**Department:** Department Of Veterans Affairs

**Agency:** Department Of Veterans Affairs

**Job Announcement Number:** BESE A2

Overview

**Chaplain (Roman Catholic)**

|  |  |
| --- | --- |
| **Salary Range:** 54494 to 84913 USD Per Year  Rates of pay are higher in high cost of living localities | **Open Period:** 1/1/2008 to 12/31/2008 |
| **Series & Grade:** GS-0060-11/12 | **Position Information:** Multiple Schedules Permanent |
|  | **Duty Location:** many vacancies - Throughout The Nation, US |

**Who May Be Considered:**

Applications will be accepted from US Citizens and Non-Citizens as allowed by appropriations.  Non-citizens can only be hired when there are no qualified applicants available.

**Job Summary:**

The Department of Veterans Affairs has immediate openings for Roman Catholic Chaplains.   Call the VA National Chaplain Center for information on current openings, and how to apply for  continuing consideration as vacancies arise: 757-728-7069  APPLICATIONS SUBMITTED UNDER THIS ANNOUNCEMENT WILL NOT  BE CONSIDERED FOR THE FOLLOWING:  (1) Contract or Fee-basis work at VA Health Care facilities.   These types of utilization are not employment.  Persons interested in contract or fee basis work must contact individual VA Medical Centers at which they wish to work.  (2) Time-Limited employment to meet temporary needs.  Individual VA Medical Centers recruit locally for these needs.  Persons given time-limited appointments can not become permanent VA chaplains without competing in accordance with the provisions of this announcement  (3) Supervisory chaplain positions.  Supervisory positions are generally filled from within the Department of Veterans Affairs.  However, when recruitment from outside VA is desired, such positions will be announced on USAJOBS.  (4) Positions of Clinical Pastoral Education Supervisor.  See announcement number BESE CPE-A

**Key Requirements:**

• Ecclesiastical Endorsement

Duties

**Major Duties:**

Catholic Chaplains work at Veterans Affairs Medical Centers, Outpatient Clinics, and Domiciliaries throughout the United States.

VA medical centers employ Catholic Chaplains in full time, part time, and intermittent positions.    Intermittent positions have no prescheduled tour of duty.  When filling GS-12 positions, facilities sometimes choose to hire an individual at GS-11 and to promote the individual to GS-12 after a year.

Chaplains at GS-11 provide complete religious ministry to veteran patients.  They address religious, spiritual, moral, and ethical problems of patients, ministering to newly admitted, pre- and post-operative patients, the critically ill, and the families concerned.  Catholic chaplains provide the full range of pastoral ministry and sacraments to Roman Catholic patients, including conscientious attention during emergency and crisis situations.  Chaplains assure that all patients have opportunities for free exercise of religion and are protected from proselytizing.  Chaplains provide guidance and religious instruction to individuals and groups; arrange for and conduct religious worship services in chapels and at other locations for patients unable to attend regular chapel services.  Chaplains maintain cooperative relationships with Medical Center personnel and individuals and groups in the community.  This work is carried out in a pluralistic environment; and each chaplain is sensitive to the religious needs of many separate religious denominations and faith groups.

GS-12 chaplains provide comprehensive spiritual and pastoral care to patients and their families that encompasses all aspects of pastoral care including individual and group counseling, leading worship and ordinances, and patient/family education.  Chaplains assure that all patients have opportunities for free exercise of religion, locating other chaplains and/or persons from the community to provide for patients’ religious needs as necessary.  GS-12 chaplains collaborate with other health care professionals as part of interdisciplinary teams in assessing patient needs, planning and carrying out patient care; developing relationships with the larger community which support the Medical Center mission; and responding to emergency needs of patients and family members.  Chaplains participate in educating health care staff and trainees about the role of chaplains and the importance of religion and spirituality in health and wellness.  The work emphasizes an ecumenical, team approach to assignments.

