

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 10-06

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

Position: Archivist, GS-1420-09 (4 positions)

Promotion Potential: GS-12

Duty Location: Office of Records Services – Washington, D.C., Modern Records Programs, Electronic and Special Media Records Services Division, College Park, MD

For more information on the Electronic and Special Media Records Services Division visit <http://www.archives.gov/research/electronic-records/>

Salary: \$51,630 per annum

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/security clearance required
- Travel is required

Job Summary: If you are selected for the Archivist Development Program (ADP), you will participate in a series of individual and group developmental training assignments and projects that will provide you with a broad understanding of archival procedures and processes regarding electronic records accessioning and processing; access review; description; reference; and preservation.

You will receive coaching and mentoring from a senior NARA staff member. Examples of individual developmental assignments may include performing the following activities on NARA's electronic records: accessioning and processing of records; development and application of records schedules; protecting records and ensuring their proper storage, handling, conservation, and reproduction; interpretation and application of restrictions on records; design and development of substantial descriptive products intended to enable discovery and use of records; delivery of both pro-active and re-active reference service; and performing duties involved with the delivery of advisory services to federal agencies.

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:

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.

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.

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. 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 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; **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.

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. 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 see <http://www.fedshirevets.gov>
5. 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" – JD366471 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/usascover.pdf> using the following "Vacancy Identification Number" JD366471. Fax your documents to 1-478-757-3144.

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" 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 JD366471. 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 job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. We will evaluate each applicant who meets the basic qualifications on the competencies/knowledge, skills and abilities related to the position such as knowledge of electronic records; ability to use archival principles, practices, and related policies and regulations to accession, describe, preserve, and/or provide reference services on federal records; ability to prepare and present a variety of clear, cogent, and well-organized written products and/or information orally to a variety of audiences in both planned and extemporaneous situations; and ability to use computer technology and software applications to perform work activities.

Based on the information you provided 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 non-veterans within each category.

Additional Information:

- **Benefits:** As a career intern, you are eligible for the full range of Federal benefits. NARA offers a comprehensive benefits package that includes paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. More information: http://www.opm.gov/insure/new_employ/index.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. 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 applicants. 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 original, 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.