U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

OKLAHOMA CITY AREA INDIAN HEALTH SERVICE

DIVISION OF HUMAN RESOURCES

RECRUITMENT ANNOUNCEMENT: SER-09-0004-COA*
* This cancels Announcement SER-08-0004-COA

OPENING DATE: 11-07-08
CLOSING DATE: OPEN CONTINUOUSLY

POSITION: Nurse/Clinical Nurse (OB), GS-610-4/5/7/9/10 (Multiple positions -See CONDITIONS OF EMPLOYMENT for types of positions and tours of duty covered).

NOTE: If applying for Nurse/Clinical Nurse (Med/Surg), at the GS-4/5/7/9 grade level, i.e., refer to SER-09-0002-COA.

Cut-off Dates: This Continuous Open Announcement (COA) allows acceptance of applications throughout the year with eligible applicants being placed on the COA register and referred for consideration as vacancies occur. The first Cut-off date for receipt/referral of applications to be considered for available vacant positions will be 12-01-08. Other Cut-off dates will be established based on the date requests for List of Eligibles are received to fill other vacancies.

STARTING SALARY: GS-4: $40,701; GS-5: $44,639; GS-7: $48,794; GS-9: $53,065; GS-10: $55,512 Per Annum (May be adjusted on Present/Former Federal Employees)
"Possibility of up to 25% Recruitment Incentive on base salary"

PROMOTION POTENTIAL: None Beyond GS-10
SUPERVISORY/MANAGERIAL: No
AREA OF CONSIDERATION: OPEN TO ALL U.S. CITIZENS

RELOCATION EXPENSES: May be Authorized in Accordance with Federal Regulations

DUTY LOCATION: Positions will be filled at the following locations as vacancies occur:
HOSPITALS: Claremore and Lawton in Oklahoma
OTHER LOCATIONS: Possible other locations throughout Oklahoma and Kansas

DESCRIPTION OF ASSIGNMENT: Performs professional nursing duties in the care of women across the lifespan and newborns in the Obstetrical Unit (Antepartum, Labor and Delivery, Newborn Nursery, Postpartum, Gynecology). Assess patients clinical conditions, recognize, identify and interpret serious situations and immediately decide upon and take proper action. Formulate nursing diagnoses appropriate to patients needs.

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy. (See APPLICATION FORMS for information on how to claim Indian Preference)
EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, or membership or non-membership in any employee organization.
REASONABLE ACCOMMODATIONS: Reasonable accommodation is provided to applicants with disabilities, except when so doing would impose an undue hardship on the Indian Health Service. 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 made on a case-by-case basis.
SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

MULTIPLE-GRADE ANNOUNCEMENT: Announcement at the multiple-grade interval is intended as a mechanism of providing consideration for the greatest number of potential candidates. This position may be filled at any level, dependent upon the applicant's demonstrated ability, experience, and other qualifying criteria. If the position is filled at less than the upper level, there is NO commitment for future promotions, based solely on selection resulting from this announcement. Conversely, if the employee demonstrates the ability to perform at a higher level, is recommended by the supervisor, and otherwise meets the qualifications, he/she may be promoted without further competition under the Area Merit Promotion Program, however for temporary positions, conversion without competition may not be possible unless the selectee was within reach at the higher grade on the initial certificate of eligibles. Also, no further competition is required if it becomes necessary through the reclassification process to upgrade the position.

This Position is in a Tobacco-Free Environment

ADDITIONAL SELECTIONS OF CANDIDATES MAY BE POSSIBLE WITHIN 90 DAYS FROM DATE THE CERTIFICATE OF ELIGIBLES IS ISSUED FROM THE ANNOUNCEMENT, FOR FILLING ADDITIONAL SIMILAR VACANCIES.

WHO MAY APPLY:

OPEN TO ALL U.S. CITIZENS - This vacancy may be filled through Office of Personnel Management's delegated Direct Hire Authority. If so, the following is applicable: All applicants who meet the basic qualification requirements will be forwarded to the Selecting Official for consideration. The "rule of three", Veterans' preference and traditional rating and ranking of applications will not apply to Direct Hire applicants to this vacancy. For more information of OPM's authorization on Direct Hire Authority, please visit http://www.opm.gov/hrmc/2003/NewHRFlex-DirectHire.asp.

