

## Additional Information for "Other Requirements" in Job Opportunity Announcements

Some statements included in the "Other Requirements" section of Army job opportunity announcements are discussed in greater detail below.

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**Must be able to obtain and maintain a top secret security clearance.** Position is designated critical sensitive as defined in DoD 5200.2-R. This requires that a personnel security investigation be adjudicated on a pre-appointment basis which may take up to 120 days or longer to process. The selectee may be allowed to start work prior to adjudication if management approved. Obtaining and maintaining a top secret clearance is a condition of employment. If the security clearance is denied or revoked, the individual may be denied or removed from the position, accordingly.

**Must be able to obtain and maintain a secret security clearance.** Position is designated non-critical sensitive as defined in DoD 5200.2-R. This requires that a personnel security investigation be adjudicated on a pre-appointment basis which may take up to 90 days or longer to process. The selectee may be allowed to start work prior to adjudication if management approved. Obtaining and maintaining a secret security clearance is a condition of employment. If the security clearance is denied or revoked, the individual may be denied or removed from the position, accordingly.

**Personnel security investigation required.** Position is non-sensitive and requires a personnel security investigation on a post-appointment basis only.

**Child Care Criminal History background checks may be required prior to movement to position.** Child care requirements for pre-employment checks must be completed, documented and the findings favorably adjudicated. NACI and other background checks must be adjudicated for continued employment in Child Development Services or a Youth Services position.

**Must file annual financial statement.** Selected applicant will be required to file an annual Confidential Statement of Employment and Financial Interests with the local Office of the Staff Judge Advocate in compliance with 5 CFR Part 2634, and DoD 5500.7-R, Chapter 7.

**Position is designated as Emergency Essential.** The person selected for this position must sign a statement of understanding and an agreement to continue to perform the duties of this position in the event of a crisis until relieved by proper authority. Prior to appointment to this position, you must sign a statement documenting your consent to be immunized with the complete anthrax vaccination series and subsequent annual boosters. This is a condition of employment. If selectee has family members overseas, they will be evacuated from the crisis zone with the same priority as other DoD-sponsored evacuees. Members of Ready Reserve must be released from reserve status to go into emergency essential positions.

**A medical examination required.** If selected, satisfactory completion of a medical examination is required before assignment to the position.

**This position is subject to the Lautenberg Amendment to the Gun Control Act of 1968.** This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U.S.C., Section 922(g)(91)). Candidates who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U.S.C., Section 1001).

**Immunization Screening is required.** Hepatitis B immunization is required for all positions with direct patient contact. Applicants may be required to show proof of other immunizations depending on the type of position. Applicants may be subject to a physical examination.

**Must comply with Drug Abuse Testing Program requirements.** This position is a Testing Designated Position (TDP) subject to applicant testing and random drug testing. Applicants tentatively selected for appointment to this position will participate in drug urinalysis testing, unless currently occupying a TDP within the Department of Defense. Tentatively selected applicants will be required to sign DA Form 5019 (Condition of Employment for Certain Civilian Positions Identified as Critical Under the Department of the Army Drug-Free Federal Workplace Program) requiring participation in random drug testing as a condition of employment. A job offer to an applicant who is not a current employee will be withdrawn if the applicant refuses to be tested. Applicants with verified positive test results shall be refused employment. Applications from such individuals shall not be considered for employment for a period of 6 months from the date of the test results.

**Position requires enrollment in either the Nuclear/Chemical/Biological Personnel Reliability Program.** Commanders and directors of organizations having a nuclear, chemical, or biological mission are mandated to ensure that all personnel assigned to positions accessible to chemical, nuclear, or biological materials meet prescribed standards of reliability. Such positions require routine access to biological, chemical or nuclear select agents and toxins; involve security of biological, chemical or nuclear select agents and toxins; or have a direct role in the conduct of operations involving biological, chemical or nuclear select agents and toxins. If selected for the position, you must meet the conditions stated in Army Regulation 50-5, paragraph 2-17 or Army Regulation 50-6, paragraph 2-16, and you must undergo urinalysis testing per Army Regulation 600-85 prior to being certified into the Personnel Reliability Program. After certification, you will be subject to random urinalysis testing as a condition of employment.

