

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 067-04

TITLE/SERIES/GRADE: TELLER, GS-0530-04

SALARY: \$21,518-\$27,971 PER ANNUM

OPEN DATE: 10/18/04

CLOSING DATE: 10/25/04

LOCATION: Atsugi Commissary, Customer Service Division, Defense Commissary Agency, Japan

RPA NUMBER (HRO use only): 94701

AREA OF CONSIDERATION: Current permanent federal employees of DeCA Activity only.

NOTES:

1. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will NOT be granted.
2. Applicants who are currently employed overseas and are not receiving allowances and benefits may not be eligible for such allowances and benefits.
3. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
4. Full performance level GS-04.
5. Must file a Confidential Statement of Affiliations and Financial Interest (OGE450) before assuming the duties of this position.
6. VEOA and VRA applicants must submit separate applications for consideration under each program. Indicate "VEOA" or "VRA" on each of the applications. If only one application is submitted and no indication is made, HRO will refer the applicant under "VEOA" if among the best qualified. If no indication is made and the applicant is not among the best qualified, the applicant will be referred under "VRA". An applicant will not be referred for both "VEOA" and "VRA" if only one application is submitted. PLEASE SEE THE SECTION ON VRA ON PAGE 4 OF THIS ANNOUNCEMENT.

DUTIES:

The incumbent prepares cash register trays for Sales Store Checkers. Counts change fund and places funds into separate cash register trays. Verifies checks for completeness and accuracy. Initiates action when checks are improperly prepared by notifying the patron to reissue a valid check. Receives a wide variety of cash items, including all denominations of paper currency and coins in general circulation,

travelers check, cashiers check, coupons etc. Accounts for all cash items turned in daily, including change funds and sales receipts by checking for required signatures, dates and amounts. Accuracy of arithmetic computations, and presence of required sales slips, clearance tapes and credit slips.

QUALIFICATION REQUIREMENTS: One (1) year of general experience **OR** 2 years above high school.

GENERAL EXPERIENCE is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED EXPERIENCE: Experience which equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and that is in or directly related to the position to be filled.

EVALUATION FACTORS: Applicants who meet the minimum qualification requirements will be rated on the following job related Knowledge, Skills and Abilities (KSAs). Applicants are strongly encouraged to address these factors to receive full consideration.

EVALUATION FACTORS (KSAs):

1. Ability to handle cash items to apply cash accountability control methods.
2. Knowledge of negotiability, validity, and genuineness of cash items.
3. Knowledge of cash processing procedures of a commissary store.
4. Ability to work accurately with figures to include reconciling discrepancies between cash items and register totals. Skills in operating a calculator and/or adding machine.
5. Knowledge of Point of Sale-Modernization (POS-M) system and associated reports.

SPECIAL REQUIREMENTS: 1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS. 2. ADDRESS KSAS

INQUIRIES REGARDING THIS VACANCY: Call HRO Atsugi SO 264-3424.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

WHO MAY APPLY: Refer to the **Area of Consideration** for each vacancy announcement. **Atsugi commuting area includes the cities of Atsugi, Ayase, Chigasaki, Ebina, Fujisawa, Hiratsuka, Isehara, Machida, Sagami, Sagami, Samukawa, Yamato, Yokohama, and Zama.** *Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may apply, if within the area of consideration (Ref: Veterans Employment Opportunity Act of 1998 (VEOA98)).*

HOW TO APPLY: Application and forms must be **received** in the **Human Resources Office, Atsugi Satellite Office, PSC 477, Box 12, FPO AP 96306-1212**, in case of sending through US Postal System or **252-1101, Kanagawa-ken Ayase-shi, Fukaya Ogami, US Navy Atsugi Base, Box 12, HRO (Annotate Ann. No.)** in case of sending through Japanese Postal Service by **1600 (4:00 p.m.)** on the **closing/cut-off date** of the announcement. Applications may be submitted by mail or through the drop box located at the Main Gate of Atsugi Base.

