

VACANCY ANNOUNCEMENT  
FEDERAL CAREER INTERN PROGRAM

ECONOMIST

KANSAS CITY, MO

VACANCY ANNOUNCEMENT NUMBER: GH08571772

OPENING DATE: 5/28/2008

CLOSING DATE: 6/17/2008

POSITION: ECONOMIST GS-0110-7 TARGET 11

SALARY: \$36,822.00- \$47,864.00

LOCATION: KANSAS CITY, MO

EMPLOYING AGENCY: US ARMY ENGINEER DISTRICT, KANSAS CITY,  
PLANNING, PROGRAMS AND PROJECT MGT DIV, PLANNING BR,  
FORMULATION SEC

ABOUT THE POSITION:

Come to Kansas City - the place to be for good food, and good friends! Located in America's Heartland, we are a large metropolitan city with a small town atmosphere. Known for our jazz and some of the best barbecue in the world, we are also home to professional sports teams, NASCAR Racing, world-class shopping, museums, theaters and casinos. And for you outdoor enthusiasts ~ no matter what kind of recreation you enjoy, you will find it here on one of our many Corps Lake Projects from hiking, to skiing, rafting, fishing, or canoeing. Kansas City has affordable housing, blue ribbon schools, excellent health care facilities, a diverse selection of shopping and entertainment. We are also home to the conveniently located Kansas City International Airport. To learn more about Kansas City please visit the following website:  
<http://www.experiencekc.com>.

OTHER INFORMATION:

This is a full-time permanent position.

Personnel security investigation required.

Permanent Change of Station (PCS) expenses will be authorized.

To be eligible for Federal employment, male applicants born after December 31, 1959, must certify at the time of appointment that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law. Secret security investigation required.

One year trial/probationary period.

Direct Deposit of Pay is Required.

This is a Career Program 18 position.

Specialized experience: Experience in progressively independent planning, executing and finalizing specific study assignments for socioeconomic aspects of both large and small projects. Cost analyses experience consist of progressive understanding of cost allocations, benefit-cost analysis, incremental cost analysis, cost sharing or apportionment of costs to Federal and local sponsor, discounting and amortization of total costs over the economic project life. Requires sound knowledge and skills in use of standard spreadsheet and word processing software packages.

All required documentation must be received by midnight on the closing date of the announcement (Pacific Standard Time).

**US CITIZENSHIP IS REQUIRED**

**MAJOR DUTIES:**

Performs economic and financial evaluations of water resource projects pertaining to flood risk management, ecosystem restoration, municipal and industrial water supply, recreation, and related water resources issues. Identifies and quantifies average annual National Economic Development benefits using various analytical techniques including risk and uncertainty analyses. Provides socio-economic inputs to plan formulation process, including projection of needs, assessment of impacts, evaluation of alternative plans and other economic analyses to aid in determining economic justification. Conducts optimization and maximization studies based on analysis of net benefits for various scales of development to determine optimum project size. Conducts incremental cost analyses for features or components of water resources projects. Utilizes Corps of Engineers models and other related models in the conduct of economic analyses. Conducts field surveys of economic investment in study areas. Writes economic technical reports to document methodologies and results of economic analyses, in support of recommended plans for water resource projects.

**QUALIFICATION REQUIREMENTS:**

Basic Requirements:

- A. Degree: economics, that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

OR

- B. Combination of education and experience--courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education.

**There are additional qualifications requirements, please visit the following website:**

<http://www.opm.gov/qualifications/SEC-IV/A/GS-PROF.asp>

**BASIS OF RATING:**

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. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and or experience your score can and will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating.

**VETERANS' PREFERENCE:**

Five points may be added to the eligible ratings of veterans who: Entered the military service prior to October 14, 1976; served on active duty during the Gulf War between August 2, 1990 and January 2, 1992, regardless of where the person served; or, served in a military action for which they received a campaign badge or expeditionary medal. Medal holders and Gulf War veterans must have served continuously for at least 24 months or the full period for which called or ordered to active duty. Ten points may be granted to the eligible ratings of disabled veterans; Purple Heart recipients; spouses or mothers of a 100 percent disabled veteran; or the widows, widowers, or mothers of a deceased veteran.

The FY2006 National Defense Authorization Act expanded the definition of veteran's preference to include individuals who served on active duty for more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001 to present.

**HOW TO APPLY:**

To apply for this position, you must provide a complete Application Package, which includes both of the following parts:

1. Your responses to the Assessment Questionnaire,

and

2. Your résumé and any other documents specified in the Required Documents section of this job announcement.

Use Application Manager for convenience and quickest processing. Track your progress to a Complete Application Package using the My Application Packages checklist and status displays in Application Manager.

Your Application Package status must be Complete by Tuesday 17 June 2008.

