

# 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](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](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](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](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; Townhouse 393  
Job Information 912-267-2289  
Email address: [FLETCVoluntaryApplicantFile@dhs.gov](mailto:FLETCVoluntaryApplicantFile@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 <b>five</b> 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 <b>lowest</b> 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	
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Signature of applicant _____ Date _____	

## Available Titles and Series

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		