## 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

**Recruiting Bulletin Number**:  FCIP 10-01

**Open Period**:  11/16/09 – 12/11/09

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

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

**Promotion Potential**:  GS-13

**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**: You will serve as Information Technology Specialist (APPSW) in the Office of Information Services, Systems Development Division (NHV), 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.

**Duties**:  You will develop skills as an applications software development specialist for the NARA-wide Information Technology (IT) program, assisting 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/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 December 11, 2009 closing date to receive consideration for this position:
- IT –related experience that demonstrates each of the following four competencies: Attention to Detail, Customer Service, Oral Communication, and Problem Solving; AND one year of specialized experience equivalent to the GS-5 level in the Federal service performing such tasks as: participation 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, information science, information systems management, mathematics, statistics, operations research, or engineering; **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 <u>one</u> 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)](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 copies (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. 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. 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.

d. 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) |

**Step 4 – Complete On-Line Occupational Questionnaire**

The final step of the application process is to complete an on-line occupational questionnaire designed 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.

To submit a "New" Online Occupational Questionnaire, insert the following link into your Internet Browser:

1.  Enter applicationmanager.gov <https://applicationmanager.gov>  to
access "Application Manager" to start a "New" Online Occupational Questionnaire (or return to a "Saved" Occupational Questionnaire.)

\*       To create a "New" account in "Application Manager" click the "Create an Account" button at the bottom of the screen.

\*       To access an "Existing Account in "Application Manager" enter your user name and password.

2.  To start a "New" Occupational Questionnaire scroll down the Application Manager screen until the "Vacancy Identification Number" box appears under the "Start a New Application for This Job" section on the left hand side. Insert the "Vacancy Identification Number – **CK296300** or "Control Number" and click the "Go" button.

Note: In order for your answers to be processed and for you to be considered for the position, you must click the "Submit my Answers" button.  The on-line questionnaire is available up until midnight Eastern Time of the closing date of the announcement.

How to Properly Save and Return later to complete an Application/Occupational Questionnaire:

3.  If you want to "Save" an incomplete Occupational Questionnaire and return later, select the "Save" button at the top or bottom of each application page and click the "Logout" button.

4.  If you have a "Saved" incomplete Occupational Questionnaire, you may finish it by clicking on or inserting this link into your internet browser https://applicationmanager.gov.
Select the vacancy that you would like to complete by clicking on the "Vacancy ID" link listed under "My Application Package".  This questionnaire is **CK296300**. After you have completed the questionnaire click on the "Complete Application Package"

**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

**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.