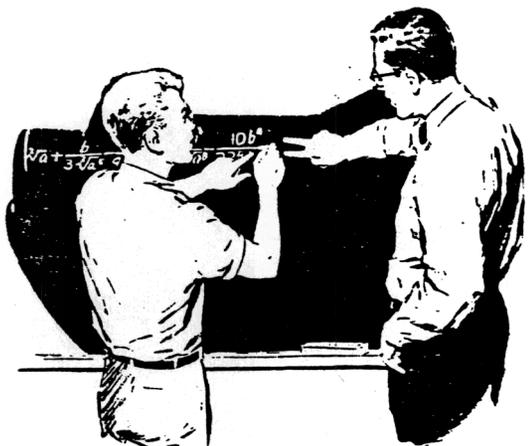


APPLYING FOR EMPLOYMENT  
AT  
FORT SAM HOUSTON



FOREWORD

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, SEX, RELIGION, POLITICS, AGE, NATIONAL ORIGIN, MENTAL OR PHYSICAL HANDICAP, MARITAL STATUS, OR AFFILIATION OR NON-AFFILIATION WITH AN EMPLOYEE ORGANIZATION.

THIS PAMPHLET IS NOT INTENDED TO COVER EVERY AVENUE TO EMPLOYMENT AT FORT SAM HOUSTON OR TO PROVIDE ALL-INCLUSIVE INFORMATION REGARDING FEDERAL EMPLOYMENT. HOWEVER, IT DOES REPRESENT THE MANNER IN WHICH MOST POSITIONS ARE FILLED FROM OUTSIDE SOURCES AND PROVIDES BASIC INFORMATION IN ANSWER TO QUESTIONS WE HAVE FOUND ARE FREQUENTLY ASKED. BY DETERMINING THE JOBS IN WHICH YOU ARE INTERESTED AND FOR WHICH YOU ARE QUALIFIED, AND BY FOLLOWING THESE GUIDELINES, YOU CAN COMPETE FOR EMPLOYMENT OPPORTUNITIES AT FORT SAM HOUSTON.

DEPARTMENT OF THE ARMY  
HEADQUARTERS, FORT SAM HOUSTON  
Fort Sam Houston, Texas 78234

FSH Pamphlet  
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Civilian Personnel  
APPLYING FOR EMPLOYMENT AT FORT SAM HOUSTON

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PURPOSE OF THE CIVILIAN RECRUITMENT OFFICE

Since implementation of the Civil Service Reform Act in 1978, the Office of Personnel Management (OPM), formerly the Civil Service Commission, has been delegating to Federal agencies the authority to recruit/examine and hire individuals interested in Federal jobs. This means that recruitment for many jobs at Fort Sam Houston may now be conducted locally. Although this authority allows Fort Sam Houston to conduct more local recruiting, the same merit principles for open and fair competition still exist, such as posting public notices, scoring applications, and observing veterans' preference.

In addition to the delegated authorities, Fort Sam Houston is also able to use other special appointing authorities for individuals who are eligible. These include, but are not limited to, the Veterans' Readjustment Appointment Authority (for Vietnam era veterans), the non-competitive appointment of veterans with a service-connected disability of 30% or more, employment of the severely handicapped, transfer of current Federal employees and reinstatement of former Federal employees. Each of these methods of making application for Federal employment is discussed in this information pamphlet.

If you are not eligible for appointment through one of the programs described in this pamphlet, refer to the section for procedures in obtaining Federal employment through the Office of Personnel Management Federal Job Information Center.

These various hiring sources can be used independently of each other, and no program has priority which requires it to be used before others. To effectively use all of these hiring sources shown above, the Civilian Personnel Office, Fort Sam Houston, has established a separate Civilian Recruitment office. This recruitment office was established to provide a source of information about employment opportunities and programs at Fort Sam Houston and to administer examining authorities which have been delegated to Fort Sam Houston by the Office of Personnel Management.

Sharing office facilities in the Civilian Recruitment Office is the Non-appropriated Fund Personnel Branch which provides recruiting and processing assistance for all nonappropriated fund activities at Fort Sam Houston. These activities include the Officers' and Noncommissioned Officers' Clubs, the Dependent Youth Activities, golf course, and the Guest House.

The Civilian Recruitment Office is located in Building 340. (See map at page 18.)

