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| Fort Sam Houston Civilian Personnel Advisory Center: Information for Job Seekers |
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Fort Sam Houston Civilian Personnel Advisory Center

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## Can I apply for a Federal Job at Fort Sam Houston?

Yes, all applicants must be a United States citizen (or a National with allegiance to the United States) to apply for a Federal Civilian position.

When applying for a position, there are several applicant categories (see below) or areas of consideration. The area of consideration describes the individuals from whom the agency will accept applications to compete for the position. It may be a broad or a limited group of individuals. The area of consideration may also be referred to as "Who May Apply" within the vacancy announcement.

Determining who should be within the area of consideration is dependent on many variables, i.e. the occupation, whether the occupation is in a Career Program, the location, the grade level, the specialized experience to perform in the job, etc.

* Which one are you?
1. United States Citizen
2. Current Federal Employee
3. Reinstatement Eligible
4. Veteran (e.g. Veterans’ Recruitment Authority (VRA), Veterans Employment Opportunity Act (VEOA), and/or Thirty Percent or more Compensably Disabled Veterans (30% DAV)
5. Employment Program for People with Disabilities
6. Non-Appropriated Fund/AAFES Interchange Agreement Eligible
7. Interagency Career Transition Assistance Plan (ICTAP) Eligible
8. Returning from Overseas Family Member Executive Order 12721
9. Military Spouse Executive Order 13473

## 1. United States Citizens

* ***Definition - An individual must be a U.S. citizen or National of the United States in order to be employed in the Federal government.***
* If you are a US Citizen, you may apply for a federal job under “All U.S. citizens and Nationals with allegiance to the United States.”
* Upon acceptance to a position, you will need to provide documentation that verifies your eligibility to work in the United States.

## 2. Current Federal Employees

* ***Definition – All Federal employees serving on a career or career-conditional appointment.***
* If you are a current Federal employee, you may apply for a federal job under Current Federal employee, Status Candidates, or Agency Candidates.
* Documents needed:
* Application Package on USA Jobs with Resume
* Standard Form 50 (SF-50)

## 3. Former Federal Employees

* ***Definition*** *-* ***Former Federal employees who attained Career status on a permanent, competitive Federal appointment. If the person was a Career-Conditional, reinstatement eligibility generally applies 3 years after separation unless exception in 5 CFR 315.201(b) (3) apply.***
* If you are a former Federal employee, you may apply for a federal job under Reinstatement Eligibles.
* Documents needed:
* Application Package on USA Jobs with Resume
* Separation Standard Form 50 (SF-50)

## 4. Veterans

* As a Veteran, you may be eligible for Veterans’ Preference and/or a special appointing authority.
* Veterans’ Preference gives eligible veterans preference in appointment over many other applicants. Veterans' preference applies, to virtually all new appointments in both the competitive and excepted service. Veterans' preference does not guarantee veterans a job and it does not apply to internal agency actions such as promotions, transfers, reassignments and reinstatements.
* Veterans' preference can be confusing. The law we follow in Federal civilian employment can be found in title 5, United States Code, Section 2108 (5 USC 2108). Not all veterans are considered veterans for the purpose of Federal civilian employment, and not all active duty service is qualifying for veterans' preference.
* Only veterans discharged or released from active duty in the armed forces under honorable conditions are eligible for veterans' preference. This means you must have been discharged under an honorable or general discharge.
* If you are a "retired member of the armed forces" you are not included in the definition of preference eligible unless you are a disabled veteran OR you retired below the rank of major or its equivalent.
* There are basically two types of preference eligibles, disabled (10 point preference eligible) and non-disabled (5 point preference eligibles).

