

Announcement Number: PHMSA.PSRG-2005-0015

Vacancy Description: General Engineer (Trainee), GS-801-5 / 7 JC

Open Period: 08/26/2005 - 09/16/2005

Series/Grade: GS-0801-05/07

Salary: \$32,084.00 TO \$48,909.00

Promotion Potential: GS-13

**Hiring Agency: DOT, Pipeline and Hazardous Materials
Safety Admin**

Duty Locations: 1 vacancy in Kansas City, MO

**Remarks: PCS is not available. Fax requested
supplemental documentation to (202) 366-
7995. Your completed online application and
resume must be submitted online via DOT's
Careers in Motion website,
<https://jobs.quickhire.com/scripts/dot.exe>
by 11:59 PM Eastern Time on the
announcement closing date. See Vacancy
Announcement for more information.**

**For more information, Jeanette Cooks, 202-366-1298
Contact: TRANSJOBS@fhwa.dot.gov**

Additional Information

Take a journey that will challenge your mind and develop your career. The quality of our lives, the shape of our communities, and the productivity of our Nation's economy depend on our transportation systems. We recognize and value the importance of our workforce and the diversity of backgrounds and ideas that each employee brings. So, we invite you to join us in meeting the challenges of the 21st Century, shaping the future of our organization, and advancing the best transportation system in the World.

WHO MAY APPLY: Applications will be accepted from any U.S. citizen.

This announcement combines a merit promotion and an open competitive announcement in one advertisement. For more information on the Primary Appointing Authorities for Career and Career Conditional Appointments, visit:
<http://www.opm.gov/employ/html/sroa2.htm>.

One Year Probationary Period: Applicants selected under delegated examining procedures may be required to successfully complete a one-year probationary period.

SUMMARY OF DUTIES: As a General Engineer (Trainee) in Office of Pipeline Safety Central Region, you will assist in conducting safety program reviews and provide engineering analyses and evaluations of potential pipeline safety regulatory deficiencies. You assist in performing or directing field surveys and investigations to determine the condition of facilities. Assist in the development and presentation of alternatives in writing and in person in meetings with affected parties. Assist in reviewing the design and specifications for pipeline systems under construction or repair to assure conformance with safety regulations. You will disseminate guidance information on security assessment, information protection, industry security best practices and threat information.

CONDITIONS OF EMPLOYMENT:

- A successful applicant will have to comply with federal ethics laws. For example, because of the restrictions against financial conflicts, the successful applicant (and spouse) may be required to dispose of stock, debentures, or other financial holdings upon appointment, if these holdings pose conflicts of interest.
- Selected employee must be able to obtain and maintain a "Federal" government travel card.
- Selected employee is required to have pre-appointment and random drug testing.
- This position requires frequent travel.

QUALIFICATION REQUIREMENTS: Qualification standards are used to determine which applicants would be able to perform satisfactorily in the positions to be filled. The education, training, experience, or other requirements included in the qualification standards are minimum requirements, i.e., it would be unlikely that an applicant for employment would be able to perform satisfactorily in a particular position or occupational series if he or she did not possess these qualifications.

For the **GS-5:**

You must meet the following **EDUCATION REQUIREMENT:**

The Basic Requirements for Engineers:

A. Degree: Professional Engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience--college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

1. Professional registration--Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
2. Written Test- Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico. Applicants who have passed the EIT examination and have completed all the requirements for either: **(a)** a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or **(b)** a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A. Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.
3. Specified academic courses--Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.
4. Related curriculum--Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

Note: An applicant who meets the basic requirements as specified in A or B above may qualify for positions in any branch of engineering unless selective factors indicate otherwise, or unless he/she qualifies under the provisions of B.2 related to the EIT examination or BET degree.

For the **GS-7**:

To qualify based on experience, you must have at least one full year of specialized experience in the work performed at the next lower grade level for this series (GS-801-5). The specialized experience must include:

- Planning and conducting work for which precedent data, criteria, methods, or techniques are inadequate in some respects, or contain narrow gaps. Investigating a range of variables, and carrying out inspections which processes or results may improve, extend, or validate currently known precedents, data, methods, or techniques.

