

Voluntary Applicant File (VAF) Eligibility Requirements

The Human Capital Operations Division is responsible for maintaining VAF applications for non-competitive eligibles. VAF applications are maintained for a period of one year from the date of receipt.

You are eligible for employment through the VAF if you:

- Are a current and former career and career-conditional competitive service employee of the Federal Government? The VAF is not a means for promotional opportunities. You must have previously held or currently occupy a permanent position equivalent to or higher than the full performance grade-level of any position in the VAF you would be considered for. A Notification of Personnel Action (SF-50) is required.
- Meet the requirements for the **Veterans Recruitment Appointment (VRA)**: The VRA is a special authority by which agencies can appoint eligible veterans without competition to positions at any grade-level up to the GS-11 grade-level or equivalent. VRA appointees are hired under excepted service appointments to positions that are otherwise in the competitive service. If you are claiming VRA eligibility, you must submit a Certificate of Release or Discharge from Active Duty (DD-214) with your application. Visit the following website for detailed information: <http://www.opm.gov/employ/veterans/html/vetguide.asp>.

You meet the VRA eligibility criteria if you are:

- A Disabled veteran; or a
 - Veteran who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; or a
 - Veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded; or a
 - Recently separated veteran who has been discharged or released from active duty under other than dishonorable conditions for not more than a three (3) years period.
- Meet the requirements for the **Service-connected disabilities of 30% or more Appointment**: Veterans with a service-connected disability rating of 30% or more are eligible for non-competitive appointment at any grade-level for which you qualify. If you are claiming a service-connected disability, you must submit a DD-214, SF-15 and supporting documents (e.g., official statement from the Department of Veterans' Affairs) with your application. Visit the following website for detailed information: <http://www.opm.gov/employ/veterans/html/vetguide.asp>.

You meet the service-connected disabilities of 30% or more eligibility criteria if you are:

- Retired from active military service with a disability rating of 30% or more; or
- Rated by the Department of Veterans Affairs (VA) since 1991 or later, to include disability determinations from a branch of the Armed Forces at any time as having a compensable service-connected disability of 30% or more.

- Meet the requirements for the Americans with Disabilities Act (ADA): Applicants with disabilities may be considered under special hiring procedures at any grade-level for which they qualify. Applicants must submit an appropriate certificate of eligibility issued by the State Vocational Rehabilitation Agency or the Department of Veterans' Affairs when applying for positions. The Federal Law Enforcement Training Center fully supports employment of individuals with disabilities and provides reasonable accommodations. Visit the following website for detailed information: https://www.opm.gov/disability/appointment_disabilities.asp

You meet the eligibility criteria for ADA if you possess “Proof of Disability/Certification of Job Readiness” which includes any of the following:

- Statements or letters on a physician’s/medical professional’s letterhead stationary.
- Statements, records or letters from the Federal Government agency that issues or provides disability benefits.
- Statements, records or letters from a State Vocational Rehabilitation Agency counselor.
- Certification from a private Vocational Rehabilitation or other Counselor that issues or provides disability benefits.

NOTE: Proof of the disability is required for appointments of persons with mental retardation, severe physical disabilities, or psychiatric disabilities.

Certification of job readiness is a determination that applicants with disabilities are likely to succeed in the performance of the duties of the position he or she is seeking.

FLETC will accept as proof of disability documentation from a licensed medical professional (e.g., a physician or other medical professional duly certified by a State, the District of Columbia, or a U.S. territory, to practice medicine); a licensed vocational rehabilitation specialist (i.e., State or private); or any Federal agency, State agency, or an agency of the District of Columbia or a U.S. territory that issues or provides disability benefits.

