



Job Title: **Student Trainee Biological Science Technician (Summer Internship)**
Department: **Department of the Army**
Agency: **U.S. Army Corps of Engineers**
Job Announcement Number: **NEFS140056851100059**

SALARY RANGE: \$31,875.00 to \$41,432.00 / Per Year
OPEN PERIOD: Tuesday, May 13, 2014 to Monday, May 19, 2014
SERIES & GRADE: GS-0499-04
POSITION INFORMATION: Full Time - Internships NTE 27 SEP 2014
PROMOTION POTENTIAL: 04
DUTY LOCATIONS: 2 vacancies in the following location:
New York, NY
WHO MAY APPLY: Student/Internship Program Eligibles
SECURITY CLEARANCE: Not Applicable
SUPERVISORY STATUS: No
JOB SUMMARY:

Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position:

Click [here](#) for more information on Pathways program participants.

Position(s) will be filled under the Department of the Army Pathways Intern Program.

The Department of the Army Pathways Internship Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in the Department of Army and explore Federal careers while still in school and while getting paid for the work performed.

The Department of the Army Pathways Interns may be converted to a permanent position within 120 days of successful completion of the program.

To be eligible for conversion to a permanent or term position, Interns must:

- Be a U.S. Citizen
- Complete at least 640 hours of work experience acquired through the Internship Program

- Complete their degree or certificate requirements
- Meet the Office of Personnel Management's qualification standards for the position to which the Intern will be converted
- Meet agency-specific requirements as specified in the Participant's Agreement, and;
- Perform their job successfully as documented through performance evaluations and/or completion of an Individual Development Plan (IDP)

To learn more about the Pathways Internship Program, please visit:

<http://www.opm.gov/HiringReform/Pathways/program/interns/>.

Who May Apply:

Department of the Army Internship Program Eligibles

Positions are open to:

- Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.

TRAVEL REQUIRED

- Not Required

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Internship Participant Agreement
- Payment of Moving Expenses (PCS) will not be authorized
- Resume and Transcripts MUST be submitted for verification of student status

DUTIES:

- Assist environmental resources planners in collecting, preparing, reviewing, and verifying routine documents and field data

QUALIFICATIONS REQUIRED:

Specialized/General experience: To Qualify applicants must possess at least 6 months of general experience and 6 months of specialized experience equivalent to the GS-03 level in the federal service. Experience is defined as assisting environmental resource planners in collecting, preparing, reviewing and verifying routine documents and field data.

You will be evaluated on the basis of your level of competency (knowledge, skills, abilities) in the following areas:

- Ability to communicate in writing
- Skill in Researching
- Ability to collect biological data in the field

Basic Education Requirement: Successful completion of at least 2 years of study that included at least 12 semester hours in any combination of courses such as biology, chemistry, statistics, entomology, animal husbandry, botany, physics, agriculture, or mathematics. At least 6 semester hours of courses must be directly related to the position to be filled.

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume.

Other Requirements:

Click [here](#) for more information.

Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.

You will be required to provide proof of U.S. Citizenship.

One year trial/probationary period may be required.

Direct Deposit of Pay is Required.

Conditions of Employment:

- Incumbent must submit to a background investigation
- Incumbent must be accepted for enrollment or be enrolled and seeking a degree in a qualifying education institution on a full or half time basis
- Incumbent must be willing to complete an Internship Participant Agreement

HOW YOU WILL BE EVALUATED:

Your application package (resume, supporting documents, and responses to the questionnaire) will be reviewed to verify that you meet the basic eligibility and qualification requirements. Your responses to the questionnaire will be used to evaluate your relevant personal, educational, and work experiences. Only the most recently submitted resume will be considered.

Basis for Rating: Qualified candidates will be assigned to one of three quality categories: Best Qualified, Highly Qualified and Qualified. Veteran preference eligibles are listed ahead of non-preference eligibles within each quality category.

BENEFITS:

The Department of Defense offers excellent benefits programs some of which may include:

- Comprehensive health and life insurance
- Competitive salaries
- Generous retirement programs
- Paid holidays, sick leave, and vacation time
- Flexible work environment to include use of Telework and alternate work schedules
- Paid employment related training and education
- Possible student loan repayment
- Payment of licenses, certification, and academic degrees as applicable
- Bonuses, incentives, and awards as appropriate for the job.

OTHER INFORMATION:

• The Department of Defense (DoD) policy on employment of annuitants will be used in determining eligibility of annuitants. The DoD policy is available at

<http://www.cpms.osd.mil/ASSETS/E8AB932EA1E44617BAC7222922E42A62/DoDI140025-V300.pdf>.

