

United States Department of the Interior



NATIONAL PARK SERVICE
Klondike Gold Rush National Historical Park
P.O. Box 517
Skagway, AK 99840-0517

Tel: 907-983-9200
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RECRUITMENT BULLETIN: **KLGO-17-008**
ISSUE DATE: **May15, 2017**
CLOSING DATE: **May 26, 2017**

COMPLETE APPLICATION PACKETS CAN BE PICKED UP AT THE PARK PERSONNEL OFFICE, UPSTAIRS AT 2ND & BROADWAY.

JOBS AVAILABLE THROUGH THE ALASKA LOCAL HIRE PROGRAM--PUBLIC LAW 96-487

Klondike Gold Rush National Historical Park is accepting applications for one, full-time, subject-to-non-pay, permanent Maintenance Worker (Trails).

POSITION TITLE, SERIES/GRADE
MAINTENANCE WORKER (TRAILS)
WG-4749-07
\$25.35 - \$29.57 per hour

DUTY LOCATION
Klondike Gold Rush NHP
Skagway, Alaska

BENEFITS: Insurance, Retirement, Thrift Savings Plan (similar to a 401K) with matching Government contributions; paid holidays, annual and sick leave; performance-based longevity pay increases.

APPOINTMENT INFORMATION: Permanent, full-time, subject-to-non-pay. The non-pay status will be between 1 pay period (2 weeks) and 13 pay periods (26 weeks) per year depending on project funding. It is anticipated that the non-pay status will be between the months of November and March. The person hired will be converted to competitive service career or career conditional status after completing two years of continuous satisfactory service in a permanent position and meeting all regulatory requirements.

DUTIES:

Incumbent will perform all aspects of trail maintenance and construction as assigned by the trails maintenance work leader, or designee. Examples of work performed include: clearing brush and fallen logs from trail corridor; cleans, repairs, and constructs log or rock drains; installs rock or log steps; constructs bridges from both log and dimensional timbers; constructs and maintains trail structures such as turnpikes, causeways, rock retaining walls, new sections of trail, re-vegetation of heavily impacted areas; and creating crush rock to stabilize structures and wet sections of trail. Performs maintenance on tools in the field and is adaptable to changing conditions and work flow. Uses shovels, picks, rakes, Pulaski's, various types of saws (bow, pole, folding, etc.), loppers, sledgehammers, single jacks, rock bars, draw knives, measuring tapes, levels, squares, scribes, gasoline powered rock drill, magnum buster, chainsaws, griphoists, rigging equipment, and other trade tools when performing trail maintenance and construction duties. Is able to maintain the tools and equipment in safe operating condition, and ensures work is performed safely within prescribed NPS standards. Incumbent may assist with other park crews and/or projects on an irregular basis.

- Log work tasks involve the use of chainsaw to fell, buck, notch, and/or shape both native and imported logs/timbers in the maintenance and construction of multi-use and foot bridges, crib walls and steps.
- Operate pick-up trucks, vans, skid steers, or off road vehicles on a variety of road surfaces.
- Work under a trails maintenance leader or other higher-graded position. The position is to primarily engage in assistance in the maintenance and construction of graded trails, trail drainage, dry stone masonry and trail bridges.
- Oversee and instruct lower graded employees and volunteers in all aspects of trail maintenance and construction.
- Conduct trail condition assessments, ability to recognize existing and future trail problems, and recommend sustainable solutions.
- Operate rock drills, griphoist, and magnum buster competently and safely. Ability to set up a highline for a plethora of uses in a wide range of field situations.
- May perform other duties such as: routine painting, carpentry, janitorial, cleaning, trash pickup, grounds keeping, digging, raking, or sweeping: assist in transporting camp and work supplies and construction materials: removal of snow and ice from trails and roads.

WORKING CONDITIONS: Much of the incumbent's time will be spent on the Chilkoot Trail of 1898 away from town for up to fourteen days. Incumbent will be required to live outdoors in a tent and in close contact with small numbers of people for extended periods of time. Incumbent is often required to exert considerable physical effort, especially when backpacking food, supplies, and tools (including chainsaws) up to 20 miles in a single day. This position requires frequent lifting and moving/carrying items in excess of 100 pounds. Work also includes bending, stooping, pushing and pulling. Work is outside and the incumbent is exposed to various degrees of weather conditions from extreme heat to heavy rain or snow, and is exposed to flies, mosquitoes and other insects.

