



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
ALBUQUERQUE AREA INDIAN HEALTH SERVICE



The Albuquerque Area Indian Health Service defines its mission as a commitment to the well-being and cultural integrity of Indian people through a participatory and consultative process.

THE ALBUQUERQUE AREA INDIAN HEALTH SERVICE IS A "SMOKE-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
ASU-MPP-03-11	04-07-03	04-25-03
ASU-ESEP-03-11		

POSITION TITLE, SERIES, GRADE AND SALARY	LOCATION & DUTY STATION
Clinical Nurse GS-610-09, \$47,359 per annum (Special Salary Rate Authorized Under 5 USC 5303)	Nursing Department Albuquerque Service Unit Albuquerque, New Mexico

DUTY STATION: Zia Pueblo Health Center, Zia Pueblo, NM

AREA OF CONSIDERATION: All Sources

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- If positions are announced outside of the local commuting area and an applicant from outside the local commuting area is selected, then IHS is obligated to pay travel expenses.
- If you are a male, born after December 31, 1959, and you want to be employed by the federal government, you must (subject to certain exemptions) be registered with the Selective Service System.
- In accordance with Chapter 12, Indian Health Manual, IHS Employee Immunization Program, selected candidate will be required to submit proof of immunity to the following diseases: Rubella and Measles.
- Before hiring, the IHS will ask you to complete a "Declaration for Federal Employment" and/or "Declaration for Federal Employment Indian Health Service Child Care & Indian Child Care Worker Positions" to determine your suitability for federal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment in the Indian Health Service. 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 fined or jailed.

DUTIES AND RESPONSIBILITIES:

Provides professional clinical nursing care to neo-natal, pediatric, adolescent, and adult and geriatric and patients in an ambulatory care setting by assessing, planning, implementing, documenting, and evaluating nursing care. Provides patient care to meet the physical, psychosocial, spiritual and cultural needs of pediatric, adult and geriatric patients. Assesses patient's clinical condition for serious and emergent situations and initiates emergency procedures. Provides formal and informal patient education one-to-one and/or in groups. Interviews patients and family members, reviews patient's health records, documents and follows through with nursing care and/or refers patient to other health care providers. Collaborates with physicians and other health care providers to provide health care and improve quality of life, prevent disease, and promote physical and mental health. Participates in staff meeting in-service education programs and quality improvement studies/activities. Administers medication administration, including intravenous and inhalation treatments according to medical and nursing procedures. Provides relief charge nurse duties by preparing written staff assignments and providing guidance and leadership to nursing personnel of varied skill levels. Operates specialized equipment such as: cardiac/defibrillator monitors, respiratory equipment, suction machines, fetal monitors, 12-lead EKGs, etc. On occasion, collects specimens, including blood via venipuncture. Performs other duties as assigned.

## COMPETITIVE SERVICE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

### Basic Requirements:

**Education:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant

**In addition to meeting the Basic Requirements:** Applicants must have had 52 weeks of professional nursing experience equivalent to at least the GS-7 level.

**Professional Nurse Experience:** Experience using the nursing principles and procedures and knowledge of the nursing process to provide professional nursing care, which includes providing health promotion and disease prevention teaching to patients/families. Experience may have been gained in hospitals, clinics, emergency rooms or community health care settings. The types of experience that will be credited are shown above under "Duties and Responsibilities".

**SELECTIVE FACTOR:** In addition to the qualification requirements, to be rated basically qualified for the position, applicants must demonstrate possession of the following knowledge, skills, and abilities (KSAs).

Verification of a current, valid, active, unrestricted license in any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States is required when filling all positions for registered nurses at all levels.

**PUBLIC HEALTH SERVICE (PHS) LICENSURE POICY:** Each PHS nurse must possess and maintain a current, valid, active State license/registration as a professional nurse.

- Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule Positions.

**TIME-IN-GRADE REQUIREMENTS:** Merit Promotion candidates must have completed at least 52 weeks of service no more than 2 grades lower than the position to be filled.

**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, performance appraisal, outside activities, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-KSAs described below. **Applicants must address the following KSAs on a separate sheet of paper.**

1. Ability to provide professional nursing care to patients.
2. Ability to teach.
3. Ability to work with specialized equipment.
4. Ability to provide leadership on the nursing unit.