**Must provide documents for credentialing for health care positions.** You will be required to provide documentation necessary for credentialing or provide verification from your local MEDDAC certifying that you are currently credentialed.

**Practical Nurse:** Applicants must be currently licensed to practice as practical or vocational nurses in a State or territory of the United States or the District of Columbia or must have applied for a license to practice. Applications of candidates possessing a license must be accompanied by a certified or photo static copy of the license, a notarized statement attesting to the fact, or a citation of the license number and State issuing it. Non-licensed candidates who have completed their training may be appointed subject to obtaining the required license during the probationary period. Those not licensed must furnish the date on which they applied for a license and the jurisdiction involved. No person appointed pending licensure may be retained beyond the probationary period if licensure has not been attained.

**Professional Nurse:** Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. An applicant who has graduated from an approved nursing educational program within the past 12 months may be appointed pending State registration as a professional nurse within 6 months of appointment. No person appointed pending registration may be retained beyond 6 months, or promoted, if registration has not been attained.

**Current state or national certification in the alcohol and drug abuse prevention and treatment field is mandatory.** Applicants are required to have passed a certification test (at the state or national level) in alcohol and other drug abuse rehabilitation services

and have current certification. Applicants must have a current state license as a Psychologist, Professional Counselor (LPC), or Certified Addictions Professional. A copy of the license and current certification must be submitted with the application.

**Medical certification/license is required.** If selected must provide a copy of license registration or certification and maintain current registration as a professional nurse.

**Defense Acquisition Workforce Improvement Act Career Field Position.** DOD Position Certification Level and Training Requirements, All Acquisition Workforce Positions Mandated in Title 10, USC, Section 1723. DOD 5000.52-M, DOD Acquisition Career Development Program, contains specific requirements for acquisition categories and grades/levels. Upon entry into an Acquisition position, the incumbent has 24 months to complete the position requirements without needing to obtain a waiver.

**Selectee must sign a statement agreeing to remain in the position for at least three years.** Person selected for this position must sign a written agreement to remain in the Federal Service in this critical acquisition position for a minimum of three years, unless waived by an authorized official.

**Acquisition Corps membership is required prior to appointment.** All candidates who meet the basic qualification requirements will be considered. Candidates may be screened out if they do not meet Contracting Officer and/or Acquisition Corps requirements. Acquisition Corps members from other services will be accepted by the Army without additional review with proof of Corps membership. Acquisition Corps membership requirements are: A) Bachelor's degree and/or including 24 semester hours in related business disciplines; B) at least four years of experience in an Acquisition position in DOD or in a comparable position in industry or government; and C) other requirements as outlined at the Army Acquisition Support Center website, <http://asc.army.mil/policies-main/alt-workforce-policy-procedure/>.

**One-year supervisory probationary period required.** A one-year probationary period is required if the selectee has not previously met this requirement.

**A written test is required.** If eligible, you will be notified when the test is scheduled. A written test is required. If eligible, you will be notified when the test is scheduled. To be eligible to take the written test, you must be: (1) A citizen of the United States AND (2) At least 18 years old OR at least 16 years old AND have graduated from high school or have been awarded a certificate equivalent to graduating from high school; or have completed a formal vocational training program; or have received a statement from school authorities agreeing with your preference for employment rather than continuing your education; or be currently enrolled in a secondary school and either work only during school vacation periods or work part-time during the school year under a formal student employment program. You must be at least 16 years of age on the day you report for work.

**Maximum 37 years of age restriction.** DoD Policy 1402.4 applies a maximum age standard of 37 years to individuals entering firefighter and law enforcement officer occupations. In accordance with Title 5 U.S.C. 3307, this position is limited to young and physically vigorous individuals.

**Maximum entry age of 36 applies for DoD Air Traffic Controllers.** DoD regulation DoD 1400.25-M, dated December 1996 established a maximum entry age of 36 for original appointment into civilian air traffic controller positions in the Department of Defense.

**Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.** Male applicants must complete the pre-employment certification statement for selective service registration prior

to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

**Direct Deposit of Pay is Required.** As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of the employment action.

**Must sign a mobility agreement if selected.** Individuals selected for specially designated positions or training programs will be required to sign a mobility agreement prior to the effective date. By signing the mobility agreement, the individual understands they may be required to relocate (PCS) to another duty station at a later date. If the position is at an organization that is scheduled for closure or the work is scheduled to realign as a result of Base Realignment and Closure (BRAC), an individual may be required to sign a mobility agreement when selected for the position. For training programs, the mobility agreement commits the Army to providing training, professional development and seasoning assignments, and permanent placement upon graduation or as stipulated in the agreement. In turn, the selectee commits to Army-wide geographical availability in order to receive the optimal training, development and/or placement opportunities deemed at the time to be in the best interests of the Army.

**This is a DOD Demonstration Project position.** Under the Defense Authorization Act, personnel management demonstration programs are operating in numerous Army activities and various other organizations supported by Army civilian personnel centers. Under the streamlined personnel operations for the demonstration projects, the familiar 15 General Schedule grade structure is replaced with broad pay bands that typically encompass a range of grades. For example, acquisition jobs in level NH-II of broad banding encompass the traditional GS-05 through GS-11 grades. Other initiatives under the demonstration projects include simplified job classification, streamlined hiring processes, and expanded developmental opportunities.

**If selected, must be an active member of the US Army Reserve.** For military technician (MT) jobs you are required to be an active member of the U.S. Army Reserve (USAR) according to 10 USC 10216, DOD Directive 1205-18, Army Regulation 140-315. Once employed you must maintain active membership in the USAR. Retired military are ineligible to apply under this announcement because they are not members of the ready reserve and may not become eligible by waiving their retired pay. Retired military personnel having ready reserve assignments are eligible to apply and must show documentation of their assignment (position and unit) when requested.

**This position is obligated.** An obligated position is one to which an employee has statutory restoration rights based on active military service, compensable injury or disability when fully recovered, or return rights based on having served an overseas tour(s). Obligated positions may also cover employees who have been on extended leave without pay under certain circumstances. When a position is obligated to an employee it means that he/she has an entitlement to that position. During the obligation period, the position may be filled on a temporary or permanent basis. When an obligated position is filled, the selected employee is required to sign an agreement acknowledging that (s)he is aware of the obligation and accepts the fact that (s)he may be displaced under reduction in force procedures at a later time.

You may claim Military Spouse Preference. Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified candidates referred for the position and are within reach for selection. If you believe you are entitled to military spouse preference, you must clearly identify your claim for that preference on your application. A copy of the military members PCS orders

are requested at the time of application, however verification of preference will take place at time of selection.

**Applicants claiming veteran's preference must clearly show an entitlement to such preference on the resume and supporting documents submitted.** For preference to be granted, your resume/supplemental information must clearly show your entitlement to preference. This is done by completing veteran's service data questions in the Supplemental Data area to include the following - Dates of active duty military service, campaign badges, medals earned, type of discharge, type of veteran's preference, retired military data (as appropriate) and possession of supporting documentation to claim 10-point preference such as a purple heart, official certification for service-connected disability compensation or disability retirement pay, or other appropriate information that substantiates your claim of veterans preference. If you do not provide this information, you will not receive the preference to which you may be entitled.

**DCIPS Excepted Position:** This position falls within the scope of the Defense Civilian Intelligence Personnel System (DCIPS), an EXCEPTED SERVICE personnel system for the civilian intelligence employees of the Military Departments. As such, appointment to this position does not confer competitive status. DCIPS employees may be considered for positions in the competitive service only if: (1) they have personal competitive status by virtue of previous employment in the competitive service; or (2) after they have passed an open competitive examination conducted by or under the guidelines of the OPM. DCIPS employees are entitled to the same retirement, health, and life insurance, leave, and injury compensation benefits as other Federal employees.