

Non-Competitive Special Hiring Authorities for Veterans as TCF Trainees – 1102 Contracting Series – Veterans Health Administration

VHA is soliciting candidates for **TCF Contracting Specialist** positions. The documentation listed below is required **NLT May 4, 2020** and candidates **must** reside within a 50 miles radius of the location.

Non-Competitive Special Hiring Authorities (**30% or more disabled, VRA, Schedule A**) will be utilized to hire eligible Veterans without competition to the GS-5 Target GS-9 grade level position. Please forward the required documentation to Eugenia Uter at Eugenia.Uter@va.gov.

VRA – VRA allows agencies to hire eligible Veterans through VRA eligibility or based on a Veteran's service-connected disability without competition through the GS-11 grade level.

Who is eligible?

- Disabled Veterans; or
- Veterans with active duty during a war, or during time when a campaign badge is authorized; or
- Veterans who received an Armed Forces Services Medal; or
- Recently separated Veterans (typically within the last three years) AND
- Separated under honorable conditions

Documentation Required

- 1) Resume (please include starting and ending dates of employment, month and year, and hours worked per week, and salary information).
- 2) DD FM 214 (copy 2 or 4) for the period of service you're claiming preference
- 3) Disability Letter
- 4) Unofficial Transcript

Who is eligible?

- Disabled Veterans who retired from active military service with a service-connected disability rating of 30 percent or more; and
- Disabled Veterans rated by the VA as having a compensable service-connected disability of 30 percent or more.

Documentation Required

- DD-214 (Member Copy 4) for the period of service which you are claiming preference)
- 30 % or more rating disability letter from the VA

Schedule A – Schedule "A" authority allows agencies to hire eligible Disabled Veterans and persons with disabilities, who have a severe physical, psychological or intellectual disability to be hired without competition.

Who is eligible?

- Applicant who can show proof of disability documented by a licensed medical professional, licensed Vocational Rehabilitation Specialist, or Federal or State agency.
- Certification of job readiness for the job applied for from a licensed medical professional

Documentation Required

Schedule A appointment documentation

CURRENT VACANCY LOCATIONS

- Dublin, GA; Atlanta, GA; Vancouver, WA; Murfreesboro, TN
- McClellan, CA (Sacramento, CA); Manchester, NH; West Haven, CT
- Lebanon, PA; Hampton, VA; Charleston, SC; Kettering, OH
- Ann Arbor, MI; Leavenworth, KS; Indianapolis, IN

Applicant must live within 50 miles of this location.

Qualifications for the Contracting Specialist, Series 1102

To qualify for this position, applicants must meet all requirements within 30 days of the closing date of this announcement.

Contract Specialist (Technical Career Field (TCF) Trainee) / PD# 40001-A

Knowledge will be gained of basic procurement procedures and techniques to carry out recurring assignments that involved the use of the sealed bid method that will be gained of negotiated procurement procedures, and the laws, regulations, and precedents governing procurements by this method, to perform developmental assignments or segments of large procurement actions. Skill in solving practical problems relating to transportation, commodity usage, interchangeabilities, and pricing matters as they relate to the development of specifications or to contract administration involving product quality. Trainee will obtain knowledge of Logistics support at a healthcare facility. Trainee shall be knowledgeable and capable of providing good customer service.

Travel Required

- Occasional travel
- You may be expected to travel for this position.

Conditions of Employment

- You must be a US citizen to apply for this job.
- Subject to a background/suitability investigation.
- Selective Service Registration is required for males born after 12/31/1959.
- Position requires filing a Financial Disclosure report
- Physical Requirements: The subject position is primarily of an administrative nature in an office setting

Qualifications

To qualify for this position, applicants must meet all requirements within 30 days of the closing date of this announcement. **Time-in-grade:** Applicants who are current Federal employees or who have held a GS grade anytime in the past 52 weeks must also meet time in-grade requirements. For a GS-5 position you must have served 52 weeks at the GS-4 level.

Basic Requirements for GS-5:

A 4-year course of study leading to a bachelor's degree with a major in any field; **OR**, At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

TCF is a national workforce development program within VHA that was designed to replenish technical staff in critically identified positions. The TCF career fields represent those technical fields where VA-specific knowledge and experience is desirable for success in the field. Individuals selected follow a formal training plan for 2 years during which they are trained, coached, and supervised by a preceptor. Preceptors are selected annually, through an extensive application process, for their technical expertise, their commitment to training and the suitability of their facility as a training location.

RECENT GRADUATES: Selectees will be required to sign Training, Continued Service and Participant Agreements.

- **Education**

APPLICANTS PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement). Therefore, applicants must report attendance and/or degrees from only these schools. Applicants can verify accreditation at the following websites: www.ed.gov/admins/finaid/accred/index.html and <http://ope.ed.gov/accreditation/>.

- **Required Documents**

To apply for this position, you must provide a complete Application Package which includes:

The following documents are required:

1. Your Resume (Must include series, grade, step, starting and ending dates of employment, month and year, and hours worked per week, and salary information).
2. If you are a **current or former Federal employee**, you must submit a copy of your **last or most recent** signed Notification of Personnel Action (SF50) showing

your position, title, series, grade and eligibility. Applicants who fail to submit this form will be rated **INELIGIBLE** (SF-50 must be in PDF format; text format will not be accepted). **Note:** Your SF-50 must reflect the grade and step information equivalent to or greater than the grade lower than the position you are applying to. This may not always be your most recent SF-50. **You may need to submit more than one SF-50.**

3. To receive consideration as a **Veteran** you must provide legible copies of your DD-214, member 4 copy or another copy that shows all dates of service as well as character of service (honorable, general, etc.) or a statement of service signed by the commander or you will be deemed INELIGIBLE. Note: More than one DD-214 may be needed to show all dates of service.
 4. Performance Appraisal - This document is **optional** for all applicants
 5. Military Spouses must submit: Marriage Certificate. Copy of the sponsor's permanent change of station orders showing you as an authorized dependent or when the veteran is unemployed and is rated by appropriate military or Department of Veterans Affairs authorities to be 100 percent disabled and/or unemployable. Statement that spouse preference is requested for this vacancy and has not previously been used to obtain a position in the commuting area.
 6. Copy of unofficial transcripts. Must show name of college to determine accreditation. If qualifying based on degree, or for positions requiring a degree, the transcript must show date the degree was conferred. **If selected, you must provide official transcripts.** **NOTE:** Transcripts should state degree conferred and have a date.
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******Selectees will be required to sign Training, Continued Service and Participant Agreements.**