

# HUMAN RESOURCES OFFICE SASEBO JAPAN VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER:** DECA-02-04

**TITLE/SERIES/GRADE:** Store Worker, WG-6914-04 \*OPEN CONTINUOUS POSITION

**SALARY:** \$12.42 - \$14.49 per hour

**OPEN DATE:** 1/16/04

**CLOSING DATE:** 12/17/04

**ORGANIZATION:** Defense Commissary Agency, Hario Commissary

**AREA OF CONSIDERATION:** SOFA status current permanent federal employees (career/career-conditional), VRA eligibles, VEOA eligibles, NAF/AF interchange eligibles, reinstatement eligibles, military spouses/family members and all other U.S. citizens for which there is an appointing authority in the Sasebo commuting area.

## **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. Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire may not be granted to an applicant who does not currently receive these allowances and benefits.
3. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
4. Applicants who are not currently SOFA (Status of Forces Agreement) sponsored **MUST** be able to meet **JAPANESE IMMIGRATION** requirements and SOFA eligibility requirements prior to appointment
5. Those eligible for only an Overseas Limited Appointment (OSL) may be appointed for a period of not to exceed 5 years. (Use only for permanent positions when the AOC includes "other US citizens for which there is an appointing authority")

**DUTIES:** Receives supplies, equipment, and perishable, semi-perishable, and non-perishable resale items in the receiving area of the commissary. Verifies shipments by checking shipping documents, reporting discrepancies and damage to the supervisor. Uses carts and manual or electric pallet jacks to move items. Arranges stock on shelves or display counters in a neat and orderly manner, by commodity, brand and size, and rotates stock on basis of pull dates and freshness. Continually checks for damaged, spoiled, or out-of-date merchandise and brings to the attention of the supervisor. Answers customer's questions, in a courteous and professional manner, regarding location and price of specific items or whether certain items are in stock. Cleans up broken and spilled items and cleans any item(s) in display cases that require cleaning prior to stocking. Observes all safety rules and regulations. When required, wears protective clothing. May be required to perform Sales Store Checker duties. Uses a Portable Data Entry Device (PDED) to scan bar codes to determine product order requirements according to case pack, shelf allocation, and item movement.

## **JOB ELEMENTS:**

1. Ability to do the work of the position without more than normal supervision
2. Work Practices (includes keeping things neat, clean, and in order)
3. Technical Practices (theoretical, precise, artistic)
4. Ability to interpret instructions, specifications, etc. (other than blueprints)
5. Dexterity and Safety

**SCREEN-OUT ELEMENT:** Applicants must attain at least two points on this element in order to be rated eligible.

**INQUIRIES REGARDING THIS VACANCY:** Call HRO at 252-3881/3837 .

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**WHO MAY APPLY:** Refer to the **Area of Consideration** for each vacancy announcement. *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 the area of consideration extends beyond the Department of Defense. (Ref: Veterans Employment Opportunity Act of 1998 (VEOA98))*

**HOW TO APPLY:** Application and forms must be received in the Human Resources Office, Sasebo Satellite, PSC 476 Box 54, FPO AP 96322-0020, Building PW 47, by the closing/cut-off date of the announcement. Applications may be submitted at the Customer Service Desk, Building PW47, between the hours of 08:00 am to 16:00 p.m., Monday through Friday. Postmark dates 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 documents/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. E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

#### **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) or QRF (quality ranking factor) as required by the announcement.
4. Copy of most recent performance appraisal.
5. **\*SF-50 copy - 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 and VEOA 98 eligibles.
7. [Supplemental questionnaire](#) - to be attached with your application.
8. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information: <http://www.sss.gov>.
9. Copy of Sponsor's **PCS orders** and **Dependent Entry Approval**.
10. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.

**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.

**An individual moving from an excepted appointment to another excepted appointment is NOT subject to TIG.**

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

### **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. Applicants who meet the minimum qualification requirements will be rated on the job related KSA's 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.

