



Veterans Health Administration

Department: Department Of Veterans Affairs

Agency: Veterans Health Administration

Overview

VHA 09-130-234033-030

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PRINT

Health Science Officer

Salary Range: 120,830.00 - 153,200.00 USD **Open Period:** Tuesday, January 20, 2009
per year to Friday, May 01, 2009

Series & Grade: GS-0601-15

Position Information: Full
Time Career/Career Conditional

Duty Locations: 1 vacancy - Washington DC
Metro Area, DC

Who May Be Considered:

Status Candidates (Merit Promotion Eligibles)

Job Summary:

DEPARTMENT OF VETERANS
AFFAIRS VACANCY
ANNOUNCEMENT VA
CENTRAL OFFICE,
WASHINGTON, DC

**Department of Veterans Affairs -
The Career You Want, The Future
You Deserve**

**Our mission is to attract, develop,
and retain the people who provide
outstanding customer and quality
services to Veterans and their
families.**

Vacancy Identification

Number: VY234633

**ALL APPLICATION MATERIALS
MUST BE RECEIVED BY *THIS IS AN
OPEN CONTINUOUS
ANNOUNCEMENT, THE FIRST CUT
OFF WILL BE THE SECOND OF
EACH MONTH UNTIL 05/02/2009.**

Employing Organization: VHA, Office of Research
and Development

[Relocation Expense/Recruitment Bonus: Not
Authorized](#)

Position Open to the following: Current Federal employee serving under a career or career conditional appointment, former Federal employees with reinstatement eligibility, or persons eligible for non-competitive appointment under Special Hiring Authorities. Veterans Employment Opportunities Act of 1998 (VEOA). Veterans preference eligible or veterans who have been separated from the armed forces under honorable conditions after at least three consecutive years of active duty may also be considered. A DD-214 that includes beginning and ending dates of service and character of discharge (Member Copy 4) Must Be submitted to verify eligibility. Veteran retired from active military service with a disability rating of 30% or more, please provide the SF-15 and supporting documentation from the VA along with DD-214.

Key Requirements:

- U. S. Citizenship Required
- New Appointees may be subject to a probationary period
- Employees must achieve time-in-grade to qualify

Duties**Major Duties:**

This position is located in the Office of Research and Development (ORD), Veterans Health Administration (VHA), VA Central Office, and is based in Washington, DC. VA's research program funds approximately 3,000 VA scientist, more than 70 percent of whom are clinicians. In addition, VA scientists receive nearly \$400 million in research support from extra-VA sources, including the National Institutes of Health, other Federal agencies, and private and commercial sources. Scientific direction and guidance are provided through four research services: Health Services Research and Development Service, Biomedical Laboratory Research and Development Service, Rehabilitation Research and Development Service, and Clinical Sciences Research and Development Service.

The Deputy Director, Health Services Research and Development Service (HSR&D) is responsible to the Chief Research and Development Officer (CRADO) through the Director, HSR&D, for planning and conducting VA's program of health services research and development. Activities emphasize ensuring the effectiveness and efficiency of HSR&D program operations, developing the field of health services research to meet emerging priorities, and ensuring that the infrastructure (centers and scientists) to support the conduct of research is available.

Responsibilities include:

- Developing, directing, and evaluating a program of research activities that meet the strategic goals for health services research. In addition to providing guidance and direction to a Washington, DC based staff, the Deputy Director will provide leadership and guidance to HSR&D's Centers of Excellence, research administrators, and scientists based in the field.
- Sharing a collegial, collaborative, and fully informed relationship with the Director; participating in a partnership of duties; representing HSR&D in intra/inter agency contacts, and serves as the acting Director.
- Analyzing the needs, strategic plans, and goals of HSR&D in the context of VA, VHA, and ORD goals and initiatives and makes recommendations for new directions,

initiatives, policies and procedures.

- Primary responsibility for formulating and implementing actions which will ensure the effective and efficient development and operation of HSR&D's programs.

