

# Tobyhanna Army Depot

## Application Information

### Who can Apply

Tobyhanna Army Depot can accept applications from the following individuals:

1. Veterans who are eligible for appointment through the Veterans Recruitment Appointment (VRA). To be eligible you must have satisfied the following criteria:

\*\* Disabled veterans; 30% or more

\*\* Veterans who served on active duty in the Armed Forces during a war 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 United States military operation for which an Armed Forces Services Medal (AFSM) was awarded; and

\*Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

2. Severely disabled individuals, and;

3. Individuals who currently work for the government, or individuals who have previously worked for the government and have obtained career status or eligible career-conditional applicants who are within 3 years of their date of separation, may also apply directly to the depot.

### How to Apply

1. All applicants must file an OF 612 Optional Application for Federal Employment or a resume.

2. Veterans applying must also furnish a copy of their DD-214 "Certification of Release or Discharge from Active Duty" in order to verify military service. You may request a copy of your DD-214 from:

The Military Personnel Records Center  
9700 Page Blvd.  
St. Louis, MO 63132

3. Thirty percent or more Disabled Veterans must include a letter dated within the last 12 months from the Veterans Administration verifying the disability. This letter may be obtained by calling 1-800-827-1000.
4. Severely disabled individuals must also provide a letter from the Office of Vocational Rehabilitation (OVR).
5. Transfer and/or reinstatement eligible will need to submit a copy of their most recent SF-50 action (Notification of Personnel Action) and also their most recent performance appraisal.

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

Tobyhanna Army Depot  
PECR-NER-T/R  
11 Hap Arnold Blvd.  
Tobyhanna, Pa 18466-5077

Applicants may also compete for jobs by applying to the Northeast Civilian Personnel Operations Center (NECPOC) in Aberdeen, Maryland, under Delegated Examining Unit (DEU) vacancy announcements. The majority of DEU announcements for Tobyhanna Army Depot start with the prefix "AIU" and/or "AIS". When we recruit for our vacancies, notification will be made through Pennsylvania CareerLinks/ Employment Offices where the Office of Personnel Management (OPM) listing is accessible to the general public. You may obtain this information by visiting the following web site: [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or [www.tobyhanna.army.mil](http://www.tobyhanna.army.mil).

Your interest in employment at Tobyhanna Army Depot is appreciated. If you require any additional information, please feel free to call our Job Information Center at 570-895-7292.