

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Federal Career Intern Program

The National Archives and Records Administration (NARA) is currently recruiting candidates for its 2010 Archivist Development Program (ADP). The ADP is a two-year professional development program designed to prepare you for an archival career with NARA. Information on additional ADP positions is available at www.archives.gov/careers/jobs/fcip.

Recruiting Bulletin Number: FCIP 10-05

Open Period: July 19, 2010 - July 30, 2010

Position: Archivist, GS-1420-07 (9 positions)

Promotion Potential: GS-12

Duty Locations:

Office of Regional Records Services:

- Central Plains Region, Lenexa, KS
- Central Plains Region, Lee's Summit, MO
- Mid-Atlantic Region, Philadelphia, PA
- Southeast Region, Morrow, GA

Office of Presidential Libraries:

- Jimmy Carter Library, Atlanta, GA
- Gerald R. Ford Library, Ann Arbor, MI
- Lyndon B. Johnson Library, Austin, TX
- John F. Kennedy Library, Boston, MA (2)

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

Salary*: \$38,790 per annum - Lenexa, KS and Lee's Summit, MO

\$41,383 per annum – Philadelphia, PA

\$40,534 per annum – Atlanta, GA and Morrow, GA

\$42,165 per annum – Ann Arbor, MI

\$38,790 per annum – Austin, TX

\$42,406 per annum – Boston, MA

*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.

Position Specifics:

The Office of Regional Records Services is hiring archivists to work in the Archival Operations programs in Lenexa, Lee's Summit, Morrow, and Philadelphia. At Lenexa and Lee's Summit, archivists will accession, process, describe, and perform reference services for custodial units who "own" the records stored at these two off-site locations. The team would consult and coordinate closely with the custodial units to ensure that reference users have ready access to the records. At Morrow and Philadelphia, archivists will identify, process, describe, perform reference work, and develop outreach programming for records including those documenting the experiences of diverse communities, such as African Americans, Native Americans, Asian Americans, and Hispanic Americans.

The Office of Presidential Libraries is hiring archivists to work at the Carter, Ford, Johnson, and Kennedy Libraries. The vast majority of records held by these libraries are donated historical materials and are governed by the specific donor deeds of gifts. Archivists hired will perform a variety of processing duties to make records available to the public. Duties performed will include review of collections under these deeds of gift and under the provisions of E.O. 13526 to determine those materials that can be released to the public and those records that must be restricted; reference work, arrangement, description, and

preservation activities. Once archivists receive a national security clearance, they may also work to process classified records to apply declassification decisions and guidelines in order to assist with library backlogs or as required by E.O. 13526.

Job Summary: If you are selected for the Archivist Development Program (ADP), you will participate in a series of individual developmental assignments that will provide you with a broad understanding of the archival activities of appraisal, accessioning, arrangement, description, processing and review, reference service, declassification, preservation and outreach. You will also receive coaching and mentoring from a senior NARA staff member. Examples of individual developmental assignments may include:

- Reference – Provides research and reference service in response to written and oral requests regarding the organization’s and/or library’s holdings.
- Records Arrangement and Description – Prepares 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.
- Accessioning, Appraisal, and Disposition – Assists in the planning and coordination of activities leading to the identification of records eligible for transfer to NARA.
- Collections Processing – Performs initial surveys of collections and reviews collections applying governing statutory restrictions. This processing can be performed on either textual or tape collections.
- Declassification – Determines and applies declassification guidelines to presidential papers, other donated historical materials, and Federal records.
- Preservation and Conservation - Participates in activities that assess the condition of records (i.e., textual, electronic, or audiovisual) and measure the degree to which they are at risk of deterioration. Makes recommendations as to priority for treatment.
- Exhibits, Public Programs, and Outreach – Promotes scholarly, educational, genealogical, and other research in NARA holdings. Assists in the planning of exhibits and developing educational activities.

In addition to your individual assignments, you will engage with other ADP participants in a series of professional development activities, seminars, and workshops designed to develop your skills in the four competency areas outlined below. Travel to other NARA locations will be required for group activities. You will also be expected to complete at least one 30-day rotational assignment to a different part of NARA, or to another Federal agency or outside organization.

ADP 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.

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

Key Requirements:

- Relocation expenses will not be paid
- Background investigation required
- Drug testing may be required

- Travel is required

Qualifications: You must meet the minimum qualifications listed below by the closing date of the 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-5 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. Examples: Experience as an archivist in Federal, State, religious institution, business, or other archives, or in manuscript depositories; 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 bachelor's degree with Superior Academic Achievement (see below); **OR**
- One full year of graduate level education that demonstrated the knowledge, skills, and abilities necessary to do the work of the position; **OR**
- A combination of professional experience and graduate education.

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.

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.**

How to Apply:

To apply for this position, you must submit a complete Application Package, which includes:

1. A complete Occupational Questionnaire
2. Your resume
3. Copies of **all** college transcripts. "Unofficial" transcripts are acceptable. (If hired, official college transcripts will be required.)

4. Letter from your college stating you graduated in the upper third of your class OR evidence of national honor society membership if qualifying based on class standing or honor society membership and this information is not reflected on your transcript.
5. If claiming veterans' preference, a copy of your DD 214, Certificate of Release or Discharge from Active Duty. In addition, if claiming 10-point veterans' preference, submit an SF-15, Application for 10-point Veterans' Preference plus the proof required by the form. For more information on veterans' preference: <http://www.fedshirevets.gov>
6. Form – Demographic Information on Applicants, OMB No. 3046-0046. This form is available at <http://www.eeoc.gov/federal/upload/OMB-3046-0046.pdf> (optional).

The complete Application Package must be submitted by **11:59 PM (EST) on July 30, 2010.**

To begin the application process:

1. Enter www.applicationmanager.gov into your Internet Browser 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" – CK364352 and click the "Go" button.

Once you have completed the occupational questionnaire, you will be prompted to upload your application documents. In order to be considered for the position, please ensure that you click the **Submit My Answers** button at the end of the process.

To fax documents that you are unable to upload (i.e., transcripts, letter from college, DD 214, etc.) complete the fax cover page at <http://staffing.opm.gov/pdf/usascovers.pdf> using the following Vacancy Identification Number CK364352. Fax your documents to 1-478-757-3144.

Note: When completing the 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 Save and Return Later to Complete an Application/Occupational Questionnaire:

1. 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.

2. If you have a "Saved" an incomplete Occupational Questionnaire, you may finish it by clicking on or inserting this link into your internet browser www.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 CK364352. After you have completed the questionnaire click on the "Complete Application Package".

How You Will Be Evaluated: Once you complete and submit your application package, a review of your application will be made to ensure you meet the qualification requirements. The occupational questionnaire is 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.

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. If selected, you will be required to sign a FCIP Statement of Understanding. Additional information on the FCIP is available at www.archives.gov/careers/jobs/fcip

What to Expect Next: Once the online questionnaire is received, you will receive an acknowledgement email that your submission was successful. We will review your resume and transcript(s) to ensure you meet the basic qualification requirements. We will evaluate each applicant who meets the basic qualifications on the information provided and may interview the best qualified candidates. After making a tentative job offer, we will conduct a suitability and/or security background investigation. A final job offer for this position is typically made within 60 days after the closing date of the announcement.

Contact Information: Contact **Sharon Brown** at 314-801-0856 or sharon.brown@nara.gov

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.