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.) Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

Under the **Veterans Employment Opportunities Act (VEOA)**, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply for permanent positions as an MPP candidate; however veterans' preference is not a factor in these appointments. Candidates must submit a copy of their DD-214 or other proof of eligibility.

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8). (See APPLICATION FORMS for information on how to claim Indian Preference)

To Claim Veterans' Preference – applicants must submit a copy of their DD-214 or other proof of eligibility. Veterans with service connected disability and others claiming 10 point preference, must submit a completed SF-15, "Application for 10-Point Veterans' Preference", with all supporting documents. For more specifics on all Veterans employment issues such as Veterans' preference or special appointing authorities, please refer to this hyperlink: VetsInfoGuide at: http://www.opm.gov/veterans/html/vetguide.asp

COMMISSIONED CORPS CANDIDATES - See instructions at the end of this announcement.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) /INTERAGENCY CAREER TRANSITION PLAN (ICTAP):

Surplus or displaced employees covered by the U.S. Department of Health & Human Services CTAP program or the ICTAP program for all agencies, may apply and will be given special selection priority if determined to be eligible and well qualified. Well qualified is defined as meeting all education, experience, knowledge's, skills & abilities (KSA's) with a score in the above average range of a four-level crediting plan for all KSA's. For information on how to apply and required proof of eligibility, please refer to these hyperlinks for **CTAP** at: http://www.ihs.gov/JobsCareerDevelop/JobsAtIHS/doc/ctap.doc, and for **ICTAP** at: http://career.psc.gov/chpublic/ictap.html.

CONDITIONS OF EMPLOYMENT:

1. Positions may be Permanent, Temporary, Excepted Temporary, Excepted Time-Limited, or Term with tour of duty of Full-Time, Part-Time or Intermittent. The Agency has option of extending Time-Limited and Term appointments for up to a maximum of four years. Temporary positions NTE 12 months or less are subject to termination at any time. Positions filled by Commissioned Corps will be Full Time Permanent Positions only.
2. IMMUNIZATION REQUIREMENT- In accordance with the IHS Employee Immunization policy, selectee will be required to be immunized against measles and rubella by providing documentation/proof of immunity to measles and rubella prior to entrance on duty. Exceptions are persons born before 1957 who are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of vaccine or have a history of severe reaction to a vaccine or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.
3. In accordance with the Child Services Act, applicants must complete the attached addendum and submit it to the Human Resources Office with their application. (See item 4 under APPLICATION PROCEDURES/APPLICATION FORMS).
4. Candidates must possess and maintain a current, valid, active, unrestricted professional nursing licensure, listing expiration date, from any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. New graduates must also possess this licensure as indicated with no grace period allowed.
5. Subject to rotating shifts, call-back, holiday and weekend work. Overtime may be required during peak periods of work.

FACILITIES: The two Oklahoma City Area Hospitals located in Claremore and Lawton, range from 25-50 beds. Full services are available at all the hospitals including general medicine and surgery, obstetrics and gynecology, pediatrics, and outpatient service. Health Centers located throughout the Area provide ambulatory care service. Public Health Nursing programs are located within each of the hospitals and health centers.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet all requirements cited in the following "QUALIFICATION REQUIRED" and "TIME-IN-GRADE REQUIREMENTS" sections, within 30 days after the applicable Cut-off Date used for this announcement.

QUALIFICATION REQUIREMENTS

Excepted Service Indian Preference applicants, both those who apply under the Excepted Service Examining Plan (ESEP) and those who are currently on permanent appointment in Indian Health Service, will be rated in accordance with the Indian Health Service Excepted Service Qualification Standards (if established). Normally, Competitive Service Indian Preference applicants will be rated in accordance with the Office of Personnel Management (OPM) Qualification Standards Handbook; however, these applicants who wish to be considered under the ESEP will be rated separately under the IHS Excepted Service Qualification Standards, or under both standards, if requested. All Non-Indian Preference applicants will be considered under OPM Qualification Standards. The two Qualification Standards are essentially the same; however, any Time-In-Grade requirements will not apply to ESEP/DHA applicants. Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements.

QUALIFICATION REQUIREMENTS

BASIC REQUIREMENTS: Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. (One year of nursing experience as a military corpsman that has been accepted by a State licensing body may be accepted in lieu of education at the GS-4 level.)