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### WHO MAY APPLY:

- **Merit Promotion Plan (MPP) Candidates:** Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian preference.
- **Excepted Service Examining Plan (ESEP) Candidates:** Applications will be accepted from individuals entitled to Indian preference. Current permanent IHS Excepted Service employees and competitive service employees or reinstatement eligible entitled to Indian preference may also apply under the provision of the Indian Health Service Excepted Service Examining Plan.
- Candidates **must indicate** whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan, or both.
- **Commissioned Corps Officers:** PHS Commissioned Corps Officers are invited to apply for applicable professional positions for which they are qualified. The USPHS Commissioned Corps Officers who wish to apply for this vacancy announcement must submit a resume and meet the same experience and training requirements for positions as Civil Service applicants as provided by the Indian Health Manual, Part 7, Chapter 3, and all other documents specified in this announcement.
- Applications will also be accepted from non-status candidates (individuals who have never been employed by the federal government) and individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability). Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

- **Indian Preference:** Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.
- **Veteran's Preference:** Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.
- **Reasonable Accommodations:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Jason Begay, 505-248-4517. The decision on granting reasonable accommodation will be made on a case-by-case basis.
- **Displaced Federal Employees Requesting Special Selection Priority Consideration:** If you are currently a DHHS (includes IHS) employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS (includes IHS) Career Transition Assistance Program (CTAP).
- **Career Transition Assistance Program (CTAP)** -- To receive this priority consideration you must:
  1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
  2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
  4. Be currently employed by DHHS (includes IHS) in the same commuting area of the position for which you are requesting priority consideration.
  5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Meet the basic qualifications for the position, including any documented selective factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position without undue interruption.
- **Interagency Career Transition Assistance Program (ICTAP)** – If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:
  1. Be a displaced federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees:
    - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
      - 1) Received a specific RIF separation notice; or
      - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
      - 3) Retired with a disability and whose disability annuity has been or is being terminated; or
      - 4) Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
      - 5) Retired under the discontinued service retirement option; or
      - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
    - OR
    - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
  2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.
- **Well-Qualified Definition:** Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.
  - If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.
  - If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.
  - Only U.S. citizens may be appointed to the competitive service.

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#### **WHERE TO APPLY:**

**Applications MUST be submitted by 5:00 pm, by close of business on the closing date to the following address:**

Albuquerque Area Indian Health Service  
Division of Human Resources  
5300 Homestead Road NE  
Albuquerque, NM 87110

For copies of vacancy announcements, contact the Division of Human Resources at (505) 248-4510. Vacancy announcements can be downloaded from the IHS website at [www.ihs.gov](http://www.ihs.gov) or Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). **We do not FAX vacancy announcements.**

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#### **REQUIRED DOCUMENTATION:**

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: [www.opm.gov/forms/pdfimage/of0306.pdf](http://www.opm.gov/forms/pdfimage/of0306.pdf).
- Addendum to OF-306, Indian Health Service Child Care and Child Care Worker Positions Statement
- **Copy of a valid license/registration as required by PHS Licensure Policy.**
- Statement Authorizing Review of Application
- Statement addressing the Knowledge, Skill, and Ability Supplemental Questionnaire
- See '**HOW TO APPLY**' on the last page, for additional information.

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#### **OTHER IMPORTANT INFORMATION:**

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

- All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.
- Additional or alternate selections may be made within 90 days of the date the Certificate of Eligible was issued provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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**DIVISION OF HUMAN RESOURCES CLEARANCE:**

\_\_\_\_\_  
/s/ Jason Begay

Human Resources Specialist

\_\_\_\_\_  
04-04-03

Date

**THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:**

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

\_\_\_\_\_  
Signature of Applicant

Addendum to Declaration for Federal Employment  
Indian Health Service  
Child Care & Indian Child Care Worker Positions

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Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Please print)

Job Title in Announcement: \_\_\_\_\_ Announcement Number: \_\_\_\_\_

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

Have you ever been arrested for or charged with a crime involving a child? *[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]* YES \_\_\_\_ NO \_\_\_\_

Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? *[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]* YES \_\_\_\_ NO \_\_\_\_

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fine of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.

