

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

The National Archives and Records Administration (NARA) is currently recruiting candidates for its 2009 Federal Career Intern Program (FCIP). The FCIP is a two-year professional development program designed to prepare you for an archival career with NARA. **This Recruitment Bulletin is soliciting applicants for up to 24 positions in NARA's Office of Presidential Libraries.** Information on additional FCIP positions is available at [www.archives.gov/careers/jobs/fcip](http://www.archives.gov/careers/jobs/fcip).

**Recruiting Bulletin Number:** FCIP-09-08

**Open Period:** 8/3/09 - 8/14/09

**Position:** Archivist, GS-1420-09 (24 positions)

**Promotion Potential:** GS-12

**Duty Locations:** Ronald Reagan Library, Simi Valley, CA  
George Bush Library, College Station, TX  
George W. Bush Library, Lewisville, TX\*  
William J. Clinton Library, Little Rock, AR

\*Initial duty location will be Lewisville, TX. Selected candidate will be required to sign a mobility agreement and relocate to the permanent duty station of Dallas, TX on the Southern Methodist University campus.

For more information on the locations visit <http://www.archives.gov/presidential-libraries/>

**Salary\*:** \$51,805 per annum – Simi Valley, CA  
\$46,625 per annum – College Station, TX  
\$49,118 per annum – Lewisville, TX  
\$46,625 per annum – Little Rock, AR

\*Salary levels differ due to differences in cost-of-living rates between locations.

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

**Job Summary:** If you are selected for one of the FCIP positions, you will participate in a series of individual archival developmental assignments that will provide you with a broad understanding of the archival activities of arrangement, description, reference service, preservation, and evaluation of both non-classified and national security classified Presidential Records and/ or Personal Papers. You will also receive coaching and mentoring from a senior NARA staff member. Examples of individual developmental assignments may include:

- Identifying, arranging and reviewing both non-classified and national security classified presidential records in accordance with the statutory requirements of the Presidential Records Act (PRA) to respond to special access and FOIA requests and conduct systematic review.
- Conducting a line-by-line review of Presidential records, personal papers and Federal

records, applying restrictions and exemptions in accordance with the Presidential Records Act, the Freedom of Information Act, E.O.12958, other federal statutes, and donor restrictions

- Providing reference service in response to regular and complex requests for information regarding textual, electronic, and non-textual holdings.
- Preparing finding aids for records by identifying and describing series and categories with file groups in terms of subject, arrangement, volume, and chronological span, and by supplying appropriate cross references.
- Assessing researcher and archival needs and determining priorities for developing finding aids for records processed systematically and records processed in response to FOIA requests.
- Determining and applying appropriate declassification guidelines to Presidential records, Historical materials, and Federal records, consulting with other archivists and agency representatives on difficult review decisions.
- Applying preservation techniques and recommending strategies for textual records, electronic records, or audiovisual materials. Identifying preservation needs, applying preservation techniques and recommending strategies for textual records, electronic records, and audiovisual materials.
- Digitizing, preparing metadata and making historical materials available through online resources.

In addition to your individual assignments, you will engage with other FCIP participants in a series of professional development activities, formal training, seminars, and workshops designed to develop your skills in the four competency areas outlined below. These group activities will take place in multiple NARA locations across the country, so willingness to travel is a must for the FCIP. You will also be expected to complete at least one 30-day rotational assignment to a different part of NARA which may be in a different geographic location, or to another Federal agency or outside organization.

### **FCIP Competency Areas:**

**Organizational Awareness** – Understands the mission and functions of NARA, including NARA’s programs, policies, procedures, rules, and regulations.

**Leadership and Management** – Leads and manages people and resources to accomplish project and program goals.

**Leveraging Technology** – Makes effective use of technology to achieve results to support and promote the mission, services, and reach of the National Archives.

**Partnering** – Develops networks, builds alliances, and collaborates across boundaries with a wide range of stakeholders.

## **Key Requirements:**

- Relocation expenses may be paid
- Background investigation/security clearance required
- Drug testing is required
- Travel is required

**Qualifications:** You must meet the minimum qualifications listed below by the closing date of announcement to receive consideration for this position:

Basic requirement –

You must have a bachelor's degree in archival science or bachelor's degree with a major that included 18 semester hours in archival science, history and/or in political science or government, and 12 semester hours in one or any combination of the following: archival science, history, American civilization, economics, political science, public administration, or government.

