# Sewing Machine Operator

**DEPARTMENT OF THE ARMY**  
**U.S. Army Sustainment Command**  
Cadet Services Division, Cadet Uniform Factory

<table>
<thead>
<tr>
<th><strong>Open &amp; closing dates</strong></th>
<th><strong>Service</strong></th>
</tr>
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<tbody>
<tr>
<td>05/08/2020 to 05/14/2020</td>
<td>Competitive</td>
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<table>
<thead>
<tr>
<th><strong>Pay scale &amp; grade</strong></th>
<th><strong>Salary</strong></th>
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<tbody>
<tr>
<td>WG 6</td>
<td>$23.98 to $27.98 per hour</td>
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<thead>
<tr>
<th><strong>Appointment type</strong></th>
<th><strong>Work schedule</strong></th>
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<tbody>
<tr>
<td>Permanent</td>
<td>Full-Time</td>
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## Locations

1 vacancy in the following location:

- West Point, NY  
  1 vacancy

<table>
<thead>
<tr>
<th><strong>Relocation expenses reimbursed</strong></th>
<th><strong>Telework eligible</strong></th>
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<tbody>
<tr>
<td>No</td>
<td>No</td>
</tr>
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</table>

## This job is open to

- **The public**  
  U.S. citizens, nationals or those who owe allegiance to the U.S.

**Announcement number**  
NEBR203472450362D

**Control number**  
567774200
Duties

Summary

About the Position: The U.S. Military Academy, West Point, NY is an academic institution located in the Hudson River Valley, 50 miles from New York City. The historic site is the oldest continuously occupied military post in America. West Point is a self-contained city with housing, a Department of Public Works, libraries, hospital, fire department, chapels, and restaurants. Employees have access to Eisenhower Hall Theater, Hudson Valley's performing arts center, and recreational facilities.

Responsibilities

- Operates a standard high-speed industrial sewing machine to perform a number of operations in the manufacture by section work of the cadets dress coat and short overcoat.
- Operates specialized machines such as blind stitch, edge baster, felling, cylinder, bartack, button hole, and the highly specialized blind stitch embroidery machine, attaching silk cord ornamentation to the full dress coat.
- Marks curved sections of design using a stencil prior to blind stitching and bartacks finished ends of cord by hand sewing to the interlining of the coat.
- Performs non-sewing functions such as marking and trimming.

Travel Required

Not required

Supervisory status

No

Promotion Potential

6

Job family (Series)

3111 Sewing Machine Operating

(https://www.usajobs.gov/Search/?f=3111)

Requirements

Conditions Of Employment

- Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.
- Appointment to this position is subject to a two year probationary period unless the appointee has previously met the requirements as described in 5 CFR Part 315.
- This position requires the completion of a pre-employment Physical Examination and an annual examination thereafter to ensure the continued, required level of physical health and ability or fitness to perform the duties of the position.

Qualifications

Who May Apply: US Citizens

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; student; social). You will receive credit for all qualifying experience, including volunteer experience.

Minimum Qualifications (Screen Out Element): Ability to do the work of a Sewing Machine Operator without more than
normal supervision to include operating a standard sewing machine to make alterations and adjustments to clothing. Failure to meet this Screen Out Element will result in an ineligible rating.

To meet the basic eligibility, you must receive at least two points on the screen-out element indicated above and must have an average of two points on all the job elements listed below. Your application will be further evaluated to determine if you meet the best qualified cut-off for referral to the selecting official.

- Ability To Do The Work Of The Position Without More Than Normal Supervision Screen Out
- Ability to Interpret Instructions, Specification, etc.
- Ability To Use and Maintain Tools and Equipment
- Knowledge of Equipment Assembly, Installation, Repair, etc.
- Knowledge of Materials
- Measurement and Layout
- Technical Practices (theoretical, precise, artistic)

**PHYSICAL EFFORTS:** Sits for long periods of time with continual movement of hands, arms, and fingers in placing items in position and sewing often handles pieces of fabric or articles of clothing that are consistently heavy and bulky.

**WORKING CONDITIONS:** Shop is adequately lighted, ventilated, and heated. Operators are subject to cuts, punctures, scratches, and other minor irritations and injuries from handling sharp tools. Subject to allergies from dyes, dust, and lint from fabrics. Also subject to noise from sewing machines.

**Education**

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone—no substitution of education for experience is permitted.