To qualify based on education, you must have superior academic achievement at the baccalaureate level in a professional engineering curriculum *OR* completion of all the requirements of a Federal baccalaureate level student-trainee program, including 1040 hours of work experience, 320 hours of which was at the GS-5 level *OR* an engineering degree with appropriate experience as a technician equivalent to grade GS-5 or higher may have such experience credited for grade GS-7 only on a month-for-month basis up to a maximum of 12 months.

- You can also qualify based on a combination of specialized experience and graduate level education that will give you the equivalent level of knowledge and expertise.

For additional information on qualifications, please refer to U.S. Office of Personnel Management's Operating Manual - Group Coverage Qualification Standard for Professional and Scientific Positions, dated March 1999, available at <http://www.opm.gov/qualifications/SEC-IV/A/GS-PROF.HTM> or [Click Here](#).

TIME LIMIT FOR MEETING QUALIFICATIONS: Applicants must meet all qualification requirements by the closing date of this announcement.

TIME-IN-GRADE REQUIREMENTS: Under merit promotion procedures, Federal applicants must have served 52 weeks at the next lower grade to satisfy time-in-grade restrictions contained in 5 CFR 300, Subpart F.

BASIS FOR RATING: All applicants will be rated on the extent and quality of experience, education and training relevant to the duties of the position. An automated score is administered based on the on-line application process used. All answers provided in the on-line process must be substantiated by a resume. For more detailed rating information, visit <http://www.fhwa.dot.gov/vacancy/quals/grating1.htm>.

TO APPLY TO THIS ANNOUNCEMENT: Applications are to be submitted on-line via the Careers in Motion website, located at <https://jobs.quickhire.com/scripts/dot.exe>.

(If viewing this announcement on-line at Recruitment One-Stop, a link to the Careers in Motion website is located in the upper right corner of this announcement. If viewing the

announcement on-line at the Careers in Motion website, the link to apply is located at the bottom of the vacancy listing.)

If you are not already registered with QuickHire, you need to register first before you can apply for a vacancy. Once your registration information has been saved, you need to continue, locate the actual vacancy and answer the vacancy specific questions.

For a detailed description of the on-line application process, visit <http://www.fhwa.dot.gov/vacancy/quals/qapplyqh.htm>.

If applying on-line poses a hardship to any applicant, the Human Resources Office will provide assistance. Applicants may contact the Automated Staffing Group for DOT during regular business hours (8:00 a.m. to 4:00 p.m. Eastern Standard Time) prior to the closing date to speak to a representative who can provide assistance at (202) 366-1298.

You will not be considered for the position if any part of the application is incomplete. You must provide the required user information (including your resume in the Careers in Motion system), as well as responses to the questions specific to the vacancy in order to receive consideration. Your resume must support your answers to the questions in the vacancy announcement. High self-assessment in the vacancy questions that is not supported by information in your resume, essay responses, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

REQUIRED DOCUMENTATION: To be considered for this position, most applicants are required to submit some supporting documents. Please review the following list carefully to determine which documents, if any, are required for your application and eligibility.

- **VETERANS:**
 - In order to be considered as a **5-point preference** eligible, you must submit a copy of the Member 4 copy of your Certificate of Release or Discharge From Active Duty, DD214.
 - If you are claiming **10-point preference**, you must submit a copy of your DD214; an Application for 10-point Veteran's Preference, SF15; and the proof of entitlement of this preference which is normally an official statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present existence of the service-connected disability and indicating the percentage of your disability. Without this documentation, you will not receive veteran's preference.
 - Additional information on veterans' preference is available in the Vet's Guide that can be found at:
<http://www.opm.gov/veterans/html/vetguide.htm>.
- If you are applying for this position based on eligibility under a **special appointing authority**, such as Schedule A or VRA, you must submit proof of this eligibility. For additional information on special appointing authorities, visit:
<http://www.opm.gov/employ/html/sroa2.htm>.