How to Apply for the VAF:

All individuals submitting VAF applications are responsible for:

- Submitting an application, Optional Form 612 (Optional Application for Federal Employment) or resume with required information. The Optional Form 612 may be obtained from http://www.opm.gov/forms/pdf_fill/of612.pdf.
- Submitting a signed and dated OF-306 (Declaration of Federal Employment). This form may be obtained from http://www.opm.gov/forms/pdf_fill/of0306.pdf.
- Identifying the job series and grade level for which they wish to be considered.
- Ensuring that sufficient information is included with the application concerning work experience, knowledge, skills, abilities, and other characteristics pertinent to the position(s) of interest.
- Submitting appropriate supplemental documentation verifying noncompetitive eligibility (SF Form 50, Notification of Personnel Action; DD Form 214, Certificate of Release or Discharge from Active Duty; Official Notice from the Veterans Administration designating a specific disability awarded, etc.)
- Submitting an SF Form 15, Application for 10-point Veteran Preference. This form may be obtained from http://www.opm.gov/forms/pdf_fill/sf15.pdf.
- Ensuring application reflects interest in employment through the VAF.
- Identifying preference in employment location (Glynco, Georgia, Charleston, South Carolina, Cheltenham, Maryland, Artesia, New Mexico or Washington, DC).

Note: The Office of Personnel Management (OPM) only accepts attendance and/or degrees from schools that are accredited institutions recognized by the U.S. Department of Education. Additional information may be obtained at OPM and U.S. Department of Education websites: <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills, for example, other languages, computer software/hardware, tools, machinery, and certified typing speed
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments

WHERE DO I SEND MY APPLICATION?

**FEDERAL LAW ENFORCEMENT TRAINING CENTER
1131 CHAPEL CROSSING ROAD
GLYNCO, GA 31524
ATTENTION: VAF; Bldg 46/HCOD
Job Information 912-267-2289
Email address: FLETC-voluntaryapplicantfile@dhs.gov**

Note: Applications sent in U.S. Government postage-paid envelopes, facsimile (FAX), electronic mail (e-mail) or submitted through Federal Agency special courier services will not be considered.

VOLUNTARY APPLICANT FILE APPLICANT CHECKLIST

Before submitting your applications to the Voluntary Applicant File make sure:

- ✓ You have identified your application as VAF. You can do this by simply writing VAF on the top of your resume or writing VAF in the Announcement Number Block on the OF-612.
- ✓ You have identified the job series' and grade-levels for which you desire consideration.
- ✓ You have ensured that sufficient information is included with your application concerning work experience, knowledge, skills, abilities, and other characteristics pertinent to the type of position(s) you are applying for.
- ✓ You submitted appropriate supplemental documentation verifying non-competitive eligibility;
 - Notification Personnel Action (SF-50)
 - Certificate of Release or Discharge from Active Duty (DD-214)
 - Letter from Veteran Administration (VA) for disabled veterans'
 - Application for 10-point Veteran's Preference (SF-15)
 - Proof of Disability/Certification of Job Readiness for American's with Disability Act (ADA)
 - Declaration of Federal Employment (OF 306)
- ✓ You have identified your preference in employment location(s).
 - [] Artesia, New Mexico
 - [] Charleston, South Carolina
 - [] Cheltenham, Maryland
 - [] Glynco, Georgia
 - [] Washington DC

Failure to meet the above requirements may adversely affect full consideration. Voluntary applications are maintained for a period of one year, and any changes in address, telephone number or email address must be reported during that timeframe.