**Additional information**

- Male applicants born after December 31, 1959, must complete a Pre-Employment Certification Statement for Selective Service Registration.
- You will be required to provide proof of U.S. Citizenship.
- Two year trial/probationary period may be required.
- Direct Deposit of Pay is required.
- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- If you have retired from federal service and you are interested in employment as a reemployed annuitant, see the information in the [Reemployed Annuitant](https://acool2.army.mil/chra_dodea/retiree.pdf) information sheet.
- This is a Career Program (CP) 13 - Supply Management position.
- You may claim military spouse preference.
- Multiple positions may be filled from this announcement.
- Salary includes applicable locality pay or Local Market Supplement.
- Interagency Career Transition Assistance Program (ICTAP). If you are a Federal employee in the competitive service and your agency has notified you in writing that you are a displaced employee eligible for ICTAP consideration, you may receive selection priority for this position. To receive selection priority, you must: (1) meet ICTAP eligibility criteria; (2) be rated well-qualified for the position and; (3) submit the appropriate documentation to support your ICTAP eligibility. To be considered well-qualified and receive selection priority applicants must satisfy all qualification requirements for the position and receive a score of 90 or above. Additional information about the program is on [OPM’s Career Transition Resources website](https://www.url.com).
If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an Alternate Application: [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).

Payment of Permanent Change of Station (PCS) costs is not authorized, based on a determination that a PCS move is not in the Government interest.

**How You Will Be Evaluated**

Once the announcement has closed, a review of your application package (resume, supporting documents, and responses to the questionnaire) will be used to determine whether you meet the qualification requirements listed on this announcement. If you are minimally qualified, your résumé and supporting documentation will be compared against your responses to the assessment questionnaire to determine your level of experience. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, as errors or omissions may affect your eligibility.

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

**Basis for Rating:** Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified, and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

- Best Qualified. Candidates in this category possess exceptional skills and experience to exceed well above the minimum requirements for the announced position.
- Highly Qualified. Candidates in this category possess good skills and experience above the minimum requirements for the announced position.
- Qualified. Candidates in this category meet the minimum experience requirements for the announced position.

**Background checks and security clearance**

**Security clearance**

[Not Required](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

**Drug test required**

No

**Position sensitivity and risk**

[Non-sensitive (NS)/Low Risk](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

**Trust determination process**

[ Suitability/Fitness](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

**Required Documents**

The documents you are required to submit vary based on whether or not you are eligible for preference in federal employment. A complete description of preference categories and the associated required documents is in the Application Checklist [External](https://acpol2.army.mil/chr_dodea/App_CK_list_external_1APR2019.pdf).

As described above, your complete application includes your resume, your responses to the online questionnaire, and
documents which prove your eligibility to apply. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume:

   • Your resume may be submitted in any format and must support the special zed experience described in this announcement.
   
   • If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you may not be considered for this vacancy.
   
   • For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application may be marked as incomplete and you may not receive consideration for this position.
   
   • For additional information see: What to include in your resume (https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/)

2. Other supporting documents:

   • Cover Letter, optional
   
   • Most recent Performance Appraisal, if applicable

NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents such as military orders and marriage certificates may contain personal information for someone other than you. You may sanitize these documents to remove another person’s personal information before you submit your application. You may be asked to provide an un-sanitized version of the documents if you are selected to confirm your eligibility.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education (http://www.ed.gov/admins/finaid/accred/)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

   • Benefits for federal employees (https://www.usa.gov/benefits-for-federal-employees#item-36407)
   
   • Healthcare insurance (https://www.opm.gov/healthcare-insurance/)
   

https://www.usajobs.gov/Help/working-in-government/

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.
How to Apply

To apply for this position, you must complete the online questionnaire and submit the documentation specified in the Required Documents section above.

The complete application package must be submitted by 11:59 PM (EST) on 05/14/2020 to receive consideration.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application (https://apply.usastaffing.gov/ViewQuestionnaire/10810362 (https://apply.usastaffing.gov/ViewQuestionnaire/10810362)).
- Follow the prompts to select your résumé and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application. You must re-select your resume and/or other documents from your USAJOBS account or your application will be incomplete.
- It is your responsibility to verify that your application package (resume, supporting documents, and responses to the questionnaire) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan.
- Additional information on how to complete the online application process and submit your online application may be found on the USA Staffing Applicant Resource Center, (https://help.usastaffing.gov/app/v/index.php?title=applicant).

To verify the status of your application, log into your USAJOBS account (https://my.usajobs.gov/Account/Login (https://my.usajobs.gov/Account/Login)), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: https://www.usajobs.gov/Help/how-to/application/status/ (https://www.usajobs.gov/Help/how-to/application/status/).

Agency contact information

Army Applicant Help Desk

Website

Learn more about this agency

Address
BR-APF-W6X1AA LOG READINESS CTR, USMA WEST POINT
DO NOT MAIL
West Point, NY 10996
US

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.
Next steps

If you provided an email address, you will receive an email message acknowledging receipt of your application. Your application package will be used to determine your eligibility, qualifications, and quality ranking for this position. If you are determined to be ineligible or not qualified, your application will receive no further consideration.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- Equal Employment Opportunity (EEO) for federal employees & job applicants
  https://www.eeoc.gov/federal/fed_employees/index.cfm

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations
or how to contact an agency.
https://www.usajobs.gov/Help/how-to/application/agency/contact/

Legal and regulatory guidance

Financial suitability

Privacy Act

Signature & False statements

Selective Service

Social security number request

New employee probationary period