

**DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS**

RECRUITER HANDBOOK

OCTOBER 2003

RECRUITER HANDBOOK

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RECRUITER HANDBOOK INTRODUCTION

Your role as a recruiter for the Corps of Engineers is vital to our success in attracting the best applicants. You are the ambassador who tells the Corps story. Often, you will be the applicant's first exposure to the Corps. Finding new employees who are able to make a contribution to the success of the Corps is one of the most important things that a recruiter can do. If it is done well, both the organization and the individual will benefit. If it is done poorly, the damage can be very costly.

The search for candidates begins with you and this handbook, which is intended to provide you a wealth of information concerning employment with the Corps of Engineers and the federal government. The U. S. Army Corps of Engineers is firmly committed to diversity and equal employment opportunity in employment as in all other actions. You will use this information to attract a diverse representation of the best and the brightest that you meet at recruitment events. Subjects covered in this handbook include Merit Principles, interview procedures, recruitment incentives, employee benefits, and hiring authorities, among others. The handbook is not intended to make you a human resources expert, but allows you to be conversant on many areas of interest to potential applicants. It is recommended that you thoroughly review the contents of this handbook before actually recruiting so that you can be prepared to answer the many questions that prospective employees may ask. You should also discuss recruitment with your local Civilian Personnel Advisory Center before starting.

The Corps of Engineers recognizes the fact that people are our greatest asset. The right recruitment strategies are vital in ensuring that our new employees become productive in the shortest time possible. The success of the Corps depends on having the right number of people with the right skills and abilities. Your role in this process is key to success.

/signed/

SUSAN DUNCAN
Director of Human Resources

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CORPS MISSION

The United States Army Corps of Engineers (USACE) is made up of approximately 34,600 civilian and 530 active duty military men and women. Our military and civilian engineers, scientists and other specialists work hand in hand as leaders in engineering and environmental matters. Our diverse workforce of professional, administrative, technical, clerical, wage board/blue collar, and student employees meets the demands of changing times and requirements as a vital part of America's Army.

Our mission is to provide quality, responsive engineering services to the nation including:

- Planning, designing, building and operating water resources and other civil works projects (Navigation, Flood Control, Environmental Protection, Disaster Response, etc.)
- Designing and managing the construction of military facilities for the Army and Air Force. (Military Construction)
- Providing design and construction management support for other Defense and federal agencies, state and local communities, and special interest groups.

Today, as always, we stand ready... engineers, scientists, real estate specialists, contracting specialists, lock and dam operators, and many other professions, to meet national security, emergency and other national requirements.

The Corps is organized geographically into 8 divisions in the U.S. and 41 subordinate districts throughout the U.S., Asia and Europe. The districts oversee project offices throughout the world. In the U.S., divisions and districts are defined by watershed boundaries, not by states.

The Engineer Research and Development Center (ERDC) is the U.S. Army Corps of Engineers research and development command. ERDC consists of eight unique laboratories. Research support includes:

- Mapping and terrain analysis
- Infrastructure design, construction, operations and maintenance
- Structural engineering
- Cold regions and ice engineering
- Coastal and hydraulic engineering
- Environmental quality
- Geotechnical engineering
- High performance computing and information technology

You can find more about us at <http://www.usace.army.mil/>.

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CORPS LOCATIONS

Divisions/Regional Headquarters/Districts

Great Lakes and Ohio River Division (CELRD)

- [Buffalo District \(CELRB\)](#)
- [Chicago District \(CELRC\)](#)
- [Detroit District \(CELRE\)](#)
- [Huntington District \(CELRH\)](#)
- [Louisville District \(CELRL\)](#)
- [Nashville District \(CELRN\)](#)
- [Pittsburgh District \(CELRP\)](#)

Mississippi Valley Division (CEMVD)

- [New Orleans District \(CEMVN\)](#)
- [Rock Island District \(CEMVR\)](#)
- [St. Louis District \(CEMVS\)](#)
- [St. Paul District \(CEMVP\)](#)
- [Vicksburg District \(CEMVK\)](#)

North Atlantic Division (CENAD)

- [Baltimore District \(CENAB\)](#)
- [Europe District \(CENAU\)](#)
- [New England District \(CENAE\)](#)
- [New York District \(CENAN\)](#)
- [Norfolk District \(CENAO\)](#)
- [Philadelphia District \(CENAP\)](#)

Northwestern Division (CENWD)