* You are a **5 point preference eligible** if your active duty service meets any of the following:
1. 180 or more consecutive days, any part of which occurred during the period beginning September 11, 2001 and ending on a future date prescribed by Presidential proclamation or law as the last date of Operation Iraqi Freedom, **OR**
2. Between August 2, 1990 and January 2, 1992, **OR**
3. 180 or more consecutive days, any part of which occurred after January 31, 1955 and before October 15, 1976.
4. In a war, campaign or expedition for which a campaign badge has been authorized or between April 28, 1952 and July 1, 1955.
* You are a **10 point preference eligible** if you served at any time, and you:
1. have a service connected disability, **OR**
2. received a Purple Heart.
* If you are not sure of your preference eligibility, visit the Department of Labor's [Veterans' Preference Advisor](http://www.dol.gov/elaws/vets/vetpref/mservice.htm) (<http://www.dol.gov/elaws/vets/vetpref/mservice.htm>)

NOTE: Disabled veterans receive 10 points regardless of their disability rating.

* When agencies use a numerical rating and ranking system to determine the best qualified applicants for a position, an additional 5 or 10 points are added to the numerical score of qualified preference eligible veterans
* When an agency does not use a numerical rating system, preference eligibles who have a compensable service-connected disability of 10 percent or more (CPS, CP) are placed at the top of the highest category on the referral list (except for scientific or professional positions at the GS-9 level or higher).

XP and TP preference eligibles are placed above non-preference eligibles within their assigned category.

* Which one are you eligible for?

 (1) **30 Percent or More Disabled Veterans** - You must have prior military service with a disability rating of 30% or more. Compensable veterans have preference for hiring from competitive recruitment sources such as OPM certificates, delegated examining or direct-hire authorities.

 (2) **Veterans Recruitment Authority (VRA)** - The following individuals are eligible for a VRA appointment:

* Disabled veterans;

* Veterans who served on active duty in the Armed Forces during a war declared by Congress, 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 military operation for which the Armed Forces Service Medal was awarded; and
* Veterans separated from active duty within the past 3 years.
* There is no minimum service requirement, but the individual must have served on active duty, not active duty for training.

 (3) **Veterans Employment Opportunities Act (VEOA) -** When an agency accepts applications from outside its own workforce, the Veterans' Employment Opportunities Act of 1998 (VEOA) allows preference eligibles or veterans to compete for these vacancies under merit promotion procedures. Veterans who are selected are given career or career conditional appointments. Veterans are those who have been separated under honorable conditions from the armed forces with 3 or more years of continuous active service.

* Documents needed for either 30% DAV, VRA, or VEOA:
* Application Package on USA JOBS with Resume
* Certificate of Discharge DD214 (Member 4 Copy)
* Veterans Administration Letter documenting percentage of disability (if applicable)
* Standard Form 15 Application for 10 Points Veterans Preference (if applicable)

## Employment Program for People with Disabilities

* ***Definition - Persons with disabilities may apply for jobs filled either competitively (compete with other qualified individuals through a structured process) OR noncompetitively (be selected by the hiring manager outside the competitive process using a special appointing authority for people with disabilities.)***

Typically, referred to as “Schedule A for Persons with Disabilities” is a noncompetitive appointing authority. There are certain requirements that have to be met for using Schedule A. The person has to have a disability that falls into one of three categories; an intellectual disability, a severe physical disability, or a psychiatric disability. People selected for a Federal job must meet the qualification requirements for the job and be able to perform the essential duties of the jobs with or without reasonable accommodation.

* + Look for "Employment Program for People with Disabilities Eligibles" in the "Who May Apply" area of the Army vacancy announcements to see if the vacancy is open to individuals with disabilities.
	+ At times people with disabilities may need reasonable accommodations to help them perform the duties of their positions. Reasonable accommodation is a modification or an adjustment to a job or the work environment that will enable a qualified applicant or employee with a disability to participate in the application process or to perform essential job functions.
	+ There are two ways to hire people with disabilities non-competitively:
1. People with disabilities can be certified as eligible by the State vocational rehabilitation agency or Department of Veterans Affairs. Employees may be converted to competitive status after two successful years of job performance.