#### Option A: Application Manager

To begin, simply access the following link <https://ApplicationManager.org>. If you are a first time user, you will need to create a new account. Once in the system, locate the section titled "Start a New Application". Enter the following Vacancy ID number AZ189077. Follow the steps to complete the assessment questionnaire and submit your resume.

You must submit a completed assessment questionnaire and resume in order to be considered for this vacancy.

#### Option B: Paper Qualifications Questionnaire

If it is not possible for you to use Application Manager, you can write your answers on paper.

Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.

2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf) or by calling USAJOBS by Phone at (703) 724-1850; after the introduction, press 1, and listen for instructions.

3. You may submit the Form 1203-FX, resume, and any supporting documents either by fax, by mail or in person.

By Fax: If you are faxing a Form 1203-FX, do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

By mail or in person:

Sacramento Civilian Personnel Advisory Center

1325 J St. Room 1450

Sacramento, CA 95814-2922

ATTENTION: ANNA SISSON VACANCY ID AZ189077

## Step 2

- **Resume**
- **Transcripts**
- **Qualifications**
- **Veterans Preference documentation**
- **Miscellaneous**

## Submitting Documents

If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can verify that your uploaded documents are attached to your application by checking the Details tab of your Application Manager account <https://applicationmanager.org> for this vacancy announcement. Your documents will display under the Details tab in the Document area.

**Faxed documents will take 2-3 business days to process.** To fax documents, you **MUST** use the special cover page. Print the pre-populated cover page on the upload documents screen of Application Manager. Or, you may click this link <http://staffing.opm.gov/pdf/usascover.pdf> to print a copy of the cover page. When faxing documents, follow the procedures outlined below.

- Include the 8-character Vacancy Identification Number AZ189077
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- You may submit multiple documents for the same vacancy announcement using one cover page.
- Fax your cover page and documents to **1-478-757-3144**.

**Faxed documents submitted with missing information will not be processed.** The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

**Note:** If you have documents in your Application Manager account from a previous vacancy announcement they can be opened, copied and saved then reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement.

Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted electronically using the document upload process, fax, mail or by hand-deliver. Please be sure to include all of the following information in your resume:

To submit the documents requested follow the instructions below: Your resume, curriculum vitae, the Optional Application for Federal Employment (OF 612), or any other written format you choose to describe your job-related qualifications can be submitted electronically using the document upload process, fax, mail or by hand-deliver. Please ensure that your resume contains your full name, address, phone and at least your last four digits of your social security number.

Note: Please be sure to include all of the following information in your resume:

Job Information:

-Vacancy Identification Number, title, grade and location for which you are applying.

Personal Information:

- Full name, mailing address (with zip code) and day/evening telephone numbers (with area code).

- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.

- Country of Citizenship.

- If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.

- Colleges and/or Universities attended, city, state and zip code.

- Major field(s) of study.

- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employer's name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments. (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.

WHAT TO EXPECT NEXT:

Once the online questionnaire is received you will receive an acknowledgement email that your submission was successful. After a review of your complete application is made you will be notified of your rating and or referral to the hiring official. If further evaluation or interviews are required you will be contacted.

**Instructions for completing the OPM 1203-FX:**

If you are applying to this announcement by completing the OPM 1203-FX form instead of using the Online Application method, please use the following step-by-step instructions as a guide to filling out the required questionnaire. You will need to print the vacancy announcement and refer to it as you answer the questions. You may omit any optional information; however, you must provide responses to all required questions. Be sure to double check your application before submission.

**Social Security Number**

Enter your Social Security Number in the space indicated. Providing your Social Security Number is voluntary, however we can not process your application without it.

**Vacancy Identification Number**

The Vacancy Identification Number is: AZ189077

**1. Title of Job**

Economist

## **2. Biographic Data**

All biographic information is required, except for your telephone number and the contact time.

## **3. E-Mail Address**

## **4. Work Information**

## **5. Employment Availability**

## **6. Citizenship**

Are you a citizen of the United States?

## **7. Background Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **8. Other Information**

## **9. Languages**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **10. Lowest Grade**

Enter the lowest grade level you will accept.

07

## **11. Miscellaneous Information**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **12. Special Knowledge**

If you are applying by the OPM Form 1203-FX, leave this section blank.

## **13. Test Location**

## **14. Veteran Preference Claim**

## **15. Dates of Active Duty - Military Service**

These dates are required if you have claimed Veterans' Preference unless you have claimed derived Preference (i.e., widows, spouse, etc.)  
Please use this format: (mm/dd/yyyy)

### **16. Availability Date**

You may omit the availability date if you can begin work immediately. Otherwise you must provide the date you will be available for employment. Please use this format: (mm/dd/yyyy)

### **17. Service Computation Date**

### **18. Other Date Information**

### **19. Job Preference**

### **20. Occupational Specialties**

Select/enter at least one occupational specialty. The specialty code for this position is:

001 Economist

### **21. Geographic Availability**

Select/enter at least one geographic location in which you are interested and will accept employment. The location code for this position is:

0232 Kansas City Metro area, MO

### **22. Transition Assistance Plan**

In this section indicate if you are a surplus or displaced Federal employee requesting special priority consideration under the Career Transition Assistance Plan (CTAP) or the Interagency Career Transition Assistance Plan (ICTAP).

