NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Federal Career Intern Program

The National Archives and Records Administration (NARA) is currently recruiting candidates for its 2009 Archivist Development Program (ADP). The ADP is a two-year professional development program designed to prepare you for an archival career with NARA. **This Recruitment Bulletin is soliciting applicants for eight positions in NARA's Office of Regional Records Services.**   Information on additional ADP positions is available at www.archives.gov/careers/jobs/fcip.

Recruiting Bulletin Number: FCIP-09-05

Open Period: June 16, 2009 – June 29, 2009

Position: Archivist, GS-1420-07 (8 positions)

Promotion Potential: GS-12

Duty Locations: Office of Regional Records Services Hdqtrs., College Park, MD (1 position)
 Northeast Region, New York, NY* (1 position)
 Central Plains Region, Lenexa, KS (2 positions)
 Pacific Region, San Bruno, CA (1 position)
 National Personnel Records Center, St. Louis, MO (3 positions)

*Initial duty location will be New York, NY. Position will relocate to Philadelphia, PA in approximately 2-3 years. Selected candidate must sign a mobility agreement. Relocation expenses will be paid from New York, NY to Philadelphia, PA.

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

Salary*: $41,210 per annum - College Park, MD
 $42,837 per annum - New York, NY
 $38,117 per annum - Lenexa, KS and St. Louis, MO
 $44,976 per annum - San Bruno, CA

*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 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 arrangement, description, reference service, preservation and outreach. You will also receive coaching and mentoring from a senior NARA staff member. Examples of individual developmental assignments include:

- 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.
- Reference – Provides research and reference service on a major segment of records holdings and on a large number of record groups created by numerous federal agencies and courts. Provides research and reference service on historical material for researchers on site and in response to written and oral requests.
- Accessioning, Appraisal, and Disposition – Assists in the planning and coordination of activities leading to the identification of records eligible for transfer to NARA.
- Preservation and Conservation - Participates in activities that assess the condition of records 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.

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. These group activities will take place in multiple NARA locations across the country, so willingness to travel is a must for the ADP. You will also be expected to complete at least one 30-day rotational assignment to a different part of NARA in a different geographic location, 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.

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

Key Requirements:

- Relocation expenses may 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. 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 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. These documents must be received by the closing date of the announcement.

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 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 must be received by the closing date of the announcement.

Mail to:	Hand-carry to:	Fax 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	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.

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 <http://www.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 - CK265253 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 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 CK265253.   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 Sharon Brown 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.