PROMOTION/REASSIGNMENT/CHANGE TO LOWER GRADE  
FROM OTHER ARMY ACTIVITIES

This section is for the information of those Army employees who are not serviced by the Fort Sam Houston Civilian Personnel Office. If you are an employee serviced by the Fort Sam Houston Civilian Personnel Office, you should consult with your supervisor on how to apply using local procedures.

PROMOTION

If you are a nontemporary Army employee serving on a Career, a Career-Conditional, VRA, or Schedule A Handicapped Appointment, you may apply for promotion to a higher grade to any position for which you feel you meet qualifications and other (e.g., time-in-grade) requirements. You must submit the following for each series for which you wish consideration:

- SF-171, Personal Qualifications Statement, with original signature. Item 1 must indicate the series and grade(s) for which you are applying. Item 2 is not completed since you must submit an application package for each series.
- SF-50, Notification of Personnel Action, indicating in block 12 one of the types of qualifying appointments listed above. SF-50 indicating other types of actions (such as reinstatement, transfer, etc.) are not appropriate.
- SF-50, Notification of Personnel Action, showing current nontemporary employment in the Department of the Army, if different from SF-50 required above. If you are on leave without pay (LWOP) from an Army activity, that SF-50 placing you on LWOP would be sufficient for this purpose.
- A copy of SF-75, Preliminary Employment Data, may be submitted in lieu of SF-50 if your activity has provided one to you.

OPM Form 1386, Background Survey Questionnaire, should also be submitted. Submission of this form is voluntary and will not affect your application.

When accepted, your application(s) will remain on file for one year. During that period, if promotion candidates are considered for the series for which you made application, you will be given appropriate consideration. If your application indicates that you meet the minimum qualifications requirements, you will be asked to provide additional information demonstrating your possession of the highly qualifying criteria for the specific position involved.

REASSIGNMENT/CHANGE TO LOWER GRADE

Applications for reassignment to the same grade/change to lower grade will be accepted for positions which are posted on the current "Acceptance List for Federal Employees" posted in the Civilian Recruitment Office. This list, which contains both current and anticipated vacancies, is subject to change without notice. Refer to the instructions for promotion above for a list of the items to submit for each position.

TRANSFER FROM ANOTHER FEDERAL AGENCY TO FORT SAM HOUSTON  
OR REINSTATEMENT INTO FEDERAL SERVICE

If you wish to transfer from another Federal agency or be reinstated into Federal service at Fort Sam Houston, you may make application directly to the Fort Sam Houston Civilian Recruitment Office by providing the appropriate application package as indicated below.

You must first determine the position(s) for which you wish consideration by reviewing the current "Acceptance List" posted in the Civilian Recruitment Office. (This list is posted under the sign "FEDERAL EMPLOYEES AND REINSTATEMENT ELIGIBLES.") This list, which contains vacancies that are either current or anticipated, is subject to change without notice. The position(s) for which you are interested must appear on the list at the time your application is accepted. You must submit one application package per position for which you are applying.

FOR TRANSFER APPLICANTS, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:

(If you are a nontemporary employee serving on a Career-Conditional, Career, VRA, or Schedule A Handicapped Appointment, you may apply for a transfer.)

- SF-171, Personal Qualifications Statement, with original signature. Item 1 must indicate the position title, series, and grade for which the application is being made. Item 2 is not completed since you must submit an application package for each different type of position.

A copy of SF-50, Notification of Personnel Action (or equivalent), indicating in Block 12 one of the types of appointments described above. Copies of SF-50 indicating other personnel actions (such as promotion, transfer, reinstatement, etc.) are not appropriate.

If on leave without pay (LWOP) from another Federal agency, provide a copy of the SF-50 placing you on LWOP.

A copy of SF-75, Preliminary Employment Data, may be submitted in lieu of SF-50 if your employing agency has provided you with one.

OPM Form 1386, Background Survey Questionnaire, should also be submitted. Submission of this form is voluntary and will not affect your application.

FOR REINSTATEMENT APPLICANTS, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:

SF-171, Personal Qualifications Statement, with original signature. (See instructions for Transfer Eligibles above.)

SF-50, Notification of Personnel Action (or equivalent), indicating in Block 12 "Career Conditional Appointment" OR if applicable "Conversion to Career Tenure." (See instructions for Transfer Eligibles above.)