• In accordance with section 9902(h) of title 5, United States Code, annuitants reemployed in the Department of Defense shall receive full annuity and salary upon appointment. They shall not be eligible for retirement contributions, participation in the Thrift Savings Plan, or a supplemental or redetermined annuity for the reemployment period. Discontinued service retirement annuitants (i.e. retired under section 8336(d)(1) or 8416(b)(1)(A) of title 5, United States Code) appointed to the Department of Defense may elect to be subject to retirement provisions of the new appointment as appropriate. (See DoD instructions 1400.25, Volume 300, at <http://www.dtic.mil/whs/directives>.)

• Multiple positions may be filled from this announcement.

HOW TO APPLY:

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

1. Your resume: If you submit a resume with inappropriate material e.g. photos, you will not be considered for this vacancy. Your resume may be submitted in any format. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive

consideration for this position.

2. Your responses to the questionnaire
3. Additional required documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Monday, May 19, 2014.

To begin the process, click the **Apply Online** button to create an account or log in to your existing USAJOBS account. Follow the prompts to complete the questionnaire. Please ensure you click the **Submit My Answers** button at the end of the process.

To fax supporting documents you are unable to upload, complete this cover page <http://staffing.opm.gov/pdf/usascover.pdf> using the following Vacancy ID1100059. Fax your documents to **1-478-757-3144**.

If you cannot apply online, you will need to provide the same information obtained in the online process. You will need three documents to complete this process: the Occupational Questionnaire, the scan response form, U.S. Office of Personnel Management Occupational Questionnaire (OPM Form 1203-FX), and a separate document described in item #3. below.

1. Download the scan response form, OPM Form 1203-FX, from http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf.
2. [View Occupational Questionnaire](#). Use this information to guide you in completing the OPM Form 1203-FX. Note that you may be instructed to leave some responses blank on the scan response form.
3. On a separate document, please identify which position(s) on your resume (include title, organization, and employment dates) support any response of "E" ("I am considered an expert in performing this task....").
4. Fax the completed OPM Form 1203-FX, along with your required and supporting documents, to 1-478-757-3144. Your OPM Form 1203-FX will serve as a cover page for your fax transmission.

PLEASE NOTE: The numbering on the OPM Form 1203-FX will not match the Occupational Questionnaire. Section 25 of the OPM Form 1203-FX continuously numbers from number one, while the Questionnaire starts each section of questions with number one. When entering your responses please continue regardless of number sequence. This issue has been identified and will be resolved as soon as possible.

It is your responsibility to verify that information entered, uploaded, or faxed (i.e., resume) is complete, accurate, and submitted by the closing date. Uploaded documents may take up to one hour to clear the virus scan. Faxed documents must be completely transmitted by 11:59p.m. Eastern Standard Time on the closing date of the announcement.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing civilian personnel unit. Requests for reasonable accommodations are made on a case-by-case basis.

REQUIRED DOCUMENTS:

The following documents are required:

- Resume: If you submit a resume with inappropriate material e.g. photos, you will not be considered for this vacancy. Your resume may be submitted in any format. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.
- Applicants MUST include a copy of their unofficial transcripts and enrollment verification for high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate with their application.
- If the position has an education requirement or you are qualifying based on a combination of education and experience or solely on education, you must submit your college transcripts with your application.
- If you are claiming Veterans Preference or Military Spouse preference (MSP), to verify your preference claim you MUST submit supporting documents with your application package. These documents may include, but are not limited to: for MSP claims, PCS orders and marriage certificate; for verification of Veteran Preference, DD214 (which indicates character of service) SF-15, VA Letter and/or Activation/Deactivation orders.
- If you are currently serving on active duty: You MUST submit a certification from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed. If you supply a certification at this stage, your preference/eligibility will be verified prior to appointment. For more information about Veteran's Preference, please click this link:

<http://www.opm.gov/employ/veterans/html/vetguide.asp>. Please upload veteran's documents under the appropriate category.

If you fail to provide these documents, you will be marked as having an incomplete application package and will not be considered any further.

PLEASE NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant. These documents may be sanitized to remove such personal information before submission with the application. Applicants may be asked to provide an un-sanitized version of the documents upon selection to confirm eligibility.

AGENCY CONTACT INFO:

Central Resume Processing Center
Phone: (410)306-0137
Email: USARMY.APG.CHRA-
NE.MBX.APPLICANTHELP@MAIL.MIL

Agency Information:
DA NER USACE New York
ATTN PECH-NER-N
Jacob K Javits Federal Building
26 Federal Plaza Room 1849
New York, NY
10278-0090

WHAT TO EXPECT NEXT:

Once the application process is complete, 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. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position. Please follow all instructions carefully. Errors or omissions may affect your rating.

To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account, select *My Applications*, and click on the *more information* link under the application status for this position.

For questions regarding the status of your application, eligibility or qualifications determination contact: applicanthelp@conus.army.mil

Control Number: 369722300

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