Note: To receive consideration for CTAP or ICTAP, you must submit the necessary supporting documentation. Refer to the vacancy announcement for additional information and instructions.

### **23. Job Related Experience**

Please insert the total number of years and months of your job related experience.

### **24. Personal Background Information**

The United States District Court for the District of Columbia, in a decree approved in a lawsuit entitled *Luevano v. Springer*, Civil Action no. 79-0271, has ordered that

Federal Government agencies provide data on the race and national origin of applicants for certain Federal occupations. The position for which you are applying is in one of those occupations.

The collection of this information is authorized for use by the Office of Personnel Management only for the purposes of complying with the requirements of the *Luevano v. Springer* Decree. The data you supply will be used for statistical analysis pursuant to the requirements of the lawsuit, and will not be shared with employing agencies.

You are requested to complete the following: however, submission of this information is voluntary. Your failure to do so will have no effect on the processing of your application for Federal employment.

The first six categories below provide descriptions of race and national origins. Select the category with which you identify yourself. If you are of mixed race and/or national origin, select the category with which you most closely identify yourself. Please select only one category.

#### PRIMARY GEOGRAPHIC ZONE

Select the Zone (items 7 through 15) which includes your **first** choice for location of employment. This designation is for statistical use only and will not affect your actual consideration for employment. Your geographic area of consideration will be determined by your entries in items 7 through 15. Please select only one.

01 American Indian or Alaskan Native - A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.

02 Asian or Pacific Islander - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. For example, this area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.

03 Black, not of Hispanic origin - A person having origins in any of the black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

04 Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. This does not include persons of Portuguese culture or origin.

05 White, not of Hispanic origin - A person having origins in any of the original peoples of Europe, North America, or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

06 A person not included in another category.

07 ATLANTA ZONE includes Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia

08 CHICAGO ZONE includes Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, and Wisconsin

09 DALLAS ZONE includes Arizona, Arkansas, Colorado, Louisiana, Montana, New Mexico, Oklahoma, Texas, Utah, and Wyoming

10 PHILADELPHIA ZONE includes Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont

11 SAN FRANCISCO ZONE includes California, Idaho, Nevada, Oregon, and Washington

12 ALASKA ZONE includes the State of Alaska

13 CARIBBEAN ZONE includes Puerto Rico and the Virgin Islands

14 HAWAII ZONE includes the State of Hawaii and Pacific overseas area

15 WASHINGTON, DC ZONE - Washington, DC metro area (Charles, Montgomery, and Prince George Counties in MD, Arlington, Fairfax, Prince William, King George, Stafford, and Loudoun Counties and Falls Church, Alexandria, and Fairfax cities in VA) and Atlantic overseas area (African, European, Middle Eastern, Central and South American countries)

## **25. Occupational/Assessment Questions:**

OCCUPATIONAL QUESTIONS - Mark only 1 response for each question.

### EDUCATIONAL BACKGROUND AND WORK EXPERIENCE

This section asks you to describe your educational background, your work, and other experiences in specific factors which relate to job performance. ALL QUESTIONS MUST BE ANSWERED. Record your answers in (Section 25).

1. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-5, Economist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. Please respond "A". If you do not respond "A", you will not qualify for the vacancy.

2. From the descriptions below, select the letter that describes the education or experience you have that demonstrates your ability to perform GS-7, Economist work. If your highest level of education is not described below, choose the letter that describes experience or lower level education that you do have. Mark only 1 response.

A. I have a bachelor's degree and superior academic achievement. Superior Academic Achievement: 1) a grade point average (GPA) of 3.0 or higher for all completed undergraduate coursework or for all courses completed in the last two full years of undergraduate work; 2) a GPA of 3.5 or higher for all courses in the major field of study, or those courses in your major completed in the last two full years of undergraduate work; 3) ranking in the upper one third of your college, university, or major subdivision; or 4) membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies.

B. If the basic requirements for economics were met through my undergraduate degree, I qualify at this level because I have one full year of graduate level study or possess a

master's or higher degree, e.g., LL.B., J.D., LL.M., or Ph.D., in a field that provided the knowledge, skills, and abilities necessary to do the work; or I possess a master's or Ph.D. in economics. Related fields include agriculture, history, finance, labor, international relations, mathematics, law, conservation policy, land utilization. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full time study requirement.

C. In addition to meeting the basic requirements, I have at least one year of specialized experience in progressively independent planning, executing and finalizing specific study assignments for socioeconomic aspects of both large and small projects. Cost analyses experience consist of progressive understanding of cost allocations, benefit-cost analysis, incremental cost analysis, cost sharing or apportionment of costs to Federal and local sponsor, discounting and amortization of total costs over the economic project life. Requires sound knowledge and skills in use of standard spreadsheet and word processing software packages.