- If you are claiming **CTAP/ICTAP** eligibility, you must submit a copy of your most recent performance appraisal (at least "Meets or Exceeds" or equivalent), proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. To be considered under CTAP/ICTAP, you must meet the well-qualified standards for the position. A well-qualified applicant must satisfy the following criteria: In addition to meeting minimum qualifications, including selective factors, education, and experience requirements, the applicant must score at least an 85 (prior to veteran's preference being applied) on the application questions as established and be able to perform the duties of the position upon entry. For information on CTAP/ICTAP, visit: <http://www.opm.gov/ctap>.
- Under merit promotion procedures, **all** current or former federal employees must submit a recent copy of your SF-50, Notification of Personnel Action that verifies your eligibility for consideration under Merit Promotion procedures, your current grade, and the full performance level of your position.
- Under merit promotion procedures, current or former federal employees who wish to be considered non-competitively must submit a copy of an SF-50, Notification of Personnel Action that verifies eligibility for non-competitive consideration. The SF-50 must include the grade and full performance level of the position equal to or greater than the position being advertised.
- If this vacancy announcement lists REQUIRED education **or** if you are SUBSTITUTING EDUCATION FOR EXPERIENCE, you must submit a copy of your college transcript.
- If this vacancy announcement is for an **engineering** position, you must submit either a copy of your Engineer-in-Training (EIT) certificate, a copy of your Professional Engineer (P.E.) license, OR a copy of your college transcript.

*All required supplemental documents **MUST** be received in the Human Resources office by the closing date of this announcement. Documents should be faxed to (202)366-7995 to assure timely receipt. Please indicate your name and the announcement number on each page. Your application will not receive consideration **WITHOUT** the required supporting documentation. **DO NOT SUBMIT UNREQUESTED DOCUMENTATION.** Resumes should only be submitted electronically as part of the application process and are not considered supplemental documents. Unless the vacancy announcement specifically asks for examples of work products, writing samples, letters of reference, pictures, or training certificates, do **NOT** submit them to the Automated Staffing Office. They will not be forwarded to the official making the selection for this vacancy.*

SELECTIVE SERVICE: If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

EEO STATEMENT/ REASONABLE ACCOMMODATIONS: The Department of Transportation (DOT) prohibits discrimination in all programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital and family status.

The Department of Transportation provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and questionnaire process, please notify the specialist listed in the announcement. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact the DOT Disability

Resource Center at (202)-493-0625 (voice or TDD). The decision on granting reasonable accommodations will be on a case-by-case basis. For information concerning reasonable accommodations, visit <http://www.drc.dot.gov/>.

Announcement Number: NHTSA.NVS-2005-0050

Vacancy Description: Mechanical Engineer, GS-830-11 DP

Open Period: 08/24/2005 - 09/14/2005

Series/Grade: GS-0830-11

Salary: \$52,468.00 TO \$68,209.00

Promotion Potential: GS-11

Hiring Agency: DOT, National Highway Traffic Safety Admin

Duty Locations: FEW vacancies Washington, DC

Remarks: PCS not authorized. FEW positions available. Fax requested supplemental documentation to (202) 366-7995. Your completed online application and resume must be submitted online via DOT's Careers in Motion website, <https://jobs.quickhire.com/scripts/dot.exe> by 11:59 PM Eastern Time on the announcement closing date. See Vacancy Announcement for more information.

For more information, Delicia Pinckney, 202-366-1298

Contact: TRANSJOBS@fhwa.dot.gov

Additional Information

Take a journey that will challenge your mind and develop your career. The quality of our lives, the shape of our communities, and the productivity of our Nation's economy depend on our transportation systems. We recognize and value the importance of our workforce and the diversity of backgrounds and ideas that each employee brings. So, we invite you to join us in meeting the challenges of the 21st Century, shaping the future of our organization, and advancing the best transportation system in the World.

WHO MAY APPLY: Applications will be accepted from any U.S. citizen.

This announcement combines a merit promotion and an open competitive announcement in one advertisement. For more information on the Primary Appointing Authorities for Career and Career Conditional Appointments, visit:

<http://www.opm.gov/employ/html/sroa2.htm>.

One Year Probationary Period: Applicants selected under delegated examining procedures may be required to successfully complete a one-year probationary period.

