

JUSTIFICATION FOR CREDITING PRIOR EXPERIENCE TOWARDS AN EMPLOYEE'S ANNUAL LEAVE ACCRUAL RATE

The Office of Personnel Management (OPM) issued interim regulations on April 28, 2005, to implement Section 202(a) of the Federal Workforce Flexibility Act of 2004. Section 202(a) amends 5 U.S.C. 6303 to provide OPM with the authority to prescribe regulations under which a newly appointed or re-appointed employee who is covered by the Federal annual and sick leave program, may be given service credit for prior experience that otherwise would not be creditable for the purpose of determining the employee's annual leave accrual rate.

OPM has added regulations at 5 CFR 630.205(a) to allow the head of the agency or designee the authority to grant a newly appointed or re-appointed employee with service credit for annual leave accrual rate purposes based on prior non-Federal work experience or a period of active duty in a uniformed service.

Employee Name: _____ Position/Pay Plan/Series/Grade: _____

Prior to granting such credit, the HR Director must determine that this employee meets both of the following conditions through reviewing justifications from the requesting organization:

1) The skills and experience that this employee possesses are essential to the new position and were acquired through performance in a non-Federal position having duties that directly related to the position to which he/she is being appointed.
Justification:

2) The use of this authority is necessary to achieve an important agency mission or performance goal.
Justification:

NOTE: The vacancy announcement, position description(s), and employee's application package must be attached to this justification. If the service credit is based on a period of active duty in a uniformed service, you must also attach the employee's DD-214.

REVIEWS AND APPROVALS

OPDIV/RECOMMENDING OFFICIAL's Electronic Signature

OPDIV/APPROVING OFFICIAL's Electronic Signature

OHR Director's Electronic Signature

INDIAN HEALTH SERVICE CREDITABLE SERVICE
FOR ANNUAL LEAVE ACCRUAL SERVICE AGREEMENT

NAME: _____

In consideration of service credit I am receiving towards my leave accrual rate and service computation date for which I am entitled to under the policies of the *Department of Health and Human Services (HHS)*, I hereby agree to the terms of this agreement:

- 1) To serve at the *Indian Health Service* for a minimum of one full year of continuous service.
- 2) That I am a newly appointed employee or an employee who is being reappointed following a break in service of at least 90 calendar days after my last period of civilian Federal employment.
- 3) That the amount of service credited to me shall be determined by the HR Director or his/her designee as prescribed by the HHS policy for Creditable Service for Annual Leave Accrual. The service credited under this agreement is ____ years, and ____ months.
- 4) That my annual bi-weekly leave accrual rate will be: ____ 4 hours, ____ 6 hours, ____ 8 hours
- 5) That based on the above service credit, my service computation date (SCD) for annual leave accrual purposes will be: _____
- 6) That acceptance of this agreement does not alter the conditions or terms of my employment.
- 7) That this credit of service is based solely of the position to which I am assigned and is not associated with my performance and/or conduct. Accordingly, this agreement will not preclude nor limit *Indian Health Service* from effecting personnel actions that may be appropriate.
- 8) That in the event I separate from Federal service, transfer to another agency, or OPDIV/STAFFDIV prior to completing 1-full year of continuous service with *Indian Health Service*, my service computation date will be re-calculated subtracting the credit that I received under this agreement.
- 9) That HHS policy is incorporated into and made a part of this agreement and I have read this policy.
- 10) That the effective date of this agreement and service credit pursuant to this agreement will be my Entry-On-Duty (EOD) date of: _____ (Day/Month/Year)

I, _____ (print name), agree to the terms of this agreement.

Electronic Signature, here: _____

REVIEWS/APPROVALS

Recommending Official's Electronic Signature, here: _____

Approving Official's Electronic Signature, here: _____

OHR Director's Signature, here: _____

HR Specialist Signature, here: _____

Positions based on a 40-hour workweek **with no overlapping service**

*Enter no more than 40 hours/week

Name: **Thelma Dickinson** Name of HRS/HRA completing form: **Your name here**

	Position	Employer	Hours per week	Start Month	Start Year	End Month	End Year	Years and Months to be Credited
1	Project Engineer	Waggoner Engineering	40	6	2022	7	2024	2 years, 1 months
2	Energy & Sustainability Coordinator	Mississippi State Universit	40	3	2020	6	2022	2 years, 3 months
3	Environmental Engineer	Fox Engineering	35	2	2017	1	2020	2 years, 7 months
4								#NUM!
5								#NUM!
6								#NUM!
7								#NUM!
8								#NUM!
9								#NUM!
10								#NUM!
11								#NUM!
12								#NUM!