Qualifications and Evaluation

**Qualifications:**

Applicants must meet all of the following requirements:

(1) Citizenship:  The federal government gives strong priority to hiring U.S. citizens.  When no qualified U.S. citizens are available certain non-citizens may be considered for VA chaplain positions.  To be considered, non-citizens must meet the requirements of both immigration law and the appropriations act ban on paying certain non-citizens.  The appropriations act ban does not apply to citizens of Ireland, Israel, or the Republic of the Philippines, or to nationals of those countries allied with the United States in the current defense effort (this includes countries in NATO).    Further information is available on-line at:  http://www.opm.gov/employ/html/Citizen.htm

(2) Ecclesiastical Endorsement:  Must possess ecclesiastical endorsement, dated within the past 12 months, from the Roman Catholic Archdiocese for the Military Services in Washington, DC.   Ecclesiastical endorsement is the written official statement of the Archdiocese certifying that the applicant is in good standing as clergy, and that the individual is, in the opinion of the endorsing body, qualified to perform the full range of ministry required by Roman Catholic patients in the VA pluralistic setting.  For further information about the process of seeking ecclesiastical endorsement, please phone Chaplain (Associate Director) Paul Holt at the National VA Chaplain Center at (757) 728-7063.

(3) Education:  All applicants must possess the degree of Master of Divinity or equivalent educational qualifications.  Equivalent educational qualifications means possession of a bachelor’s degree of at least 120 semester hours plus completion of not less than 70 semester hours of graduate course work which included all of the following: 20 semester hours in pastoral ministry; 20 semester hours in any combination of theology, ethics and philosophy of religion; 20 semester hours in the study of sacred writings, including the study of languages in which sacred writings are/were written;  10 semester hours in religious history and/or world religions. To meet federal requirements, education must be from college(s), university(ies), or theological institution(s) that are accredited by an accrediting body recognized by the U.S. Department of Education.  The U.S. Department of Education has a database of accredited institutions on the internet at:  http://www.ed.gov/admins/finaid/accred/index.html

(4) **Clinical Pastoral Education (CPE):**  In addition to the education requirements, applicants must have completed at least **2 units** of Clinical Pastoral Education (CPE) [as defined by the Association for Clinical Pastoral Education (ACPE), the National Association of Catholic Chaplains (NACC), or the College of Pastoral Supervision and Psychotherapy (CPSP)]. **800** hours of supervised ministry in a formal training program which incorporated both ministry formation and pastoral care skills development may be substituted for the required CPE.  Completion of a diaconal year after seminary may meet this requirement.  We encourage you to contact Chaplain (Associate Director) Paul Holt at 757-728-7065 for further information.

(5) **Experience:   To qualify for GS-11, you must have** at least two years of professional experience, after completion of the M. Div. or equivalent, which has demonstrated both practical pastoral knowledge and skill, and ability to minister in a pluralistic setting.   Supervised or guided pastoral experience completed **during** graduate professional education may be credited for up to one of the two years of experience.   Part time experience is pro-rated by comparing the average number of hours worked to a 40 hour work week.Completion of a doctoral degree directly related to pastoral ministry may be substituted for one year of experience.  **For GS-12**,in addition to the requirements for GS-11, at least **one year** of professional experience, equivalent in complexity and responsibility to the GS-11 level, which has demonstrated **all** of the following: (a) ability to serve as a consultant or expert to a interdisciplinary treatment team; (b) in-depth knowledge of related professional fields, particularly in the behavioral sciences; (c) understanding of, and ability to respond to, the particular concerns and issues pertaining to treatment of veterans;  (d) knowledge of the structure, regulations, practices, and programs of health care delivery systems;      (e) Ability to interpret and apply a body of rules, regulations, policies, and procedures in professional practice; (f) ability to develop and maintain liaisons with a variety of outside organizations.

(6) **English Language Competency:** All applicants must be proficient in written and spoken English.

(7) **Selective Service Registration:**  By law, all males born after December 31, 1959 must have registered with the selective service system (the draft) or have a valid exemption.

Drug Testing - All non-VA applicants tentatively selected for VA employment in

any position are subject to urinalysis to screen for illegal drug use prior to

appointment. Applicants who refuse to be tested will be denied employment with

the VA.

**How Will You Be Evaluated:**

Once your qualifications have been evaluated, your application will be assigned a numeric score. Candidates will be ranked in score order with appropriate points added for veterans' preference.

**RATING FACTORS FOR CHAPLAINS**

Qualified applicants will be evaluated on their possession of the factors listed below.  Please describe your experience, education, training, awards and other specific accomplishments that demonstrate your possession of the rating factors for all the grade(s) for which you wish to be considered.  Providing this information is voluntary; however, if you do not give give complete information you may receive less than full credit in the rating process.  You may provide responses on separate sheets of bond paper.  Your name and social security number should be on the top of each sheet.