<b>Optional Application for Federal Employment – Form Number OF-612</b> <a href="http://www.opm.gov/forms/pdf_fill/of0612.pdf">www.opm.gov/forms/pdf_fill/of0612.pdf</a>	<b>Application for Federal Employment Form Number SF-171</b> <a href="http://forms.psc.gov/forms/SF/SF-171.pdf">http://forms.psc.gov/forms/SF/SF-171.pdf</a>	<b>Résumé or Other written application format with information requested below.</b> <a href="http://www.opm.gov/forms/pdfimage/of0510.pdf">www.opm.gov/forms/pdfimage/of0510.pdf</a>
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If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

**Procedure for using résumé or other written application:** Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

- **JOB INFORMATION**  
Announcement number, title and grade of the job for which you are applying.
- **PERSONAL INFORMATION**  
Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).  
Social Security Number.  
Country of citizenship.
- **EDUCATION**  
High School (name, city, state, ZIP code if known), and date of diploma or GED.  
College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).  
To obtain educational credit, applicants must submit a copy of all college transcripts.
- **WORK EXPERIENCE**  
Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.  
Highest federal civilian grade held (give job series and dates held)  
Work experience (paid and unpaid)  
Job title (include series and grade if federal job)  
Duties and accomplishments  
Employer's name and address  
Supervisor's name and telephone number  
Starting and ending dates (month and year)  
Hours per week  
Salary  
Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**  
Give dates but do not send documents unless requested  
Job related training courses  
Job related skills, i.e., computer software/hardware, tools, typing speed  
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)  
Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

**Submit a copy of applicable documents with your application if you are in the following categories:**

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN'S PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> <li>➤ Current Billet description</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form</li> <li>➤ Applicable Licensure</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Current employees of National Programs-Albuquerque, Albuquerque Area, or Nashville Area may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF).</li> <li>➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or</li> <li>➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc.</li> <li>➤ Current performance appraisal.</li> <li>➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.</li> </ul>



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VACANCY ANNOUNCEMENT

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Table with 2 columns: POSITION TITLE, SERIES, GRADE AND SALARY; LOCATION & DUTY STATION. Includes Clinical Nurse, GS-610-09, \$47,359 per annum, and Albuquerque Service Unit.

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      - 6) Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.
    - OR
    - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
  2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
  3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Be rated well qualified for the position, including any documented selective factors, quality ranking factors, physical requirements with any reasonable accommodation, and is able to satisfactorily perform the duties of the position upon entry.
- **Well-Qualified Definition:** Surplus or displaced Department of Health and Human Services (DHHS) employees may exercise selection priority for DHHS vacancies in their local commuting area if they apply directly for the vacancy and are determined to be well-qualified.
  - If filing an application for a noncompetitive action when no official vacancy announcement is being announced, "well-qualified" means that you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and can perform the duties of the position without undue interruption to organizational operations.
  - If filing an application under a vacancy announcement, "well-qualified" means you meet the minimum qualification and eligibility requirements of the position (including any selective factors), and meet the cut-off score to be referred to the selection official. This score is derived as a natural break resulting from the rating and ranking of all qualified applicants to determine the extent to which candidates possess the knowledge, skills, and abilities (KSAs) required to succeed in the position.
  - Only U.S. citizens may be appointed to the competitive service.

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#### **WHERE TO APPLY:**

**Applications MUST be submitted by 5:00 pm, by close of business on the closing date to the following address:**

Albuquerque Area Indian Health Service  
Division of Human Resources  
5300 Homestead Road NE  
Albuquerque, NM 87110

For copies of vacancy announcements, contact the Division of Human Resources at (505) 248-4510. Vacancy announcements can be downloaded from the IHS website at [www.ihs.gov](http://www.ihs.gov) or Office of Personnel Management (OPM) website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov). **We do not FAX vacancy announcements.**

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#### **REQUIRED DOCUMENTATION:**

- **Verification of Indian Preference:** Applicants who wish to receive Indian Preference **MUST** submit the BIA Form 4432, Verification of Indian Preference for Employment in BIA and IHS Only. This certifies the applicant as Indian as defined by the IHS Circular No. 87-3, dated July 9, 1987. **Indian preference will not be given unless the BIA Form 4432 is attached to the application/Résumé.**
- OF-306, Declaration for Federal Employment. Form may be downloaded from: [www.opm.gov/forms/pdfimage/of0306.pdf](http://www.opm.gov/forms/pdfimage/of0306.pdf).
- Addendum to OF-306, Indian Health Service Child Care and Child Care Worker Positions Statement
- **Copy of a valid license/registration as required by PHS Licensure Policy.**
- Statement Authorizing Review of Application
- Statement addressing the Knowledge, Skill, and Ability Supplemental Questionnaire
- See '**HOW TO APPLY**' on the last page, for additional information.

