

# NETL

# Vacancy Announcement

**U.S. DEPARTMENT OF ENERGY - NATIONAL ENERGY TECHNOLOGY LABORATORY (NETL)**

**ANNOUNCEMENT NO.:** NETL-09-05

**OPENING DATE:** 1/8/2009

**CLOSING DATE:** 2/5/2009

**POSITION:** Interdisciplinary: General Engineer/Physical Scientist, GS-801/1301-13/14

**LOCATION:** Office of Research & Development  
Geosciences Division  
Morgantown, WV or Pittsburgh, PA

**SUBJECT TO:**

Agreement Covering Discoveries, Inventions and Improvements  
DOE CTAP (See Attached)  
DOE ICTAP (See Attached)  
1st Year Probationary Period (See Notes)

**PROMOTION POTENTIAL:** GS-14

**SALARY RANGE:** (Includes locality pay)

**Morgantown, WV:**

GS-13: \$80,402 - \$104,525 per annum  
GS-14: \$95,010 - \$123,519 per annum

**Pittsburgh, PA:**

GS-13: \$81,815 - \$106,361 per annum  
GS-14: \$96,679 - \$125,688 per annum

**AREA OF CONSIDERATION:** All Sources – Any Qualified U.S. Citizen

**DUTIES AND RESPONSIBILITIES:** This position is located in the Geosciences Division in the Office of Research and Development (ORD). The Geosciences Division (GD) conceives, plans, and conducts exploratory and applied research, in conjunction with Focus Area Leaders, in the areas of geosciences related to energy production and carbon sequestration, and investigates theoretical and fundamental phenomena to support program needs and develop new concepts. The GD provides skills, expertise, equipment, and facilities to conduct research and supports FE programs in the areas of geological and geophysical sciences of energy producing systems and geological carbon sequestration technologies, environmental cleanup technologies, and geological and geographic information systems associated with energy production and

geological sequestration.

As a senior researcher, the incumbent has responsibility for in-house research and development focused on geological carbon sequestration and exploration and production of unconventional fuels. As such, the incumbent conceives, formulates, plans, and directs broad research in these areas. The research conducted is aimed at the solution of complex problems related to existing and future uses of fossil energy. Problems in this area are interdisciplinary in nature and can be difficult to define; their successful resolution typically requires a great deal of innovation and creativity on the part of the incumbent. This requires the incumbent to be able to evaluate research results and propose realistic hypotheses, based on his/her strong research background. The incumbent provides research guidelines to a group comprising engineers and scientists in order to conduct the needed research in pursuit of program/project objectives and goals. The incumbent utilizes the services of support contractors, as necessary, to aid in the accomplishment of these objectives. As a senior researcher, the incumbent will develop proposals for new work or projects to be performed by the group; recommend specific assignments or projects for group members based on technical assessments of individual skills and abilities; coordinate, evaluate and/or assure the completion of work; prepare position papers and guidance; develop data; prepare status reports; perform similar duties in support of management's overall program goals and objectives; and serve as technical advisor and reviewer.

**QUALIFICATION REQUIREMENTS:** Applicants must have general and/or specialized experience and any selective placement factors as described below. This requirement is in accordance with the OPM Qualifications Standards Operating Manual, available in any Government Personnel Office, which specifies when and how education may be substituted for the experience.

**BASIC REQUIREMENTS FOR ENGINEER:**

A. Degree: Professional engineering. To be acceptable, the curriculum must (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board of Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics; **OR**

B. If you do not meet the basic engineering requirement above, you may qualify with a combination of education and experience -- college level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

- (1) Professional Registration -- Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Generally, such registration must require a written test. If you qualify for registration by means other than a written test (such as State grandfather or eminence provision), you are eligible only for the specialty field of your registration.

- (2) Written Test -- Evidence of having successfully passed the Engineer-in-Training (EIT) examination and have completed all the requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college or university which included 60 semester (90 quarter) hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET). Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program.
- (3) Specific Academic Courses -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and engineering, which included the courses specified in Paragraph A. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in Paragraph A.
- (4) Related Curriculum -- Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. **AND**

**ADDITIONAL EXPERIENCE FOR THE GS-13:** In addition to meeting basic qualification requirements, candidates must possess at least one year of professional experience in a field appropriate to the specialization for which applying, that was comparable in level of responsibility and difficulty to that of the GS-12 level in the Federal service. The ideal candidate for this position would have a Ph.D. degree in a related area with the necessary specialized experience as defined.