D. I have at least one year of work experience in areas not described in "C" and I do not qualify for this position.

E. I have less than the full amount of graduate education described in "B" and less than the amount of experience described in "C," but I have a combination of the type of education described in "B" and the type of experience described in "C." When combining education with experience, first determine the total qualifying education as a percentage of the education required for the grade level; then determine the experience as a percentage of the experience required for the grade level; finally, add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level.

F. My education and/or experience is not reflected in any of the above statements.

3. Please fill in "A" for this question.

A. This is the correct response.

4. Please fill in "A" for this question.

A. This is the correct response.

5. Please fill in "A" for this question.

A. This is the correct response.

The following questions ask you to describe your educational background, your work, and other experiences in specific areas which relate to successful job performance. You are to choose one answer to each question from among the alternatives presented. Then, record your answers in Section 25 on Form C beginning at (Item 6). Do not mark more than one answer for each question. Multiple answers will not be counted. Do not omit answers unless instructed to do so. Other omissions may decrease your score.

6. During high school (grades 9 - 12), I made the semester honor roll:

- A. never
- B. once or twice
- C. three or four times
- D. five or six times
- E. seven or eight times

7. The high school grade I most often received was:

- A. A
- B. B
- C. C
- D. D or lower
- E. I do not remember

IF YOU DID NOT ATTEND COLLEGE, PLEASE SKIP TO ITEM 9

8. The college grade I most often received was:

- A. A
- B. B
- C. C
- D. D or lower
- E. I do not remember

9. In the past three years the number of different paying jobs I have held for more than two weeks is:

- A. 7 or more
- B. 5 - 6
- C. 3 - 4
- D. 1 - 2
- E. none

10. I have been employed in work similar to that of the job covered by this examination:

- A. never employed in a similar job
- B. less than 1 year
- C. 1 - 2 years
- D. 3 - 4 years
- E. over 5 years

11. In the past three years, my primary work experience has been in:

- A. professional or administrative occupations
- B. clerical or sales occupations
- C. service occupations
- D. trades or labor occupations
- E. not employed in the past three years

12. On my present or most recent job, my supervisor rated me as:

- A. outstanding
- B. above average
- C. average
- D. below average
- E. not employed or received no rating

13. In the past three years the number of jobs I have been fired from is:

- A. 5 or more
- B. 3 to 4
- C. 2
- D. 1
- E. none

14. The number of civic or social organizations (which have regular meetings and a defined membership) that I belong to is:

- A. none
- B. 1
- C. 2 or 3
- D. 4 to 6
- E. 7 or more

15. In organizations to which I belong, my participation is best described as:

- A. do not belong to any organizations
- B. not very active
- C. a regular member but not an office holder
- D. have held at least one important office
- E. have held several important offices

16. My previous supervisors (or teachers if not previously employed) would most likely describe my basic math skills as:

- A. superior
- B. above average
- C. average

- D. below average
- E. do not know

## ACCOMPLISHMENTS

In this part you will respond to questions about experiences you have had that are related to the requirements of the job for which you are applying. Please answer YES or NO to each question. Begin marking your responses to the items for this part in Section 25 on Form C beginning at (Item 17). Fill in "A" for YES or "B" for NO. Answer all questions to the best of your ability. Do not answer YES unless you can provide specific examples or documentation as proof that you have had this type of experience. You may be asked to provide such evidence or documentation at a later stage in the selection process. Your responses are subject to verification through background checks, job interviews, or any other information obtained during the application process. Any exaggeration of your experience or any attempt to conceal information can result in your being removed from a Federal job and in barring you from seeking Federal employment in the future.

Use the following guidelines to answer these questions:

- (1) Many questions refer to "work" experiences. The word "work" refers to all experiences gained through school, paid employment, military service, voluntary work, and through activities done for professional, charitable, church, community, social, or other organizations, unless otherwise stated.
- (2) Some questions ask for experience in a specific type of setting. For example, if the question says "Have you done paid work that involved..." then only respond YES if your experience was gained in a paid job.
- (3) Do not include personal or home-related experiences unless the question specifically mentions them.
- (4) Some questions ask about customers or clients. Customers or clients include any individuals who used or received the products or services that you provided, including individuals inside or outside of your organization. Keep in mind that you may have worked with customers or clients in a variety of settings including those listed in guideline #1 above.
- (5) Some questions ask you if you received a grade of B or above on schoolwork. If you were not graded on an A, B, C, D, F scale, use the equivalent of a B or above, that is, an above average grade, on the type of scale on which you were graded.

Remember to fill in "A" for YES or "B" for NO.

- A- YES
- B- NO

17. Have you successfully done work where your primary responsibility was to help others work out their problems (for example, worked as a therapist)?