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SF-50 indicating in Block 12 "Separation," "Resignation," or other similar action from your last nontemporary Federal position.

DD Form 214, if you are claiming reinstatement as a veteran and do not have career tenure.

OPM Form 1386, Background Survey Questionnaire, should be submitted. Submission of this form is voluntary and will not affect your application.

Please note that ALL forms are required before the application can be accepted. If you do not have copies of the required SF-50, you may request your record of service by writing to:

Federal Records Center  
General Services Administration  
111 Winnebago Street  
ST. LOUIS MO 63118

Ask for a "Statement of Service" and provide the following information:

Name  
Place and Date of Birth  
Present Address  
Dates and places of Federal employment (if your name has changed, provide name worked under)

Enclose a stamped, self-addressed envelope for more expeditious service. Copies of this statement of service may be used instead of the required SF-50.

When accepted, your application(s) will remain on file for a period of 90 days. During that 90-day period if transfer/reinstatement candidates are considered for the position(s) for which you made application, you will be given appropriate consideration. If not, your application will be destroyed after the 90-day period

DELEGATED EXAMINING AUTHORITY

Until recently, and with few exceptions, anyone interested in Federal employment who had not previously acquired competitive civil service status had to apply through the Office of Personnel Management, which provides recruitment and examining services to the general public for all Federal agencies. With recent policy changes within the Office of Personnel Management, agencies such as Fort Sam Houston were given authority to recruit and examine for specific positions at specific grade levels. Under this authority, applicants from the general public may apply directly to the Fort Sam Houston Civilian Recruitment Office.

Authority has been given to Fort Sam Houston to recruit and examine for certain groups of positions to include Mid-Level (GS-9 through GS-12) and Senior-Level (GS-13 through GS-15). If Fort Sam Houston has a need for certain positions at lower grade levels and we are the predominant employer of the particular skill, we may also have Delegated Examining Authority, but only on a limited basis. Fort Sam Houston also has authority to recruit and examine for temporary positions at grades GS-7 and below and all nonsupervisory wage system (WG) positions.

Vacancy announcements directed to the general public will include a "DEA" prefix before the announcement number (i.e., DEA #4-82 OR DEA #4(T)-82, if advertised for a temporary position). These announcements are posted on the Civilian Recruitment Office bulletin board, posted with the Federal Job Information Center, the Texas Employment Commission Offices, and various minority and veterans' organizations throughout the state. The announcement will be in sufficient detail to provide applicants with information concerning minimum qualifications requirements, proper application procedures, and the opening/closing dates.

The first step in making an application under the Delegated Examining Authority is to READ the announcement carefully. If after reviewing the announcement, you feel you meet all of the requirements as specified you may complete the required forms (SF-171, Personal Qualifications Statement; college transcripts or signed list of courses successfully completed; DD Form(s) 214; SF-15, etc.) and submit them to the Civilian Recruitment Office for employment consideration. Forms are available from the Civilian Recruitment Office or the Federal Job Information Center.

Applications made under the Delegated Examining Authority are evaluated based on the information provided in the application package. The result of this evaluation usually results in a numerical rating which is issued as a "Notice of Rating." Applicants must attain a score of 70 or better in order to be eligible for further consideration under a specific announcement. If rated eligible for consideration, your name will be placed on a list (or register) with other eligible applicants in numerical order, to include veterans' preference, if applicable. Your opportunities of being selected for a position depends upon several factors which include your relative standing on the register, veterans' preference, the number of other eligible applicants and the number of positions to be filled from this recruitment source. Unless specified in the announcement that a register of eligibles will be established for current and anticipated vacancies, the list of eligibles will be terminated after the vacancy has been filled.

Additionally, applications from persons entitled to 10-point veterans' preference will be accepted at any time under the Delegated Examining Authority, provided a competitive appointment has been made to the position applied for (same series and grade) within the preceding 3 years or for which a competitive vacancy notice is about to be issued. Applications of such individuals found to meet the minimum qualifications for the series and grade will be maintained for 3 months and will be considered when issuing any later competitive certificate.

This consideration applies only to Delegated Examining Authority Opportunity Announcements, and not to the other acceptance lists that are posted in the Civilian Recruitment Office.

