

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**  
**Federal Career Intern Program Opportunity**

This position is being filled under the Federal Career Intern Program (FCIP). FCIP is a 2-year professional development program designed to prepare you for a career with NARA. Additional information on the FCIP is available at [www.archives.gov/careers/jobs/fcip](http://www.archives.gov/careers/jobs/fcip)

**Recruiting Bulletin Number:** FCIP-09-07

**Qualified applicants who previously applied under Announcement FCIP 09-02, dated 02-25-2009, will receive full consideration and need not reapply.**

**Open Period:** 6/10/09 – 6/16/09

**Position:** Information Technology Specialist (Applications Software), GS-2210-07 (3 positions)

**Salary:** \$45,194 per annum

**Promotion Potential:** GS-13 (\$86,927 - \$113,007 per annum)

**Duty Location:** College Park, MD

**Who May Apply:** All U.S. citizens who meet the minimum qualification requirements as stated in this recruiting bulletin.

**Job Summary:** Whether you are new to the Federal Government or an experienced professional seeking a career change, you can make history at the National Archives. Our dedicated staff works across a variety of career fields to safeguard the records of the Federal Government – more than 10 billion of them. Visit our Employee Gallery at [www.archives.gov/careers](http://www.archives.gov/careers) to see the kinds of dynamic projects our staff are undertaking. If you want a career where you can see the difference your work makes, then join the National Archives!

You will serve as Information Technology Specialist (APPSW) in the Office of Information Services, Systems Development Division (NHV), located at 8601 Adelphi Road, College Park, MD. The Office is responsible for the initial concept development, requirements collection and analysis, design, development and the implementation of information systems at NARA. The division manages and operates several service contracts with private sector firms for development, enhancements and operation and maintenance of NARA computer applications.

**Key Requirements:**

- Relocation expenses may be paid
- Background investigation required

**Duties:** As a GS-7 career intern, you will develop skills as an applications software development specialist for the NARA-wide Information Technology (IT) program and will assist in multifunctional development projects involving software analysis, design, development, and implementation initiatives primarily related to software development activities performed by either NARA staff or contractor personnel. You will participate in formal and informal training assignments, complete a rotational

assignment to a different part of the office or to another NARA office or Federal agency, and receive coaching and mentoring from a team leader.

At the GS-7 level, your assignments will include:

- Assisting in the analysis and review of the technical feasibility of software system user requirements and their suitability for integration within NARA's existing or planned enterprise architecture.
- Assisting in software applications projects that may be implemented as NARA-wide or office specific systems.
- Assisting in designing user interfaces; and in assuring software and systems quality and functionality.
- Assisting in identifying changes to be recommended in existing applications and/or new directions and emphases necessary to solve NARA's software application needs and priorities.

**Qualifications:** You must meet the minimum qualifications listed below by the June 16, 2009 closing date to receive consideration for this position:

- One year of specialized experience equivalent to the GS-5 level in the Federal service. This must be experience in the performance of tasks such as:
  - Translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language.
  - Interviewing subject-matter personnel to get facts regarding work processes, and synthesizing the resulting data into charts showing information flow.
  - Operating computer consoles where this involved choosing from among various procedures in responding to machine commands or unscheduled halts.
  - Scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency.
  - Preparing documentation on cost/benefit studies where this involved summarizing the material and organizing it in a logical fashion.

Specialized experience includes experience participating in software design, development, testing, and applications implementation; **OR**

- A bachelor's degree with Superior Academic Achievement (see below); **OR**
- One full year of graduate level study (18 semester hours or equivalent) in a field that provided the knowledge, skills, and abilities necessary to do the work. Such fields include computer science, engineering, information systems; **OR**
- A combination of experience and graduate education.

**Superior Academic Achievement (SAA):** To qualify for SAA, you must have completed all requirements for a bachelor's degree, and meet one of the following:

- A grade point average of "B" (a GPA of 2.95 or higher out of a possible 4.0) for all completed undergraduate courses, or those completed in the last two years of undergraduate study;
- A grade point average of "B+" (a GPA of 3.5 or higher out of a possible 4.0) for all courses in your major field of study, or those courses in your major completed in the last two years of undergraduate study;
- Rank in the upper one-third of your class in the college, university, or major subdivision;

- Membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies.

