_\_\_\_ I am able to perform layout processes necessary to independently fabricate such items as round elbows consisting of a number of sections, round and square tapers, and square to round transitions combined with parallel line development. I can plan and layout repair and modification projects and/or can apply shop mathematics to calculate irregular curves and angles.

Name of Employer/Training:

Dates:

Work Examples:

\_\_\_\_\_ I have performed layout of regular intersecting forms such as tubular racks, power boxes, square pans, using predetermined methods and shop principles of parallel or radial line development.

Name of Employer/Training:

Dates:

Work Examples:

\_\_\_\_\_ I have performed layout of single sheet regular forms with no Intersecting parts or bends and accuracy was not critical.

Name of Employer/Training:

Dates:

Work Examples:

#### **ELEMENT IV- ABILITY TO ASSEMBLE, DISASSEMBLE, FABRICATE, AND REPAIR SHEET METAL SYSTEMS, COMPONENTS AND ITEMS**

Check each item below that most reflects your experience and training as it applies to the above Element. Please provide SPECIFIC EXAMPLES of work performed, periods of employment or training (month/year), and Indicate where experience/training was gained. This information must be substantiated on your application for Federal Employment/Resume.

\_\_\_\_\_ I am able to independently fabricate and repair component parts or entire sheet metal structures of air conditioning, heating and ventilation systems, or electrical/electronic chassis, cabinets, racks, vans, shelters, and antennas, or other items of equipment and systems involving close tolerances and a variety of joints, hems, and edges. I can join various kinds of metals by riveting and soldering.

Name of Employer/Training:

Dates:

Work Examples:

\_\_\_\_\_ I am able to either fabricate new or repair old component parts and square, rectangular or cylindrical shaped items using fastenings such as single, double or grooved seams under supervision. I am able to Install or assemble parts to normal tolerances by screwing, bolting, seaming, riveting, tacking, spot welding, or soldering.

Name of Employer/Training:

Dates:

Work Examples:

\_\_\_\_\_ I can perform on my own removing dents, filing away burrs, and squaring metal parts using hammers, files, mallets, and similar tools. I can assemble parts not involving close tolerances by screwing, bolting, or spot welding. Name of Employer/Training:

Dates:

Work Examples:

## **ELEMENT V - ABILITY TO USE HAND AND POWERED TOOLS AND METALWORKING MACHINES FOR SHEET METAL WORK**

Check each tool or piece of equipment listed below that you have used. In addition, please provide examples of how they were used AND provide a statement numbers from the list below to indicate ability level.

Ability Statements (use as many as are applicable for EACH tool/equipment you check below):

1. I have used tools listed above to cut, form, hem, and seam sheet metal items.
2. I have independently selected, set up, and operated hand and power machines listed above to crimp, burr, bead, turn, cut, form, and weld sheet metal items and component parts of various kinds of metal (e.g., stainless steel, copper sheet, magnesium, etc.)
3. I am able to adapt machines and equipment listed to special uses for specific projects such as fabrication of hardware or the manufacture and repair of complex items Involving close tolerances, unusual shapes, and a wide variety of alloys.
4. I can select and choose the tools listed without instruction to complete assignments such as the development of complex modification to prototype or test equipment. I have done work that required extreme precision within close tolerances.

### **TOOLS/EQUIPMENT**

\_\_\_ CIRCLE SHEARS

Statement Number(s):

Examples:

\_\_\_ NIBBLERS

Statement Number(s):

Examples:

\_\_\_ MECHANICAL BRAKES

Statement Number(s):

Examples:

\_\_\_ DRILL PRESSES

Statement Number(s):

Examples:

\_\_\_ GRINDERS

Statement Number(s):

Examples:

\_\_\_ ROTARY PUNCHES

Statement Number(s):

Examples:

\_\_\_\_ROLLERS

Statement Number(s):

Examples:

\_\_\_\_ELECTRIC HAMMER

Statement Number(s):

Examples:

\_\_\_\_DO-ALL SAWS

Statement Number(s):

Examples:

\_\_\_\_PNEUMATIC HAMMER

Statement Number(s):

Examples:

\_\_\_\_HAMMERS

Statement Number(s):

Examples:

\_\_\_\_STAKES

Statement Number(s):

Examples:

\_\_\_\_CHISELS

Statement Number(s):

Examples:

\_\_\_\_HAND SNIPS

Statement Number(s):

Examples:

\_\_\_\_CIRCULAR SAWS

Statement Number(s):

Examples:

\_\_\_\_SQUARING SHEARS

Statement Number(s):

Examples:

\_\_\_\_Stitchers

Statement Number(s):

Examples:

\_\_\_\_ SEAMERS

Statement Number(s):

Examples:

\_\_\_\_ BAR FOLDERS

Statement Number(s):

Examples:

\_\_\_\_ BRAKES

Statement Number(s):

Examples:

\_\_\_\_ HAND SAWS

Statement Number(s):

Examples:

\_\_\_\_ OTHER FORMING MACHINES

Statement Number(s):

Examples:

**ATTENTION: THIS STATEMENT MUST BE SIGNED**

A false answer to any questions on this Supplemental Application may be grounds for not employing you or for dismissing you after you begin work. All statements are subject to corroboration on your application for Federal employment and security investigation.

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

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\_\_\_\_\_  
Signature (sign in ink)/ Date