Qualifications and Evaluation

Qualifications: **Qualifications:**

One (1) year of specialized experience equivalent to the next lower grade level is required. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled such as knowledge of health services research. To be creditable, specialized experience must have been at least equivalent to the next lower grade level in Federal Service. For additional information regarding qualification standards, please refer to the OPM's website at <http://www.opm.gov/qualifications>.

GS-15 level - one year of specialized experience equivalent to the GS-14.

Knowledge, skills and abilities:

1. Skill in leadership and the ability to advocate for health services research and develop partnerships with other federal and non-federal entities.
2. Knowledge of Health Services Research and health service scientists including knowledge of emerging priority areas, the ability to assess the adequacy of research capacity, and the ability to design a program to meet the agency's needs.
3. Skill in managing, directing, and providing oversight and periodic review of the operations of a national level program including strategic planning, contingency planning, development of policy and procedures, budget oversight, information dissemination and related activities.
4. Ability to examine and evaluate the operations of a national level program and design and implement an improvement plan to meet strategic goals.
5. Ability to manage and/or supervise the work activities of professional and technical staff with diverse responsibilities. Skill in assigning and evaluating work, mentoring staff, resolving complaints and grievances, counseling employees, and effecting disciplinary actions.
6. Ability to communicate effectively both orally and in writing on policy, technical, and administrative matters.

7. Ability to work with a very high level of independence and use sound judgment in resolving issues where there is no clear guidance or that are complex with competing agendas and priorities.

Education may not be substituted for specialized experience.

If you meet the minimum qualification requirements your application will be further evaluated to determine the extent your work or related experience, education, training, awards, outside activities and supervisory appraisal (if requested) shows you have the knowledge, skills and abilities (KSAs) of the position. You are strongly encouraged to submit KSA statements that show clear, concise examples of level of accomplishment and the degree to which you possess the KSA. If you paraphrase the KSA without giving examples, you will not receive credit. The information provided is used to determine "best qualified" candidates either by a single evaluator or a rating panel

Ratings will be based on experience and/or education and responses to the occupational questions and KSAs in this document. **Please follow all instructions carefully. Errors or omissions may affect your score**

- **Applicants must meet all requirements within 30 days of the closing date of the announcement.**
- **New Appointees will be subject to a background investigation to determine suitability.**

How You Will Be Evaluated:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills and abilities required of this position. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and or experience your score can and will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating.

VETERANS PREFERENCE: If your are applying based on eligibility for a special employment program/authority such as VRA up through GS-11, Severely Disabled 30% or more compensable disable veteran, you **MUST** submit supporting documentation (e.g., DD-214, Certificate of Release or Discharge From Active Duty (**Member 4 copy**) SF 15, or letter from the Department of Veterans Affairs stating the percentage of your disability.

If you are eligible under the Veterans Employment Opportunities Act of 1998 (VEOA) you **MUST** submit documentation (DD-214) and SF-15 Claim for Veteran's Preference) to establish eligibility under this program. You must provide your DD-214 which indicates the nature of your discharge.

For additional information please refer to [WWW.opm.gov/veterans](http://www.opm.gov/veterans).

If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

Benefits and Other Information

Benefits:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

This link provides an overview of the benefits currently offered to Federal employees.

<http://www.usajobs.opm.gov/ei61.asp>

- Selected applicants may qualify for credit toward annual leave accrual based on prior non Federal or military service experience.
- Tele-work/telecommuting may be available after you have come on board.

Other Information:

1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position.

To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be **rated at 85** or above on the rating criteria for this position. ICTAP eligible must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notification of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

2. Special Appointing Authorities, (e.g., Schedule A, Veterans Employment Opportunities Act of 1998 (VEOA), VRA up through GS-11 and 30% or more compensable veterans).

For additional information regarding special appointing authorities, please refer to the OPM's website :<http://www.opm.gov/veterans/html/vetsinfo.asp>; and http://www.opm.gov/disability/appempl_3-07-A.asp.