\*\*If more than 10 percent of your courses were taken on a pass/fail basis, your claim must be based on class standing or membership in an honor society.

## **Where and How to Apply:**

### **Step 1 – Resume**

All applicants must submit a resume. You may create your resume using the USAJOBS resume builder ([www.usajobs.opm.gov](http://www.usajobs.opm.gov)), use the OF-612 (Optional Application for Federal Employment), or use another equivalent format. Regardless of the format you choose, you must include:

- a. Recruiting Bulletin number and the position title and grade.
- b. Personal Information: full name, mailing address, email address, contact information, and the last four digits of your Social Security Number;
- c. Education: High school name and date of diploma or GED, colleges/universities attended and major field(s) of study; total hours completed and total type of degree(s) and year received.
- d. Work Experience: Job title, hours per week, employer's name and address, supervisor's name and phone number, starting and ending dates of employment (month and year), salary, duties and accomplishments. Indicate whether your current supervisor may be contacted.
- e. Other Qualifications: Job related training courses, skills, certificates, licenses, honors, awards, and/or special accomplishments.

### **Step 2 – Supporting Documentation**

- a. You must provide a copy (unofficial copies are sufficient) of your college transcripts to validate the basic education requirement is met and if qualifying based on education. **If you attended more than one college, you must submit transcripts from each.**
- b. In addition, you must provide a letter from your college stating that you graduated in the upper third of your class OR evidence of national honor society membership if you wish to be considered based upon class standing or honor society membership and this information is not reflected on your transcript.
- c. All applicants are also asked to submit NARA Form 3035, Applicant Background Survey. This form is available at <http://www.archives.gov/careers/jobs/forms>

### **Step 3 - Submit Application Package**

We will accept applications via mail, hand-delivery, or fax. Applications submitted via mail must be postmarked by the closing date of the announcement. If hand-carried or faxed your application must be received by the closing date.

Mail to:	Hand-carry to:	Fax to:
NARA Human Resources Operations Branch (NAHO) Attn: Denise Amsler 9700 Page Avenue, Room 399 St. Louis, MO 63132	NARA Human Resources Services Division 8601 Adelphi Road, Room 1200 College Park, MD	314-801-0845 (Include your name and announcement number on all documents)

**What To Expect Next:** We will review your application to determine if you are qualified for this job. If you meet the minimum qualification requirements, we will contact you and invite you to complete an on-line occupational questionnaire to measure the degree to which your background matches the knowledges, skills and abilities required for this position. You will receive a numeric rating based on your responses to the occupational questionnaire. This rating will determine which candidates are referred to the hiring manager for further consideration.

**Information for Veterans:** Veterans receive preference in selection. If you are a veteran claiming preference, you must submit a copy of your DD 214, Certificate of Release or Discharge from Active Duty. In addition, if you are claiming 10-point veterans' preference, you must submit an SF-15, Application for 10-point Veterans' Preference plus the proof required by the form.

**Additional Information:**

- **Benefits:** As a career intern, you are eligible for the full range of Federal benefits. Learn more: <http://www.usajobs.opm.gov/ei61.asp>
- **Nature of Appointment:** This position is being filled under the Federal Career Intern Program (FCIP). FCIP is a two year excepted service appointment. The two years is considered a trial period and continued employment is subject to meeting all requirements of the program. Training will be provided during the internship period. If you successfully complete the internship and meet all qualification, suitability and performance requirements you will be converted to a permanent appointment with the competitive civil service. If you fail to satisfactorily complete the internship, your employment may be terminated. Additional information on the FCIP is available at [www.archives.gov/careers/jobs/fcip](http://www.archives.gov/careers/jobs/fcip)

**Contact Information:** Contact Denise Amsler at 800-827-4898 for additional information.

**EEO Policy Statement:** The NARA does not discriminate in employment on the basis of race, color, religion, sex, national original, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

**Reasonable Accommodation Policy Statement:** The NARA provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the human resources specialist shown above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.