**ADDITIONAL EXPERIENCE FOR THE GS-14:** In addition to meeting basic qualification requirements, candidates must possess at least one year of professional experience in a field appropriate to the specialization for which applying, that was comparable in level of responsibility and difficulty to that of the GS-13 level in the Federal service. The ideal candidate for this position would have a Ph.D. degree in a related area with the necessary specialized experience as defined.

Specialized experience typically involves research experience in geological carbon sequestration or exploration and production of unconventional fuels.

**BASIC REQUIREMENTS FOR PHYSICAL SCIENTIST:**

A. Degree: Physical science, engineering, or mathematics that included 24 semester hours in physical science and/or related engineering science such as mechanics, dynamics, properties of materials, and electronics. **OR**

B. Combination of education and experience—education equivalent to one of the majors shown in A above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education. **AND**

**ADDITIONAL EXPERIENCE FOR THE GS-13:** In addition to meeting basic qualification requirements, candidates must possess at least one year of professional experience in a field appropriate to the specialization for which applying, that was comparable in level of responsibility and difficulty to that of the GS-12 level in the Federal service. The ideal candidate for this

position would have a Ph.D. degree in a related area with the necessary specialized experience as defined.

**ADDITIONAL EXPERIENCE FOR THE GS-14:** In addition to meeting basic qualification requirements, candidates must possess at least one year of professional experience in a field appropriate to the specialization for which applying, that was comparable in level of responsibility and difficulty to that of the GS-13 level in the Federal service. The ideal candidate for this position would have a Ph.D. degree in a related area with the necessary specialized experience as defined.

Specialized experience typically involves research experience in geological carbon sequestration or exploration and production of unconventional fuels.

### **FOREIGN EDUCATION**

Applicants who have completed part or all of their education outside of the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is comparable to education received in accredited educational institutions in the U.S. A written evaluation of any foreign education must be provided with your application in response to this vacancy announcement or be received by the closing date of this announcement. For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services (NACES) website at <http://www.naces.org/members.htm>. Failure to provide this evaluation will result in you being found unqualified for the position.

**PLEASE NOTE:** If your foreign education has already been accepted by an accredited U.S. educational institution as part of a degree program with that institution, you do not need to provide an evaluation of foreign education but must submit a copy of the transcripts listing the degree from the U.S. accredited institution that accepted your foreign education.

**BASIS OF EVALUATION:** Qualified applicants will be rated against the established quality ranking factors (QRF). The extent to which a candidate possesses each knowledge, skill, and/or ability will be determined by measuring the level of experience, education, and training as they relate to each quality ranking factor. The quality ranking factors listed below have been weighted by the Selecting Official based on their relative importance to the position being filled.

**RATING/RANKING OF APPLICANTS WILL BE BASED SOLELY ON INFORMATION CONTAINED IN THE CANDIDATE'S APPLICATION PACKAGE; THEREFORE, CANDIDATES ARE REQUESTED TO SPECIFICALLY ADDRESS EACH QUALITY RANKING FACTOR AND HIGHLIGHT THE SIGNIFICANCE OF THEIR SPECIFIC EXPERIENCE. FAILURE TO ADDRESS THE QUALITY RANKING FACTORS MAY RESULT IN A LOWER RATING.**

1. Knowledge of the principles, theories, and practices, and ability in the established methodology of earth science as related to reactive fluid flow in geologic media. (25%)
2. Knowledge of the following technical areas related to energy production and utilization: geologic sequestration of carbon dioxide (CO<sub>2</sub>) and exploration and production of unconventional fossil fuels. (25%)
3. Ability to identify research needs and formulate research concepts and projects related to geologic sequestration of carbon dioxide (CO<sub>2</sub>) and exploration and production of unconventional fossil fuels. (20%)

4. Ability to manage, organize and execute research projects conducted by a research group comprised of engineers, scientists and technicians. (10%)
5. Skill in preparing effective written communications in the form of technical reports and peer-reviewed publications. (10%)
6. Skill in communicating orally with management and peers within the scientific community. (10%)

**NOTES:**

The U.S. Department of Energy is an Equal Opportunity Employer.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. All applicants are subject to Employment Verification (E-Verify).