APPOINTMENT OF CERTAIN FORMER OVERSEAS EMPLOYEES

PURPOSE. Executive Order 12362 permits certain people employed overseas to acquire competitive Civil Service status when they return to the United States. This status means that these individuals may apply to Fort Sam Houston for positions listed on the acceptance list for transfer/reinstatement eligibles.

ELIGIBILITY REQUIREMENTS. To be eligible under this executive order, applicants must:

- a. Have served, since 1 January 1980, at least 24 months overseas in appropriated fund positions (non-appropriated fund or AAFES positions are not creditable) under "Local Hire" appointments within a ten-year period from the first appointment.
- b. Have received a satisfactory or better performance rating for such service.
- c. Currently be a family member of a member of a uniformed service or a civilian employee assigned to the overseas area, and have been in that status while serving in the overseas position(s).
- d. Have accompanied the civilian or uniformed sponsor on official assignment to the overseas post of duty while serving in the overseas position(s).
- e. Be appointed within two years of returning to the United States from the overseas tour of duty during which eligibility was acquired.
- f. Meet all Office of Personnel Management qualification requirements for the position(s) for which applying, including written tests where required.

DEFINITIONS. For purposes of this executive order, the following definitions apply:

- a. "Family Member" means spouses and unmarried children under 23 years of age of uniformed members or civilian employees.
- b. "Overseas Area" means duty locations outside the 50 United States, the District of Columbia, Guam, Puerto Rico and the Virgin Islands.
- c. "Accompanied" means physically residing with the uniformed member or civilian employee sponsor while serving in the overseas position(s).
- d. "Local Hire Appointments" are any appointments which are made from applicants residing in the overseas area. These appointments may be made under several different authorities.

DOCUMENTATION REQUIRED. In order to demonstrate that all of the eligibility requirements listed above are met, applicants should submit the following for each position in which they are interested:

- SF-171, Personal Qualifications Statement, with original signature. Item 1 must indicate the position title, series and grade for which application is made.
- Copies of all notifications of personnel action (SF 50 or equivalent) beginning and ending any overseas appointments. A transcript of service from the Federal Records Center in St. Louis is also acceptable.

Copies of orders listing the applicant as a family member, and assigning the civilian or uniformed sponsor both to the overseas areas and returning from the overseas area during the time of the overseas appointment(s).

Copies of any official performance ratings received during the overseas appointment(s).

VETERANS' READJUSTMENT APPOINTMENT AUTHORITY (VRA)

Veterans' readjustment appointments are used to give job and training opportunities to Vietnam era veterans--those with service between 5 August 1964 and 7 May 1975.

A Vietnam era veteran is one who served on active duty for a period of more than 180 days, any part of which occurred during the Vietnam era, and was discharged or released therefrom with other than a dishonorable discharge, or was discharged or released from active duty for a service-connected disability, if any part of such active duty was performed during the Vietnam era. (An initial period of active duty for training under the "6-month" Reserve or National Guard programs does not count.)

In addition to the above, to be considered eligible for this program a candidate (1) must be a U.S. citizen; (2) must have completed no more than 2 years of education beyond graduation from high school (or the equivalent) (waived for compensably disabled veterans and veterans separated with service-connected disabilities); and (3) must agree to complete an approved program of education and/or training during employment.

Eligibility under the Veterans' Readjustment Appointment authority allows candidates to apply to Fort Sam Houston for employment consideration; it does not entitle individuals to an offer of employment. This program provides increased staffing flexibility to Fort Sam Houston and is used along with other appointment methods.

Veterans' Readjustment Appointments lead to competitive civil service status with career-conditional tenure after two years of satisfactory performance and completion of the required training or educational program.

The VRA authority is used in making appointments to positions in grades GS-1/WG-1 through GS-7/WG-7.

A list of current/anticipated vacancies is maintained in the Civilian Recruitment Office. This list is subject to change without notice. The position(s) for which you are interested must appear on the list at the time your application package is accepted. You must submit one application package per position for which you are applying.

TO APPLY UNDER THE VRA AUTHORITY, THE FOLLOWING DOCUMENTS ARE REQUIRED:

SF-171, Personal Qualifications Statement, with original signature. Item 1 will indicate the position title, series, and grade for which the application is being made. Item 2 is not used, since you must submit a separate application for each position.