Registration: Applicants must have active, current registration as a professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

Additional Experience: In addition to the basic requirements, the following amount of nursing experience is required:

GRADE	EDUCATION AND/OR EXPERIENCE
GS-4	Completion of a program of less than 30 months' duration or associate degree OR 1 year of nursing experience as a military corpsman.
GS-5	Completion of a program of less than 30 months' duration or associate degree and 1 year of professional nursing, or of at least GS-4 level practical nurse or nursing assistant experience under the supervision of a professional nurse; OR Completion of a program of at least 30 months' duration or 4 academic years above high school or bachelor's degree
GS-7	Completion of a professional nursing program and 1 year of nursing experience equivalent to at least the GS-5 level; OR 1 full year of graduate education *or* bachelor's degree with superior academic achievement.
GS-9	Two full years of progressively higher level graduate education or a master's or equivalent degree or 1 year of nursing experience equivalent to at least the GS-7 level.
GS-10	1 year of nursing experience equivalent to at least the GS-9 level.

SPECIALIZED EXPERIENCE FOR OBSTETRICAL (OB): This requires a knowledge and/or experience in normal and high risk pregnancy, labor and delivery management.

EVALUATION OF EDUCATION: At the GS-5 level, successfully completed undergraduate course work in nursing; the behavioral, physical, or biological sciences related to nursing; nutrition; public health; and maternal and child health in excess of that required for completion of an associate degree may be substituted for professional nursing experience at the rate of 1 academic year for 9 months of experience.

EVALUATION OF EXPERIENCE: Experience must have equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position. Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. At GS-9 and above, applicants must posses a minimum of 1 year of experience in the specialty area of nursing.

SUPERIOR ACADEMIC ACHIEVEMENT (SAA): SAA is based on (1) class standing - applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses; (2) grade point average - applicants must have a grade-point average of 3.0 or higher out of a possible 4.0 based on 4 years of education, or on courses completed during the final 2 years of the curriculum; or 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 - election to membership in a national scholastic honor society.

SELECTIVE FACTOR: In addition to the qualification requirements for the OPM and IHS Excepted Service Qualifications described above, to

be rated basically qualified for this position, candidates must possess current, valid, active, unrestricted professional nursing license as a professional nurse from any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. New graduates must also possess this licensure as indicated with no grace period allowed.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: May be allowed in accordance with the Office of Personnel Management Qualification Standards Handbook or IHS Excepted Service Qualification Standards, whichever is applicable.

TIME-IN-GRADE REQUIREMENTS: MPP candidates must have completed at least one year of service at GS-5 for GS-7, one year of service at GS-7 for GS-9, and one year of service at GS-9 for GS-10. Time-in-grade provisions do not apply under ESEP/DHA.

EVALUATION METHODS: When required by Personnel Regulations, an evaluation will also be made to the extent to which experience, education, training, self-development, outside activities, and/or awards demonstrate that basically qualified applicants possess the Ranking KSA's described below. This will determine the *highly* qualified applicants among the *basically* qualified eligibles. Measurement of possession of the KSA's will be accomplished through review of the Application forms, performance appraisals (MPP candidates only), the Narrative Statement related to the KSA's, employment interviews and reference check results.

Ranking KSA's:

1. Professional knowledge of nursing care principles, procedures, ethics, practices and processes required to assess nursing needs of assigned patients.
2. Knowledge of normal course of diseases, normal and high-risk pregnancy, neonatal health, family planning, potential complications, and individual therapeutic interventions.
3. Ability to administer therapeutic measures as prescribed by the physician such as medications and IV therapy that alter hemodynamic status, respirator therapy, mechanical ventilation, induce or suppress contractions, suppress the central nervous system, and phototherapy.
4. Ability to monitor and/or administer therapy to perinatal and neonatal patients.

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE FOLLOWING ADDRESS: Oklahoma City Area Indian Health Service, Southeast Region Division of Human Resources, 701 Market Drive, Oklahoma City, OK 73114. All applications become property of the Division of Human Resources and will not be returned except for **incomplete applications which will be returned**. Therefore, all original documents and the completed application forms should be duplicated before being submitted. **ELECTRONICALLY FILED APPLICATIONS (email attachments) WILL BE ACCEPTED. FAXED APPLICATIONS WILL BE ACCEPTED AT 405-951-3953.** We do not fax vacancy announcements. For further information or application forms contact the Southeast Region Division of Human Resources at 405-951-3750. Forms may also be available at the nearest IHS facility. Vacancy announcements may also be downloaded from the OPM Website – USAJOBS at http://www.usajobs.opm.gov or IHS Website at http://www.ihs.gov. The IHS Website has current vacancy locations listed.

