



Job Title: **Student Trainee (Geographer)**
Department: **Department of the Army**
Agency: **U.S. Army Corps of Engineers**
Job Announcement Number: **WTHE149301041074084P**

SALARY RANGE: \$29,802.00 to \$43,351.00 / Per Year
OPEN PERIOD: Thursday, March 20, 2014 to Wednesday, April 02, 2014
SERIES & GRADE: GS-0199-04/05
POSITION INFORMATION: Multiple Schedules - Internships
PROMOTION POTENTIAL: 05
DUTY LOCATIONS: 1 vacancy in the following location:
Portland, OR
WHO MAY APPLY: Pathways Program eligibles within the Portland, OR local commuting area.
SECURITY CLEARANCE: Q - Nonsensitive
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:

Serves as a Geographer student trainee in the Geographic Information System, Computer Aided Design and Drafting, Mapping and Central Files Section of the Engineering and Construction Division in Portland, OR. Performs various Geography related duties that support various Civil Works Projects throughout the Portland District. Generally the incumbent performs duties, in addition to classroom and on-the-job training, designed to provide an orientation in the application of theories and basic principles and practices in support of this specialized occupational area.

About the Pathways Program:

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

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 currently enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work and get paid while exploring federal careers through a job with the Department of Army.

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: [the Internship Program page](#) on the Office of Personnel Management's website.

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. Current students must reside within the Portland, OR local commuting area.

TRAVEL REQUIRED

- Occasional Travel
- Less than 10%

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Student must sign a Pathways Participant Agreement.
- Pre-employment physical is required.

DUTIES:

- Scanning, georectifying and digitizing historic real estate maps related to Corps of Engineers flood control and power generation facilities.
- Populating a geodatabase of real estate information.
- Perform duties related to the catalog and management of legacy data and documents.

QUALIFICATIONS REQUIRED:

GS-04 General experience: To Qualify applicants must possess at least one year of general experience equivalent to the next lower grade/level (GS-03). General experience is defined as: with scanning, georectifying and digitizing historicmaps.

GS-05 Specialized experience: To Qualify applicants must possess at least one year of specialized experience equivalent to the next lower grade/level (GS-04). Specialized experience is defined as: populating a geodatabase.

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

- Knowledge of Geographic Software
- Ability to assist with data collection

This position allows you to substitute education or a combination or education and experience for the experience required. Please refer to the

assessment questionnaire under Basic Education Requirements OR Minimum Qualifications for the entire list of education and combination of education/experience requirements. [View Occupational Questionnaire](#)

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.

Must submit a copy of your transcripts for proof of education.

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 or Permanent Residency.
- Time as a Pathways intern will serve as a trial/probationary period.
- Direct Deposit of Pay is Required.
- You must be at least 16 years of age to be eligible for the Pathways Program.
- You must be in good academic standing throughout the internship.
- You are required to maintain at least a half-time course load, unless otherwise pre-approved by supervisor.

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:

- Multiple positions may be filled from this announcement.
- Management may select at any of the grad levels announcement.
- Credit will be given to appropriate unpaid work experience.
- Noncompetitive promotion potential to the target grade level, GS-05.
- This position may be made permanent without further competition.
- Full-time/Part-time work schedule is dependent upon student's course load per term/semester.
- Salary includes applicable locality pay.
- Permanent Change of Station (PCS) is not authorized.
- Defense National Relocation Program is not authorized.
- Recruitment/Relocation Incentives are not authorized.

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 Wednesday, April 02, 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 ID1074084. 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: (000)000-0000
Email: USARMY.APG.CHRA-
NE.MBX.APPLICANTHELP@MAIL.MIL

Agency Information:
DA WER USACE Portland District
314 Johnson Street
Aberdeen Proving Ground, MD
21005-5283

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: 364847600

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