



**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 "TOBACCO-FREE" ENVIRONMENT

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
SER-09-0117-ZSU	January 7, 2009	January 21, 2009
POSITION TITLE, SERIES, GRADE AND SALARY	LOCATION AND DUTY STATION	
Dental Assistant GS-0681-03, \$24,499 per annum GS-0681-04, \$27,504 per annum Dental Assistant (Expanded Function) GS-0681-05, \$30,772 per annum (Includes Locality Pay Adjustment)	Division of Clinical Services Dental Department Zuni Service Unit Zuni, NM	

AREA OF CONSIDERATION: Reduced Area of Consideration – Local Commuting Area Only: Management has determined that there is likely to be an adequate number of qualified applicants in the local commuting area, outside non-Indian preference candidates will not be considered.

RELOCATION: Relocation expenses will not be paid. Employees who wish to relocate to Zuni, New Mexico for their own benefit may apply. If there are no Indian preference eligible candidates within the commuting area and an Indian preference candidate is selected from outside the commuting area, relocation costs will be paid.

CONDITIONS OF EMPLOYMENT:

- One permanent full-time position. The incumbent of this position is subject to call back and/or standby work.
- Position has promotional opportunity to: GS-05, if selection is made at the lower level.
- 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 "Addendum to 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:

The purpose of the position is to provide a variety of clerical, clinic maintenance and clinical functions which aid the dental team in the performance of their assigned duties. **GS-03:** Provides chairside assistance, clinic maintenance and recordkeeping duties to the dentist. Provides receptionist services, schedules and seats dental patients, sets up proper instruments for dental procedures, and accurately records treatment rendered on patient records. Takes preliminary impressions for study models, removes sutures, places surgical gauze following extraction, places and removes rubber dam. Pours and trims models under direct supervision of the dentist. Responsible for cleaning, sharpening, packaging and sterilization procedures on all dental equipment and their proper storage when not in use. Correctly exposes, processes and mounts intra- and extra-oral radiographs. Provides those aspects of dental prophylaxis requiring the use of a toothbrush and/or rubber cup for coronal polishing, removal of soft debris, and application of topical fluoride treatment. Places pit and fissure sealants under direct supervision of the dentist. Properly stores supplies and

replenishes when necessary. Relays to patient post treatment instructions from dentist, as well as, motivating and instructing patients in proper home care and disease prevention techniques. Maintains dental clinic in a clean and orderly manner. Provides routine maintenance on all dental equipment. Takes and records blood pressure. **GS-04:** Performs chairside assistance duties in all phases of restorative, prosthodontic, surgical, endodontic and periodontal treatment. In addition, has clinic maintenance and recordkeeping responsibilities. Records information related to the medical history of the patient; charts examination and treatment information as relayed by the dentist. Maintains dental equipment in a clean and operative condition; properly stores and maintains adequate levels of supplies. Sterilizes instruments, materials, and equipment; prepares surgical trays. Properly lays out all instruments and materials needed for each treatment; prepares patient and operator. Assists the dentist at chairside as anticipated or required in all phases of dentistry, utilizing techniques for four-handed sit-down dentistry. Passes instruments and materials to and retrieves them from the dentist; keeps the area of operation clear using the high speed evacuator, suction tip and irrigation; retracts tissue, tongue and cheek. In surgical procedures maintains aseptic condition, stabilizes tissue for the dentist and cuts sutures. Keeps alert to the condition of the patient during treatment for signs of fainting, shock, or other distress. Performs the following intra-oral procedures as directed by the dentist: takes preliminary impressions for study models, removes sutures, and places and removes rubber dams, periopacks and matrix bands and wedges. Operates dental x-ray equipment to take intra and extra-oral radiographs; develops and mounts film. Maintains a variety of recurring reports related to dental activities, such as but not limited to, sterilization records, dental unit water line testing and other infection control activities. Records information relayed by the dentist on prescriptions and other forms for signature of the dentist. Pours and trims models from impressions, and constructs impression trays. Aids in the training of trainee dental assistants and dental assistant students from area programs. Demonstrates clinic maintenance, chairside assistance and radiographic duties regularly performed. Observes and advises trainees and students as they perform these duties. **GS-05:** Restores teeth after cavity preparation has been accomplished by the dentist. This includes selection, contouring and placement of matrices, placement of bases and liners, packing, carving and polishing routine alloy restorations. Also places and finishes routine composite restorations and places and contours temporary restorations. Performs routine chairside assisting, fully anticipating the dentists need for various instruments, materials, and services, as well as, recording of examination information and treatment performed. Orders necessary supplies and keeps clinic properly stocked at all times. Maintains clinic areas in a clean and operative condition. Keeps all instruments sharpened and properly sterilized. Takes primary impression for study models, pours and trims models, fabricates custom trays and bite rims. Places and removes rubber dams, removes sutures, applies desensitizing agents, and dental sealants, places surgical gauze following extractions and applies and removes periodontal dressings. Instructs patients in prevention of dental disease and post-operative care. Prepares routine dental reports. Exposes, processes and mounts intra- and extra-oral radiographs. Performs complex oral prophylaxis and applies topical fluoride treatments. Operates ultrasonic scaler (cavitron) and use hand instruments to remove visible calculus. Applies and removes periodontal dressings, applies surgical packs and dressings. Performs other related duties as assigned.