EMAIL APPLICATIONS: These applications must be sent as an email attachment to: aov@ihs.gov. The Recruitment Announcement Number must be included in the subject line of the e-mail. Additional required forms may be sent as e-mail attachments or mailed as hard copies. Application materials provided by different means must be cross-referenced so they may be combined at the Human Resources office. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

FOR PROGRAM INFORMATION: Or application forms, contact **Celissa Stephens, Area Nurse Consultant at 405-951-3832 or 1-800-447-7036.**

APPLICATION FORMS LISTED BELOW MUST BE SUBMITTED AND INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT #SER-09-0004-COA

1. **The Federal Government does not require a standard application form for most jobs, but certain information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment.** Applicants must submit one of the following: (1) OF-612 (Optional Application for Federal Employment), (2) Resume, OR (3) any other written application format. For (2) and (3) see "ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS" section below. Position Descriptions will not be accepted.
2. "Declaration for Federal Employment"- OF-306 (revised January 2001), must be fully completed and submitted with current dated signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. **If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.** Form may be downloaded from the IHS Human Resources Website at: http://www.ihs.gov/NonMedicalPrograms/DHR/index.cfm?module=applicants.
3. Verification of Indian Preference: If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached**

to the application/resume.

4. The attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for Civil Service and Commissioned Corps applicants. This OMB Approved form No. 0917-0028 (expires 2/28/09) is available at nearest IHS Facility, and must be fully completed and submitted with current dated signature. Form may also be downloaded from the IHS HR Website at: http://www.ihs.gov/NonMedicalPrograms/DHR/Documents/ApplicantInfo/PL101-630.pdf.
5. If claiming Veteran's Preference or eligibility for VEOA or other special appointing authority for Veterans, a copy of all DD-214 forms, one for each period of service, and if claiming 10-point Veterans' preference, a completed SF-15 with all supporting documents.
6. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, or if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Status must be submitted.
7. A copy of your most recent performance appraisal for current Federal employees.
8. Narrative Statement, related to the Quality Ranking Knowledge, Skills, and Abilities (KSA's) as outlined in Evaluation Methods.
9. A copy of college transcript(s), listing college courses and credits earned is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit. Although a transcript is always preferred, a list of courses and credit hours earned is sufficient at the time of application; however, by the time of appointment an appointee must provide an official college transcript (not a copy).
10. Licensure: Candidates must submit verification of current, valid, active, unrestricted professional nursing licensure, listing expiration date, from any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States. New graduates must also submit verification of this licensure as indicated with no grace period allowed. **Applications submitted without verification of licensure will be considered incomplete**.
11. Required Work Location Availability Statement Form (attached).
12. To request CTAP/ICTAP special selection priority, you must submit a copy of the RIF separation notice, Certification of Expected Separation (CES) or Notice of Proposed Separation for declining a Directed Reassignment or Transfer of Function outside the local commuting area**.**

ADDITIONAL INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:
Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Division of Human Resources to make a determination that you have the required qualifications for the position. Applicants for positions in some occupational series must meet certification, licensure, or registration requirements, if required by law, in addition to meeting experience and/or educational requirements. SPECIFICALLY, THE INFORMATION PROVIDED UNDER #6 (HIGH SCHOOL), #7 (COLLEGES AND UNIVERSITIES), #8 (WORK EXPERIENCE), AND #10 (JOB-RELATED TRAINING) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION. **ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.**

1. Announcement Number, Title and Grade of the job for which you are applying.
2. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
3. Social Security Number.
4. Country of Citizenship.
5. Highest Federal civilian grade held (give Job Series and Dates held).
6. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.
7. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree show Total Semester or Quarter-Hours earned).
8. Work Experience (paid and non-paid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week, and Salary.
9. Indicate if we may contact your current Supervisor.
10. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.