ELIGIBILITY TO APPLY: Any U.S. citizen, over 18 years of age, who has acquired special knowledge or expertise regarding the natural or cultural resources of Klondike Gold Rush National Historical Park, by reason of having either lived or worked in or near the park. This level of knowledge would be acquired by having lived or worked in or near the park for at least 12 months, to include all four seasons. Short seasonal residency is not qualifying as this would not provide the level of knowledge or expertise that is gained through experiencing the range of climactic conditions and associated impacts on the resources.

Areas considered "near" Klondike Gold Rush National Historical Park are Municipality of Skagway Borough, which includes the communities of Skagway, AK and Dyea, AK; and Haines, AK; Klukwan, AK; Gustavus, AK; and Juneau, AK.

QUALIFICATION REQUIREMENTS: To receive full credit for qualifications for the following questions, your resume must show detailed evidence of work experience, and/or on the job training. Experience must include clear, concise examples which show your level of accomplishment and degree of responsibility. Failure to respond to the questions may have a negative effect on your qualifications. Any eligible person who has the following knowledge, skills and ability may apply.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to do the work of a Maintenance Worker (Trails) without more than normal supervision (screen-out).
2. Ability to provide physical effort needed to complete assigned tasks and projects including lifting and carrying objects up to 100 pounds, working in extreme weather conditions, and hiking up to 20 miles per day while packing equipment.
3. Ability to complete and instruct others on tasks associated with projects using common hand tools, power tools, and stationary shop tools used for trail construction in a safe efficient manner.
4. Ability to operate and maintain small equipment, such as small vehicles, bobcat, light trucks, jackhammers and others.
5. Ability to perform work safely using established guidelines and specific instructions as provided.

6. Safe operation of equipment and vehicles including transportation vehicles.

CONDITIONS OF EMPLOYMENT:

- This position is subject to drug-testing based on the collateral duty requiring the non-LE incumbent to carry non-LE firearms in the backcountry or other locations for reasons such as protection from dangerous animals (bears, etc.).
- Incumbent will be required to carry a firearm while performing duties and must maintain firearm proficiency. You must be proficient in the use of firearms and in self-defense techniques and may be required to defend self and others against physical attack. If selected for this position, you will be required to qualify with and use firearms and other weapons as part of assigned duties and to maintain such qualifications. Applicants are ineligible for this position if at ANY time they have been convicted of a misdemeanor or felony crime of domestic violence, unless such conviction was expunged, set aside or the applicant received a pardon.
- A favorable suitability background investigation. Results of the investigation must be adjudicated **prior** to employment.
- Incumbent may operate a government (or private) vehicle as part of official duties, and a valid State Driver's license is required.
- This position requires wearing the National Park Service uniform. All employees are required to wear the uniform in accordance with guidelines, maintain personal appearance standards, and ensure proper conduct while in uniform. A uniform allowance is provided.
- Tour of duty may include compressed schedules (up to 10-hours in a day), and may include evening, early mornings, holidays, and weekends.
- Some overtime may be required.
- Incumbent may be required to live and work in the back country for a period of time
- All federal employees are required by PL104-134 to have Federal payments made by Direct Deposit, also known as electronic fund transfer, for their Federal salary checks. Waivers from this requirement are extremely rare.
- Applicant must be a U.S. Citizen, and at least 18-years of age.
- If you are selected for Federal employment, you will be required to fill out a Declaration for Federal Employment, OF-306, prior to being appointed to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to submit fingerprints for submission of the background investigation. Failing to answer all questions truthfully and completely or providing false statements on your application may be grounds for not hiring you, or for firing you after you begin work.
- To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

HOW TO APPLY:

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY! If your application package is incomplete, you may not be considered for this position.

Your application package must be postmarked or received in this office by the closing date of the announcement. If your application package is postmarked on the closing date it must be received in this office no later than 7 calendar days after the closing date. Hand delivered applications must be received by close of business on the closing date.