Total: 6 years, 11 months

EOD:	7/14/2024
SCD - Leave:	8/14/2017

Thelma Dickinson

RELEVANT EXPERIENCE

Waggoner Engineering

Project Engineer, June 2022-present

40 hours/week

- Experience in management of recycling program, implementation of energy efficiency controls, social media sustainable content, and supervision of students who interests are sustainable matters. Assist with maintaining permit compliance (air) for MDEQ permits. Assist with reporting of Energy usage data. Assists with RFPs, Funding request, and tracking carbon output. Developed a newsletter for the program. Assisted with small capital projects such as installation of water bottle filler stations across campus

Mississippi State University

Energy & Sustainability Coordinator, March 2020- June 2022

40 hours/week

- Experience in management of recycling program, implementation of energy efficiency controls, social media sustainable content, and supervision of students who interests are sustainable matters. Assist with maintaining permit compliance (air) for MDEQ permits. Assist with reporting of Energy usage data. Assists with RFPs, Funding request, and tracking carbon output. Assisted with small capital projects such as installation of water bottle filler stations across campus.

Fox Engineering

Environmental Engineer, February 2017- January 2020

35 hours/week

- Assisted in directing the planning, design, and construction activities for community and individual water supply, wastewater, and solid waste facilities to serve homes and communities.
- Ensured proper procedures and engineering standards were followed for all aspects of engineering design including computer drafting and surveying

Mississippi Department of Environmental Quality

Environmental Engineer in Training (EEIT) June 2014 – January 2017

40 hours/week

- I assisted with administering the 401 Water Quality Certification/Stormwater Program, the focus of wetland regulation and protection programs at the state level. I evaluated proposals for their impact on waters of the United States. I also reviewed Storm Water Prevention Pollution Plans (SWPPPs) for various construction, mining, and industrial sites. This evaluation process aids me in administering National Pollution Discharge Elimination System (NPDES) General Permits for construction projects, industrial facilities, residential subdivisions, commercial properties, and municipalities.

Environmental Engineer

DEPARTMENT OF HEALTH AND HUMAN SERVICES

Indian Health Service

Office of Environmental Health and Engineering -Public Health Service

Summary

This position is an Environmental Engineer, Division of Sanitation Facilities Construction (DSFC), located at the Minnesota District Office, Bemidji, MN. This position reports to the Director of DSFC.

Open until Filled: This announcement is open until the vacancy is filled. It may be extended or closed prior to the current closing date. First cut-off date for applications is 10 business days from the open date 1/29/2024 and every 10 business days thereafter.

Overview

Accepting applications

Open & closing dates

🕒 01/12/2024 to 12/31/2024

Salary

\$86,962 - \$113,047 per year

Pay scale & grade

GS 12

Location

1 vacancy in the following location:

📍 Bemidji, MN

Remote job

No

Telework eligible

No

Travel Required

25% or less - You may be expected to travel for this position.

Relocation expenses reimbursed

Yes— You may qualify for reimbursement of relocation expenses in accordance with agency policy.

Appointment type

Sample SCAL Case page 5

Permanent -

Work schedule

Full-time -

Service

Competitive

Promotion potential

None

Job family (Series)

[0819 Environmental Engineering](#)

Supervisory status

No

Security clearance

[Not Required](#)

Drug test

No

Position sensitivity and risk

[Moderate Risk \(MR\)](#)

Trust determination process

[Suitability/Fitness](#)

Announcement number

IHS-24-BJ-12268439-ESEP/MP

Control number

770583100

This job is open to



[Career transition \(CTAP, ICTAP, RPL\)](#)

Federal employees who meet the definition of a "surplus" or "displaced" employee.