A copy of DD-214 (do not submit the original) which reflects active duty during the Vietnam era. NOTE: If DD-214 is dated July 1979 or after, COPY 4 must be submitted as it reflects the character of discharge. The actual dates of entry or separation must be during the Vietnam era.

SF-15, Claim for 10-point veterans' preference, if claiming compensable or service-connected disability and all documents required as proof (indicated on the reverse of the SF-15).

OPM Form 1386, Background Survey Questionnaire, should also be submitted. Submission of this form is voluntary and will not affect your application

All forms are required before your application can be accepted. If you do not have a copy of your DD-214, one may be requested by writing to:

National Personnel Records Center  
Military Personnel Records  
9700 Page Boulevard  
St. Louis, MO 63132

Veterans who initially entered military service after 7 May 1975 are not eligible under the Veterans' Readjustment Appointment authority.

Under the present authority, VRA appointments may be made until 30 September 1984.

When accepted, your application(s) will remain on file for a period of 90 days. During that time if VRA candidates are considered for position(s) for which you made application, you will be given appropriate consideration. If not, your application will be destroyed after the 90-day period.

NON-COMPETITIVE APPOINTMENT OF VETERANS WITH A SERVICE-CONNECTED  
DISABILITY OF 30% OR MORE

A disabled veteran with a compensable service-connected disability of 30% or more may be selected, without competitive examination, for a temporary limited appointment to any position in the competitive service for which he/she is qualified and for which applications are being accepted. The employee may be converted to a career or career-conditional appointment at any time while serving under a temporary limited appointment which was not limited to 60 days or less.

A list of current/anticipated vacancies is maintained in the Civilian Recruitment Office. This list is subject to change without notice. The position(s) for which you are interested must appear on the list at the time your application package is accepted. You must submit one application package per position for which you are applying.

TO APPLY UNDER THIS PROGRAM, THE FOLLOWING DOCUMENTS MUST BE SUBMITTED:

SF-171, Personal Qualifications Statement, with original signature. Item 1 must indicate the position title, series and grade for which the application is being made. Item 2 is not used since you must submit a separate application for each position.

DD-214 (If you do not have a copy, see below for address of where to obtain a copy.)

SF-15, Claim for 10-point Veterans' Preference, and the appropriate documentation as required (i.e., letter from the Veterans Administration, disability retirement orders, etc. -- indicated on the reverse of the SF-15) showing a compensable service-connected disability of 30% or more.

OPM Form 1386, Background Survey Questionnaire, should also be submitted. Submission of this form is voluntary and will not affect your application.

Forms are available at the Civilian Recruitment Office and the Federal Job Information Center.

All forms are required before your application can be accepted. If you do not have a copy of your DD-214, one may be requested by writing to:

National Personnel Records Center  
Military Personnel Records  
9700 Page Blvd.  
ST. LOUIS MO 63132

Letters from the Veterans Administration indicating your possession of a compensable service-connected disability of 30% or more should be dated within the last year. If your letter is over one year old, you should contact the local Veterans Administration for assistance in obtaining a current letter.

When accepted, your application(s) will remain on file for a period of 90 days. During that time if candidates are considered for position(s) for which you made application (under the 30% program), you will be given appropriate consideration. If not, your application will be destroyed after the 90-day period.

PART-TIME EMPLOYMENT

The Federal Employees Part-time Career Employment Act of 1978 (Public Law 95-437) promotes the expansion of part-time employment opportunities in the Federal service.

The part-time program applies to all civilian occupations and authorized positions in grades GS-15 or below (or equivalent--there are some positions excluded, however). Tours of duty are not less than 16 or more than 32 hours per week and are scheduled in advance.

Objectives of the part-time program include (1) increase productivity; (2) expand the number and scope of career part-time employment opportunities to include professional, administrative, technical, clerical, crafts, trades and other occupations and (3) provide an additional management device to support the achievement of equal employment objectives.

Employee benefits include (1) full civil service retirement credit; (2) eligibility for coverage under the Federal Employee's Group Life Insurance Program; and (3) eligibility for coverage under the Federal Employees Health Benefits Program. However, the government pays only a prorata share of its contribution ( $\frac{1}{2}$  time -  $\frac{1}{2}$  of government's contribution). The remainder is paid by the employee.