18. Have you successfully taught a writing course or worked as a professional journalist, editor, or writer?

19. Have you received a grade of B or above in high school computer classes (for example, classes in word processing, graphics, programming, etc.)?
20. Have you worked on several major assignments or projects at the same time with minimal supervision and completed the work on time or ahead of schedule?
21. Have you written articles or similar types of work that have been included in a school newspaper, community newsletter, or similar type of publication?
22. Have you made presentations where you successfully persuaded someone to do something (for example, support a project, accept your recommendations, purchase a product or service, etc.)?
23. Have you successfully done work, not including computer applications classes, that regularly involved using graphics software to create and edit charts, tables, or graphs?
24. Have you received formal recognition for your oral communication skills (for example, received certification from Toastmasters International, won a speech contest or debate tournament, etc.)?
25. Have you successfully done paid work that regularly involved troubleshooting and resolving problems with equipment or systems (for example, appliances, vehicles, machinery, computer or electrical systems, etc.)?
26. Have you successfully done work that regularly involved planning, prioritizing, scheduling, and monitoring work for fewer than 10 people?
27. In college, did you have an overall undergraduate grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors? (Answer NO to this question if you did not attend college.)
28. Have you successfully written reports that presented facts, findings, logical conclusions, and persuasive arguments (for example, wrote a thesis, briefing papers, policy papers, complex research papers, etc.)?
29. Have you successfully done work where trust and cooperation were a matter of life and death (for example, firefighting, combat duty, law enforcement, rescue work, etc.)?
30. Since high school, have you received a grade of B or above in writing courses (for example, composition, creative writing, journalism, etc.) or on essays, reports, or term papers written for school courses that were not focused on writing skills (for example, history, geography, psychology, etc.)?
31. Have you successfully completed a complex research project that included collecting and analyzing information, and reporting conclusions or recommendations?

32. Have you successfully done work that regularly involved listening carefully to others to understand a need, problem, or situation (for example, investigative work, counseling, etc.)?
33. Have you successfully created computerized databases to organize information?
34. Have you successfully worked on a team that included individuals from different occupations or diverse backgrounds?
35. Have you successfully developed an automated system that improved accuracy, efficiency, or productivity?
36. Have you successfully planned or monitored a large-scale project or program that involved several steps that were carried out over an extended period of time?
37. Have you successfully done work that regularly involved using computer software to run a payroll, accounting, or inventory system, or to record or track other quantitative information?
38. Have you received formal recognition for your ability to work well with others (for example, received a letter of recommendation or appreciation, an excellent performance appraisal rating, etc.)?
39. Have you taught yourself skills that improved your performance in school or at work (for example, taught yourself typing, computer skills, a foreign language, etc.)?
40. Have you successfully done work that regularly involved answering questions, demonstrating a product or service, or providing assistance to customers, clients, or the public?
41. Have you owned and successfully managed your own profit-making business?
42. Have you successfully done work that regularly involved conducting quality checks or following up with customers or clients to ensure satisfaction with a product or service?
43. Have you successfully done work that required you to keep enough cash on hand or maintain an adequate stock of supplies, equipment, or merchandise?
44. Have you successfully done work that regularly involved interacting with customers, clients, co-workers, or supervisors who were especially difficult to get along with?
45. Have you successfully owned or managed a business, or done paid work as a contractor or consultant, where business depended on establishing and maintaining good customer relations?

46. Have you successfully done work, not including computer applications classes, that regularly involved using statistical software programs to analyze data?
47. Have you identified and solved a problem with a procedure, product, or service that benefited the organization (for example, saved the organization time or money, increased sales, reduced errors, etc.)?
48. Have you performed home repairs that involved determining the specific problem, determining how to make the repair, and successfully completing the repair (for example, fixed a leaking faucet, re-shingled a roof, etc.)?
49. Do you regularly monitor your progress toward achieving your career goals (for example, by initiating discussions about your career goals with your supervisor, employee counselor, mentor, etc.)?
50. Have you successfully done work where you played a key role in keeping morale up, fostering team spirit or cooperation, or making a group more productive (for example, worked as a coach, supervisor, campaign manager, pledge trainer for a fraternity or sorority, etc.)?
51. Have you submitted articles or similar types of written work that were published in a professional, trade, or scholarly journal or in a nationally recognized newspaper or magazine?
52. Have you successfully done work that regularly involved being on duty by yourself, or completing nonroutine assignments with minimal or no close supervision?
53. Have you successfully done work that regularly involved installing or configuring software on stand-alone Pcs or network systems?
54. Have you successfully done work that regularly involved informally providing oral explanations of technical information or other complex information, such as regulations, policies, or procedures?
55. Have you been requested to take on additional responsibilities because of your ability to manage your own work effectively?
56. Have you successfully done work that only occasionally involved helping others work out their problems (for example, worked as a resident advisor in a dorm, camp counselor, etc.)?
57. Have you written procedures or instructions that others have followed successfully (for example, instruction manuals, survey instructions, training materials, etc.)?