**GS-11 (Full Performance Level)**

**A1. Ability to communicate orally**

Describe your accomplishments that demonstrate the breadth and complexity of oral communication that you have performed.  (For example counseling, training, lecturing)  Describe the most difficult communication tasks you have performed in your professional practice and in outside activities.

**A2. Ability to communicate in writing**

Describe the most difficult and complex written communication you have performed.  Describe how you have incorporated written communication into your professional practice and outside activities.

**A3. Ability to deal effectively with others**

Describe your accomplishments in leading or supervising others.  Describe achievements in mediating disputes, negotiating settlements, solving interpersonal problems, motivating and persuading others.

**A4. Ability to minister to persons from various social, cultural and racial backgrounds**

Describe your experience in relating with and ministering to clergy, patients, and others from various faith and value traditions.  Describe any accomplishments in developing interfaith relationships.

**A5. Ability to provide or facilitate liturgical and sacramental ministry to persons from various religious backgrounds.**

Describe your ministry experience and current professional practice that demonstrates your knowledge of various liturgical principles and practices

GS-11 (potential 12) and/or GS-12

**B1. Ability to communicate orally and in writing.**

Describe your accomplishments in oral and written communication.  Describe your use of these abilities in your professional experience in religious instruction, pastoral care, and participation in multidisciplinary teams/committees.  List and describe any publications.

**B2.  Ability to provide clinical pastoral care and counseling in a healthcare setting.**

Describe in detail your experience in providing ministry in health-care settings.  Describe the workplace, the type(s) of patients or clients served, and your participation as a member of multidisciplinary treatment team(s).  Be sure to include any experience with veterans.  List any relevant training, education and certifications.  Describe your qualifications in any clinical specialties and attach supporting documentation.

**B3. Ability to provide ministry in a pluralistic setting**

Describe your experience in relating with clergy, patients, and others from various faith and value traditions.  Describe any accomplishments in developing interfaith relationships.  Describe your experience in ministering to persons from a variety of faith groups.

**B4.  Knowledge of worship principles and practices**

Describe your ministry experience and current professional practice that demonstrates your knowledge of various worship (liturgical) principles and practices.

**B5. Ability to establish relationships and deal effectively with others**

Describe your experiences in leading or supervising others.  Give examples of accomplishments in mediating disputes and negotiating settlements.  Describe your involvement in community and civic activities.  Be sure to describe your relationships with professional associations, interdisciplinary teams, veterans organizations, fraternal organizations, etc.

Persons who have completed a one-year Clinical Pastoral Education residency or fellowship at a Department of Veterans Affairs Medical Center, and who meet all VA chaplain qualification requirements, can be considered for jobs without a numerical rating. This is called “non-competitive consideration.” Veterans are given preference.  This eligibility for non-competitive consideration lasts for one year after completion of the residency/fellowship.

Benefits and Other Information

**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: http://www.usajobs.gov/jobextrainfo.asp#FEHB.

Life insurance coverage is provided. More info: http://www.usajobs.gov/jobextrainfo.asp#life

Long-Term Care Insurance is offered and carries into your retirement. More info: http://www.usajobs.gov/jobextrainfo.asp#ltci

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: http://www.usajobs.gov/jobextrainfo.asp#retr

You will earn annual vacation leave. More info: http://www.usajobs.gov/jobextrainfo.asp#VACA

You will earn sick leave. More info: http://www.usajobs.gov/jobextrainfo.asp#SKLV

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: http://www.usajobs.gov/jobextrainfo.asp#HOLI

Opportunities are available in numerous locations and employees may transfer to new locations to further their career goals.

Selected applicants may qualify for credit towards annual leave accrual, based on prior non-federal or military service experience.

**Other Information:**

This job is being filled by an alternative hiring process and is not in the competitive civil service.

The materials you send with your application will not be returned.

Send only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

You will be required to serve a trial period of 1 year.

How to Apply

**How to Apply:**

Mail your applications so it will be postmarked by closing date. If hand delivered, be sure your application is received by closing date.

**Submit the following material to the National VA Chaplain Center:**

(1) **An application form or resume** (federal forms OF-612 or SF-171 may be used but are not mandatory.)  If you submit a resume, please be sure to include all of the following information:  The country of which you are a citizen; the names and locations of colleges and universities attended, the degree(s) earned and the date(s); the dates and location of clinical pastoral education and other relevant training; and information about all relevant paid and unpaid experience, including: job title, duties and accomplishments, employer’s name and address, starting and ending dates (month and year), number of hours worked per week, and the salary (if any).