[Federal employees - Competitive service](#)

Current or former competitive service federal employees.



[Individuals with disabilities](#)



[Native Americans](#)

Native Americans or Alaskan Natives with a tribal affiliation.



Clarification from the agency

The IHS is required by law to give absolute preference to qualified applicants who meet the Secretary of the Interior's definition of Indian for appointment to vacancies within the IHS in accordance with established IHS policy as outlined in the Indian Health Manual Part 7, Chapter 3. The IHS is an Equal Opportunity Employer.

Duties

- Assist tribal governments in establishing tribal utility organizations and support tribal personnel in implementing effective management procedures for the operation and maintenance of tribal sanitation facilities.
- Develop, supervise and coordinate the provision of training and technical assistance to tribal utility organizations through contracts, agreements, purchase orders, training authorizations and contacts with other agencies and organizations.
- Conduct reviews, sanitary surveys and inspections of existing tribal facilities and policies; prepare written reports, complete rate studies and perform capacity development assessments.
- Perform planning and design consultation for sanitation facilities construction including initial discussions with tribal organizations and design engineers, review and analysis of design alternatives, capital and operating cost comparisons, house or subdivision site evaluation, and review of selected treatment equipment and technologies.

Requirements

Conditions of Employment

Must pass pre-employment examination.

Selectee may be subject to a probationary/trial period

ESEP appointees typically serve a two year trial period

U.S. Citizenship is required

Selective Service Registration is required for males born after 12/31/1959

Must have Professional Engineer Registration

Selectee(s) are required to have a viable bank account at a financial institution for electronic direct deposit of salary payment.

Successfully pass the E-Verify employment verification check. To learn more about E-Verify, including your rights and responsibilities, visit www.dhs.gov/E-Verify/

Background Investigation: If you are selected for this vacancy, you must undergo a pre-employment fingerprint check and background investigation. Fingerprint results and background investigation documentation must be cleared prior to hire. After you begin your employment, your continued employment is contingent upon the outcome of a complete background investigation as determined by the sensitivity level of your position. The investigation must find that you are suitable for Federal employment in your position. If you are found not suitable, you will be terminated after you begin work. 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 subject to possible criminal charges. You may be subject to a credit check as a part of the background investigation process.

Qualifications

Sample SCAL Case page 7

To qualify for this position, your resume must state sufficient experience and/or education, to perform the duties of the specific position for which you are applying.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; social). You will receive credit for all qualifying experience, including volunteer and part time experience. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

BASIC REQUIREMENT(S):

Degree: Engineering. To be acceptable, the program must: (1) lead to a bachelor's degree in a school of engineering with at least one program accredited by [ABET](#); 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

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 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 or licensure -- Current registration as an Engineer Intern (EI), Engineer in Training (EIT)1, or licensure as a Professional Engineer (PE) 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 Fundamentals of Engineering (FE)2 examination or any other written test required for professional registration by an engineering licensure board in the various States, the District of Columbia, Guam, and Puerto Rico.
- 3. Specified academic courses -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and that included the courses specified in the basic requirements under paragraph A. The courses must be fully acceptable toward meeting the requirements of an engineering program as described in paragraph A. 4. Related curriculum -- Successful completion of a curriculum leading to a bachelor's degree in an appropriate scientific field, e.g., engineering technology, physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a bachelor's 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.)

In addition to the Basic Requirements, you must also meet the Minimum Qualifications stated below.

MINIMUM QUALIFICATIONS:

Your resume must demonstrate at least one (1) year of specialized experience equivalent to at least the GS-11 grade level in the Federal service obtained in either the private or public sector performing the following type of work and/or tasks: Designation as the engineer of record for projects involving the construction of sanitation facilities; performed engineering studies as part of regular duties including collecting information, defining requirements, analyzing results, and issuing recommendations; and served as project manager for sanitation facility projects including planning, design, bidding, and construction activities; provide technical direction to tribal operators, contractors, members of the public, and tribal governing members; develop safety considerations for sanitation projects.