EMPLOYMENT ADVANTAGES

1. Opportunities for professional growth & development while being part of a health team providing health service for the American Indian.
2. Opportunity to gain insight into the social-economic & emotional problems confronting the American Indian and a chance to help serve their needs.
3. Periodic salary increases and promotional opportunities.
4. Eligibility for Federal Life Insurance and Health Insurance policies.
5. Annual leave and sick leave. Annual leave begins at the rate of 13 working days per year for the first 3 years, then 20 days per year after 3 years, then 26 days after 15 years. Sick leave is at the rate of 13 working days per year.
6. Ten paid Federal holidays.
7. Retirement plan. Retirement contribution refundable if you leave Government service before eligible to retire. Also, Social Security coverage is required.
8. Thrift Savings Plan (TSP) is optional and similar to a 401 K plan, with the government matching your contributions up to certain specified percentages. Highly recommended as a supplement to the retirement system.
9. On-going in-service education and training opportunities.
10. Uniform allowance paid each pay period.

INSTRUCTIONS FOR PHS COMMISSIONED CORPS CANDIDATES

Selection for this position will be in accordance with the Indian Preference policies of the Indian Health Service and the Oklahoma Area. Applications from Commissioned Corps Officers, who wish to receive Indian preference, will be evaluated by the Oklahoma City Area Indian Health Service Human Resources Office using the same criteria as that stated in this announcement section for EXCEPTED SERVICE EXAMINING PLAN (ESEP) civil service applicants. For information on application procedures for the USPHS Commissioned Corps, please contact **Laura Goddard at (405) 951-3742**.

APPLICANTS MUST SUBMIT THE FOLLOWING:

1. Curriculum Vitae: which states Announcement Number, Title and Grade of the job for which you are applying; Full Name, Mailing Address, Day and Evening Phone Numbers; Social Security Number; Work Experience (paid and nonpaid) listing Positions held, Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month and year), Hours Per Week and Salary; and Job related Training Courses, Skills, Honors, Awards, Special Accomplishments.
2. Verification of Indian Preference: If claiming Indian Preference, applicants must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS". Current employees with acceptable proof (as identified above) on file in their Official Personnel Folder are still required to submit a copy of the required BIA form 4432 with their applications. **Indian Preference will not be given unless the BIA form 4432, as previously explained, is attached to the application/resume.**
3. The attached "Addendum to Declaration for Federal Employment (IHS) in Child Care and Indian Child Care Worker Positions" for Civil Service and Commissioned Corps applicants. This OMB Approved form No. 0917-0028 (expires 2/28/09) is available at nearest IHS Facility, and must be fully completed and submitted with current dated signature. Form may also be downloaded from the IHS HR Website at: http://www.ihs.gov/NonMedicalPrograms/DHR/Documents/ApplicantInfo/PL101-630.pdf
4. Current students and new graduates must submit a copy of college transcript(s) listing the college courses and credits earned in order to receive appropriate credit for education.
5. Licensure: Candidates must submit verification of current, valid, active, unrestricted licensure, listing expiration date, from any State, the District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States or meet appointment standards as described in Commissioned Corps Personnel Manual chapter 23.3, Instruction 4 "Appointment Standards and Appointment Boards.
6. Required Work Location Availability Statement Form (attached).

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERANS' PREFERENCE, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. All application forms are subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for Federal employment.

SELECTION FOR THIS POSITION WILL BE IN ACCORDANCE WITH THE INDIAN PREFERENCE POLICIES OF THE INDIAN HEALTH SERVICE AND THE OKLAHOMA CITY AREA. CANDIDATES, IF CLAIMING INDIAN PREFERENCE, MUST FURNISH THE APPROPRIATE DOCUMENTATION AS EXPLAINED UNDER "APPLICATION PROCEDURES" OR WILL BE CONSIDERED AS A NON-INDIAN CANDIDATE.

RECRUITMENT CASE FILE CONTACT:

/s/ Angela Peshlakai

Angela Peshlakai
Human Resources Specialist

AFP:afp:11-05-08/O:/STF/COA/0610-4.5.7.9.10 Nurse/Clinical Nurse (OB)

Addendum to Declaration for Federal Employment (OF 306)
Indian Health Service
Child Care & Indian Child Care Worker Positions

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Item 15a. Agency Specific Questions

Name: _____ Social Security Number: _____
(Please print)

Job Title in Announcement: Nurse/Clinical Nurse (OB) Announcement Number: SER-09-0004-COA

Section 231 of the Crime Control Act 1990, Public Law 101-647, requires that employment applications for Federal child care positions contain a question asking whether the individual has ever been arrested for or charged with a crime involving a child and for the disposition of the arrest or charge.