(2) **Declaration for Federal Employment** (form OF-306)

(3) **Ecclesiastical endorsement** dated within the past 12 months (*Most ecclesiastical endorsers will send endorsements directly to the Department of Veterans Affairs National Chaplain Center, in Hampton, Virginia.  Applicants cannot be considered for positions until their endorsement is received at the National Chaplain Center).*

(4) **If you are a veteran**:  Submit a copy (the copy labeled “member copy 2”) of each of your military discharge forms (DD-214), and, if you are claiming 10-point preference, usually based on a service-connected disability, submit **SF-15**   'Claim for 10-point Veterans Preference' with the supporting documents as specified in the instructions on that form.  For information on veterans preference see the Office of Personnel Management ***Vetguide*** at http://www.opm.gov/veterans/html/vetguide.htm

(5) **Official Transcripts** of undergraduate and graduate education

(6) **Clinical Pastoral Education Certificates,** or a detailed description of the training you wish to have considered as equivalent.

(7) **Narrative responses to the Chaplain rating factors** (you may respond on bond paper).

(8) **Specification of the locations, grades, and work schedules for which you wish to be considered** (use the lists “Chaplain Grade and Schedule Options Desired” and “Department of Veterans Affairs Locations” that are on the VA Chaplain Web site: www.va.gov/chaplain, or you may specify your preferences on a separate page.)

**Forms may be obtained from the Human Resources Management Service at any VA Medical Center, or phone the National VA Chaplain Center:  (757) 728-7069**.

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Application mailed using government postage or through an internal federal government mail system will not be considered.

**Contact Information:**

JOHN BATTEN

Phone: 757-728-7062

Or Write:

Department Of Veterans Affairs

National VA Chaplain Center (301/111C)

100 Emancipation Drive, Building 33

Hampton VA 23667

US

**What to Expect Next:**

Normally applicants will be notified of their rating in writing within three weeks after all required documents are received at the National VA Chaplain Center.  Your application remains active for one year following rating by the Board.  You may submit additional or updated information about your qualifications to the Board of Excepted Service Examiners once during the year.  At the end of the year you may update your application and request us to extend your eligibility.  You may change the locations, grade(s) and/or work schedules for which you wish to be considered as often as you wish by contacting the National Chaplain Center.

**HOW APPLICANTS ARE REFERRED AND CONSIDERED FOR VACANCIES:**

When a VA health care facility wishes to hire a chaplain, it requests the National Chaplain Center for a list of applicants.  The National Chaplain Center sends the facility a list of the qualified applicants who have indicated availability for that location, work schedule, and grade.  If your application is complete in the National Chaplain Center on the day that a request is received, but has not yet been rated, the Board will rate your application before constructing the list of applicants.  Applicants are listed in order of their numerical rating.  The medical center must select from among the top three available applicants.  The medical center will contact you directly if an interview is desired.  *If you fail to* *reply to a phone call or letter from a medical center you may be eliminated from further consideration for the job.  If you decline consideration for three positions for which you are referred, the National Chaplain Center will remove you from the list of active applicants.*

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans’ preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency’s promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans’ preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans’ Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - 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 subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

DEPARTMENT OF VETERANS AFFAIRS

BOARD OF EXCEPTED SERVICE EXAMINERS

CHAPLAIN GRADE AND SCHEDULE OPTIONS DESIRED\*

(submit this page with the other material requested in announcement BESE-A1)

GRADE(S) DESIRED (check as many as apply)

I wish to be considered for the following grade(s):

( ) grade GS-11 (full performance level) (Please respond to rating factors A1 - A5 in your application)

( ) grade GS-11 (with promotion potential to GS-12) (Please respond to rating factors B1 - B5 in your application)

( ) grade GS-12 ) (Please respond to rating factors B1 - B5 in your application)

( ) all of the above (Please respond to rating factors A1 - A5 and B2 - B5 in your application)

WORK SCHEDULES DESIRED (check as many as apply)

I wish to be considered for the following work schedules:

( ) full time (40 hours per week)

( ) part time 30 to 35 hours per week

( ) part time 24 to 29 hours per week

( ) part time 16 to 23 hours per week

( ) part time 10 to 15 hours per week

( ) intermittent (no regularly scheduled hours)

AVAILABILITY

If selected for employment I am available to report for work within \_\_\_\_\_\_ days after notification; or by \_\_\_\_\_\_\_\_\_\_\_(date)

YOUR NAME (please print)

YOUR SIGNATURE DATE SIGNED

\*You may change these preferences whenever you desire by submitting a new copy of this form. However, if you decline consideration three times for position(s) that you have indicated you will accept, your application will no longer be considered.