A complete application package must include:

1. Resume that provides detailed information about your work experience and responses to the Knowledge Skills and Abilities listed above. Include the dates worked (for example, June 2009 through August 2010), the position title; and employer name for each period of employment.
2. Written responses to the **Supplemental Experience Questionnaire**, attached to this announcement.
3. Completed Local Hire Eligibility Questionnaire *
4. Veterans Preference documents, if claiming Veterans Preference (see below for documents)
5. *Optional:* Although not required, you are encouraged to submit the attached "Applicant Background Survey" (DI-1935) * with your application. Please ensure that it is the last page of your application package, as it is removed from your application before it is forwarded to the selecting official.

* Attached to this announcement, or can be obtained from the park office.

Mail or deliver the following required forms to:

Klondike Gold Rush National Historical Park
Attn: Tegan Baldwin
PO Box 517
Skagway, Alaska 99840

Assistance and forms may be obtained from the park office or by calling 907-983-9200.

If your application package is incomplete or illegible, you will not be considered for this position.

Do not submit original documents that you may need in the future, or extra materials such as letters of recommendation, photographs, or award certificates.

We do not accept faxed or electronic application packages, or applications mailed in postage paid government envelopes or through an internal government mail system.

If you make a false statement in any part of your application you may not be hired or you may be fired after you begin work; or you may be subject to fines, imprisonment or other disciplinary action.

VETERAN'S PREFERENCE (for qualifying veterans): To receive Veteran's Preference, your application package must include a copy of the DD-214, Military Discharge, that shows the type of discharge from service (usually the Member 4 copy), or Report of Separation from Active duty if separation was prior to July 1, 1979. If claiming 10-point veteran's preference, you must also provide a completed SF15 (www.opm.gov/forms) and verification documents listed on the SF15. If you are separated and do not have a DD214 yet you may use an official statement of service from your command that you have completed active service and are being discharged under honorable conditions, or provide other official documentation (e.g., documentation of receipt of a campaign badge or expeditionary medal) that proves your military service was performed under honorable conditions. You will not receive veteran's preference if you do not provide this documentation.

If you do not know whether you have preference, [this link](#) can assist you.
(www.dol.gov/elaws/vets/vetpref/msservice.htm)

Reasonable Accommodations: The agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the park office listed on this announcement. Determinations on requests for reasonable accommodations will be made on a case-by-case basis.

Privacy Act Information The application you submit for this position contains information subject to the privacy act of 1974 (PL-93-579, 4 USC 552a). We are required to provide you with information regarding our authority and purpose for collecting this data, the routine uses which will

be made of it and the effects, if any, of non-disclosure. You are entitled to the same information as it pertains to disclosure of your social security number. Any questions you may have regarding the Privacy Act regulations and the rights it extends can be answered by contacting the park office.

Equal Employment Opportunity Appointments are made without regard to race, color, age, sex, sexual orientation, religion, political affiliation, national origin, marital status, non-disqualifying handicap condition or any non-merit factor.

SUPPLEMENTAL EXPERIENCE QUESTIONNAIRE
(Knowledge, Skills and Ability)

RECRUITMENT BULLETIN: **KLGO-17-008**
POSITION: **Maintenance Worker (Trails) WG-4749-07**
CLOSING DATE: May 26, 2017

NAME: _____

FACTOR 1: Minimum Qualifications. Ability to Do the Work of a Maintenance Worker (Trails) WG-4749-07 without More than Normal Supervision (Screen out).

1. From the descriptions below, select one response that best describes how your background meets the basic experience requirements for a Maintenance Worker (Trails), WG-4749-07 position. Read both responses before making your selection. **MARK ONLY ONE RESPONSE.**

YOUR RESUME OR APPLICATION MATERIALS YOU SUBMIT FOR THIS ANNOUNCEMENT MUST SUPPORT THE ANSWERS YOU CLAIM UNDER THIS AND OTHER QUESTIONS

A. () I possess experience that demonstrates the ability to perform work as a Maintenance Worker (Trails) WG-4749-07, performing and instructing others carpentry and dry stone masonry in trail rehabilitation and construction projects. This experience must have included performing manual labor work which required frequent lifting and moving of objects and materials weighing up to 50 pounds; occasional lifting and moving of objects weighing up to 100 or more pounds; and using a variety of light hand and power tools.