- [Kansas City District \(CENWK\)](#)
- [Omaha District \(CENWO\)](#)
- [Portland District \(CENWP\)](#)
- [Seattle District \(CENWS\)](#)
- [Walla Walla District \(CENWW\)](#)

Pacific Ocean Division (CEPOD)

- [Alaska District \(CEPOA\)](#)
- [Far East District \(CEPOF\)](#)
- [Honolulu District \(CEPOH\)](#)
- [Japan Engineer District \(CEPOJ\)](#)

South Atlantic Division (CESAD)

- [Charleston District \(CESAC\)](#)
- [Jacksonville District \(CESAJ\)](#)
- [Mobile District \(CESAM\)](#)
- [Savannah District \(CESAS\)](#)
- [Wilmington District \(CESAW\)](#)

South Pacific Division (CESPD)

- [Albuquerque District \(CESPA\)](#)
- [Los Angeles District \(CESPL\)](#)
- [Sacramento District \(CESPK\)](#)
- [San Francisco District \(CESPN\)](#)

Southwestern Division (CESWD)

- [Fort Worth District \(CESWF\)](#)
- [Galveston District \(CESWG\)](#)
- [Little Rock District \(CESWL\)](#)
- [Tulsa District \(CESWT\)](#)

Centers

[Huntsville, U.S. Army Engineering and Support Center \(CEHNC\)](#)

[Transatlantic Programs Center \(CETAC\)](#)

[Professional Development Center \(PDSC\)](#)

Laboratories

[Engineer Research and Development Center \(CEERD\)](#)

- [Coastal and Hydraulics Laboratory](#), Vicksburg, Miss.
- [Cold Regions Research and Engineering Laboratory](#), Hanover, N.H.
- [Construction Engineering Research Laboratory](#), Champaign, Ill.
- [Environmental Laboratory](#), Vicksburg, Miss.
- [Geotechnical and Structures Laboratory](#), Vicksburg, Miss.
- [Information Technology Laboratory](#), Vicksburg, Miss.
- [Topographic Engineering Center](#), Alexandria, Va.

Field Operating Activities (FOA)

- [Finance Center, USACE \(CEFC\)](#)
- [Humphreys Engineer Center Support Activity \(CEHEC\)](#)
- [Marine Design Center \(CEMDC\)](#)
- [Institute for Water Resources \(CEIWR\)](#)

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WORKPLACE PRINCIPLES

Merit System Principles: Personnel management is based on and embodies the Merit System Principles. The Merit System Principles are the public's expectations of a system that is efficient, effective, fair, open to all, free from political interference, and staffed by honest, competent, and dedicated employees. As the Department of Army experiences continued change in the management of human resources (centralization, deregulation, delegation, etc.), it becomes increasingly important that line supervisors and managers incorporate the merit system principles into every decision process.

The merit system principles are:

1. Recruit qualified individuals from all segments of society and select and advance employees on the basis of merit after fair and open competition that assures that all receive equal opportunity.
2. Treat employees and applicants fairly and equitably, without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.
3. Provide equal pay for equal work and recognize excellent performance.
4. Maintain high standards of integrity, conduct, and concern for the public interest.
5. Manage employees efficiently and effectively.
6. Retain and separate employees on the basis of their performance.
7. Educate and train employees when it will result in better organizational or individual performance.
8. Protect employees from arbitrary action, personal favoritism, or coercion for partisan political purposes.
9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations (i.e., protecting people who report things like illegal and/or wasteful activities).

Equal Employment Opportunity (EEO) Employer: The U.S. Army Corps of Engineers is an Equal Opportunity Employer and all candidates are considered without discrimination. Leaders, managers, and supervisors ensure that individuals are judged solely on the basis of merit and ability and with respect for the differences that make us stronger as a team. We also prepare an Affirmative Action Employment Plan that addresses under-representation within the workforce and utilizes recruitment efforts and other means to eliminate it.

You can find more detailed information at <http://www.cpol.army.mil/permis/6321.html>.

Drug-free Workplace: We support the policy of the Department of the Army to provide a workplace free from illegal drug use. Illegal drug use is incompatible with the safety of our employees and the reliable accomplishment of our mission. Army has designated specific positions that are a part of the drug-testing program.

More information can be found at <http://www.cpol.army.mil/permis/592.html>.

Supportive of Community Service: There are many ways that federal employees can serve their respective communities. The largest government-wide service is the Annual Combined Federal Campaign. This campaign allows employees to donate money to various organizations of their choice. There are other local initiatives such as adopting schools, tutoring, etc.

You can find more about these initiatives at:

- Combined Federal Campaign <http://www.opm.gov/cfc/index.htm>
- Federal Government Policy on Volunteering
<http://www.opm.gov/oca/compmemo/1998/CPM98-V.HTM>

INTERVIEW PROCESS

Formal Interview:

Make sure the employment event is focused on the types of career fields that are needed. If possible, have at least two people attend, one supervisor or individual that understands the Corps projects and another employee that is a recent graduate of the college/university where the event is held or represents the audience of the event you are attending. It may be advisable for a Human Resources Specialist to attend large-scale events. Everyone attending needs to be able to address questions about the Corps. Representatives should wear a nametag and/or a Corps shirt, if appropriate. The most important thing is to be enthusiastic and factual.

The booth/area should include: a display panel depicting the Corps logo, and lists showing types of vacant positions and locations. You should have color photographs or a video presentation on Corps employees performing the mission and some of our projects. It would be helpful to have a computer available to demonstrate the various websites:

- USACE Employment Website (www.usace.army.mil/employment)
- Army Civilian Personnel On-Line (CPOL, www.cpol.army.mil)
- USAJOBS, (www.usajobs.opm.gov)
- District Homepage,
- District Civilian Personnel Advisory Center (CPAC) Homepage

Have recruitment brochures, Applying for a Federal Job, (Pamphlet OF-510), employment fact sheets (i.e. How to Apply, special hiring authorities) and pay tables available.

Stand in front of table or display, with a friendly posture and expression, and a smile. Introduce yourself (i.e. name, district location, position title, etc.) with a handshake. If you have a special space for interviews use it. If not, stand or sit with the applicant, depending on the situation.

- Inquire about: Applicant's name, school or work, etc.
- Availability of resume.
 - If a student position or intern applicant, also ask about the transcript.
 - If a veteran, ask about their active duty time or possible service connected disability.
 - If disabled, ask if they are registered with the Veteran's Administration or State Rehabilitation Services.
- What is applicant's school discipline, work experience, work interests and special skills?
- When did or will the applicant graduate?
- What type of position they are planning to apply for?
 - Student (temporary or career/formerly cooperative education)
 - Permanent (entry level or higher)
 - Temporary (summer or internship)
 - Volunteer (internship)
- What are some of their short and long term goals?

- What is their preferred geographic location?

During interviews, focus the discussion on the applicant's educational background, work experience, interests, special skills and goals. Try to structure questions that elicit specific, detailed responses rather than yes/no answers. Encourage applicants to ask any questions. Attempt to show applicants how they can benefit both themselves and the Corps working as a team. Summarize the benefits of the position, focusing on the challenging nature of work, and benefits.

- Clarify military/civilian roles (i.e. correct any misconception that they are enlisting in military when working with the Corps).
- Provide a brief overview of the position and the requirements.
 - Duties
 - Security Clearance Requirement, if applicable
 - Qualifications including being a U.S. citizen

NOTE: Generally this is a non-threatening way of ensuring the applicant is a citizen. Most applicants hear the U.S. Citizen requirement and usually admit their non-citizenship. Thank them and state this requirement is based on our appropriation authority and is in no way a reflection on their qualifications. Provide them information on USAJOBS website and focus their attention to the Area of Consideration section that addresses if citizenship is required.

- Discuss one or two District projects or programs related to the applicant's interests;
- Discuss what types of work newly-hired people perform;
- Summarize federal benefits, emphasizing quality-of-life issues, where appropriate:
 - Health Benefits
 - Life Insurance
 - Retirement
 - Thrift Savings
 - Annual and Sick Leave
 - Flexible Work Programs (flexitime, credit hours, compressed workweek, telework)
 - Fitness Programs
 - Award Programs
 - Employee Development and Training (i.e. developmental assignments, college/university courses, workshops, etc.)
 - Flexibility to move easily between other Corps offices or federal agencies
 - Other possible incentives (Recruitment Bonus, Student Loan Repayment, Public Transit, etc.)

- Discuss training programs for employees based on the type of position the applicant is applying for:
 - Permanent Interns (some rotational assignments to other offices in addition to leadership training requirements)
 - Permanent, non-Intern (mission-related, leadership and professional development courses)
 - Student (on-the-job training for temporary and career. Also, a possibility of tuition assistance for career, if the District approves.)
- If applicant is interested, provide applicant with the appropriate information (i.e. recruitment brochure, fact sheet for appropriate hiring, salary charts, etc.)
 - Discuss overview of the appropriate hiring authority.
 - Discuss information on “How to Apply” based on the appropriate hiring authority.
 - If interested in another geographic area, tell them about nearest Corps office and offer to refer them to that office.
 - Discuss the selection process and the approximate time before they will be contacted.
 - Suggest a timeframe for follow-up.
- End by thanking them for their interest and a handshake.

Business or Social Interactions

Everyone is a recruiter even outside formal recruitment events. You can use a similar more simplified process compared to the formal procedures during business or social events. When approached about employment possibilities:

- Inquire about the type of work the person is interested in.
- Discuss a District project comparable to their interest.
- Ask them about what work benefits they are most interested in and provide a brief overview. Give them a name and number of the person hiring, or offer to provide their information to that person. If you take their information, provide a timeframe when you feel someone will contact them. End by thanking them for their interest and a handshake.
- When you return to the office, remember to provide the information to the appropriate recruitment POC. Make sure you tell the POC that someone would contact the potential applicant within a particular timeframe.

Overall, if you focus on the mission-related aspects of the position, applicant’s work and education credentials, you can avoid any interview pitfalls.

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HIRING AUTHORITIES

Federal agencies may use a variety of recruiting sources and appointment authorities to fill positions permanently in the competitive civil service. Consequently, some candidates may be eligible for employment consideration under more than one recruiting source and/or appointment authority. These sources may be used separately or concurrently. U. S. citizenship is required unless otherwise noted.

First time candidates for Federal employment, not eligible for any special hiring authorities, can apply for any external announcement that states it is open to ‘general public’ or ‘U.S. Citizen’ or ‘No Status Required.’ This information can be found on the announcement under the ‘Who Can Apply’ or ‘Area of Consideration.’ “*OPEN COMPETITIVE EXAMINING*” is not a test but a process where qualified candidates’ education and experience are evaluated against how well they possess key competencies required for successful performance in the job. Candidates are evaluated and given numerical scores. These scores are augmented by veterans preference eligibility (i.e., 5 points for non-disabled and 10 points for disabled). Selections must be made from the top three candidates referred. Vacancy announcements for these positions are posted on OPM’s ‘USAJOBS’ web page at <http://www.usajobs.opm.gov>. The Appendix provides Fact Sheets for 5 and 10-point preference eligibles.

Current and former employees of the Department of Army and other Federal employees eligible for reinstatement may apply for employment consideration through an agency’s *internal* announcement process. There are also a variety of special hiring authorities available to fill positions on a permanent and temporary basis. Applicants eligible for special hiring authorities can apply under internal announcements where the ‘Area of Consideration or ‘Who Can Apply’ section includes that particular special hiring authority. The system used to fill jobs under the Department of Army internal process is *RESUMIX*. The best sources to find internal announcements and information about *RESUMIX* are www.usace.army.mil/employment or www.cpol.army.mil/employment. The more commonly used authorities to fill jobs permanently are provided below:

- Transfer/Promotion/Reassignment Eligibles-Applicants that are current federal government employees. These applicants can apply for positions throughout the federal system. The type of appointment is critical. Generally, applicants should currently be in the competitive service. There are some instances where applicants in the excepted service can also apply (e.g., Veterans Recruitment Assistance Eligibles). A Notification of Personnel Action, (SF-50) will depict the type of appointment.

- Reinstatement Eligibles-Applicants that previously worked permanently for the federal government. These are applicants who left federal service with career or career conditional status. Applicants with career status have reinstatement eligibility for life. Generally, applicants with career-conditional status have eligibility for reinstatement

three years from the date they left federal service. Veterans with career-conditional status have reinstatement eligibility for life.

- 30% Disabled Veterans Eligibles-Applicants that are discharged from active duty military with a disability percentage of at least 30%. These applicants will have a statement from the Veterans Administration that documents the disability or a recent discharge statement from a military branch.
- Veterans Recruitment Appointment (VRA) (formerly the Veterans Readjustment Appointment) Eligibles-Applicants that have a service-connected disability with no specific percentage, served during a war, campaign or expedition where a campaign badge was authorized, participated in a military operation for which an Armed Forces Medal (AFSM) was awarded and recently separated. Applicants should have a Military Discharge (DD-214) that will provide the necessary information.
- Veterans Employment Opportunity Act (VEOA) Eligibles-Applicants have preference eligibility or substantially completed 3 or more years of active service. Also, they will have an honorable or general military discharge or were released under honorable conditions shortly before completing a 3-year tour that is annotated on a Military Discharge (DD 214).
- Persons With a Disability Eligibles-Applicants have a severe physical, cognitive or emotional disability and possess certification from a state vocational or Department of Veterans Affairs.
- Outstanding Scholar Eligibles-Applicants have a Bachelors Degree, have an overall grade point average (GPA) of 3.5 or better on a 4.0 scale for all undergraduate course work, or have graduated in the upper 10 percent of their graduating class or major university subdivision. This information is documented on their transcript. There are specific career fields where this authority is appropriate. Engineers and Scientists, Accountant/Auditor, Mathematicians, Biological and Physical Sciences and others are not included in this authority, but are covered under the Federal/Army Career Intern Program (F/ACIP).

- Federal/Army Career Intern Program (F/ACIP) Eligibles-Applicants have a Bachelor or Masters Degree and have a desire to work in various career fields. Engineers and Scientists, Accountant/Auditor, Mathematicians, Biological and Physical Sciences are included in this authority. Administrative type positions will have special recruitment requirements that should be discussed with the local CPAC Representative.

- Presidential Management Intern (PMI) Program Eligibles-Applicants are outstanding graduate students (Masters and Doctoral-level) and have an interest in and commitment to a career in the analysis and management of public policies and programs with the Federal Services.

- Student Employment Program Eligibles-Applicants are currently enrolled, full or part-time, as students in high school, any level of college or university professional school including technical and vocational schools. Applicants will meet the appropriate minimum age work requirement and any qualifications established for the program (i.e. good academic standing, specific discipline, etc.) school requirements, and/or position qualifications. There are two distinct sub-programs:
 - Student Career Employment Program, formerly Cooperative Education, is for students that are in a specific educational discipline that meets the requirements for the position. There is an agreement between the education institution, agency and the student. Students are eligible for full benefits. Students are eligible for conversion to permanent within 120 days from completing educational requirements.

 - Student Temporary Employment Program, formerly Student Assistants/Aids, does not require the disciplines to match the work the student is performing. There is no formal agreement required. Students have limited benefits similar to temporary employees. Appointments are limited to one year and can be extended until the student completes the educational requirements.

These are the most widely used appointing authorities. The Appendix contains detailed Fact Sheets for these special hiring authorities that can be provided to any applicant. There are many other authorities. If you have additional questions, contact your local Civilian Personnel Advisory Center (CPAC).

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SALARY AND OTHER PAY ENTITLEMENTS

How Much An Employee Gets Paid. The Corps of Engineers offers pay rates that are competitive with the private sector. Federal pay is based on employee grade and pay schedule. There are two main types of grading or classification systems used by the Federal government: the General Schedule System and the Federal Wage System. In both systems, the actual rate of pay is normally adjusted annually. Employees' pay is based partially on the location where the work is performed.

All employees are paid bi-weekly. Pay is by Direct Deposit/Electronic Funds Transfer into an account specified by the employee. Direct deposit is mandatory for all new employees. There are usually 26 paydays each year.

The General Schedule (GS) System or white-collar pay is based on the concept of substantially equal pay for substantially equal work within a pay locality and includes most professional, administrative, clerical, and technical positions. GS positions for example include engineers, information technology specialists, contract specialists, attorneys, geologists, biologists, accountants, investigators, and office administrative support positions. The GS system is a salaried per annum system comprised of fifteen grade levels, GS -1 through 15. Each level has 10 pay steps. The base pay for each GS grade is the same throughout the federal system no matter where the position is located. Current pay schedules may be found at <http://www.opm.gov/oca/03tables/indexGS.asp>.

Starting grades are based on an applicant's qualifications and the work that is required. Applicants are evaluated against requirements for positions through education, work experience, or a combination of both. Generally, the following rules apply for entry level based on education:

- High School graduates with no other credible experience are usually hired at GS-2.
- College graduates with no other creditable experience are usually hired at the GS-5. Outstanding academic credentials may allow hiring at the GS-7 level, if the local activity is using the provision.
- Master's degree holders may be hired starting at the GS-9 level.
- PhD degree holders are often hired starting at the GS-11 level.

Employees new to federal service will generally begin at the first step of the grade. In unique situations, local offices may request a starting salary above the step 1 based on the position being hard-to-fill or the superior qualifications of an applicant. Contact the Civilian Personnel Advisory Center (CPAC) representative for assistance on possible exceptions.

There are some additional pay entitlements that either replace base pay or increase it based on the location where the work is performed. The following are some examples:

- **Special Pay Rates:** Some GS positions (e.g. engineering and information technology) have special pay rates to enhance our ability to recruit highly qualified candidates in hard to fill and/or in hiring shortage category positions. Special rate schedules may be found at <http://www.opm.gov/oca/03tables/SSR/index.asp>.
- **Locality Pay:** Locality Pay is added to base salary for General Schedule employees within the Continental United States (CONUS) and based on a comparison to non-federal rates of pay in the geographic location where civilian employees work. Current locality rates can be found at <http://www.opm.gov/oca/03tables/locdef.asp>.
- **Cost of Living Allowances:** The federal government pays up to 25% cost-of-living allowances (COLAs) to General Schedule employees in overseas locations, Alaska, Hawaii, Guam and the Commonwealth of the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. This is in addition to the basic pay established for all General Schedule employees. More information on cost-of-living allowances can be found at <http://www.opm.gov/oca/cola/index.htm>.

The Federal Wage System or blue collar includes most trade and craft positions, both skilled and unskilled. Wage Grade positions are paid an hourly rate and include, for example, power plant operators, equipment mechanics, maintenance workers, etc. All rates of pay are generally different in each locality and are based on the rates paid in industry in each local labor market for similar work. This system has fifteen grade levels, 01-through 15 but only five steps within each grade. There are many pay schedules, such as WG for workers, WL for leaders, WS for supervisor, etc. Each pay schedule has varying hourly rates based on the position responsibilities and locations. Current information on Federal Wage System pay schedules is found at <http://www.cpms.osd.mil/wage/> under “Appropriated Fund Pay Schedules”.

Starting grades for wage employees are based on the work experience, skills, and training of the applicant. There is no specific formula for wage qualifications similar to the General Schedule qualifications.

Employees new to federal service will generally begin at the first step of the grade. In unique situations, local offices may request a starting salary above the step 1 based on the position being hard-to-fill or superior qualifications of an applicant. Contact the Civilian Personnel Advisory Center (CPAC) representative for assistance on possible exceptions.

PREMIUM PAY:

Overtime: In general, the law provides overtime for work in excess of 8 hours a day, or in excess of 40 hours in the workweek. Overtime rate determinations are based on the type of position held by employees. Some employees are paid time-and-one-half of their hourly rate for overtime work, with certain limitations. The overtime rate for other higher graded employees may be less. You may find more detailed information on overtime at <http://cpol.army.mil/permis/2414c.html>.

Other Special Pay: In addition there are a number of special pay benefits, as appropriate. Some of these include:

- Sunday Premium Pay-Extra pay for work regularly scheduled on Sundays.
- Night differential-Work completed by general schedule employees after 1800 and before 0600
- Hazardous Pay Differential-Work performed when a hazard has been determined.

Contact your local Civilian Personnel Advisory Center (CPAC) for a complete listing.

WITHIN-GRADE INCREASES (WIGI) PAY INCREASES:

A WIGI is an increase in the employee's rate of pay by advancing from one step of the grade to the next based on longevity in the grade. Generally, employees must meet the required weeks of service between each step and perform successfully.

GS-increases have various weeks of service between steps 1-10:

- 1-4 is 52 calendar weeks per step;
- 4-7 is 104 calendar weeks per step; and
- 7-10 is 156 calendar weeks per step.

Wage Board increases have various weeks of service between steps 1-5:

- 1-2 is 26 calendar weeks per step;
- 2-3 is 78 calendar weeks of service per step; and
- 3-5 is 104 calendar weeks of service per step.

You can find more about WIGI at <http://www.cpol.army.mil/permis/52244.html> or by contacting your local CPAC Representative.

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BENEFITS AND WORK-LIFE INITIATIVES

BENEFITS:

Retirement System: The federal government has two retirement plans.

Civil Service Retirement System (CSRS): Generally, CSRS covers federal employees who were employed prior to December 31, 1983. CSRS is a defined benefit system with no portability outside the federal sector and has limited benefits for employees who do not stay until retirement. This system could also be available for employees who left federal service under CSRS and are being reinstated.

More information can be found at: http://www.opm.gov/fers_election/facts/ri83-1.htm.

Federal Employees Retirement System (FERS): FERS is the only available system for first time employees hired after December 31, 1983. FERS is a three-tiered retirement plan that provides benefits from three sources that work together to provide a strong financial foundation:

- Basic Benefit Plan (provides an annuity, survivors benefits, and disability benefits) – 1% employee contribution from pay. Visit <http://www.opm.gov/retire/index.asp> for additional information.
- Social Security Benefits (includes Old Age, Survivors, and Disability Insurance, and Medicare). Visit <http://www.ssa.gov/> for additional information.
- Thrift Savings Plan. This is a tax deferred plan similar to a 401K savings and investment plan. Investment options include bonds, securities and stocks. More information on TSP can be found in the section below.

Visit http://www.opm.gov/fers_election/ri_90/f_toc.htm to find more information on FERS.

Thrift Savings Program (TSP): TSP is a tax-deferred retirement savings and investment plan for Federal employees. The purpose of the TSP is to provide the majority of retirement income. It offers Federal civilian employees the same type of savings and tax benefits that many private corporations offer their employees under 401(k) plans. The TSP is a defined contribution plan. Because the savings plan is tax-deferred, no income tax is due on either the employees' contributions or the government matching funds, or the earnings on those amounts until retirement. The Corps of Engineers contributes 1 percent of basic pay to FERS employees who do not contribute and will match up to another 4 percent of savings for employees who do contribute. Employees are able to make additional TSP tax-deferred contributions with a portion matched by the government. Currently, employees under FERS retirement can contribute up to 13% of their salary in the account. Civil Service Retirement System employees can contribute

up to 8% but have no government matching contributions. These percentages will increase to 14% for FERS and 9% for CSRS in December 2003.

One good aspect of the TSP is employee control over the funds. Currently, there are five investment funds available: Government Securities (G), Fixed Income Index (F), Common Stock Index (C), Small Capitalization Stock Index (S), and International Stock Index (I). Employees can choose to invest in any of the five funds, or to spread investments across the five funds. All are professionally and securely managed by an independent government agency, the Federal Retirement Thrift Investment Board. Employees have two annual open seasons to select percentage of money to invest. However, transfers within the funds can be done at any time.

You can find more on TSP at www.tsp.gov.

Group Life Insurance: The Federal Employees Group Life Insurance (FEGLI) Program provides group TERM life insurance and accidental death and dismemberment insurance for permanent employees and their family members. FEGLI builds no cash value, loan, or paid-up or extended insurance equities. It is immediate protection against financial hardship or loss by death. The plan consists of a basic rate of insurance (approximately the amount of your salary) plus three additional options. No physical is required. The cost of Basic insurance is shared between employees and the Government. Employees pay 2/3 of the total cost and the Government pays 1/3. Visit <http://www.opm.gov/insure/life/index.htm> for additional information.

Federal Employees Health Benefits (FEHB) Program: FEHB allows employees to choose excellent health benefits coverage from a wide variety of plans and carriers. Employees can choose from among Managed Fee-for-Service (FFS) plans, regardless of where they live, or Plans offering a Point of Service (POS) Product and Health Maintenance Organizations (HMO) if employees live (or sometimes if they work) within an area serviced by the plan. The Government pays up to 75% of the plan's cost, with employees paying the difference through payroll deductions. No physical is required and no one can be disqualified for health insurance due to a pre-existing condition. When enrolled, coverage begins within a two-week period to include coverage for pre-existing conditions. There is an annual "open season" to allow employees to change health plans. Health insurance coverage can be extended into retirement. Retired employees pay the same group premium as current employees. Visit <http://www.opm.gov/insure/health/index.asp> for additional information.

Federal Long Term Care Insurance Program (FLTCIP): FLTCIP provides long term care insurance to help pay for the cost of care when employees need help with activities performed every day, or have a severe cognitive impairment, such as Alzheimer's. Services include but are not limited to: nursing home care, assisted living facility care, home care (both formal and informal), adult care, respite services, bed reservation, and caregiver training. Children, spouses and certain qualified relatives are eligible for coverage. Plans are pre-packaged or employees

can customize their own. The plan offers abbreviated underwriting and/or full underwriting plus automatic inflation adjustment. In addition, insurance coverage can never be canceled as long as premiums are paid. Moreover, it cannot be canceled due to age or a change in health condition. The Federal Program is competitively priced and designed to have stable rates over time. Premiums can only change with OPM approval on a group, not on an individual basis. Visit <http://www.opm.gov/insure/ltc/index.asp> for additional information.