COMPETITIVE AND EXCEPTED SERVICE QUALIFICATION REQUIREMENTS:

NOTE: Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation, and is accredited by an organization recognized by the Department of Education, and (2) be certified as radiographers in their field. The following meet these requirements:

- (1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (January 13, 1986) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic who prescribes radiologic procedures to others.
- (2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a State or foreign jurisdiction that did not accredit training in that particular field at the time of graduation, or (b) practiced in a State or foreign jurisdiction that did not license that particular field or did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited educational program, provided such persons show evidence of training, experience, and competence, as determined by OPM or the employing agency.

Candidates for GS-03 grade level must have had 26 weeks of General Experience **OR** Successful completion of (a) a 1-year dental assistant program or completion of 1 year of a dental hygiene program accredited by the American Dental Association's commission on Accreditation that included a course in radiation physics; radiation biology; radiation health, safety, and protection: X-ray films and radiographic film quality, radiographic techniques; and film mounting; or (b) practical nurse training approved by the appropriate State, territory, or District of Columbia accrediting body.

Candidates for GS-04 grade level must have had 26 weeks of General Experience and 26 weeks of specialized Experience **OR** Successful completion of a 2-year dental assistant program or completion of a 2-year dental hygiene program accredited by the American Dental Association's Commission on Accreditation that included at least 12 semester hours of courses such as those shown above for GS-03.

Candidates for GS-05 grade level must have had 52 weeks of specialized experience equivalent to at least GS-4 OR successful completion of a full 4-year course of study in a dental assistant or dental hygiene program that included at least 24 semester hours in courses such as radiation physics, radiation biology, radiation health, safety, and protection; X-ray films and radiographic film quality, radiographic techniques; darkroom and processing techniques; and film mounting.

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: Experience in dental assistance to general or specialized dentistry, dental assistant (expanded function) work, or any combination of these appropriate to the position being filled; additional examples of the types of experience which will be credited are shown above under "Duties and Responsibilities".

Special Requirements for GS-5 and above Dental Assistant (Expanded Function): Applicants for Dental Assistant (Expanded Function) positions must have completed 1 year of acceptable course work, preceptorship, or other formal training and/or work assignment specifically designed to equip them with knowledge and skills required to perform intra-oral procedures involved in the position to be filled. Examples of acceptable training are:

- Courses in a dental hygiene or dental assistant program accredited by the American Dental Association's Commission on Accreditation that are directly related to the intra-oral procedures (also referred to as expanded functions) that are to be performed in the position to be filled.
- U.S. Army's Dental Therapy Assistant Training Program.
- Continuing education courses in expanded functions for dental assistants offered by the Indian Health Service of the Department of Health and Human Services.
- Other training comparable to the above in private or governmental hospitals, clinics, or schools that included formal classroom instruction and clinical training in the knowledge and skills required to perform intra-oral procedures in 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. **It is to the applicant's advantage to address the following KSA's on a separate sheet of paper.**