58. Do you have a professional license or certificate issued by a state or other official or professional licensing board indicating your mastery of a specialized body of knowledge (for example, cosmetology, real estate, certified public accounting, etc.)?

59. Have you successfully remained polite and tactful while doing work where one of your primary responsibilities was to handle customer problems or complaints (for example, worked as a customer service representative)?

60. Have you successfully coordinated work, school, and/or family responsibilities under especially difficult circumstances (for example, you and your spouse worked full time while raising young children, you went to school full time and worked more than 20 hours per week, you worked full time while caring for an elderly parent, etc.)?

61. Have you learned a hobby or leisure activity well enough that you have been asked to do it for others on a voluntary basis?

62. Have you successfully done work that required you to interact with people at many levels in an organization?

63. Have you successfully taught a course that focused on interpersonal skills (for example, customer relations, counseling, etc.)?

64. Have you received a grade of B or above on oral presentations made for school courses, taken since high school, that did not focus on oral communication skills (for example, history, sociology, etc.), or for any oral presentations made for high school?

65. Have you successfully done work where one of your primary responsibilities was to solve customer problems (for example, provided support services for customers with software problems)?

66. Have you devised a strategy to overcome a major setback that successfully enabled you to complete a project on time or within budget?

67. Have you learned a hobby or leisure activity well enough that others have paid you to do it?

68. Have you broken a sales record or a similar record, regularly exceeded quotas or similar productivity standards, or received formal recognition for doing work that surpassed what was expected (for example, received a certificate of appreciation, bonus, etc.)?

69. Have you written a play, script, or novel that was sold, published, or produced?

70. Have you successfully done work that often required you to accommodate last minute requests from customers or clients or to provide quality service in situations where

timeliness is critical (for example, worked as a courier or travel agent, worked in newspaper publishing, etc.)?

71. Have you submitted articles or similar types of written work that were published in a local newspaper, nationally distributed newsletter, or similar type of publication?

72. Have you successfully done work where you had to coordinate vacation schedules, lunch breaks, etc., with other workers?

73. Have you successfully done work where you regularly completed routine work assignments with minimal supervision?

74. Have you received a grade of B or above on a class project that required working in a group?

75. Have you successfully done work that regularly involved relaying messages to co-workers, or providing information or giving simple instructions to customers or the public, either in person or by telephone (for example, worked as a receptionist, dispatcher, etc.)?

76. Have you successfully done work that required extensive on-the-job training?

77. Have you successfully done work that regularly involved interacting or coordinating with people outside of your immediate work group (for example, people from other offices, departments, organizations, etc.)?

78. Have you successfully done work in a setting where the fast pace required employees to assist each other to ensure that quality service or products were provided (for example, worked on an assembly line, in a fast-food restaurant, etc.)?

79. Since high school, have you received a grade of B or above in oral communication classes (for example, speech, public speaking, theater, etc.) or participated in activities that improved your oral communication skills (for example, training classes, workshops, seminars, debate team, speech club, etc.)?

80. Is your highest level of formal education a bachelor's degree or higher? (Answer YES to this question if you anticipate receiving a bachelor's degree within the next 9 months.)

81. Have you received favorable feedback about your interpersonal skills when serving as a leader, instructor, or supervisor for academic, religious, community, sports, leisure, or work activities?

82. Have you successfully done work, not including computer applications classes, that regularly involved using desktop publishing software to develop page layouts, create illustrations, etc.?

83. Have you successfully completed an apprenticeship in a trade or craft?
84. In high school, did you have an overall grade point average of 3.0 or higher on a 4.0 scale, belong to an honor society, or graduate with honors?
85. Have you successfully done work that frequently required you to present nontechnical information at briefings, meetings, conferences, or hearings?
86. Have you successfully taught team-building skills in training classes, workshops, or seminars?
87. Have you successfully completed a highly structured, formal training program, not including an apprenticeship for a trade or craft, that required you to learn a complex body of information (for example, training for jobs in insurance, law enforcement, real estate, etc.)?
88. Have you received formal recognition for providing good service to customers or clients (for example, received an award, a letter of commendation, an excellent performance appraisal rating, etc.)?
89. Have you successfully planned an event such as a conference, fund-raiser, etc.?
90. Have you successfully done work that regularly involved planning, prioritizing, and monitoring your own work?
91. Have you often been asked to proofread or edit the writing of others for content, punctuation, spelling, and grammar?
92. Have you successfully completed a large-scale project (lasting several months or longer) on or ahead of schedule with minimal supervision?
93. Have you received a grade of B or above in school-related computer courses taken since high school (for example, courses in word processing, programming, etc.)?
94. Have you successfully completed a long-term project outside of work where you were solely responsible for doing the work (for example, completed a thesis, wrote a book that was published, prepared a horse for competition that won a ribbon, restored an antique car, etc.)?
95. Have you received favorable feedback for oral presentations you have given to management or other officials, or to the public (for example, for speaking at religious services, performing in theatrical productions, etc.)?
96. Have you designed or developed something, on your own initiative, to help you or other employees better complete assignments (for example, designed a training manual)?

97. Have you received favorable feedback about your ability to provide oral instructions or on-the-job training to others, or about your ability to instruct or coach others in athletic, leisure, or community activities?

98. Have you successfully done work that regularly required you to modify plans to accommodate unexpected assignments or to respond to changing workloads, priorities, or deadlines?

99. Have you successfully done work that required you to identify what a customer or client needs?

100. Have you successfully remained friendly and polite while briefly interacting with many different clients or customers (for example, worked as a receptionist, bank teller, cashier, waiter/waitress, sales clerk, etc.)?

101. Have you developed a formal mechanism to learn more about a problem (for example, developed a survey, conducted interviews or focus groups, etc.)?

102. Have you successfully done work where your primary responsibility involved interacting with current or potential customers or clients for the purpose of selling a product or service?

103. Have you successfully done work that regularly involved discussing sensitive information with others, or interviewing or surveying people, either in person or by telephone, to gather information they were reluctant to give?

104. Have you successfully done work that regularly involved interacting with or counseling people with special needs or problems (for example, hospital patients, psychiatric patients, prisoners, people who are elderly or disabled, etc.)?

105. Have you successfully provided quality service to people with special needs or problems (for example, worked in a hospital, halfway house, special education program, etc.)?

106. Have you successfully done work that regularly involved manipulating data in a computer database (for example, importing, exporting, merging, updating, sorting data, etc.)?

107. Have you been given additional responsibilities because of your ability to organize and complete your regular work more quickly than expected?

108. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your computer skills?

109. Have you successfully done work where your primary responsibility was to handle customers' problems or complaints, or where you were required to deal with customer complaints that could not be resolved by lower level employees?

110. Have you done work that involved writing brochures, press releases, or speeches?

111. Have you successfully done work that required you to live with others 24 hours a day while working with them toward a common goal (for example, completed a tour of duty on a submarine, worked on a wilderness trail-building team or scientific expedition, etc.)?

112. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your teamwork skills?

113. Have you received formal recognition for solving a work-related problem (for example, received an award, a letter of commendation, etc.)?

114. Have you successfully provided quality service to many different customers or clients with whom you interacted only briefly (for example, worked as a receptionist, bank teller, cashier, waiter/waitress, etc.)?

115. Have you formally taught, instructed, or trained others in educational or occupational settings and received favorable feedback about your ability to do so?

116. Have you participated in training classes, workshops, or seminars outside of school that improved your performance at work?

117. Have you effectively worked on a team that was quickly established to function in a crisis situation (for example, worked on a search and rescue mission)?

118. Have you completed assignments on time and maintained an overall grade point average of 3.0 or higher on a 4.0 scale in post-high school courses while carrying a full course load?

119. Have you successfully done work that regularly involved verifying the accuracy of information or the relevance of information to a problem or a situation (for example, investigative work)?

120. Have you successfully done work that constantly required you to work under difficult time constraints?

121. Have you effectively participated as a member of an extracurricular school team or community team (for example, sports, cheerleading, debate, theater, neighborhood watch, etc.)?

122. Have you successfully done work that regularly involved answering questions, gathering nonsensitive information, or providing assistance to others, either in person or by telephone?

123. Have you successfully worked closely with a client over an extended period of time to complete a project or resolve a problem?

124. Have you effectively served on a problem-solving, planning, or goal-setting committee or team?

125. Have you successfully remained courteous and tactful while enforcing laws or policies or helping customers, clients, or members of the public who were hostile or upset, not including handling customer complaints (for example, worked in a crisis center, worked as a police officer, parole officer, park ranger, etc.)?

126. Have you successfully completed a small-scale project (lasting several days or weeks) on or ahead of schedule with minimal supervision?

127. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your self-management skills (for example, time management, goal setting, career development, etc.)?

128. Have you successfully done work that regularly required you to determine resource requirements or monitor the use of resources (for example, staff, space, equipment, supplies, materials, etc.)?

129. Have you successfully taught self-management skills (for example, time management, goal setting, career development, etc.)?

130. Have you successfully planned activities for nonwork groups (for example, athletic teams, professional associations, church groups, etc.)?

131. Have you received formal recognition (for example, received an award, letter of commendation, etc.) or been given certain assignments because of your ability to work well in a group?

132. Have you successfully learned a hobby or leisure activity requiring extensive study or use of complex directions (for example, constructing stereo or computer systems, building a car, making stained glass objects, etc.)?

133. Is your highest level of formal education some college, but no bachelor's degree, or completion of technical, trade, or business school training? (Answer NO to this question if you anticipate receiving a bachelor's degree within the next 9 months.)

134. Have you successfully done work, not including computer applications classes, that regularly involved using word processing software to create, edit, and format documents or correspondence?

135. Have you successfully done work that regularly involved planning, prioritizing, scheduling, and monitoring work for 10 or more people?

136. Have you successfully provided good customer service while constantly working under difficult time constraints (for example, worked in a fast-food restaurant, worked as a stockbroker, etc.)?

137. Have you successfully done work, not including computer programming classes, that regularly involved writing or debugging computer programs?

138. Have you suggested or made changes to products or procedures that resulted in better meeting customer needs?

139. Have you received a grade of B or above on essays or reports written for high school classes?

140. Have you worked on a team that produced measurable improvements (for example, an increase in production, quality, customer satisfaction, or a decrease in costs, number of injuries, complaints, etc.)?

141. Have you taken the initiative to learn new skills or acquire additional knowledge that improved your performance at work or school, or in leisure activities?

142. Have you earned a degree in an area of study related to oral communication (for example, speech communication, broadcast journalism, etc.)? (Answer YES to this question if you anticipate receiving this degree within the next 9 months.)

143. Have you received formal recognition for your written work (for example, received an award, letter of commendation, excellent performance appraisal rating, etc.)?

144. Have you successfully taught a computer programming or software applications course?

145. Have you participated in training classes, workshops, or seminars outside of school that helped you improve your customer service skills?

146. Have you successfully done work that regularly required you to lead or facilitate briefings, meetings, or conferences, or formally present technical or other complex information to others?

147. Have you successfully planned for and started a new business or opened a new store?

148. Have you received a grade of B or above in school courses, taken since high school, that emphasized problem solving (for example, logic, computer programming, etc.)?

149. Have you successfully solved problems that occurred because of a critical emergency or a disruption of a life-saving operation, with very few resources or guidelines (for example, solved problems related to a natural disaster, a power outage in a hospital, etc.)?

150. Have you successfully done work that regularly involved composing letters or writing reports containing several short paragraphs, such as investigation reports, accident reports, performance evaluations, etc.?

151. Have you successfully done work that involved writing technical or legal reports, or translating technical or other complex material into language that was more easily understood?

152. Have you successfully dealt with a disruption to regular operations in a way that allowed for completion of the work or continuation of a noncritical service?

153. Have you received a grade of B or above in school courses, taken since high school, with a strong emphasis on interpersonal skills (for example, customer relations, counseling, etc.)?

154. Have you used study or review techniques that helped you learn material more effectively?

155. Have you successfully done work that regularly involved interacting with people, other than your co-workers, from a foreign country or from different ethnic or cultural backgrounds?

156. Have you successfully done work that only occasionally required you to present information at briefings, meetings, conferences, or hearings?

#### BENEFITS/OTHER INFORMATION:

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Flexible Spending Accounts - The Federal Flexible Spending Accounts Program (FSAFeds) allows you to pay for certain health and dependent care expenses with pre-tax dollars. For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The Federal Employees Health Benefits Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - Most Federal employees earn both annual and sick leave. For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program (FEGLI) offers: Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - The Federal Long Term Care Insurance Program (FLTCIP) provides long term care insurance for Federal employees and their parents, parents-in-law, stepparents, spouses, and adult children. For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - Almost all new employees are automatically covered by the Federal Employees Retirement System (FERS). FERS is a three-tiered retirement plan. The three tiers are: Social Security Benefits, Basic Benefit Plan, Thrift Savings Plan. For additional information visit: <http://www.opm.gov/retire/index.asp>

This link provides an overview of the benefits currently offered to Federal employees. <http://www.usajobs.opm.gov/ei61.asp>

1. If you are an eligible Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To be well-qualified and exercise selection priority for this vacancy, displaced Federal employees must be rated at 85 or above on the rating criteria for this position. ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.
2. If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you can submit a copy of your latest SF-50 "Notification of Personnel Action" and/or a copy of the SF-50 that reflects career or career-conditional tenure. Also, you can submit your most recent performance appraisal.
3. If you are a veteran with preference eligibility and you are claiming 5-point veterans' preference, you can attach a copy of your DD-214 or other proof of eligibility. If you are claiming 10-point veterans' preference, you can attach an SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.
4. If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

5. You can apply for a non-competitive appointment if you meet the basic eligibility requirements and you are eligible for special appointment such as those authorized for the severely disabled; certain Vietnam era and disabled veterans; returned volunteers from the Peace Corps or Vista, etc. Please indicate the type of special appointment you are seeking, if any, on your application and follow all other instructions for applying shown in this announcement.

6. All qualification requirements must be met within 30 days after the closing date of this announcement. Additional information on the qualification requirements is outlined in the OPM Qualifications Standards Handbook of General Schedule Positions. It is available for your review in our office, in other Federal agency personnel offices, and on OPM's web site at <http://www.opm.gov/qualifications>.