1. People who are severely disabled can also be hired non-competitively after completion of a 700-hour appointment. This trial appointment allows people with disabilities to demonstrate their ability to do the job. If successful, employees may convert to a continuing Schedule A appointment without certification.
* If you are eligible for the Employment Program for People with Disabilities, you will need to provide the following:
* Documents needed:
* Proof of disability – Acceptable forms of documentation includes records, statements, or other appropriate information. These documents may be issued from a licensed medical professional, e.g. a physician; a medical professional duly certified by a State, the District of Columbia, or U.S. territory to practice medicine; licensed vocational rehabilitation specialist (State or private); OR any Federal, State, District of Columbia or U.S. territory agency that issues or provides disability benefits.
* Certification of Job Readiness - An individual hired under this authority must be ready to perform the job for which they are being considered. The certification of job readiness is a statement that the individual is likely to succeed in the performance of the duties of the position for which he or she is applying.

## Non-Appropriated Funds Interchange (NAFI)/Army and Air Force Exchange Services (AAFES) Agreement

* ***Definition-*** ***Currently serving on a Non-Appropriated Fund Interchange Agreement (NAFI) or Army and Air Force Exchange Services (AAFES) position without time limitations or have been involuntarily separated from such appointment without personal cause within the preceding year. Must be or have been serving continuously for at least 1 year in a NAFI or AAFES position. May be appointed only to permanent positions based on this authority.***
* If you are a current Non-Appropriated Fund or AAFES employee, you will need to provide the following:
	+ Documents needed:
* Application Package on USA JOBS with Resume
* Copy of Notice of Personnel Action (DA 3434)

## Interagency Career Transition Assistance Plan (ICTAP) Eligibles

* **Definition - *The Interagency Career Transition Assistance Plan was created to assist surplus and displaced workers find other jobs. The provisions of ICTAP give special selection priority to displaced and surplus employees who apply for positions. When an agency accepts applications from individuals outside the agency in recruiting for a position, the provisions of the ICTAP apply. Since "agency" means "Department of Defense" with respect to this program, this means that the ICTAP is applicable whenever any DoD organization accepts applications from individuals external to DoD. The ICTAP does not prohibit movement within the agency.***
* Selection Process – If there are available, well-qualified ICTAP eligibles, the Department of Army cannot select another candidate from outside Army. A well-qualified ICTAP applicant is one whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements.
* ICTAP eligibles be found well-qualified for the vacancy for which applying in order to receive selection priority.
* Eligible employees must apply directly to the activity for specific vacancies in the local commuting area within the prescribed timeframes specified in the announcement. Appropriate proof of eligibility must be attached. For employees displaced through RIF or TOF, proof consists of a RIF separation notice (or SF-50 showing separation by RIF) or notice of proposed removal for declining a directed reassignment or TOF to another commuting area (or SF-50 showing separation for declining the TOF or directed reassignment).
* Eligibility expires one year after separation or when the employee receives a career, career-conditional, or excepted appointment without time limit in any agency at any grade level. Of course, eligibility also expires when the employee no longer meets the definition of "displaced."
* Documents needed:
* Application Package on USA Jobs with Resume
* Standard Form 50 (SF-50) showing separation by RIF, declining a Transfer of Function (TOF) or directed reassignment, or notice of RIF separation, proposed removal for declining a directed reassignment or TOF to another commuting area.

##  Returning from Overseas Family Member

* **Definition- *Worked as an Appropriated Fund Federal employee overseas while a family member of a Uniformed Service Member, civilian employee, or Non-Appropriated Fund (NAF) employee serving overseas. In the overseas assignment, employee must have accumulated 52 weeks of creditable service; received a fully successful or better performance rating; and must have returned to the U.S. from the overseas tour of duty and met time requirements.***
* As a “Returning from overseas family member”, you may be eligible to apply for federal job vacancies using the Executive Order 12721.

