

CALLING ALL LABORERS AND MAINTENANCE WORKERS of all skill levels...

The Bureau of Indian Affairs, Office of Facilities Management and Construction will advertise approximately 200 laborer and maintenance staff positions throughout Indian Country. These positions will include Laborers, Maintenance Workers, Mechanical Workers, Mechanical Helpers, and Custodial Workers.

To apply for these positions please go to one of the following for more information:

- www.USAJOBS.OPM.GOV
- Contact your local Bureau of Indian Affairs office for a listing of advertisements.
- Contact the Bureau of Indian Affairs – Office of Human Capital Management at 1011 Indian School Road NW, Suite 136, Albuquerque, NM 87104.

PLEASE READ THE ADVERTISEMENT CAREFULLY TO DETERMINE WHAT FORMS ARE REQUIRED FOR YOUR LEVEL.

How to apply:

A complete application package may contain the following depending on the level you will apply for:

- Optional Form-612 (Optional Application for Federal Employments) or a resume or any written format consistent with OPM Optional Form 510 will be accepted.
- Optional Form 306, (Declaration of Federal Employment)
- Form GSA 3607 (Motor Vehicle Operator's License and Driving Record) if applicable.
- Form BIA-4432 (Verification of Indian Preference for Employment in the Bureau of Indian Affairs and Indian Health Service) must be submitted to claim Indian Preference. (Contact your Tribal enrollment office for this form) A certificate of Indian blood or any other forms will not be accepted.
- Supplemental Questionnaire (Knowledge, Skills, and Abilities) should be addressed if applicable.
- College Transcripts are optional but must be submitted for Educational credit. Credit will not be granted without verification.
- Standard Form-50B (Notification of Personnel Action) Federal status employees must submit a current copy. Do not send an Award SF-50B.
- BIA Form-4450 (Supervisory Appraisal of Demonstrated Performance or Potential) should be submitted.
- Form DD-214 must be submitted if you are claiming 5-point Veteran's Preference.
- Standard Form 15 must be submitted if you are claiming 10-point Veteran's Preference.
- DI-1935 (Applicant Background Survey Form) is voluntary for submission.

Forms OF-612, OF-510, and OF-306 are available at www.opm.gov/forms.

Form GSA 3607 is available at www.gsa.gov/forms.

Applications and all accompanying documents mailed through postal, overnight or express mail services must be received by the closing date of the vacancy announcement. Applications may also be faxed to (505) 563-3041 and must be received by the closing date. Fax only those documents required. Documents not identified in the application requirements should not be included in the fax, but sent by mail. Applicants' qualifications will be evaluated solely on the information submitted in the application. Electronic mail or government envelopes may not be used to submit applications. Make sure to submit all required documents or your application will not be considered.

For assistance with your application you may contact Trina Fox at (505) 563-5105 or by email at trina.fox@bia.gov.