GS-03/4:

1. Knowledge of general clinic procedures. (Definition: Incumbent must have knowledge and ability with general clinic procedures to include set-up, chairside assisting, sterilization and record-keeping.)
2. Ability to follow instructions. (Definition: This is the ability to follow instructions in order to accurately write up appointment slips, examinations, treatment plans, and needed supplies/instruments.)
3. Knowledge in the handling and care of dental instruments, materials and equipment. (Definition: Knowledge of general handling and care of a wide array of instruments, materials and equipment (to include: hand instruments, hand pieces, filling materials, impression materials, cements, ultrasonic equipment and sterilizers)).
4. Skill in producing diagnostic dental radiographs with adherence to required safety procedures. (Definition: This position requires the ability to operate dental radiological equipment (including x-ray unit for intra and extra-oral dental radiographs and processors) and obtain radiographs of diagnostic quality.)
5. Ability to explain preventive dentistry and delivery of post-op instructions. (Definition: This is the ability to explain preventive techniques and home care methods. This includes the ability to recognize common dental disorders and conditions such as caries, formation of plaque, and calculus and inflammation of gums. Also, how the above disorders and conditions can be created by improper care of dental appliances worn in mouth (i.e., partials, dentures, bridges, etc.)
6. Knowledge of patient confidentiality. (Definition: Acknowledge and recognition of patient rights to confidentiality and privacy.)

GS-05:

1. Knowledge of general clinic procedures. (Definition: Incumbent must have knowledge and ability with general clinic procedures to include set-up, chairside assisting, sterilization and record-keeping.)
2. Skills in performing intra- and extra-oral procedures. (Definition: The person in this position should have the knowledge of dental anatomy, related oral anatomy, and the technical methods and practices of dentistry. This

includes knowledge of the working characteristics of dental instruments and material in order to perform a variety of intra-oral procedures including routine restorations of teeth prepared by the dentist.)

3. Ability to follow instructions. (Definition: This is the ability to follow instructions in order to accurately write up appointment slips, examinations, treatment plans, and needed supplies/instruments.)
 4. Knowledge in the handling and care of dental instruments, materials and equipment. (Definition: Knowledge of general handling and care of a wide array of instruments, materials and equipment (to include: hand instruments, hand pieces, filling materials, impression materials, cements, ultrasonic equipment and sterilizers)).
 5. Skill in producing diagnostic dental radiographs with adherence to required safety procedures. (Definition: This position requires the ability to operate dental radiological equipment (including x-ray unit for intra and extra-oral dental radiographs and processors) and obtain radiographs of diagnostic quality.)
 6. Ability to explain preventive dentistry and delivery of post-op instructions. (Definition: This is the ability to explain preventive techniques and home care methods. This includes the ability to recognize common dental disorders and conditions such as caries, formation of plaque, and calculus and inflammation of gums. Also, how the above disorders and conditions can be created by improper care of dental appliances worn in mouth (i.e., partials, dentures, bridges, etc.)
 7. Knowledge of patient confidentiality. (Definition: Acknowledge and recognition of patient rights to confidentiality and privacy.)
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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.

Applications will also be accepted from 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).

Indian Preference: Indian Health Service is required by law to give absolute preference in employment to qualified Indian preference candidates.

Under the **Veterans Employment Opportunities Act (VEOA)**, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more continuous active service may apply for permanent positions as an MPP candidate; however, veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

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 Cordelia Tsadiasi, (505) 782-7516. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Career Transition Assistance Program (CTAP)/Interagency Career Transition Plan (ICTAP): Surplus or displaced employees covered by the U.S. Department of Health and Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills and abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to the following hyperlinks: **CTAP** at <http://www.ihs.gov/JobCareerDevelop/JobAtIHS/doc/ctap.doc> and for **ICTAP** at <http://career.psc.gov/chpublic/ictap.html>

- Only U.S. citizens may be appointed to the competitive service.
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WHERE TO APPLY:

Applications **MUST** be received by close of business (5:00 p.m. MST) on the closing date to the following address:

Indian Health Service – Zuni Service Unit
S.E. Region Human Resources Office
P.O. Box 467
Zuni, NM 87327

For copies of vacancy announcements, download from the IHS website at www.ihs.gov or the Office of Personnel Management (OPM) website at www.usajobs.opm.gov. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** We do not FAX vacancy announcements. For inquires, contact Cordelia Tsadiasi, Human Resources Specialist, 505-782-7516.