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| * An individual must have been a family member at the time s/he met the overseas service requirement, but does not need to be a family member at the time of non-competitive appointment in the United States. A family member is a spouse or unmarried child under the age of 23.
 |
| * An individual is eligible for temporary, term, or career-conditional appointment(s) under E.O. 12721 for a period of 3 years following the date of return from overseas to the United States to resume residence.
 |

* If you are a family member employee eligible under Executive Order 12721, you will need to provide the following:
* Documents needed:
	+ A copy of a Notification of Personnel Action, SF-50 showing completion of 52 weeks of creditable overseas service; **AND**,
	+ A copy of your most recent annual performance appraisal; **AND**,
	+ A copy of your Permanent Change of Station Orders used to return you to the United States.

## Military Spouses

* **Definition - *A spouse of a member of the armed forces serving on active duty who has orders specifying a permanent change of station (not for training); A spouse of a 100 percent disabled service member injured while on active duty; the un-remarried widow or widower of a service member who was killed while performing active duty.***

As a military spouse, you may be eligible to apply for federal job vacancies using the Executive Order (EO) 13473, Noncompetitive Appointment for Certain Military Spouses.

* The EO 13473 is a hiring authority for spouses of active duty service members; spouses of 100% disabled veterans; and spouses of service members killed while on active duty.
* This authority will help you gain entry into the Federal Service, ease the stress of transition to a new duty station, and it recognizes the service of our disabled veterans or those killed while on active duty.
* Below is a table outlining the eligibility requirements for Military Spouses:
* You may be eligible to register in the Department of Defense (DoD) Priority Placement Program (PPP.)

* If you are a spouse of a 100 percent disabled service member, this authority is good indefinitely.
* What Action Steps to Take:
* Contact the Fort Sam Houston Civilian Personnel Advisory Center to learn of the advantages of the automated placement program and to register into Priority Placement Program (if eligible.)
* Bring the following documents with you:
1. Sponsor’s Permanent Change of Station (PCS) Orders, if applicable
2. A copy of marriage Certificate or death certificate
3. Resume
4. Previous Standard Form 50 (SF-50) if spouse was a previous Federal employee
5. Veterans Administration Letter documenting percentage of disability (if applicable)
6. Certificate of Discharge DD214 (Member 4 Copy)

## How Do I Apply for a Job at Fort Sam Houston?

1. **How do I apply for a job at Fort Sam Houston**?

*Our jobs are online and posted on USAJOBS or Army Civilian Service websites. Submit your application package online.*

<http://www.usajobs.gov/> OR <http://www.armycivilianservice.com/>

1. **Do I need to have a resume?**

*Yes, USA Jobs allows you to build a resume or you can upload a resume. Please Note: A Federal Resume should be built in a narrative format (tell a story of each of your various duties).*

1. **How does USA Jobs work?**

*If you are going to apply for a vacancy, all applicants will create a USAJOBS account in order to apply online.*

1. **Once I create my account on USA Jobs what do I do next?**

*You will be able to do a search of the open vacancies by Job Title, City, or State.*

1. **Once I made a decision of the job vacancy to apply for what is next?**

*Apply using the Application Manager. The application Manager will keep you updated on the application process and the status of the application.*

1. **Note- We have transitioned to USA Staffing**. Applicants will have to create a USAJOBS account in order to apply online. They can either build their resume in USAJOBS or they can upload their resume into Application Manager, along with supporting documents (e.g. DD 214, SF-50, VA Letter, etc.)

## Helpful Links:

1. Job Information for all Federal Agencies: **USA Jobs**

<http://www.usajobs.gov/>

1. Job Information for Army: **Army Civilian Service**

<http://www.armycivilianservice.com/>

1. Spouse Employment Partnership: **Army OneSource**

<http://www.myarmyonesource.com/skins/aos2/display.aspx?moduleid=426d245d-843e-4e0d-a49a-a662716441b7&mode=user>

1. Veterans Affairs Online Information: **Veterans Affairs**

<https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal?_nfpb=true&_nfxr=false&_pageLabel=AboutMain>