**DEPARTMENT OF VETERANS AFFAIRS HEALTH CARE LOCATIONS**

Circle on this sheet the locations, states, and/or regions where you would like to be considered for employment. You may select any combination of regions, states, locations, or the entire U.S. Note: Most VA outpatient clinics are managed by one of the medical centers on this list. By selecting one of these centers you will also be considered for all of its outpatient clinics. (The 3-digit number is an internal VA code. The 5 digits after the location is the zip code)

100 ENTIRE

CONTINENTAL UNITED STATES

REGIONS

901 NORTHEAST

(CT,ME,MA,NH,RI,VT

NJ,NY)

902 ATLANTIC

(DE,MD,PA,VA,WV,DC)

903 SOUTHEAST

(AL,FL,GA,KY,MS,NC

SC,TN,PR)

904 MIDWEST

(IL,IN,MI,OH,WI)

905 NORTH CENTRAL

(IA,MN,NE,ND,SD)

906 SOUTH CENTRAL

(AR,C0,KS,LA,MO,OK,

TX)

907 NORTHWEST

(AK,ID,MT,OR,WA,WY)

908 SOUTHWEST

(AZ,CA,NV,NM,UT,HI)

101 ALABAMA

521 Birmingham 35233

619 Montgomery 36193

679 Tuscaloosa 35404

680 Tuskegee 36083

102 ALASKA

383 Anchorage 99501

103 ARIZONA

644 Phoenix 85012

649 Prescott 88313

678 Tucson 85723

104 ARKANSAS

564 Fayetteville

72701

598 Little Rock

72205

105 CALIFORNIA

570 Fresno 93703

599 Livermore94550

605 Loma Linda 92357

600 Long Beach 90822

691 Los Angeles

90073

640 Palo Alto 94304

612 Sacramento 95655

664 San Diego 92161

662 San Francisco

94121

665 Sepulveda 91343

106 COLORADO

554 Denver 80220

567 Fort Lyon 81038

575 Grand Jct 81501

107 CONNECTICUT

627 Newington 06111

689 West Haven 06516

108 DELAWARE

460 Wilmington 19805

109 DISTRICT OF

COLUMBIA

688 Washington 20422

110 FLORIDA

516 Bay Pines 33504

573 Gainesville

32602

594 Lake City 32055

546 Miami 33125

673A Orlando 32803

673 Tampa 33612

548 West Palm Beach

33410-6400

111 GEORGIA

509 Augusta 30910

508 Decatur

(Atlanta) 30033

557 Dublin 31021

112 HAWAII

359 \*Honolulu 96813

113 IDAHO

531 Boise 83702

114 ILLINOIS

537 Chicago 60612

550 Danville 61832

578 Hines 60141

609 Marion 62959

556 North Chicago

60064

115 INDIANA

569 Fort Wayne 46805

583 Indianapolis

46204

610 Marion 46952

116 IOWA

555 Des Moines 50310

584 Iowa City 52240

592 Knoxville 50138

117 KANSAS

686 Leavenworth

66048

677 Topeka 66622

452 Wichita 67218

118 KENTUCKY

596 Lexington 40511

603 Louisville 40202

119 LOUISIANA

502 Alexandria 71301

629 New Orleans70146

667 Shreveport 71130

120 MAINE

402 Togus 04330

121 MARYLAND

512 Baltimore 21218

566 Ft Howard 21052

641 Perry Pt 21902

122 MASSACHUSETTS

518 Bedford 01730

523 Boston 02130

525 Brockton 02401

631 Northampton

01060

123 MICHIGAN

553 Detroit 48101

506 Ann Arbor 48105

515 Battle Creek

49106

585 Iron Mnt 49801

655 Saginaw 48602

124 MINNESOTA

618 Minneapolis

55417

656 St. Cloud 56301

125 MISSISSIPPI

520 Biloxi 39531

586 Jackson 39216

126 MISSOURI

543 Columbia 65201

589 Kansas City

64128

647 Poplar Bluff

63901

657 St. Louis 63125

127 MONTANA

436 Fort Harrison

59636

617 Miles City 59301

128 NEBRASKA

574 Grand Island

68801

597 Lincoln 68510

636 Omaha 68105

129 NEVADA

654 Reno 89520

758 Las Vegas 89102

130 NEW HAMPSHIRE

608 Manchester 03104

131 NEW JERSEY

561 East Orange

07019

604 Lyons 07939

132 NEW MEXICO

501 Albuquerque

87108

133 NEW YORK

500 Albany 12208

513 Batavia 14020

514 Bath 14810

526 Bronx 10468

527 Brooklyn 11209

528 Buffalo 14215

532 Canandaigua

14424

533 Castle Pt 12511

620 Montrose 10548

630 New York 10001

632 Northport 11768

670 Syracuse 13210