VOLUNTARY APPLICANT FILE (VAF) FORM
(Cover Sheet)
5/12/09

| | |
|--|--|
| PART I –Identification | |
| | |
| 1. Employee’s Name: | |
| 2. Current Position: | |
| Title, Series and Grade: | |
| 3. Duty Location: | |
| 4. Daytime Phone: ()) | |
| 5. Email Address: | |
| | |
| PART II-Registration Request | |
| | |
| 1. Limit consideration to current series: Yes No | |
| | |
| If yes, please indicate the series you wish to be considered for: _____ | |
| | |
| If no, please indicate in the space below no more than five specific series you desire. The series you select at this time may not be changed for a period of one year. | |
| _____ | |
| | |
| 2. What is the lowest grade level you are willing to accept? _____ | |
| | |
| 3. Applicant willing to relocate: Yes No | |
| If yes, please indicate the geographic areas that you wish to be considered for: | |
| [] Artesia, New Mexico | |
| [] Charleston, South Carolina | |
| [] Cheltenham, Maryland | |
| [] Glynco, Georgia | |
| [] Washington, DC | |
| | |
| PART III-Certification | |
| Voluntary applications are maintained for a period of one year, and any changes in address, telephone number or email address must be reported during that timeframe. | |
| | |
| Signature of applicant _____ Date _____ | |

Available Titles and Series

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|---|------|-----------------------------------|------|
| Safety and Occupation Health Specialist | 0018 | Student Trainee (Contract Comp) | 1199 |
| Environmental Protection Specialist | 0028 | Facilities Project Manager | 1601 |
| Security Specialist | 0080 | Facilities Service Assistant | 1603 |
| Security Assistant | 0086 | Facilities Project Manager | 1640 |
| Student Trainee (Security) | 0099 | Student Trainee | 1699 |
| Stress Management Specialist | 0101 | (Facilities Service) | |
| Social Worker | 0185 | Senior Training Research Analyst | 1701 |
| Recreation Specialist | 0188 | Training Technician | 1702 |
| Student Trainee (Social Science) | 0199 | Training Administrator | 1712 |
| Human Resources Specialist | 0201 | Instructional Systems Specialist | 1750 |
| Human Resources Assistant (OA) | 0203 | Student Trainee (Training) | 1799 |
| EEO Specialist | 0260 | Law Enforcement Specialist (Inst) | 1801 |
| Student Trainee (Clerk) | 0299 | Investigative Assistant | 1802 |
| Various Titles | 0301 | Criminal Investigator | 1811 |
| Clerk (OA) | 0303 | Student Trainee (Instructor) | 1899 |
| Secretary (OA) | 0318 | General Supply Specialist | 2001 |
| Office Automation Assistant | 0326 | Supply Technician | 2005 |
| Program Manager | 0340 | Inventory Management Specialist | 2010 |
| Administrative Officer | 0341 | Student Trainee (Supply) | 2099 |
| Support Service Specialist | 0342 | Transportation Specialist | 2101 |
| Program Analyst | 0343 | Transportation Assistant | 2102 |
| Program Assistant (OA) | 0344 | Information Technology Specialist | 2210 |
| Equipment Operator | 0350 | Utility Systems Operator | 4742 |
| EEO Assistant (OA) | 0361 | Maintenance Mechanic | 4749 |
| Telecommunication Specialist | 0391 | Boiler Plant Equipment Mechanic | 5309 |
| Student Trainee (Administration) | 0399 | Utility Systems Repair-Operator | 5406 |
| Financial Technician | 0503 | Mobile Equipment Server | 5806 |
| Accountant | 0510 | Automotive Mechanic | 5823 |
| Accounting Technician | 0525 | | |
| Budget Officer | 0560 | | |
| Budget Technician | 0561 | | |
| Student Trainee (Budget Technician) | 0599 | | |
| Interdisciplinary Engineer | 08XX | | |
| Architect | 0801 | | |
| Construction Representative | 0809 | | |
| Civil Engineer | 0810 | | |
| Mechanical Engineer | 0830 | | |
| Computer Engineer | 0854 | | |
| Student Trainee (Security) | 0899 | | |
| Attorney Adviser | 0905 | | |
| Paralegal Specialist | 0950 | | |
| Public Affairs Specialist | 1035 | | |
| Audio Visual Support Specialist | 1071 | | |
| Visual Information Specialist | 1084 | | |
| Contract Compliance Specialist | 1101 | | |
| Contract Specialist | 1102 | | |
| Property Disposal Specialist | 1104 | | |
| Procurement Technician | 1106 | | |