

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Federal Career Intern Program Opportunity

This position is being filled under the Federal Career Intern Program (FCIP) which is a 2-year training and development program designed to prepare you for a career with the National Archives and Records Administration (NARA). Additional information on the FCIP is available at www.archives.gov/careers/jobs/fcjp

Recruiting Bulletin Number: FCIP 10-03

Open Period: 04/15/2010 – 04/28/2010

Position: Archives Specialist, GS-1421-7 (4 vacancies)

Promotion Potential: GS-9

Duty Locations: Southeast Region, Ellenwood, GA (1 position)
Central Plains Region, Lenexa, KS* (1 position)
Central Plains Region, Lee's Summit, MO* (1 position)
Washington National Records Center, Suitland, MD (1 position)

*Facilities are located in retrofitted limestone caves.

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

Salary:** \$40,534 per annum – Ellenwood, GA
\$38,790 per annum - Lenexa, KS and Lee's Summit, MO
\$42,209 per annum – Suitland, MD

**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.

Key Requirements:

- Relocation expenses will not be paid
- Background investigation required
- U.S. Citizenship required
- Travel is required
- Sufficiently fit to perform physical labor

Job Summary: You will engage in a series of formal training and development activities to obtain a solid understanding of Federal Records Center business activities and work processes. These activities will take place in multiple NARA locations across the country so you must be willing to travel and perform rotational assignments in different geographical locations.

Upon successful completion of this two-year program you will either be placed (1) in a supervisory position in the sponsoring location; (2) in a supervisory position in another geographical location at government expense; or (3) in an interim staff position at the sponsoring location or in another geographical location at government expense if a supervisory position is not immediately available. Upon selection you will be required to sign a FCIP Statement of Understanding and a Mobility Agreement.

Duties: You will perform duties, studies, and projects in the following areas: transfer (accessioning), disposition, and storage of records (including space management); records arrangement, description, and preservation; reference service; outreach; budget; and leadership, staffing, work measurement, and administration. You will serve as a team leader to lower graded employees who assist with projects. You will prepare written reports for and deliver oral presentations to an evaluation panel to verify that you have a clear understanding of each area and its relationship with other operations.

Physical Demands: Some of the work is performed in an office setting, but a significant portion is performed in records storage areas where physical exertion such as long periods of standing, walking, bending, stooping, reaching, climbing ladders, and lifting and carrying boxes of records is required.

Qualifications: You must meet the minimum qualifications listed below by the April 28, 2010 closing date to receive consideration for this position:

- One year of specialized experience equivalent to the GS-5 level in the Federal service performing such tasks as transfer (accessioning), disposition, space management, arrangement, description, preservation, reference, and/or outreach activities; compiling and analyzing statistical data; utilizing automated records control systems; and/or leading team activities; **OR**
- A bachelor's degree with Superior Academic Achievement (see below); **OR**
- One full year of graduate level study (18 semester hours or 27 quarter hours or equivalent) in a field that provided the knowledge, skills, and abilities necessary to do the work of the position; **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), 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 if qualifying based on education. **If you attended more than one college, you must submit transcripts from each.** Graduates of foreign schools must have their academic credentials evaluated through a recognized credential evaluating institution.
- 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 and hand-delivery. Applications must be received or postmarked by the closing date of the announcement.

Mail to:	Hand-carry to:
NARA Human Resources Operations Branch (NAHO) Attn: Sharon Brown 9700 Page Avenue, Room 399 St. Louis, MO 63132	NARA Human Resources Services Division 8601 Adelphi Road, Room 1200 College Park, MD

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 knowledge, 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.

When you complete the on-line occupational questionnaire, you will be asked to select the duty location(s) in which you are interested. You will only be considered for locations which you have selected. You should only select locations at which you would accept employment.

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" – **336868** 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 **336868**. 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.gov/EI/benefits.asp#icc>
- **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 **Sharon Brown** at 314-801-0856 or sharon.brown@nara.gov for additional information.

EEO Policy Statement: 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: 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.