SUMMARY OF DUTIES: This position serves within the Light Duty Vehicle Division of the Office of Crashworthiness Standards (OCW). As the Mechanical Engineer, you will:

- Assist in managing rulemaking program activities, including (1) assisting in the definition of specific program tasks required; (2) coordinating and assisting in obtaining commitments from various NHTSA organizational units; (3) monitoring and reporting of program progress/problems; (4) assisting in taking corrective actions for program problems in cooperation with responsible NHTSA organizational units; and (5) recommending program changes.
- Assist in developing detailed descriptions of proposed solutions to safety problems, document evidence of feasibility, and evaluate possible effectiveness.
- Participate in the assembly, evaluation, and documentation in which proposed standards or other agency problems are at issue.
- Monitor and review activities and results of research, and analyses conducted by expert individuals or organizations.
- Respond to internal request for review and comment on reports, correspondence, drafts of administrative procedures, and other proposed actions.

QUALIFICATION REQUIREMENTS: Qualification standards are used to determine which applicants would be able to perform satisfactorily in the positions to be filled. The education, training, experience, or other requirements included in the qualification standards are minimum requirements, i.e., it would be unlikely that an applicant for employment would be able to perform satisfactorily in a particular position or occupational series if he or she did not possess these qualifications.

You must meet the following **MANDATORY EDUCATION REQUIREMENT**:

- **The Basic Requirements for Engineers:**

A. Degree: Professional Engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any

other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience--college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

1. Professional registration--Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
2. Written Test- Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico. Applicants who have passed the EIT examination and have completed all the requirements for either: **(a)** a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or **(b)** a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A. Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.
3. Specified academic courses--Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.
4. Related curriculum--Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior

professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

Note: An applicant who meets the basic requirements as specified in A or B above may qualify for positions in any branch of engineering unless selective factors indicate otherwise, or unless he/she qualifies under the provisions of B.2 related to the EIT examination or BET degree.

AND

One year of specialized experience equivalent to the next grade level in the Federal service as described below.

For the **GS-11**,

- To qualify based on experience, you must have at least one full year of specialized experience equivalent to the work performed at the next lower grade level for this series (830-09). The specialized experience must include experience which has equipped the applicant with:
 - Thorough knowledge and experience in mechanical engineering concepts, principles and practices applicable to mechanical engineering and structural design, strength of materials, dynamics, vibrations, mechanics, mathematical modeling and computer simulation.
 - Experience in the application of mechanical engineering principles and concepts to the solution of technical problems.
 - Familiarity with other technical disciplines including statistics, computers, and program management.
 - Ability to provide clear explanations through writing.
 - Knowledge of personal computers in establishing and analyzing data bases.
 - Ability to work with other rulemaking professionals and an ability to establish, maintain and cultivate relations with other staff members and supervisors.
- To qualify based on education, you must have 3 years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree. For this position, you must have completed EDUCATION QUALIFICATION in a field related to the position being advertised.
- You can also qualify based on a combination of specialized experience and graduate level education that will give you the equivalent level of knowledge and expertise.

For additional information on the basic qualifications and/or the individual occupational requirements for this position, please refer to the U.S. Office of Personnel Management's Qualifications Standards for General Schedule Positions, dated March 1999, available at <http://www.opm.gov/qualifications/index.asp>.

TIME LIMIT FOR MEETING QUALIFICATIONS: Applicants must meet all qualification requirements by the closing date of this announcement.

TIME-IN-GRADE REQUIREMENTS: Under merit promotion procedures, Federal applicants must have served 52 weeks at the next lower grade to satisfy time-in-grade restrictions contained in 5 CFR 300, Subpart F.

BASIS FOR RATING: All applicants will be rated on the extent and quality of experience, education and training relevant to the duties of the position. An automated score is administered based on the on-line application process used. All answers provided in the on-line process must be substantiated by a resume. For more detailed rating information, visit <http://www.fhwa.dot.gov/vacancy/quals/qrating1.htm>.

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For a detailed description of the on-line application process, visit <http://www.fhwa.dot.gov/vacancy/quals/qapplyqh.htm>.