B. () I do not possess the experience described above.

INSTRUCTIONS: For each of the task statements below, please select from **A** through **E** to indicate the skill level that you possess for each task listed. The task statements were developed based on the knowledge, skills, abilities, and competencies needed to perform the work of this position.

Be sure to describe your experience that supports your responses to the task statements below in your resume or application materials. It is important that your application package submitted, including a resume or application form, clearly shows how you possess the experience and skills levels you claim in this questionnaire. Each of your responses must be clearly supported by your training, and/or specific work experience you describe in your application packet submitted for this position (application form or resume, list and description of training completed and/or other items you submit). The information you provide will be verified in your resume. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

A- I know little or nothing about this.

B- I have had study or training in this.

C- I have used my knowledge or ability, but I have been closely supervised.

D- I have used my knowledge or ability on my own, under normal supervision.

E- I am consulted by other journeypersons in difficult situations, or I am called on to do unusually difficult jobs.

FACTOR 2: Ability to construct and instruct others on proper trail building techniques and ability to perform trail condition assessments.

1. () Plan and lay out masonry work such as multi-tier retaining walls, bridge abutments, and stair cases.

2. () Layout minor trail reroutes utilizing sustainable trail practices and establish structure types and locations based on verbal and written design standards.
3. () Layout stream crossings. Determine bridge type, material, abutments, and approaches
4. () Utilize and instruct others proper rigging techniques in trail work.
5. () Instruct others in proper chainsaw handling and use for backcountry bridge construction.
6. () Perform trail inspections and recognize erosion control issues, drainage patterns, and trail structure failures.
7. () Lead youth groups in trail maintenance and construction projects.

FACTOR 3: Ability to interpret written and oral instructions, and perform work safely.

1. () Perform continuing work following only general instructions.
2. () Give and follow simple oral instructions, once they have been briefly explained.
3. () Follow specific instructions to perform simple tasks, some of which may require several steps.
4. () Perform work following complicated or complex oral and written instructions that require determining alternatives and making decisions, such as establishing a drill pattern for splitting a 2500 pound rock.
5. () Comply and follow established safety protocols and policies while ensuring all others on the crew are as well.

FACTOR 4: Ability to provide physical effort needed to construct and maintain trails.

1. () Construct dry stone masonry structures.
2. () Construct log retaining walls, piers, steps and gabbury bridges.
3. () Turnpike/Causeway construction using both log and rock.
4. () Perform brushing operations with chainsaw, weed-eater, pole saws, and hand saws. Lead others in brushing operations, ensuring crew safety.
5. () Perform manual work requiring frequent lifting and moving of objects and/or materials weighing up to 50 lbs. with occasional lifting and moving of objects more than 100 lbs.
6. () Move and lift objects or materials requiring unusual strength and stamina, such as lifting 70 pound sacks, for sustained periods of time.
7. () Perform strenuous manual labor such as digging ditches, shoveling gravel, operating chainsaws and winches, hiking with heavy loads, etc., requiring significant endurance for sustained periods of time.
8. () Lift and move heavy objects or materials weighing over 100 pounds that do not require special handling such as carrying logs, rocks, handling heavy wheelbarrow loads of gravel, and lifting and moving an assortment of hand tools (rock bars, sledges, picks, shovels, etc.) for sustained periods of time.

9. (___) Move heavy, bulky, but somewhat delicate items which require agility and knowledge of special handling techniques to avoid damage such as Lewis winch, chainsaws, rigging equipment, rock drills, back country camping equipment, etc.

10. (___) Lead volunteer crews on proper lifting techniques and ergonomics.

FACTOR 5: Ability to work in the back country and front country environment safely.

1. (___) Hike up to 20 miles on a daily basis while carrying a back pack and tools.

2. (___) Work outdoors in hot, humid, freezing, and wet conditions.

3. (___) Stoop, stretch, bend, sit, and kneel for long periods of time.

4. (___) Clean and sanitize dishes, utensils, and living space.

5. (___) Work and live cooperatively in a close group environment.

6. (___) Use and maintain protective equipment such as, hard hats, gloves, safety glasses, etc.