On vacancy announcements advertised at more than one grade level, applicants must identify the lowest pay or grade level they will accept; otherwise, the applicant will be rated only for the highest grade level for which they are qualified.

Relocation expenses may be paid consistent with the Department's policy and guidance.

Probationary period applies to applicants appointed through All Sources announcements.

As a condition of employment, new employees are required to arrange for direct deposit of paychecks.

The Government is entitled to ownership of any invention directly related to a Government employee's official duties. In return, when such an invention is patented by the Government and then licensed to a private sector entity, NETL is required by law to share a portion of any royalties or other payments received under the license with the Government employee inventor. An inventor may receive up to \$150,000 per year under this provision. The annual limit is cumulative for all inventions rather than per invention.

NETL provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the NETL HR Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

You must include your Social Security number on your application.

This position is included in the bargaining unit.

This announcement may be used to fill additional positions with the same title, series and grade, basic qualifications and identical rating criteria including any selective placement factor(s).

This position is also being announced Government-Wide (NETL-09-06). Please specify on your application which announcement number(s) you are applying under. Status applicants may

apply under either or both vacancy announcements but must specifically identify the vacancy announcement number on each application form.

For more information about the National Energy Technology Laboratory (NETL), please visit our website at [www.netl.doe.gov](http://www.netl.doe.gov). The status of all NETL vacancy announcements can be found at [www.netl.doe.gov](http://www.netl.doe.gov) under career opportunities.

**TO APPLY:** Submit the following: (Note: Applications and any attached materials will not be returned.) Applicants must identify the vacancy announcement number they are applying for.

Either a current, completed Optional Application for Federal Employment (OF-612 <http://www.opm.gov/Forms/html/of.asp>), or a Resume (which contains specific information outlined on the attachment to this announcement). Reference the vacancy announcement number on application. **PLEASE PROVIDE AN EMAIL ADDRESS, IF AVAILABLE. EMAILED/ELECTRONIC APPLICATIONS CANNOT BE ACCEPTED.**

Supplementary statement addressing the quality ranking factors which highlights aspects of your background as they relate to the knowledge, skills, and abilities required by the position. Note: Rankings will be based solely on information contained in your application package. **Failure to address the quality ranking factors may result in a lower rating.**

College Transcript (Unofficial transcript may be submitted at the time of application; however, if selected, an Official Transcript will be required.)

Foreign Education Equivalency (if applicable).

Declaration of Federal Employment (OF-306 <http://www.opm.gov/Forms/html/of.asp>). This form is required if using the OF-612 or a Resume because it contains a statement certifying that to the best of your knowledge and belief, all of the information on and attached to the OF-306, is true, correct, complete, and made in good faith. False or fraudulent answers to any question on any part of this declaration or its attachments may be grounds for not hiring or for firing after beginning work, and may be punishable by fine or imprisonment.

DD-214 to claim 5-Point Veterans' Preference (see attached), if applicable.

Application for 10-Point Veterans' Preference (SF-15), if applicable.

Submit application material to the following office:

HUMAN RESOURCES DIVISION MS-P01C  
U S DEPT OF ENERGY - NETL  
3610 COLLINS FERRY RD  
P O BOX 880  
MORGANTOWN WV 26507-0880

NETL will only accept applications through the U.S. Mail or Express Mail. Hand delivered applications will not be accepted from off-site applicants. If using Express Mail, the street address is: 3610 Collins Ferry Road.

Applications must be received by the Human Resources Division on or before the closing date of the vacancy announcement or be postmarked by closing date and received by the Human Resources Division within 5 calendar days after the closing date. Late applications will not be considered.

Questions regarding this announcement may be addressed to Scott Sigley at (304) 285-4470 or [Gregory.Sigley@netl.doe.gov](mailto:Gregory.Sigley@netl.doe.gov).

**HOW YOU WILL BE NOTIFIED ABOUT THE STATUS OF YOUR APPLICATION:**

You will be notified either by email or mail about the status of your application. If you have additional questions or need other assistance, you may contact the individual listed as the contact person in the vacancy announcement.