SELECTIVE PLACEMENT FACTOR:

Selective factors are knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. APPLICANTS WHO DO NOT MEET THE FOLLOWING SELECTIVE FACTOR ARE INELIGIBLE FOR FURTHER CONSIDERATION: A COPY OF THIS LICENSURE MUST BE SUBMITTED WITH YOUR APPLICATION.

PROFESSIONAL ENGINEER REGISTRATION: Must possess and maintain a valid, current Professional Engineer (PE) in any state, the District of Columbia, Guam, or Puerto Rico.

Time In Grade

Federal employees in the competitive service are also subject to the Time-In-Grade Requirements: Merit Promotion (status) candidates must have completed one year of service at the next lower grade level. Time-In-Grade provisions do not apply under the Excepted Service Examining Plan (ESEP).

You must meet all qualification requirements within 30 days of the closing date of the announcement.

Education

This position has an education requirement. You are strongly encouraged to submit a copy of your transcripts or a list of your courses including titles, credit hours completed, and grades. Unofficial transcripts will be accepted in the application package. Official transcripts will be required from all selectees prior to receiving an official offer.

Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education may be credited. Applicants can verify accreditation at the following website: <https://www.ed.gov/accreditation>

If you are using foreign education to meet qualification requirements, you must send a Certificate of Foreign Equivalency with your transcript in order to receive credit for that education. For further information, visit <https://sites.ed.gov/international/recognition-of-foreign-qualifications/>

Additional information

Additional selections may be made for similar positions across the Department of Health and Human Services (HHS) within the local commuting area(s) of the location identified in this announcement. By applying, you agree to have your application shared with interested selecting official(s) at HHS. Clearance of CTAP/ICTAP will be applied for similar positions across HHS.

Additional selection(s) of candidates may be possible within 240 days from the date the certificate of eligibles was issued for this announcement.

This work involves bending, stooping, lifting and carrying. There may be long periods of sitting, walking or standing.

Federal Employees earn annual leave at a rate (4, 6 or 8 hours per pay period) which is based on the number of years they have served as a Federal employee. IHS may offer newly-appointed Federal employees credit for their directly related previous non-federal experience or active duty uniformed military service. This credited service can be used in determining the rate at which they earn annual leave.

Recruitment or relocation incentives may be authorized. At least a 6 month service agreement will be required.

This position meets the criteria specified in pillar number one of the five pillars of the PHS Commissioned Corps. PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps MUST apply online

POSITION DESCRIPTION (Please read instructions on the back)						1. Agency PD Number			
2a. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Update Supervisor Certification <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other <input type="checkbox"/> Reorganization			3. Service <input type="checkbox"/> Headquarters <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		
2b. Position Information (Complete all that apply) <input type="checkbox"/> PCA <input type="checkbox"/> Drug Testing <input type="checkbox"/> Physical Exam Required Acq Code: BUS Code: Cyber Sec Code: 00 FPL: 12 <input type="checkbox"/> Select Agent Access <input type="checkbox"/> Incumbency Only <input type="checkbox"/> Commissioned Corps			6. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		7. Financial Statements Required <input type="checkbox"/> OGE-278 <input checked="" type="checkbox"/> OGE-450 <input type="checkbox"/> N/A		8. Subject to IA <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2c. Explanation (Show any positions replaced) Office of Environmental Health and Engineering Project <input checked="" type="checkbox"/> Limited Term <input type="checkbox"/> Limited Emergency NTE Date:			9. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in remarks) <input type="checkbox"/> SES (GEN) <input type="checkbox"/> SES (CR)		11. Position is: <input type="checkbox"/> Supervisor/Manager (Code 2) <input type="checkbox"/> Supervisor-CSRA (Code 4) <input type="checkbox"/> Management Official (CSRA) (Code 5) <input type="checkbox"/> Work Leader (Code 6) <input type="checkbox"/> Team Leader (Code 7) <input checked="" type="checkbox"/> Neither (Code 8)		12. Position Sensitivity <input type="checkbox"/> 1-Non-sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/> 5-Public Trust/Moderate <input checked="" type="checkbox"/> 6-Public Trust/High Risk		
13. Comp Level Code			14. Job Code			15. OPM Certification No.			
16. Classified/Graded by:		Official Title of Position			Pay Plan	Occupational Series Code	Grade	Initials	Date
a. U.S. Office of Personnel Management		Environmental Engineer			GS	0819	12	SJ	10/18/2022
b. Department, Agency or Establishment									
c. Recommended by Supervisor or Initiating Office									
17. Organizational Title of Position (if different from official title) PLANNING AND DESIGN ENGINEER (REMOTE)					18. Name of Employee (if vacant, specify)				
19. DEPARTMENT OF HEALTH AND HUMAN SERVICES					c. Third subdivision DIVISION OF SANITATION FACILITIES CONSTRUCTION (SFC)				
a. First Subdivision INDIAN HEALTH SERVICE					d. Fourth subdivision				
b. Second subdivision OFFICE OF ENVIRONMENTAL HEALTH AND ENGINEERING (OE)					e. Fifth subdivision				
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry our Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name/Title/Employee ID of Immediate Supervisor					b. Typed Name/Title/Employee ID of Higher Level Supervisor or Manager (optional)				
Signature _____ Date _____					Signature _____ Date _____				
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by the Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position OPM Job Family Standard for Professional Work in the Engineering and Architecture Group 0800, Environmental and Civil Engineering Series 0819, dated November 2008				
Typed Name and Title of Official Taking Action									
Signature _____ Date _____					Information for Employees. The standards and information on their application are available in the human resources office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the human resources office of the U.S. Office of Personnel Management.				
23. Remarks: UFMS: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Incumbent must be suitable for Federal employment as determined by fingerprint check results and appropriate background investigation. An Incumbent found not suitable after hire will be removed from this position. Functional Code: 22 Investigation Level: Tier 4/ Non-childcare									
24. Description of Major Duties and Responsibilities and Evaluation Statement (See Attached)									