7. (___) Familiar with back country food storage practices where bears and other wildlife are present.

8. (___) Familiar with minimum impact camping techniques.

9. (___) Recognize safety concerns before they occur.

FACTOR 6: Ability to use and maintain tools and equipment with dexterity and safety.

1. (___) Familiar with chainsaw in bucking, limbing, and felling operations including hazard trees.

2. (___) Familiar with advanced chainsaw maintenance (ie. Carburetor adjustments, piston replacement, etc.).

3. (___) Select and use the proper hand and power tools for a variety of tasks including shovels, picks, rock bar, sledge hammer, weed-eaters, griphoist, come-a-longs, ladders, power drills, wheelbarrows, common carpentry, and gardening hand tools, etc.

4. (___) Perform routine preventive maintenance on all hand tools (i.e. re-handle sledge hammer).

5. (___) Perform preventative maintenance such as checking fluid levels, changing oil, clean air filters, mixing oil and gas, adjusting carburetor, and maintaining fluids on small engines.

6. (___) Perform preventive maintenance on power tools (e.g., cleaning, oiling, changing attachments, etc.).

7. (___) Change string on weed-eater, determine if string or blade is appropriate.

8. (___) Observe and instruct others in all safety requirements when using the proper hand and power tools for a wide variety of tasks, including the use of personal protective equipment. (Be sure to describe this experience in your application).

9. (___) Inspect winching and rigging gear for rating capacity, wear and safety.

Please answer Yes or No

1. Do you have a valid state driver's license?

A. Yes

B. No

2. Are you willing to work weekends or holidays if needed?

A. Yes

B. No

ALASKA LOCAL HIRE APPLICANT ELIGIBILITY QUESTIONNAIRE

Maintenance Worker (Trails) WG-4749-07

KLGO-17-008

This eligibility questionnaire must be submitted with your application package. Please print your name and answer the following

Your Name: _____

Eligibility Questions

1. How long have you lived or worked in the vicinity of Klondike Gold Rush National Historical Park?

Please see the "vicinity" as areas near KLGO listed in the announcement.

- a. Less than 12 months
- b. 12 months or more
- c. I have not lived or worked in or near the park

2. What time of year have you lived or worked in or near Klondike Gold Rush National Historical Park? (check all that apply)

- a. during all or part of December through February
- b. during all or part of March through May
- c. during all or part of June through August
- d. during all or part of September through November
- e. I live (or have lived) in or near the park on a year around basis.

3. List your physical address(es) while living in the vicinity of Klondike Gold Rush National Historical Park, and approximately when you lived there (month & year, for example Oct 2001 to September 2005)

4. Do you have knowledge, by virtue of living in this area, of one or more of the items listed below (circle all that apply)?

- a. Community history such as: specific dates, important events, seasonal observations, customs, etc.
- b. Geographic features and/or unique land markers such as: mountain or river locations, types of landscapes, or other
- c. Wildlife (including identification of): mammals, birds, big game, fish, or other animals specific to the area.
- d. General knowledge of safety precautions, weather conditions, recreation options, and important information knowledgeable to the local community.
- e. Supplies and logistics needed for field camping including area-specific needs or that incorporate challenges or safety aspects specific to the area.
- f. Other unique information not listed above that shows familiarity with the full range of typical conditions that affect the work to be accomplished. Describe here (use additional paper if needed):
- g. I do not have knowledge or experience as listed above.

5. How did you obtain your knowledge of the Klondike Gold Rush National Historical Park (circle all that apply)?

- a. Personal knowledge such as: fishing, hunting, camping, hiking, etc.
- b. Professional: obtained through work (this work, and the date and year worked, must be cited in your resume)
- c. Official training: high school class, college course
- d. Other resource used to obtain knowledge that is not listed above (you may be asked to elaborate later).
- e. I do not have the knowledge listed above.

Applicant Certification:

I certify that the statements made on this application are true, correct and complete to the best of my knowledge. I understand that the information I provide may be verified and that I will not be considered if it is found to be inaccurate.