## **SPECIAL SELECTION PRIORITY CONSIDERATION FOR SURPLUS OR DISPLACED EMPLOYEES**

### **Department of Energy (DOE) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE CAREER TRANSITION ASSISTANCE PROGRAM (CTAP)**

If you are currently a DOE 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 DOE Agency Career Transition Assistance Program (CTAP). To be eligible for special priority selection under the DOE's Career Transition Assistance Program (CTAP) you must meet all of the following conditions:

1. Displaced Employee is: (A) a current DOE career or career-conditional competitive service employee in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the local commuting area; or (B) a current DOE employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given non-competitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has received a RIF separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside of the local commuting area.

Surplus Employee is: (A) a current employee serving under an appointment in the competitive service, in tenure Group I or II, at a GS-15 grade level or equivalent and below, who has received a Certificate of Expected Separation (CES) or other official certification issued by DOE indicating that your position is surplus, for example, a notice of position abolishment, or a notice stating that you are eligible for discontinued service retirement; or (B) a current DOE employee serving on an excepted service appointment without time limit, at a GS-15 grade level or equivalent and below, who has been issued a certificate of expected separation or other official agency certification indicating that your position is surplus, for example, a notice of position abolishment or a notice stating that you are eligible for discontinued service retirement, and you have been conferred noncompetitive appointment eligibility and special selection priority by statute for positions in the competitive service.

You must submit one of the following with your application as proof of eligibility for this special selection priority: (A) a copy of the RIF separation notice or notice of proposed removal for declining a directed reassignment or transfer of function outside of the commuting area; (B) Certificate of Expected Separation (CES) or other official notice from DOE indicating that you are surplus or eligible for discontinued service retirement; or (C) other official DOE certification identifying you as being in a surplus organization or occupation.

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 the DOE in the same commuting area of the position for which you are requesting priority consideration; or at DOE's discretion, occupy a position beyond the local commuting area. An eligible DOE employee outside the local commuting area, can only exercise selection priority when there are no eligible surplus and displaced DOE employees within the local commuting area who apply and are found well qualified.
5. File your application by the Vacancy Announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Individuals who meet eligibility requirements for special selection priority selection under CTAP must be well qualified to receive consideration for special priority selection. CTAP eligibles will be considered well qualified if they attain at least a rating score of 85 in a numerical rating scheme.

**DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY  
CONSIDERATION UNDER THE 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 one of the following as proof of eligibility for this special selection priority: a Reduction in Force (RIF) separation notice, or a notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF or for declining a transfer of function or directed reassignment to another commuting area; official certification from an agency stating that it cannot place you and your injury compensation has been or is being terminated; official notification from the Office of Personnel Management (OPM) that your disability annuity has been or is being terminated; or official notification from the Military Department or National Guard Bureau that you have retired under 5 United States Code 8337(h) or 8456. The following categories of candidates are considered displaced employees.

- A. Current or former career or career-conditional (tenure Group I or II) at the GS-15 grade level or equivalent and below competitive service employees who:

1. Received a specific **RIF** separation notice; or a notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area;
2. Separated because of a compensable injury or illness as provided under the provisions of Subchapter I of Chapter 81 of Title 5, United States Code, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability under Sections 8337 or 8451 of Title 5, United States Code, 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 through reduction in force, or removed for declining a transfer of function or directed reassignment outside the local 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.

**OR**

- C. A current Executive Branch agency employee in the excepted service, serving on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who is in receipt of a reduction in force separation notice or notice of proposed removal for declining a transfer of function or directed reassignment outside the local commuting area.

**OR**

- D. A former Executive Branch agency employee in the excepted service, who served on an appointment without time limit, at a GS-15 grade level or equivalent and below, who has been given noncompetitive appointment eligibility and selection priority by statute for positions in the competitive service, and who has been separated through reduction in force or removed for declining a transfer of function or directed reassignment outside the local commuting area.
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. Individuals who meet eligibility requirements for special selection priority selection under ICTAP must be well qualified to receive consideration for special priority selection. ICTAP eligibles will be considered well qualified if they attain at least a rating score of 85 in a numerical rating scheme.