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#### **OTHER IMPORTANT INFORMATION:**

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

- All material submitted for consideration under this announcement becomes the property of Division of Human Resources and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for federal employment.
- Additional or alternate selections may be made within 90 days of the date the Certificate of Eligible was issued provided the positions to be filled have the same title, series, grade, are in the same geographic location as the position announced, and have the same qualification requirements.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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**DIVISION OF HUMAN RESOURCES CLEARANCE:**

\_\_\_\_\_  
/s/ Jason Begay

Human Resources Specialist

\_\_\_\_\_  
04-04-03

Date

**THE FOLLOWING STATEMENT MUST ACCOMPANY ALL APPLICATIONS:**

"I hereby authorize any and all persons involved directly and/or indirectly in the selection process to review my application."

\_\_\_\_\_  
Signature of Applicant

Addendum to Declaration for Federal Employment  
Indian Health Service  
Child Care & Indian Child Care Worker Positions

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Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
(Please print)

Job Title in Announcement: \_\_\_\_\_ Announcement Number: \_\_\_\_\_

Section 231 of the Crime Control Act of 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

Have you ever been arrested for or charged with a crime involving a child? *[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]* YES \_\_\_\_ NO \_\_\_\_

Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence, sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? *[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]* YES \_\_\_\_ NO \_\_\_\_

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fine of up to \$2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my rights to challenge the accuracy and completeness of any information contained in the report.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## HOW TO APPLY

The federal government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment.

<b>Optional Application for Federal Employment – Form Number OF-612</b> <a href="http://www.opm.gov/forms/pdf_fill/of0612.pdf">www.opm.gov/forms/pdf_fill/of0612.pdf</a>	<b>Application for Federal Employment Form Number SF-171</b> <a href="http://forms.psc.gov/forms/SF/SF-171.pdf">http://forms.psc.gov/forms/SF/SF-171.pdf</a>	<b>Résumé or Other written application format with information requested below.</b> <a href="http://www.opm.gov/forms/pdfimage/of0510.pdf">www.opm.gov/forms/pdfimage/of0510.pdf</a>
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If your résumé or application does not provide all the information we request, you may lose consideration for a job. Applicants who submit incomplete applications will be given credit ONLY for the information they provide and may not receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

**Procedure for using résumé or other written application:** Format MUST contain the following information. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

- **JOB INFORMATION**  
Announcement number, title and grade of the job for which you are applying.
- **PERSONAL INFORMATION**  
Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes).  
Social Security Number.  
Country of citizenship.
- **EDUCATION**  
High School (name, city, state, ZIP code if known), and date of diploma or GED.  
College and/or universities (name, city, state ZIP code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned).  
To obtain educational credit, applicants must submit a copy of all college transcripts.
- **WORK EXPERIENCE**  
Copy of latest Notification of Personnel Action (SF-50B) if current or former federal employee.  
Highest federal civilian grade held (give job series and dates held)  
Work experience (paid and unpaid)  
Job title (include series and grade if federal job)  
Duties and accomplishments  
Employer's name and address  
Supervisor's name and telephone number  
Starting and ending dates (month and year)  
Hours per week  
Salary  
Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**  
Give dates but do not send documents unless requested  
Job related training courses  
Job related skills, i.e., computer software/hardware, tools, typing speed  
Job related certificates and licenses (if you are a licensed medical professional, submit copy of license to practice)  
Honors, awards, special accomplishments, i.e., publications, memberships, in professional or honor societies, leadership activities, public speaking, and performance awards.

**Submit a copy of applicable documents with your application if you are in the following categories:**

COMMISSIONED OFFICER	INDIAN PREFERENCE	VETERAN'S PREFERENCE	FEDERAL EMPLOYEE
<ul style="list-style-type: none"> <li>➤ Current Billet description</li> <li>➤ Most recent "Commissioned Officers Effectiveness Report".</li> <li>➤ Child Care Statement Form</li> <li>➤ Applicable Licensure</li> </ul>	<ul style="list-style-type: none"> <li>➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432.</li> <li>➤ Current employees of National Programs-Albuquerque, Albuquerque Area, or Nashville Area may state that proof of certificate of Indian preference is on file in their Official Personnel Folder (OPF).</li> <li>➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or</li> <li>➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents.</li> <li>➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability.</li> <li>➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc.</li> <li>➤ Current performance appraisal.</li> <li>➤ Priority consideration will not be given to DISPLACED FEDERAL EMPLOYEES, unless a copy of the appropriate documentation such as a RIF separation letter, a letter from OPM or your agency documentation showing your priority consideration status, is attached to the application.</li> </ul>