Leave for part-time employment is as follows:

- Annual leave is earned on a prorated basis depending upon the employee's leave category. It does not affect the amount an employee may carry over into the next leave year.
- Sick leave is earned at the rate of 1 hour for every 20 hours in pay status.
- Part-time employees are eligible for military leave on a prorated basis.
- Holidays are granted if they are regularly scheduled work days.

Positions that are "part-time" will be indicated as such on the various "Acceptance Lists" posted in the Civilian Recruitment Office. If you are applying for part-time employment as a transfer/reinstatement candidate; as a "30% disabled veteran," or under the Veterans' Readjustment Appointment Authority, you should follow the application procedures explained under the specific program for which you are making application.

OFFICE OF PERSONNEL MANAGEMENT FEDERAL JOB INFORMATION CENTER

If you are not eligible to apply for any of the appointing authorities mentioned, you should contact the Federal Job Information Center (FJIC) at the Office of Personnel Management. The Office of Personnel Management is responsible for recruiting and examining applicants from the general public for all Federal agencies. The FJIC can provide you with information about application and test procedures, job requirements and qualifications and job skills that are in high demand and whether or not applications are being accepted for the positions, grades, and locations of interest to you.

Depending upon the position applied for, a written test may be required or you can be rated on the basis of your experience and education. If an examination is required, the Office of Personnel Management will send you a notice telling you when and where to take the test. Any questions you have concerning your rating should be directed to the Office of Personnel Management.

For the recording of current application needs, call: 229-6611.

The Federal Job Information Center is located at 643 E. Durango, Hemisfair Plaza, San Antonio, Texas.

COMPLETING THE STANDARD FORM 171, PERSONAL QUALIFICATIONS STATEMENT

The Personal Qualifications Statement, Standard Form 171, is one of the most important keys to getting a job and career development. It is the brief, factual, written record of what a job applicant has done. Since the SF-171 is usually the first introduction a Personnel official or selecting official has to a candidate, it should effectively summarize a person's experience and skills, education, training and development, awards, and outside activities. The information provided in the SF-171 can make the difference between being rated eligible or ineligible for a position.

If the SF-171 is being prepared for a certain job or training program--which frequently happens--you should emphasize your education and experience most relevant to that job.

Find out what the new job requires by studying the vacancy announcement (if applicable), position description and Handbook X-118 (qualification standards). You must complete your SF-171 accurately and completely before being submitted to the Civilian Recruitment Office for employment consideration. If not, it may be returned to you and you may lose employment opportunities. All additional forms required are to be submitted with your initial application; i.e., DD Form(s) 214, appropriate Standard Form 50, transcripts, etc.

It is to your advantage to be thorough in completing the work experience section of the application, since your application is what is used to determine whether you meet the qualification requirements. Describe your duties, responsibilities, and accomplishments in sufficient detail to allow the rater to make an accurate judgment; the rater cannot assume or infer information or experience that you do not provide. You must account for all periods of employment and periods of unemployment exceeding 3 months. The application is reviewed by Personnel Staffing Specialists and the experience shown is evaluated to determine if you meet the minimum qualifications requirements as specified in the Handbook X-118 (Handbook X-118-C for wage grade positions) for the specific position applied for. Indicate all experience--to include unpaid volunteer work. For those with prior military service, indicate all work experience. Qualification determinations are not made using assigned Military Occupational Specialty (MOS) or Federal civilian job titles or series alone. It is up to you to let us know what kinds of work experiences you have had.

You may wish to substitute any education you may have for experience that is allowed in the Qualification Standard. If so, you must submit either a transcript or a signed list of courses which shows the title of the course, the dates and schools where taken, and the grade and number of credits received.

Please refer to the detailed instructions on the SF-171 prior to completing your application. If you have any questions concerning application procedures, please do not hesitate to ASK. Incomplete applications can result in your failure to receive employment consideration.

You must advise the Fort Sam Houston Civilian Personnel Office in writing of any change in your name, mailing address, telephone number or qualifications. Failure to keep any of this information current could result in your failure to receive employment consideration.

MISCELLANEOUS INFORMATION CONCERNING VETERANS

Former members of the uniformed services who seek or accept civil service employment at Fort Sam Houston should consider the information items listed below. The information is taken from various legal and regulatory sources and is only summarized herein.