## **VETERAN PREFERENCE IN HIRING:**

### 1. General Provisions

If you are claiming 5-point preference, you must include on your resume (or an attached piece of paper) the following information: your dates of service, branch of service, and any campaign badges or expeditionary medals you received; and attach to your application material a copy of your DD-214, Certificate of Release or Discharge from Active Duty or other proof of eligibility. If you are claiming 10-point preference, you must attach a completed Standard Form (SF) 15, Application for 10-Point Veterans' Preference, along with the documentary proof described on that form.

You cannot receive preference if you are retired or plan to retire at or above the rank of major or lieutenant commander, unless you are disabled or retired from the active military reserve. To receive veteran preference, your separation from active duty must have been under honorable conditions. This includes honorable and general discharges, but not clemency discharges. Active duty for training in the military Reserve and National Guard programs is not considered active duty for purposes of veteran preference.

### 2. 5-Point Preference

You may qualify for 5-point preference under any one of the following conditions:

- A. If you served on active duty, other than in the Reserves, any time between December 7, 1941, and July 1, 1955 (if you were a Reservist called to active duty between February 1, 1955, and July 1, 1955), you must meet condition B. below.
- B. If you meet both of the following conditions:
  - 1. You served on active duty for more than 180 days, and
  - 2. You served on active duty any part of which was between July 2, 1955, and October 14, 1976, or you were a Reservist called to active duty between February 1, 1955, and October 14, 1976.
- C. If you meet both of the following conditions:
  - 1. You entered on active duty between October 15, 1976, and September 7, 1980, or were a Reservist who entered on active duty between October 15, 1976, and October 13, 1982, and
  - 2. You are a disabled veteran, or service must have been performed during a war or in a campaign or expedition for which a campaign badge or Expeditionary Medal has been authorized.
- D. If you enlisted in the Armed Forces after September 7, 1980, or entered active duty other than by enlistment on or after October 14, 1982, and meet either of the following conditions:

1. Your service must have been performed during a war or in a campaign or expedition for which a Campaign Badge or Expeditionary Medal has been authorized, and either completed 24 months of continuous active duty or the full period called or ordered to active duty, or were discharged under 10 U.S.C. 1171 or for hardship under 10 U.S.C. 1173, or
2. You are a disabled veteran.

**NOTE:** Under a new law, the Defense Authorization Act of November 18, 1997, veterans' preference is accorded anyone who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to anyone who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. Otherwise eligible means that a person must have been separated from the service under honorable conditions and have served continuously for a minimum of 24 months or the full period for which called or ordered to active duty. The law also authorizes the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor (November 29, 1995-December 20, 1996) and Operation Joint Guard (December 20, 1996-to be determined). The Secretary of each military department decides which members are eligible. The award of the Armed Forces Expeditionary Medal is qualifying for veterans' preference.

Section 1111 of Title XI of the National Defense Authorization Act expands the definition of a veteran in 5 U.S.C. 2108(1) to include individuals who served on active duty for more than 180 consecutive days, other than for 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.

### 3. 10-Point Preference

If you are a disabled (compensable or non-compensable) veteran, a Purple Heart recipient, or the spouse, widow, or mother of a deceased or disabled veteran, you may qualify for 10-point preference, you must enclose with your resume a completed SF-15 along with the necessary documentary proof.

**NOTE:** More information on veterans' preference is available in the Vets Guide that can be accessed through the Internet at [www.opm.gov](http://www.opm.gov).

**Here's what your resume or application must contain (in addition to specific information requested in the job vacancy announcement):**

**JOB INFORMATION**

Give the following information related to the job for which you are applying.

Announcement number

Title

Grade(s)

Identify the lowest pay or grade level you will accept. (You will not be considered for jobs which pay less than you indicated.)

**PERSONAL INFORMATION**

Full name

Mailing address (*with ZIP Code*)

Day and evening phone numbers (*with area code*)

Social Security number

Country of citizenship (*Most Federal jobs require United States citizenship.*)

Veterans' preference

Reinstatement eligibility (*If requested, attach SF-50 proof of your career or career-conditional status.*)

Highest Federal civilian grade held (*Also give job series and dates held.*)

**EDUCATION**

High school

Name, city, and state (ZIP code if known)

Date of diploma or GED

Colleges and universities

Name, city, and state (ZIP code if known)

Majors

Type and year of any degrees received (If no degree, show total credits earned and indicate whether semester or quarter hours.)

Send a copy of your college transcript only if the job vacancy announcement requests it.