Section 408 of the Miscellaneous Indian Legislation, Public Law 101-630, contains a related requirement for positions in the Department of Health and Human Services that involve regular contact with or control over Indian children. The agency must ensure that persons hired for these positions have not been found guilty of or pleaded nolo contendere or guilty to certain crimes.

To assure compliance with the above laws, the following questions are added to the Declaration for Federal Employment:

1) Have you ever been arrested for or charged with a crime involving a child? *YES*_____ *NO*_____

*[If **AYES**, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name and address of the police department or court involved.]*

2) Have you ever been found guilty of, or entered a plea of nolo contendere (no contest) or guilty to, any felonious or misdemeanor offense under Federal, State, or tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; or crimes against persons; or offenses committed against children? *YES*_____ *NO*_____

*[If **AYES**, provide the date, explanation of the violation, disposition of the arrest or charge, place of occurrence, and the name address of the police department or court involved.]*

I certify that (1) my response to these questions is made under penalty of perjury, which is punishable by fines of up to $2,000 or 5 years imprisonment, or both; and (2) I have received notice that a criminal check will be conducted. I understand my right to obtain a copy of any criminal history report made available to the Indian Health Service and my right to challenge the accuracy and completeness of any information contained in the report.

_____ _____

Applicant's Signature (sign in ink) Date

Public Burden Statement: In accordance with Paperwork Reduction Act (5 CFR 1320.8 (b)(3), a Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Respondents must be informed (on the reporting instrument, in instructions, or in a cover letter) the reasons for which the information will be collected; the way the information will be used to further the proper performance of the functions of the agency; whether responses to the collection of the information are voluntary, required to obtain a benefit (citing authority), or mandatory (citing authority); and the nature and extent of confidentiality to be provided, if any (citing authority). Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the necessary data, and completing and reviewing the collection information. Send comments regarding the burden estimate or any other aspect of this collection of information to the IHS PRA Information Collection Clearance Staff, 12300 Twinbrook Parkway, Suite 450, Rockville, MD 20852. ***Please do not send completed data collection instruments to this address.***

FORM APPROVED: O.M.B. NO. 0917-0028 Expires 02/28/2009

WORK LOCATION AVAILABILITY STATEMENT FORM

NAME: _____ **DATE:** _____

ANNOUNCEMENT NUMBER: **SER-09-0004-COA**

PLEASE INDICATE WHEN YOU WILL BE AVAILABLE FOR EMPLOYMENT: _____

Grade/Pay: The position must pay at least $_____ per_____ (year, month, day or hour) or be at least a grade _____.

CHECK ONLY THE LOCATION(S) WHERE YOU WILL ACCEPT EMPLOYMENT:

HOSPITALS: IHS – OKLAHOMA AREA

CLAREMORE, OK _____ **LAWTON, OK** _____

HEALTH CENTERS: (OUTPATIENT FACILITIES)

ANADARKO, OK _____ **PAWHUSKA, OK** _____ **WATONGA, OK** _____

CLINTON, OK _____ **PAWNEE, OK** _____ **WEWOKA, OK** _____

EL RENO, OK _____ **LAWRENCE, KS** _____

ARE YOU WILLING TO WORK: (RESPOND YES OR NO TO EACH OF THE FOLLOWING)

	YES	NO
40 hours per week (full time)?	_____	_____
25-32 hours per week (part time)?	_____	_____
17-24 hours per week (part time)?	_____	_____
16 or fewer hours per week (part time)?	_____	_____
An intermittent job (on-call/seasonal)?	_____	_____
Weekends, shifts, or rotating shifts?	_____	_____

Please note in the Recruitment announcement under "CONDITIONS OF EMPLOYMENT" item #5. "Subject to rotating shifts, call-back, holiday and weekend work. Overtime may be required during peak periods of work."

ARE YOU WILLING TO TAKE A TEMPORARY JOB LASTING: (RESPOND YES OR NO TO EACH OF THE FOLLOWING)

	YES	NO
Over 12 months to 2 years	_____	_____
5 - 12 months	_____	_____
1 - 4 months	_____	_____
Less than 1 month	_____	_____