1. Individuals who entered the Armed Forces after 14 October 1976 are not entitled to veteran's preference unless they served in a campaign or war, or unless they are disabled veterans. (5 USC 2108)
2. Retired members of the Armed Forces may be employed in the Defense Department in the 180-day period after retirement only with the approval of the military department concerned. All retired members are subject to this restriction; no exceptions are made because of a retiree's disability or prior civilian service which makes him/her eligible for reinstatement. All civilian positions are covered except those for which special rates of pay have been authorized. (5 USC 3326)
3. A retired member of the Armed Forces who retired at the rank of major (or its equivalent) or above is not entitled to veteran's preference unless he/she is a disabled veteran. (5 USC 2108)
4. Federal agencies are required to deduct from the pay of employees who are uniformed service retirees an amount equal to the cost-of-living adjustment (COLA) in retiree's retirement pay. This deduction requirement applies to Fiscal Years 1983, 1984, and 1985. (P.L. 97-253)
5. A retired officer of a regular component of a uniformed service who holds a civil service position will have his/her retired or retainer pay reduced to an annual rate equal to the first \$6,736.60 (\$6,775.72 for retired officers 62 and older and for younger officers with disabilities) plus one-half of the remainder, if any. In the operation of the formula for this reduction, the dollar amounts listed above are increased periodically in direct proportion to each increase in retired or retainer pay that reflects changes in the Consumer Price Index. (5 USC 5532)
6. A retired member holding a civil service position will have his/her retired pay reduced if the combined civil service salary and retired pay (reduced as provided under item 5 above if applicable) exceeds \$63,800 per annum. The reduction in retired pay will equal the approximate amount of the excess. The \$63,800 per annum figure is subject to change in accordance with changes in the rate of pay for Level V of the Executive Schedule. This reduction may not apply to retirees holding medical officer positions. (5 USC 5532)

7. A retired member whose service includes 20 or more years of full-time active service (not including periods of active duty for training) is not entitled veteran's preference for civil service reduction-in-force (RIF) purposes. (5 USC 3501)

8. The requirements noted at items 4, 5, 6, and 7 do not apply to retirees who furnish proof that their retired or retainer pay is computed in whole, or in part, based on disability:

a. Resulting from injury or disease received in line of duty as a direct result of armed conflict; or

b. Caused by an instrumentality of war and incurred in line of duty during a period of war.

NONAPPROPRIATED FUND (NAF) EMPLOYMENT

The majority of Federal employees are paid from funds (tax dollars) appropriated by Congress. These employees are usually referred to as "civil service employees" or "appropriated fund employees." They are subject to the laws and regulations administered by the Office of Personnel Management.

Another group of employees are paid from funds generated by the agencies from the sale of goods and services. These employees are usually referred to as "nonappropriated fund employees," since no Federal funds are appropriated by Congress for the programs for which they are employed. Nonappropriated Fund (NAF) employees are not subject to most of the laws and regulations administered by the Office of Personnel Management. They are subject to personnel policies and procedures established by the Department of the Army.

It has been a long-standing policy of the Department of the Army that NAF employees are essential to the military operation and that their standing as individual employees will be comparable to the standing enjoyed by other civilian employees of the Department of the Army.