**WORK EXPERIENCE**

Give the following information for your paid and nonpaid work experience related to the job for which you are applying. (*Do not send job descriptions.*)

Job title (*include series and grade if Federal job*)

Duties and accomplishments

Employer's name and address

Supervisor's name and phone number

Starting and ending dates (*month and year*)

Hours per week

Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job-related training courses (*title and year*).

Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed

Job-related certificates and licenses (*current only*)

Job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (*Give dates but do not send documents unless requested.*)

**APPLICANT BACKGROUND SURVEY QUESTIONNAIRE**

**PRIVACY INFORMATION**

**General**

The information is provided pursuant to Public Law 935-597 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**Authority**

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

**Purpose and Routine Uses**

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help ensure that agency personnel practices meet the requirements of Federal law.

**Effects of Nondisclosure**

Providing this information is voluntary. No individual personnel selections are made based on this information.

**GENERAL INSTRUCTIONS**

The information from this survey is used to help ensure that agency personnel practices meet the requirements of Federal law. Your responses are **voluntary**. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

**Vacancy Announcement No.:** NETL-09-05

**Date (Month, Day, Year):**

**Position:** Interdisciplinary: General Engineer/Physical Scientist, GS-801/1301-13/14

**Name:**

**How did you learn about the particular position or exam for which you are applying? (You may circle up to three choices.)**

- 01--Private Information Service
- 02--Magazine/Newspaper
- 03--Radio/TV
- 04--DOE Home Page
- 05--NETL Home Page
- 06--OPM USA Jobs
- 07--Minorities Job Bank
- 08--Other WEB sites (Specify): \_\_\_\_\_
- 09--Hard Copy of Vacancy Announcement
- 10--Agency Personnel Department
- 11--FRS-Federal Career Opportunities Listing
- 12--Federal/State/Local Job Information Center
- 13--Religious Organization
- 14--School or College Counselor or Other Official
- 15--Friend or Relative Working for the Agency
- 16--Friend or Relative Not Working for Agency
- 17--State Employment Office (Unemployment Office)
- 18--Private Employment Office
- 19--Other (Specify): \_\_\_\_\_

**Please categorize yourself in terms of the race/ethnic category and sex using the definitions below: (Please circle one.)**

**RACE/ETHNIC CODE:**

**A--American Indian or Alaskan Native**

Person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

**B--Asian or Pacific Islander**

Person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**C--Black, Not of Hispanic Origin**

Person having origins in any of the black racial groups of Africa.

**D--Hispanic**

Person of Mexican, Puerto Rican, Cuban Central or South American, or other Spanish culture or origin, regardless of race.

**E--White, Not of Hispanic Origin**

Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**SEX: (Please circle one.)**

1--Male

2--Female

**DISABILITY STATUS: (Please circle one.)**

You may submit this form as part of your application package; however, it will be removed upon receipt and forwarded to NETL's Office of the Economic Impact and Diversity Manager.

**Disability Status Codes:**

- 05. I do not have a disability.
- 16. Total deafness in both ears, with or without understandable speech.
- 23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting device).
- 25. Blind in both eyes (no usable vision, may have some light perception).
- 28. Missing one arm or one leg.
- 33. Missing both hands or both arms or both feet or both legs.
- 35. Missing one hand or arm and one foot or leg.
- 64. Partial paralysis of both hands.
- 65. Partial paralysis of both legs, any part, or both arms, any part.
- 67. Partial paralysis of one side of the body, including one arm and one leg.
- 68. Partial paralysis of three or more major parts of the body (arms and legs).
- 71. Complete paralysis of both hands or both arms or both legs.
- 72. Complete paralysis of one arm or one leg.
- 76. Complete paralysis of lower half of body, including legs.
- 77. Complete paralysis of one side of body, including one arm and one leg.
- 78. Complete paralysis of three or more major parts (of body) (arms and legs).
- 82. Convulsive disorder (e.g., epilepsy).
- 90. Mental retardation (a chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a state vocational rehabilitation agency).



- 91. Mental or emotional illness (a history of treatment for mental or emotional problems).
- 92. Severe distortion of limbs and/or spine (e.g., dwarfism, severe distortion of the back).
- 06. I have a disability, but it is not listed above. Describe: