



DFAS DCAD/Schedule A Applicant Supply File Questionnaire

Name (Last Name, First Name, MI): _____

A. I am currently interested and available for employment with DFAS.

- Yes
- No

B. I am a U.S. citizen.

- Yes
- No

C. Current Federal Employment:

- Current DFAS Employee
- Other Federal Agency

D. I am available for each of the following types of appointments:

- Permanent
- Temporary

E. I am available for each of the following work schedules as follows:

- Full-Time
- Part-Time
- Seasonal
- Intermittent

F. Are you a Veteran (Please provide documentation such as your DD214, VA letter, etc.)?

- Yes
- No

G. Are you a retired Veteran?

- Yes. Date: _____
- No.

H. Date available for work: _____

I. I found out about the DCAD/DFAS Schedule A Program:

- Vet Success
- Veterans Administration (VA)
- Vocational Rehabilitation Counselor
- Friend/Colleague
- Career Fair
- Other _____

J. The lowest GS grade I will accept is:

- GS-03 (6 months of general experience and a High School Graduation/Equivalent)
- GS-04 (1 year of general experience and a High School Graduation/Equivalent)
- GS-05 (requires 1 year of specialized experience equivalent to the next lower grade or 120 Credits/Bachelor's degree in any field)
- GS-06 (requires 1 year of specialized experience equivalent to the next lower grade)
- GS-07 (requires 1 year of specialized experience equivalent to the next lower grade or Bachelor's degree with a 3.0 G.P.A. or higher or 1 year (18 credits) of graduate level education)
- GS-08 (requires 1 year of specialized experience equivalent to the next lower grade)
- GS-09 (requires 1 year of specialized experience equivalent to the next lower grade or Master's degree in any field)
- GS-11 (requires 1 year of specialized experience equivalent to the next lower grade *GS-11 is the maximum grade level for VRA appointment eligible, which includes less than 30% disabled veterans)
- GS-12 (requires 1 year of specialized experience equivalent to the next lower grade)
- GS-13 (requires 1 year of specialized experience equivalent to the next lower grade)
- GS-14 (requires 1 year of specialized experience equivalent to the next lower grade)
- GS-15 (requires 1 year of specialized experience equivalent to the next lower grade)

Salary is based on the grade of the position and the geographic location. Please use this link to find out more about salary information: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/general-schedule/>

K. Job Series Survey (Please place a check mark in the box for each job series that you are eligible and qualified for):

Accounting and Budget:

- Accounting Technician (0525)
- Finance Clerk (0503)
- Civilian Pay (0544)
- Military Pay (0545)
- Teller (0530)
- Voucher Examiner (0540)
- Budget Analysts (0560)
- Financial Management Analyst (0501)
- Financial Systems Analyst (0501)
- Accountant (0510) – Requires 24 credit hours of accounting related coursework.
- Auditor (0511) - Requires 24 credit hours of accounting related coursework.

General Administrative:

- Administrative Assistant (0303)
- Administrative Specialist (0301)
- File Clerk (0305)

Human Resources Management:

- Human Resources Assistant (0203)
- Human Resources Specialist (0201)

Customer Service:

- Contact Representative (0962)

Information Technology Management:

- Computer Assistant (0335)
- Information Technology Specialist (2210) – if you do not have the specialized experience you must have a bachelor's degree in an information technology subject or a bachelor's degree with at least 24 hours of IT related coursework.

Wage Grade Positions:

- Laborer (3502)
- Carpenter (4607)
- Motor Vehicle Operator (5703)
- Materials Handler (6907)

Others (Please specify series and title):

Please use this link for additional information regarding the Office of Personnel Management (OPM) qualification standards and link to DFAS Careers:

<http://www.opm.gov/qualifications/standards/index-standards.asp>

<https://www.dfas.mil/careers.html>

L. I am interested in DFAS employment at the following location(s): (Select at least one location) DFAS

Locations:

- Alexandria, VA
- Bratenahl, OH
- Cleveland, OH
- Columbus, OH
- Indianapolis, IN
- Limestone, ME
- Rome, NY
- Texarkana, TX

29 CFR 1614.601 requires each agency to collect information on the race, national origin, and sex of employees and to do so by employee self-identification. The term "employee" as used in the regulation includes applicants or potential applicants for employment. Please use the link below to self-identify and submit RNO data.

<https://www.surveymonkey.com/r/8L9WND9>