**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.

**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](http://www.opm.gov)

### **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 that occur in 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. Applicants who are currently employed overseas and are receiving allowances and benefits will be eligible for such allowances and benefits.
- Selectees may be required to obtain a security clearance, and meet all certification requirements (depending on the position to be filled) prior to appointment.

#### **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 non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying 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. Robert Nolan, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 0468-21-1911, extension 243-8187.

**Supplemental Experience Statement for Store Worker, WG-6914-04**

**NAME:** \_\_\_\_\_ **SSN #:** \_\_\_\_\_

**NOTE TO APPLICANTS:** If you need more space to complete this supplemental use additional sheets of plain paper.

This position requires ability to lift heavy objects weighing up to 70 lbs. Please initial that you have read this requirement. \_\_\_\_\_

**Element #1: Ability to do the work of the position without more than normal supervision.**

Describe relevant work experiences. List what kind of work you have performed without the help of a supervisor. Give examples of the kinds of instructions your supervisor has given you. Include any work in supervision or instruction of co-workers or subordinates. Record any experience or training you feel is related to this element.

This information relates to Job # \_\_\_\_\_ on your OF-612/SF-171/Resume.

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**Element #2: Work Practices (includes keeping things neat, clean and in order).**

Place the number of the job listed on your OF-612/SF-171/Resume that demonstrates your level of knowledge or ability on the following table. For each ability or knowledge you possess in Column I, write in Column II the number of each statement that describes your training or experience. Give examples of work performed in Column III.

**COLUMN II: Training/Experience Statement**

1. Occasional use of the ability or knowledge
2. Frequent use
3. Instruct or direct others in use
4. Very thorough ability or knowledge (explain)

<b>Ability or knowledge</b>	<b>COLUMN I Abilities/Knowledges Possessed (Yes or No)</b>	<b>COLUMN II <u>Training/Experience</u> Statement</b>	<b>COLUMN III EXAMPLES OF WORK PERFORMED</b>
Unpacking boxes/crates of produce and groceries			
Trimming & weighing produce			
Marking prices			
Worked on produce displays			
Worked on grocery displays			
Stocking and maintaining shelves			
Worked with perishables (frozen products, Dairy, etc)			
Determining saleability of merchandise			
Making special displays, space commodity Groups, color			

Sorting or produce			
Inspecting for quality and quantity of products			
Wrapped/packaged meat items			
Operated meat wrapping/pricing machine			
Operated cash register			
Keeping records, logs, inventories, etc., making reports.			
Ability to meet a time schedule, deadline, or emergency			

**3a. Ability to interpret instructions, specifications, etc. (not including blueprint reading).**

<b>TYPES OF INSTRUCTIONS YOU HAVE FOLLOWED</b>	<b>INDICATE THE JOB NUMBER(S) WHERE YOU HAVE HAD EXPERIENCE WITH THESE KINDS OF INSTRUCTIONS</b>
Oral directions from supervisor or other person (tell from whom); hand or mechanical signals	
Written directions from supervisor. Work orders.	
Manufacturers' guides, catalogues, etc.; technical manuals, bulletins; codes (list titles).	

**3b. Food Handling and Sanitation training courses you have successfully completed or conducted.**

<b>Training course title</b>	<b>Place/Hours/Date completed</b>	<b>Did you conduct Training?</b>

**3c. Describe what steps you take to maintain cleanliness on the job:**

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**Element #4: Dexterity and Safety**

**1. Describe work you did where you had to observe safety rules to avoid injuring yourself or coworkers (e.g., lifting, climbing, handling materials or equipment, setting scaffolds, rigging, etc.).**

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**2. Safety record: List accidents within the past 5 years. Give dates; state whether at fault and severity. List any safety awards received.**

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After completing this form, look it over carefully to make sure that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

**CERTIFICATION**

I certify that all of the statements made in this supplemental form are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

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**(Signature of Applicant)**

**Date**