134 N. CAROLINA

637 Asheville 28805

558 Durham 27705

565 Fayetteville

28301

659 Salisbury 28144

135 NORTH DAKOTA

437 Fargo 58102

136 OHIO

538 Chillicothe

45601

539 Cincinnati

45220

541 Cleveland

44106

757 Columbus 43221

552 Dayton 45428

137 OKLAHOMA

623 Muskogee 74401

635 Oklahoma City

73104

138 OREGON

648 Portland 97201

653 Roseburg 97470

692 \*White City

97501

139 PENNSYLVANIA

503 Altoona 16603

529 Butler 15001

542 Coatesville

19320

562 Erie 16501

595 Lebanon 17042

642 Philadelphia

19104

645 Pittsburgh 15206

(Highland Drive)

646 Pittsburgh 15240

(University Dr)

693 Wilkes-Barre

18711

140 PUERTO RICO

672 San Juan 00927

141 RHODE ISLAND

650 Providence 02908

142 S.CAROLINA

534 Charleston 29403

544 Columbia 29201

143 SOUTH DAKOTA

568 Fort Meade 57741

579 Hot Springs

57747

438 Sioux Falls

57117

144 TENNESSEE

614 Memphis 38104

621 Mountain Home

37601

622 Murfreesboro

37130

626 Nashville 37203

145 TEXAS

504 Amarillo 79106

519 Big Spring 79720

522 Bonham 75418

549 Dallas 75216

756 El Paso 79925

580 Houston 77211

591 Kerrville 78028

611 Marlin 76561

671 San Antonio

78284

674 Temple 76501

685 Waco 76711

146 UTAH

660 Salt Lake City

84148

147 VERMONT

405 White River

Junction 05001

148 VIRGINIA

590 Hampton 23667

652 Richmond 23249

658 Salem 24153

149 WASHINGTON

505 American Lake

(Tacoma) 98493

663 Seattle 98108

668 Spokane 99208

687 Walla Walla

99362

150 WEST VIRGINIA

517 Beckley 25801

540 Clarksburg 26301

581 Huntington 25704

613 Martinsburg

25401

151 WISCONSIN

607 Madison 53705

695 Milwaukee 53295

676 Tomah 54660

152 WYOMING

442 Cheyenne 82001

666 Sheridan 82801

\*Domiciliary

January 2009

**VA Chaplain Application Document Checklist**

(This is for your convenience in assembling the necessary documents. You do not have to include this page with your application. For complete application instructions, see announcement BESE A3)

Application/resume (You may use federal form OF-612, or SF-171, or a resume)

Declaration for Federal Employment (Form OF-306)

Ecclesiastical endorsement (dated within the past year)

Undergraduate transcripts (official)

Graduate transcripts (official)

Certificates showing completion of Clinical Pastoral Education.

If you have not completed two units of CPE submit detailed descriptions of training that

you wish to have considered for equivalency.

Rating factor responses

(see the list of rating factors provided with announcement BESE A1. Please respond to

both sets of rating factors if you wish to be considered for all grade options)

Locations desired

(circle locations desired on the list of all VA facilities provided with announcement BESE A1)

Grade and work schedules desired

(check desired grades and work schedules on the list provided with announcement BESE A1)

Copies of any professional certifications or memberships

(for example Board Certification from APC, Clinical Membership in ACPE)

Military Discharge Certificate(s)

“DD-214.” Submit copies of this form if you have had active military duty and wish to

claim veterans preference

Claim for 10-Point Veterans Preference

“SF-15.” Submit this form if you have a military service-connected disability, a Purple

Heart, or other basis for claiming 10-point preference

SF-15 supporting documents

If you submitted a Claim for 10-Point Veteran Preference, SF-15, read the instructions on the form regarding the documents that must accompany it.