Position Title: Environmental Engineer

Series/Grade: GS-0819-12

Organization: Division of Sanitation Facilities Construction

Duty Location: Various

PD Number: HS242R

(Organizational Title for OF8 is Planning and Design Engineer (Remote Position))

Introduction:

The position is located within the Division of Sanitation Facilities Construction (DSFC) under the Office of Environmental Health & Engineering (OEHE) and located in one of the District offices. The position assists the District Engineer in reviewing, planning, managing, and overseeing the design and construction of complex water, sewer and solid waste projects serving American Indian and Alaska Native (AI/AN) homes and communities.

Duties and Responsibilities:

Engineer Planning and Design (80%)

Assists in directing the planning, design, and construction activities for community and individual water supply, wastewater, and solid waste facilities to serve AI/AN homes and communities. Independently responsible for production of technical engineering designs, plans, specifications, and engineering studies and reports for water, sewer and solid waste systems (i.e., wells, pumping equipment and controls, water treatment, water storage tanks, water lines, sewer lines, sewage treatment facilities, sewage lift stations, solid waste transfer stations, solid waste disposal sites) for assigned projects. Assists District Engineer in providing professional engineering review of the same engineering works noted above produced by field engineers. Individually prepares or reviews project documents prepared by district staff work for technical engineering bid packages including cost estimates, specifications, and plan sets for construction.

Ensures proper procedures and engineering standards are followed for all aspects of engineering design including computer drafting and surveying. Provides licensed professional engineering review and approval of construction drawings prepared by subordinate engineering staff not registered as professional engineers.

Ensures proper construction of the designed facilities within time and funding limitations. Prepares reports, keeps records and advises on the progress of contracts and constructed work. Assists in resolving problems in the execution of contracts and construction activities.

Program Management (20%)

Reviews, evaluates, and makes recommendations to the District Engineer on design, construction practices, project summaries, memoranda of agreement, engineering plans, specifications, engineering studies and final reports. Ensures that projects in the Sanitation Deficiency System (SDS) are properly scoped, consistently scored, and have accurate cost estimates. Helps coordinate district responses to Area and Headquarters review comments. Manages funded projects in the Projects Data System (PDS) and successful implementation of funded projects.

Coordinates contracting actions to be awarded under the Federal Acquisition Regulations, Indian Self-Determination Regulations, or by tribal procurement under a Memorandum of Agreement.