

POSITION(S)

PPQ Aid, Predeparture - GS 3

Letters of Authority (Limited Appointment/ Temporary positions)— **Part Time/ Intermittent**

(Full Time may be available under special circumstances)

LOCATION(s)

Positions are available in the following Puerto Rico locality:

- Aguadilla - Multiple Positions
- Ponce - Multiple Positions

SALARY

Determined based on education, locality, and experience.

- Aguadilla and Ponce - Hourly pay minimum \$15.00 / Hour)

WHO MAY APPLY

This announcement is open to all United States citizens.

TYPE OF APPOINTMENT

This is a Letter of Authority Appointment (AKA: Limited Appointment) lasting up to 180 days per service year (12 months). Positions can be extended for additional years, but no more than 180 days may be worked per service year.

OVERVIEW

APHIS is a multi-faceted Agency with a broad mission area that includes protecting and promoting U.S. agricultural health, regulating genetically engineered organisms, administering the Animal Welfare Act and carrying out wildlife damage management activities. These efforts support the overall mission of USDA, which is to protect and promote food, agriculture, natural resources and related issues. Plant Protection and Quarantine (PPQ) is a program within APHIS which safeguards U.S. agriculture and natural resources against the entry, establishment, and spread of economically and environmentally significant pests, and facilitates the safe trade of agricultural products. Join our team and gain valuable experience working in the field to stop this invasive species from harming our nation's agriculture.

The incumbent serves as an Aid for Plant Protection and Quarantine (PPQ) Technicians and Officers. This position performs repetitive tasks to support accomplishment of the Agriculture Quarantine Inspection (AQI).

Learn more about our programs: APHIS PPQ Predeparture

<https://www.aphis.usda.gov/aphis/ourfocus/planthealth/international/predeparture/predeparture#:~:text=APHIS'%20predeparture%20inspection%20program%20facilitates,these%20harmful%20and%20invasive%20pests>

DUTIES

The incumbent assists by doing the simpler tasks relative to the above PPQ programs. Guides passengers through the inspection procedures and explain regulations as needed. Direct travelers to place luggage on conveyor belts to be inspected by x-ray machines. Place inspection stickers on cleared baggage. Under supervision, the incumbent assist in inspection for prohibited or restricted items. Removes garbage or contraband for transport to examination and disposal facilities. Disposes of contraband after inspection by PPQ Officers or Technician. Other duties related to the position description may be required.

SPECIAL CONDITIONS

Males born after 12/31/59 must be registered with the selective service.

Must have a valid driver's license.

Must be able to work alone and/or in teams in remote locations.

Must possess or be able to learn basic insect pest and tree identification skills.

Must be able to travel overnight occasionally.

QUALIFICATION REQUIREMENTS

GS-3: Six months of general experience, **OR** 1 year post HS education (*including 4 credits in biology, plant pathology, entomology, zoology, botany, forestry, chemistry, agriculture, or physics*), **OR** a combination that includes the 4 credits

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

HOW TO APPLY & REQUIRED DOCUMENTS FOR APPLICATION:

Please mail or email all required documents to the address provided below.

Required documents:

- [Application Cover Sheet](#)
- Current Resume:
 - For each position you've held, provide name of Position, Title, Company Name, Dates (mo/yr), number of hours worked per week, salary/hourly rate, summary of duties and responsibilities
 - And, provide at least three references.
- Official or unofficial college transcripts (if applicable)
- Completed and signed Declaration for Federal Employment ([Form OF 306](#))

Mailing Address:

USDA, APHIS, PPQ
Attn. Jaime Montañez and Javier Arce
109 Calle Central
Aguada, PR 00602

Email: jaime.montanez@usda.gov and javier.arce-rodriguez@usda.gov

VETERAN PREFERENCE

When applying for federal jobs, eligible Veterans should claim preference for 5pt (TP), 10pt (CP/CPS/XP), or for Sole Survivor Preference (SSP) in the questionnaire. You must:

- Provide a legible copy of your DD-214(s) which shows dates and character of service (honorable, general, etc.).
- If you are currently serving on active duty and expect to be released or discharged within 120 days you must submit documentation related to your active duty service which reflects the dates of service, character of service (honorable, general, etc.), and dates of impending separation.
- Additionally, disabled veterans and others eligible for 10-point preference (such as widows or mothers of eligible Veterans) must also submit a SF-15 "Application for 10 Point Veteran Preference" with required proof as stated on the form.
- Documentation is required to award preference.

For more information on Veterans' Preference, please visit: <https://www.fedshirevets.gov/job-seekers/veterans/veterans-preference/>

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.

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 and hiring process 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.

COVID-19 Vaccination Requirement

To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.