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 an Indian as defined by the Indian Health Manual, Chapter 3, Indian Preference, dated March 14, 2001. **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: http://www.opm.gov/Forms/pdf_fill/of0306.pdf
- To substitute education for experience, where applicable, you must submit a copy of your transcripts by the closing date or ensure that your resume includes sufficient detail (i.e., required course title, credit hours and grades) to document that you have met the education requirements. Official transcripts will be required prior to entry on duty.
- Addendum to Declaration for Federal Employment IHS Child Care & Indian Child Care Worker Positions.
- Copy of a valid certificate of radiography as required by Public Law 97-35.
- See '**HOW TO APPLY**' on last page, for additional information.

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 from a promotion certificate within 90 days from the date the selection certificate was issued. The positions to be filled must have the same title, series, and grade, be in the same geographic location and have the same qualification requirements. However, if there are no qualified Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **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.

DIVISION OF HUMAN RESOURCES CLEARANCE:

Isi Cordelia Tsadiasi

Human Resources Specialist

01-06-2009

Date

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ **Social Security Number:** _____
(Please print)

Job Title in Announcement: _____ **Announcement Number:** _____

Section 231 of the Crime Control Act 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:

- 1) Have you ever been arrested for or charged with a crime involving a child? YES_____ NO_____

[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.]

- 2) 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? YES_____ NO_____

[If "YES", provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines 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 right to challenge the accuracy and completeness of any information contained in the report.

Applicant's Signature (sign in ink)

Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. **Please do not send completed data collection instruments to this address.**

HOW TO APPLY

<p>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.</p>			
<p>Optional Application for Federal Employment – Form Number OF-612 http://www.opm.gov/forms/pdf_fill/of612.pdf</p>		<p>Résumé or Other written application format with information requested below.</p>	
<p>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.</p>			
<p>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.</p>			
<ul style="list-style-type: none"> ➤ <u>JOB INFORMATION</u> Announcement number, title and grade of the job for which you are applying. ➤ <u>PERSONAL INFORMATION</u> Full name, mailing address (with ZIP codes), day and evening telephone numbers (with Area codes). Social Security Number. Country of citizenship. ➤ <u>EDUCATION</u> 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. ➤ <u>WORK EXPERIENCE</u> 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. ➤ <u>OTHER QUALIFICATIONS</u> 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. ➤ <u>KSA</u> 			
<p>Submit a copy of applicable documents with your application if you are in the following categories:</p>			
<p>COMMISSIONED OFFICER</p>	<p>INDIAN PREFERENCE</p>	<p>VETERAN PREFERENCE</p>	<p>FEDERAL EMPLOYEE</p>
<ul style="list-style-type: none"> ➤ Current Billet description ➤ Most recent "Commissioned Officers Effectiveness Report". ➤ Child Care Statement Form ➤ Applicable Licensure 	<ul style="list-style-type: none"> ➤ Verification of Indian Preference for employment, Bureau of Indian Affairs (BIA) Form 4432. ➤ Preference will not be given unless a copy of the BIA Form 4432 is attached to the application. 	<ul style="list-style-type: none"> ➤ Certificates of Release or discharge from Active Duty, VA form DD-214, and/or ➤ Application for 10-point Veterans Preference, Form SF-15 and supporting documents. ➤ To receive preference if your service began October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service connect disability. ➤ Preference will not be given unless a copy of the DD-214 (with appropriate dates) is attached to the application. 	<ul style="list-style-type: none"> ➤ Latest Notification of Personnel Action, SF-50B verifying civil service status, grade, etc. ➤ Current performance appraisal. ➤ 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.