How to Apply

How To Apply:

You can submit your application package (and any supporting documentation) 2 different ways.

- ONLINE/ELECTRONICALLY
- FAX

We encourage the ONLINE process as it is the most efficient way to receive and process your application materials.

All applications and supplemental information must have your name and announcement number on each page.

FAILURE TO PROVIDE SUPPORTING DOCUMENTATION MAY RESULT IN YOU NOT BEING CONSIDERED FOR THIS POSITION. SUBMISSION OF APPLICATION MATERIAL FOR PREVIOUS VACANCY ANNOUNCEMENTS TO OUR OFFICE IS NOT SUFFICIENT PROOF. YOU MUST ALWAYS RE-SUBMIT YOUR INFORMATION EVERYTIME YOU APPLY FOR A DIFFERENT VACANCY.

In an effort to safeguard the identity of applicants, all applicants are advised that Social Security Numbers (SSN) should not be included on any faxed application package documents with the exception of OPM Form 1203 FX and special FAX cover sheet. Applicants should take care to remove (sanitize) all SSN's from documents. SSN's will only need to be provided in the event of selection for the position.

If you submit a resume, your resume should include the following information:

JOB INFORMATION

* Vacancy Announcement number and Title of the Position

PERSONAL INFORMATION

- * Full name
- * Mailing address (with Zip Code)
- * Daytime phone number
- * Social Security Number
- * Country of citizenship (Most Federal jobs require United States citizenship)

WORK EXPERIENCE

- * Job Title, salary, and dates of employment
- * Highest Federal civilian grade held, if applicable

- * Duties and accomplishments (DO NOT attach position descriptions)
- * Employer's name and address (indicate if we may contact your current supervisor)

EDUCATION

- * High School name, city, state, and date of diploma or GED
- * College/University names, city, and state
- * Major(s)
- * Type and year of degree(s) conferred

OTHER QUALIFICATIONS

- * Job-related training courses
- * Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- * Job-related certificates/licenses (current only)
- * Job-related honors, awards, and special accomplishments (e.g., memberships in professional organizations, honor societies, leadership activities, public speaking, performance awards, publications) (Give dates)

You can submit your responses to the Occupational Questionnaire and resume (and any supporting documentation) via the ONLINE process and by fax. We encourage the ONLINE process as it is the most efficient way to receive and process your application materials.

HAND-CARRIED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Online Process: This process allows you to respond to the Occupational Questionnaire. After submitting the responses, you will have the opportunity to upload your documents (resume, most recent SF-50, most recent performance appraisal, transcripts, DD214, VA Letter). If you wish to use this process to upload all of your documents, you need to make sure your documents are in JPG, PDF, TXT, RTF, DOC, WPD, XFD, FDF, XFDF, or HTMM/HTML file format and not exceed 1 megabyte. These files must not include macros or script of any kind. Again this is the most efficient way of sending your application materials.

If you want to use this method, follow the following step by step instructions:

To start a New occupational questionnaire you may click on this link, [Online Questionnaire](#); or

1. Enter: <https://applicationmanager.gov/> to start a "New" Online Occupational Questionnaire.
 2. To start a "New" Occupational Questionnaire scroll down the Online application screen until the "Vacancy Identification Number" box appears under the "Create a New Application for This Job" section on the left hand side. Insert the "Vacancy Identification Number - VY234633 and click the "**Submit**" button.
 3. After the Occupational Questionnaire is submitted, you will receive a Notice that indicates the submission was successful. Press the "To upload a resume for this position click here" button to upload your document(s) to this job announcement.
 4. At the Document Upload screen, select the type of document you are attaching for upload from the drop down menu on the left side of the screen.
 5. Select the "Browse" button and attach the file you want to submit.
 6. Press the "Upload" button to submit the document file. You will receive an "**Upload Successful**" acknowledgement when the file has been received.
- You must submit your on-line questionnaire by midnight, Eastern Time, on the closing date of the application.