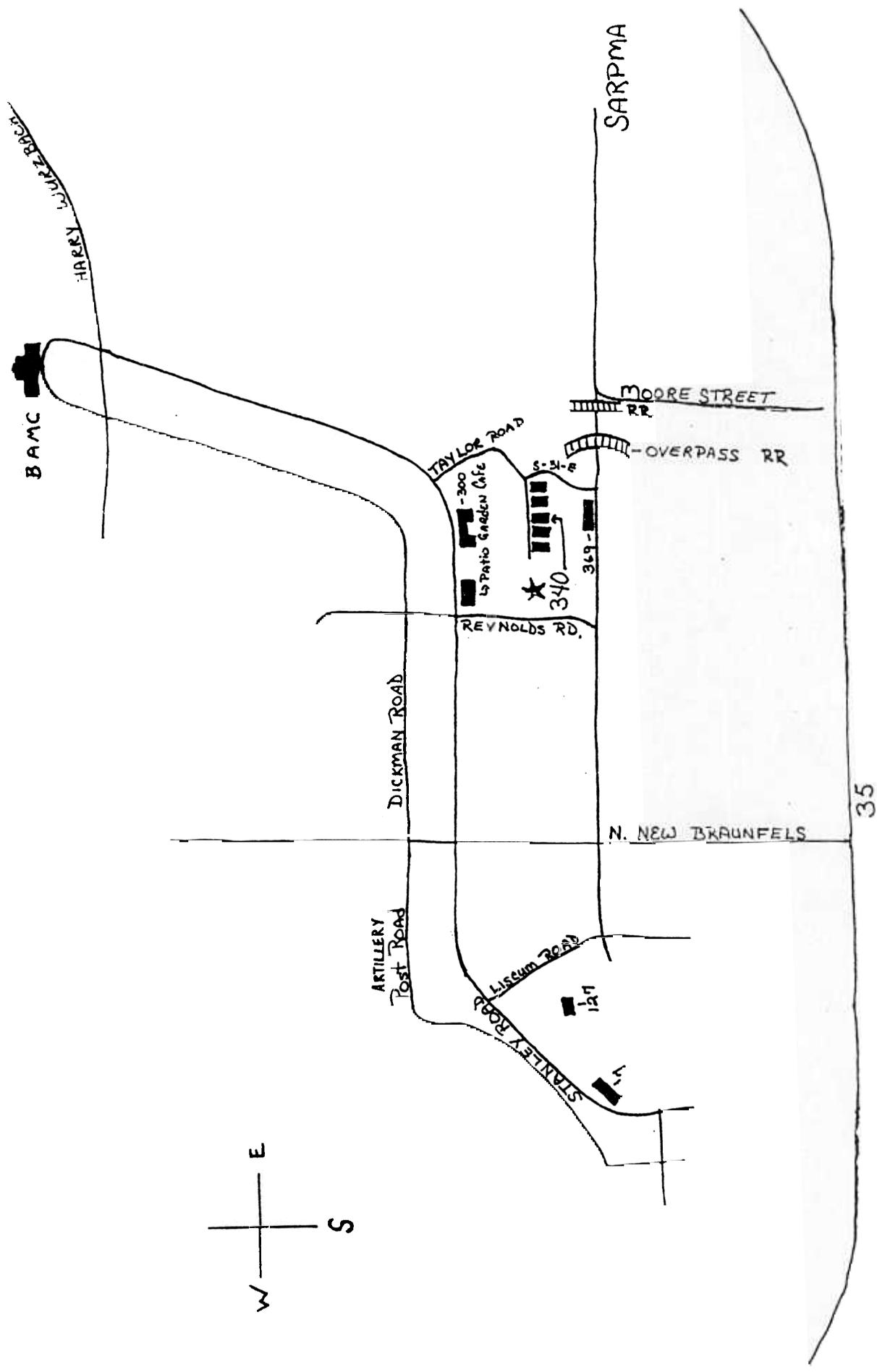
There are many different activities operated by NAF instrumentalities. Some of them are Officers Clubs, Noncommissioned Officer Clubs, Golf Courses, Bowling Centers, Child Care Centers, and Guest Houses. Each of these activities play an important role in providing morale and recreation services to military personnel and their dependents.

NAF positions are filled on the principle of merit; in other words, people are hired, promoted and reassigned on the basis of their qualifications and fitness for the job. The merit principle of selection means essentially that candidates for positions compete and that the best qualified person is selected. There is no discrimination either for or against individuals because of race, sex, color, religion, age, or national origin. It also means that as many qualified persons as possible are considered for each position so that the chances of obtaining outstanding persons for positions are increased.

Some of the NAF positions are: waiters, bartenders, buspersons, cashiers, cooks, janitors and package store clerks. Also, child care attendants, gardeners, and tractor operators, and clerical jobs are available.

Some of the NAF positions are full-time and part-time and some are intermittent on-call. The full-time and part-time employees accrue annual and sick leave and are eligible for employee benefits such as medical and life insurance and retirement.

Applications for these positions are available at the Civilian Recruitment Office.



The proponent office of this pamphlet is the Civilian Personnel Office. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, Fort Sam Houston, ATTN: AFZG-CP, Fort Sam Houston, Texas 78234.

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