Postmark date, faxed or emailed applications will not be accepted. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other extraneous

material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.**

FORMS REQUIRED:

1. [OF 612](#) - Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. ***Those using a resume or other written format should refer to the flyer [OF 510](#) - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
 - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
 - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
 - An original signature and date.
3. Supplemental Experience Statement or separate sheet addressing KSAs (knowledge, skills & abilities) as required by the announcement.
4. Copy of most recent performance appraisal.
5. **SF-50 copy - Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.**
6. DD-214 indicating type of discharge (**Member 4 copy**). If claiming 10 point Veterans' Preference, submit an SF-15 and VA letter or certificate (dated within one year). Required if area of consideration includes VRAs or 30% Disabled Veterans or VEOA98 eligibles.
7. Questionnaire to Application for Federal Employment.
8. Official transcripts OR statement from institution's registrar, dean, or other appropriate official when education is a basic requirement for the position or if desiring to qualify on the basis of substituting education for experience.

9. All other forms and information required in the specific vacancy announcement.

QUALIFICATION REQUIREMENTS: Evaluation will be based on OPM approved qualification standards for the specific occupational series. **Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

TIME-IN-GRADE REQUIREMENTS: Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. TIG restrictions apply to any candidate who within the previous 52 weeks held a General Schedule (GS) position under nontemporary appointment in the competitive service. TIG must be met by the closing date of this announcement. **An individual moving from an excepted appointment to another excepted appointment is NOT subject to TIG.**

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Persons desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institutions registrar, dean, or other appropriate official.) **Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States.**

SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.): S.A.A. is based on **(1)** Class standing—must be in the upper third of the graduating class in the college, university, or major subdivision **OR (2)** Grade-point average—a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or computed based on courses completed during the final 2 years of the curriculum; or b) 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum **OR (3)** honor society membership.

EVALUATION METHOD: Information contained in the application to include KSAs, supplemental experience statement (if required) and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP): Candidates claiming MSP/FMP **must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference.** Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP. Applicants claiming MSP **MUST** address the knowledge, skills, and abilities (KSAs) listed in this announcement. Family members of locally hired DoD civilian employees are not eligible for family member preference.

VETERANS' PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military

department to award the Armed Forces Expeditionary Medal for service in Bosnia during the veterans' preference. More information on veterans' preference is available in the Vet Guide that may be found on the United States Office of Personnel Management web site: www.opm.gov

VETERANS' RECRUITMENT APPOINTMENT (VRA): Changes to the VRA (formerly known as the Veterans Readjustment Act) were enacted under Public Law 107-288. The following individuals are eligible for a VRA appointment:

- Disabled veterans;
- Veterans 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;
- Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; and
- Recently separated veterans. Recently separated veterans are defined as those who have separated from active service within the last three years.

The following provisions are substantial changes in the VRA:

- There are no time restrictions on appointments for those who are disabled veterans and those with a campaign badge or AFSM. This means that these individuals may be appointed or converted to a VRA appointment without regard to any time limit.
- Length of service requirements have been eliminated for all categories of veterans.
- Veterans who are not disabled and who do not have a campaign badge or AFSM may only be appointed **within the first three years after their most recent separation. Once the three years is reached, individuals may not be appointed or converted to a new VRA appointment.** This provision not only affects initial appointments, but also affects current VRA appointees.

DEVELOPMENTAL OR TRAINEE POSITIONS: If selected for a developmental or trainee position, the selectee will undergo training and/or work experience and may be promoted to the intermediate and/or target levels without further competition when eligible and at the supervisor's discretion; however, promotions are not guaranteed.

REASONABLE ACCOMODATION: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.
- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles, who may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to nonselect all candidates or to select from other sources during the recruitment process.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- Selectees to positions that are announced as temporary may be appointed for periods of up to one year in duration, and may be extended for a maximum of 1 additional year, or converted to permanent without further competition.
- **For all positions requiring access to firearms or ammunition:** The Federal government is prohibited from employing individuals in these positions who have ever been convicted of a misdemeanor crime of domestic violence, or a felony crime of domestic violence adjudged on

or after 27 November 2002. Selectees for such positions must submit a completed DD Form 2760, Qualification to Possess Firearms or Ammunition, **before a final job offer can be made.**

- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Initial tour of duty is 36 months. Family members are tied to the sponsor's tour.
- Locality pay does not apply in the overseas area.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification.
- Male candidates who are born after December 31, 1959 will be required to submit proof of registration with the Selective Service System or proof of exemption.
- Military members separating from the military must be within 120 days of the separation date in order to be considered for this position. Must provide separation orders or other document that verifies the separation date.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187, extension 243-8187.