FAX Method:

1. If you are unable to upload your documents after you have completed the Occupational Questionnaire Online, you may **Fax** your documents (resume, OF-612, etc.). See below for further instructions. To do so you will need to print the Cover Page found in the Document Upload Screen. This cover page is used to match your documents with the record you established when you submitted the occupational questionnaire. If the information is inaccurate or incomplete you may not receive consideration for this position if we can not match up the documents. To print a copy of the Cover Page, click on this link [Cover Page](#) or insert this URL into your browser <http://staffing.opm.gov/pdf/usascover.pdf>.

The **Fax number to submit your documents is 1-478-757-3144**. Be sure when faxing in your documents to use the [Cover Page](#) and to feed all documents into the fax machine with the top of the page going in first. This will ensure your forms will be processed accurately and promptly.

2. If you are unable to use a personal computer (PC) to enter your responses to the occupational questionnaire and need to submit hard copies of the occupational responses and required materials, you will first need to obtain a Form 1203-FX. You can obtain this form two ways.

- A. Click this link to print a copy of the [OPM Form1203-FX](#) or insert or type this URL into your browser http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf; or
- B. Call **USAJOBS by Phone** at (703)724-1850. After the introduction Press 1 and follow the instructions.

NOTE: YOU MUST PROVIDE A COMPLETE APPLICATION PACKAGE. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOU NOT RECEIVING CONSIDERATION FOR THIS POSITION. *Your application materials will not be returned. Do not submit original documents that you may need in the future. Please follow the directions very carefully.*
ALL ONLINE APPLICATION MATERIAL MUST BE RECEIVED BY Friday, May 01, 2009.

Required Documents:

Failure to provide the supporting documentation may result in your not being considered for this position. The following forms are required to complete your application package.

- An Optional Form (OF) 612, or Standard Form (SF) 171, Application for Federal Employment, Resume containing data required by OF-612.
- SF-50: If you are a current or former Federal employee, you **MUST** submit a copy of your latest non-award SF-50 (Notification of Personnel Action), and any other SF-50 that verifies status, reinstatement eligibility, tenure and highest permanent Federal civilian grade held.
- Veterans must provide a legible copy of DD-214(s) (Certificate of Release or Discharge From Active Duty) Member 4 copy showing all dates of service as well as character of service (honorable, general) Note: More than one DD-214 may be needed to show all dates of service (if applicable).
- Compensable service connected disability of 30 or more disable veteran letter (if applicable).

- Disable veterans and other veterans eligible for 10-point preference must also submit an SF-15 (Application for 10-Point Veterans' Preference dated December 2004). To print a copy of the SF-15 go to www.opm.gov/forms/pdf.fill/sf15.pdf.
- Current or most recent performance appraisal.

Applicants who have never worked for the federal government will receive a tentative job offer. A firm offer will be provided upon the applicant's completion of the OF-306, Declaration for Federal Employment (version dated January 2001) must be submitted prior to appointment. This form is available at www.opm.gov/forms/pdf.fill/of0306.pdf.

Contact Information:

Dekieta S. Bethea
Phone: (202)461-5385
Email: Dekieta.Bethea@va.gov

Or write:
Central Office Human Resources Service
810 Vermont Avenue NW
Washington, DC 20420

What To Expect Next:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. Your questionnaire responses (including responses to any narrative questions) and supporting documentation will be reviewed to ensure they support the information you provided in your resume. If, after reviewing your resume and/or supporting documentation, a determination is made that you have overstated your qualifications and/or experience, your score will be adjusted to more accurately reflect your abilities. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

Instructions for answering the questions in the Occupational Questionnaire:

If you are applying to this announcement by completing the OPM 1203-FX form instead of using the Online Application method, please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

Social Security Number

Enter your Social Security Number. Providing your Social Security Number is voluntary, however we can not process your application without it.