**OR**

You must have a combination of education and experience - at least 30 semester hours that include courses as shown above, plus appropriate experience or additional education.

In addition to the basic requirement above, applicants must possess one of the following:

- One year of professional experience equivalent to the GS-7 level in archival science, or in a directly related field of work such as history, that involved the collection, appraisal, analysis, or synthesis of information having historical or archival values. The following are examples of experience that may be accepted as meeting the professional experience requirements: (1) experience as an archivist in Federal, State, religious institution, business, or other archives, or in manuscript depositories; and (2) experience of an archival nature that involved research in archival science, or in a directly related field such as history, government, economics, political science, international relations, or international law; **OR**
- A master's degree or two full years of progressively higher level graduate education leading to such a degree that demonstrated the knowledge, skills, and abilities necessary to do the work of the position.

Note: You must submit copies (unofficial copies are sufficient) of **all** college transcripts at time of application to verify the education requirement is met. Graduates of foreign schools must have their academic credentials evaluated through a recognized credential evaluating institution. These documents must be received by the closing date of the announcement.

**How You Will Be Evaluated:** Based on the information you provide in your application package, we will assign you to one of three quality categories - Best Qualified, Well Qualified, or Qualified. Those applicants who are determined to be best qualified will be referred to the hiring manager for further consideration. Qualified veterans are placed ahead of nonveterans within each category.

You will be evaluated to determine if you meet the minimum qualifications required; and to the extent to which your application and resume shows that you possess the knowledge, skills, and abilities associated with this position as defined below. You **MUST** separately address each of

the knowledge, skills, and abilities (KSAs) listed below in Step 3 and submit narrative KSA statements with your application package. Failure to address each KSA will result in non-consideration of your application.

## **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 **all** 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. Complete the attached Duty Location Preference Form indicating the duty location(s) for which you wish to be considered.
- 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 - Knowledge, Skills and Abilities (KSAs) Responses**

In addressing your KSAs, you should discuss the experience, education, and accomplishments and provide examples explaining how often you use these skills, the type of tasks performed using the KSA, the complexity of the knowledge you possess, the level of the people you interacted with, whether the work was performed with the assistance of others or independently, etc. A well-written narrative statement provides you the opportunity to put your best foot forward by highlighting your strong points, which can help improve your chances for being selected.

**The KSAs required for this position are:**

1. Knowledge of archival principles and techniques in order to make critical judgments in the analysis and processing of the collections including appraisal, declassification review, arrangement, description, preservation and reference of records in a variety of media.
2. Knowledge of the recent history of the United States, the Presidency and the Federal Government, and the organization and functions of the White House staff and the Executive Branch.
3. Knowledge of the laws, regulations and governing authorities affecting access to records such as experience with a donated collection, Federal or State records, or Presidential records or papers.
4. Ability to use, maintain, and/or develop electronic information and tools.
5. Ability to communicate effectively, orally and in writing.

**Step 4 - Submit Application Package**

We will accept applications via mail, hand-delivery, or fax. Applications must be received by the closing date of the announcement.

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

**What To Expect Next:** Once your complete application is received we will conduct an evaluation of your qualifications and determine your ranking. The best qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 60 days of the closing date of this announcement. You will be notified of the outcome.

**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 Cynthia L. Hetzer 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 origin, 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.

## DUTY LOCATION PREFERENCE FORM

Announcement #: FCIP-09-08

Position: Archivist, GS-1420-9

Please specify, in priority order, the duty location(s) for which you wish to be considered. You may select as many locations as you wish; you will only be considered for those that you have selected. **You should only select locations at which you would accept employment.**

\_\_\_\_\_ Ronald Reagan Library, Simi Valley, CA

\_\_\_\_\_ George Bush Library, College Station, TX

\_\_\_\_\_ George W. Bush Library, Lewisville, TX

\_\_\_\_\_ William J. Clinton Library, Little Rock, AR

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Signature

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Date