If applying on-line poses a hardship to any applicant, the Human Resources Office will provide assistance. Applicants may contact the Automated Staffing Group for DOT during regular business hours (8:00 a.m. to 4:00 p.m. Eastern Standard Time) prior to the closing date to speak to a representative who can provide assistance at (202) 366-1298.

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REQUIRED DOCUMENTATION: To be considered for this position, most applicants are required to submit some supporting documents. Please review the following list carefully to determine which documents, if any, are required for your application and eligibility.

- **VETERANS:**
 - In order to be considered as a **5-point preference** eligible, you must submit a copy of the Member 4 copy of your Certificate of Release or Discharge From Active Duty, DD214.
 - If you are claiming **10-point preference**, you must submit a copy of your DD214; an Application for 10-point Veteran's Preference, SF15; and the proof of entitlement of this preference which is normally an official statement, dated 1991 or later, from the Department of Veterans Affairs certifying to the present

existence of the service-connected disability and indicating the percentage of your disability. Without this documentation, you will not receive veteran's preference.

- Additional information on veterans' preference is available in the Vet's Guide that can be found at:

<http://www.opm.gov/veterans/html/vetguide.htm>.

- If you are applying for this position based on eligibility under a **special appointing authority**, such as Schedule A or VRA, you must submit proof of this eligibility. For additional information on special appointing authorities, visit: <http://www.opm.gov/employ/html/sroa2.htm>.
- If you are claiming **CTAP/ICTAP** eligibility, you must submit a copy of your most recent performance appraisal (at least "Meets or Exceeds" or equivalent), proof of eligibility, and your most current SF-50 noting position, grade level, and duty location. To be considered under CTAP/ICTAP, you must meet the well-qualified standards for the position. A well-qualified applicant must satisfy the following criteria: In addition to meeting minimum qualifications, including selective factors, education, and experience requirements, the applicant must score at least an 85 (prior to veteran's preference being applied) on the application questions as established and be able to perform the duties of the position upon entry. For information on CTAP/ICTAP, visit: <http://www.opm.gov/ctap>.
- Under merit promotion procedures, **all** current or former federal employees must submit a recent copy of your SF-50, Notification of Personnel Action that verifies your eligibility for consideration under Merit Promotion procedures, your current grade, and the full performance level of your position.
- Under merit promotion procedures, current or former federal employees who wish to be considered non-competitively must submit a copy of an SF-50, Notification of Personnel Action that verifies eligibility for non-competitive consideration. The SF-50 must include the grade and full performance level of the position equal to or greater than the position being advertised.
- If this vacancy announcement lists **REQUIRED** education **or** if you are **SUBSTITUTING EDUCATION FOR EXPERIENCE**, you must submit a copy of your college transcript.
- If this vacancy announcement is for an **engineering** position, you must submit either a copy of your Engineer-in-Training (EIT) certificate, a copy of your Professional Engineer (P.E.) license, **OR** a copy of your college transcript.

*All required supplemental documents **MUST** be received in the Human Resources office by the closing date of this announcement. Documents should be faxed to (202)366-7995 to assure timely receipt. Please indicate your name and the announcement number on each page. Your application will not receive consideration **WITHOUT** the required supporting documentation. **DO NOT SUBMIT UNREQUESTED DOCUMENTATION**. Resumes should only be submitted electronically as part of the application process and are not considered supplemental documents. Unless the vacancy announcement specifically asks for examples of work products, writing samples, letters of reference, pictures, or training certificates, do **NOT** submit them to the Automated Staffing Office. They will not be forwarded to the official making the selection for this vacancy.*

SELECTIVE SERVICE: If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

EEO STATEMENT/ REASONABLE ACCOMMODATIONS: The Department of Transportation (DOT) prohibits discrimination in all programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital and family status.

The Department of Transportation provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and questionnaire process, please notify the specialist listed in the announcement. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the DOT Disability Resource Center at (202)-493-0625 (voice or TDD). The decision on granting reasonable accommodations will be on a case-by-case basis. For information concerning reasonable accommodations, visit <http://www.drc.dot.gov/>.