Applicant signature

Date

DEMOGRAPHIC INFORMATION ON APPLICANTS

OMB No.: 3046-0046
Expiration Date: 02/28/2017

Vacancy Announcement No.: KLG0-17-008
Position Title: Maintenance Worker (Trails) WG-4749-07

YOUR PRIVACY IS PROTECTED

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

How did you learn about this position? (Check One):

- Agency Internet Site recruitment
- Private Employment Web Site
- Other Internet Site
- Job Fair
- Newspaper or magazine
- Agency or other Federal government on campus
- School or college counselor or other official
- Friend or relative working for this agency
- Private Employment Office
- Agency Human Resources Department (bulletin board or other announcement)
- Federal, State, or Local Job Information Center
- Other

Sex (Check One):

- Male
- Female

Ethnicity (Check One):

- Hispanic or Latino** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino**

Race (Check all that apply):

- American Indian or Alaska Native** - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
- Black or African American** - a person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Disability/Serious Health Condition

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following? Check all boxes that apply to you:

- Deaf or serious difficulty hearing**
- Blind or serious difficulty seeing even when wearing glasses**
- Missing an arm, leg, hand, or foot**
- Paralysis: Partial or complete paralysis (any cause)**
- Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders**
- Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a leg brace to walk**
- Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression**
- Intellectual Disability (formerly described as mental retardation)**
- Developmental Disability: for example, cerebral palsy or autism spectrum disorder**
- Traumatic Brain Injury**
- Dwarfism**
- Epilepsy or other seizure disorder**
- Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearing impairment**

If you did not select one of the options above, please indicate whether.

- None of the conditions listed above apply to me.**
- I do not wish to answer questions regarding disability/health conditions.**

If you have indicated that you have one of the above conditions, you may be eligible to apply under Schedule A Hiring Authority. For more information, please see <http://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

If an applicant checks the box for “other disability or serious health condition,” the applicant will be taken to Section A.1.

A. 1. Other Disability or Serious Health Condition (Optional)

You indicated that you have a disability or a serious health condition. If you are willing, please select any of the conditions listed below that apply to you. As explained above, your responses will not be shown to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. All responses will remain private to the extent permitted by law. See the Privacy Act Statement below for more information.

Please check all that apply:

- I do not wish to specify any condition.
- Alcoholism
- Cancer
- Cardiovascular or heart disease
- Crohn’s disease, irritable bowel syndrome, or other gastrointestinal impairment
- Depression, anxiety disorder, or other psychological disorder
- Diabetes or other metabolic disease
- Difficulty seeing even when wearing glasses
- Hearing impairment
- History of drug addiction (but not currently using illegal drugs)
- HIV Infection/AIDS or other immune disorder
- Kidney dysfunction: for example, requires dialysis
- Learning disabilities or ADHD
- Liver disease: for example, hepatitis or cirrhosis
- Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder
- Morbid obesity
- Nervous system disorder: for example, migraine headaches, Parkinson’s disease, or multiple sclerosis
- Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in bones or joints, or some loss of ability to use parts of the body
- Orthopedic impairments or osteo-arthritis
- Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB
- Sickle cell anemia, hemophilia, or other blood disease
- Speech impairment
- Spinal abnormalities: for example, spina bifida or scoliosis
- Thyroid dysfunction or other endocrine disorder
- Other. Please identify the disability/health condition, if willing: _____

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

Privacy Act Statement: This Privacy Act Statement is provided pursuant to 5 U.S.C. 552a (commonly known as the Privacy Act of 1974). The authority for this form is 5 U.S.C. 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare affirmative action plans for the hiring and advancement of people with disabilities. Data relating to an individual applicant are not provided to selecting officials. This form will be seen by Human Resource personnel in the Office of Personnel Management (who are not involved in considering an applicant for a particular job) and by Equal Employment Opportunity Commission officials who will receive aggregate, non-identifiable data from the Office of Personnel Management derived from this form.

Purpose and Routine Uses: The aggregate, non-identifiable information summarizing all applicants for a position will be used by the Office of Personnel Management and by the Equal Employment Opportunity Commission to determine if the executive branch of the Federal Government is effectively recruiting and selecting individuals from all segments of the population. **Effects of Nondisclosure:** Providing this information is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An 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. The estimated burden of completing this form is five (5) minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to [INSERT: Agency name and address] and to the Office of Management Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.