Vacancy Identification Number

The Vacancy Identification Number is: VY234633

1. Title of Job

Health Science Officer

2. Biographic Data**3. E-Mail Address****4. Work Information****5. Employment Availability**

The following six questions will be used to determine your status with the Federal government and how we process your application. If you do not meet one of the following five Other Employment questions, leave the section blank. If you meet one of the statements you must support your answer with the appropriate documentation at the time of application. Veterans must provide a copy of their DD-214, current and former civil service employees must provide a copy of their last SF-50 that shows their type of appointment and career status. Answer all questions that apply.

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

9. Languages

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

Enter the lowest grade level you will accept.

15

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim

15. Dates of Active Duty - Military Service

16. Availability Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

20. Occupational Specialties

The occupational specialty will be selected for you if there is only one, otherwise, select/enter at least one occupational specialty code for this position. The specialty code for this position is:

001 Health Science Officer

21. Geographic Availability

The geographic location code will be selected for you if there is only one, otherwise, select/enter at least one geographic location in which you are interested and will accept employment. The location code for this position is:

0675 Washington DC Metro Area, DC

22. Transition Assistance Plan

If you are applying by the OPM Form 1203-FX, leave this section blank.

23. Job Related Experience

If you are applying by the OPM Form 1203-FX, leave this section blank.

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

A- I have not had education, training or experience in performing this task.

B- I have had education or training in performing the task, but have not yet performed it on the job.

C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.

D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing the task because of my expertise.

1. Skill in leadership and the ability to advocate for health services research and develop partnerships with other federal and non-federal entities.

Please provide a narrative response describing in detail your experience.

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

- A- I have not had education, training or experience in performing this task.
- B- I have had education or training in performing the task, but have not yet performed it on the job.
- C- I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing the task because of my expertise.

2. Knowledge of Health Services Research and health service scientists including knowledge of emerging priority areas, the ability to assess the adequacy of research capacity, and the ability to design a program to meet the agencies needs.

Please provide a narrative response describing in detail your experience.

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

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- E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing the task because of my expertise.

3. Skill in managing, directing, and providing oversight and periodic review of the operations of a national level program including strategic planning, contingency planning, development of policy and procedures, budget oversight, information dissemination and related activities.

Please provide a narrative response describing in detail your experience.

For each task in the following group, choose the statement from the list

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D- I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.

E- I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing the task because of my expertise.

4. Ability to examine and evaluate the operations of a national level program and design and implement an improvement plan to meet strategic goals.

Please provide a narrative response describing in detail your experience.

For each task in the following group, choose the statement from the list below that best describes your experience and/or training. Darken the oval corresponding to that statement in Section 25 of the Qualifications and Availability Form C. Please select only one letter for each item.

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5. Ability to manage and/or supervise the work activities of professional and technical staff with diverse responsibilities. Skill in assigning and evaluating work, mentoring staff, resolving complaints and grievances, counseling employees, and effecting disciplinary actions.

Please provide a narrative response describing in detail your experience.

6. Ability to communicate effectively both orally and in writing on policy, technical, and administrative matters.

Please provide a narrative response describing in detail your experience.

7. Ability to work with a very high level of independence and use sound judgment in resolving issues where there is no clear guidance or that are complex with competing agendas and priorities.

Please provide a narrative response describing in detail your experience.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Please Note:

Veterans' preference does not apply to positions in the Senior Executive Service, and may not apply to other excepted service appointing authorities. If you have questions about the applicability of veterans' preference for a particular vacancy please contact the agency posting the announcement.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service after October 15, 1976, the veteran must have received a Campaign Badge, Expeditionary Medal, a service connected disability, or have served during the Gulf War between August 2, 1990 and January 2, 1992 or for more than 180 consecutive days, other than training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.

[The Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible

veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

 CLOSE

 PRINT

**Send Mail****Send Mail to:**

Central Office Human Resources Service
810 Vermont Avenue NW
Washington, DC 20420

**Questions?****For questions about this job:**

Dekieta S. Bethea

Phone: (202)461-5385

Email: Dekieta.Bethea@va.gov

USAJOBS Control Number: 1449448

**PRINT**