Federal Flexible Benefits Plan (FedFlex): The Federal Flexible Benefits Plan ("FedFlex") enables eligible employees to pay for certain benefits with pre-tax dollars. The initial FedFlex benefit, Health Benefits Premium Conversion (HB-PC), was implemented in October 2000 and allows Federal employees to use pre-tax dollars to pay their health insurance premiums to the Federal Employees Health Benefits Program. In calendar year 2003, OPM hopes to expand FedFlex by offering two new types of Flexible Spending Accounts (FSAs):

- *A Health Care FSA*, by which participating employees can use pre-tax deductions to pay for certain medical and dental expenses that are not covered by their health insurance plans. The maximum amount an employee may set aside in any tax year is \$3,000 and the minimum is \$250.
- *A Dependent Care FSA*, by which participating employee may use pre-tax deduction to pay for dependent care expenses that enable them (and their spouses) to work or seek work. The maximum amount an employee may set aside in any tax year is \$5,000 (\$2,500 if the employee is married and filing a separate income tax return) and the minimum amount is \$250.

Visit <http://www.opm.gov/insure/index.asp> for additional information.

Leave and Absences: Employees are provided time off from their jobs with pay, subject to certain rules and supervisory approval. The more common types of leave and absences are:

- *Annual leave* (vacation time) is earned per pay period. Employees earn 13 days a year for the first three years, 20 days a year after three years, and 26 days a year after 15 years of federal service. Previous military service may count toward creditable federal government service to determine earning rates for annual leave. Employees can maintain a balance of up to 240 hours of annual leave to carry over to the next calendar year. While overseas and after returning from an overseas assignment employees can carry over up to 360 hours.
- *Voluntary Leave Transfer Program* permits employees to donate annual leave to other specifically identified employees who need leave because of a medical emergency.

- *Sick leave* is earned at the rate of 4 hours for each full pay period worked (13 days a year for full time employees), regardless of the length of service. Part-time employees earn sick leave at the rate of one hour for every 20 hours in pay status. Sick leave may be used when employees are too ill to work, or for medical, dental, optical examination or treatment, an operation, convalescence, to take care of family members, or purposes related to the adoption of a child. You may carry over unused sick leave yearly without limitation while employed. Sick leave, not to exceed 30 days, may be advanced to employees in case of serious disability or ailment.
- *Sick Leave for Family Care* allows employees to use up to a maximum 12 workweeks of leave to care for a family member with a serious health condition. Employees can use between 5 and 13 days of paid sick leave per year for general care of ill family members without a serious health condition. The general care provision also allows use of sick leave (subject to the overall use limitations) to make arrangements for or to attend the funeral of a family member.
- *Family and Medical Leave Act (FMLA)* provides covered federal employees with entitlement up to a maximum of 12 workweeks of *unpaid leave* during any 12-month period for the following purposes:
 - The birth of a son or daughter of the employee and the care of such a son or daughter.
 - The placement of a son or daughter with the employee for adoption or foster care.
 - The care of a spouse, son, daughter, or parent of the employee who has a serious health condition.
 - A serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

Employees can substitute paid leave for *unpaid* leave in accordance with established regulations.

- *Court Leave* entitles employees to paid time off for service as a juror or witness in various cases.
- *Military Leave* entitles an employee to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reservist of the Armed Forces.

- *Holidays* are recognized 10 days per year for all full-time employees. Part-time employees receive holiday pay if the holiday falls on a scheduled workday. Holidays are:

FEDERAL HOLIDAYS	
New Years Day	January 1
Martin Luther King JR's Birthday	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Columbus Day	2nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4th Thursday in November
Christmas Day	December 25

- *Other available leave/absences include:* medical donations, voting, permanent duty station moves, interviews for other federal positions, etc.

For additional information on Federal leave policies and programs visit:

<http://www.opm.gov/oca/leave/HTML/factindx.asp> and

<http://www.opm.gov/oca/leave/index.asp> and discuss with your local Civilian Personnel Advisory Center (CPAC) regarding local policies and procedures.

Injury Compensation Program: The Federal Employees Compensation Act (FECA) is a law administered by the U.S. Department of Labor that provides benefits to Federal workers who have suffered work-related physical or occupational illnesses. These benefits include payment of medical expenses and compensation for lost wages. FECA also provides for payment of benefits to dependents of employees who die from work related injuries and occupational diseases. For traumatic (physical) injuries, employees may be entitled to receive continuation of pay during the first 45 calendar days after the date of the traumatic injury without charge to leave. Employees may claim compensation for periods of LWOP or reimbursement of annual/sick leave used for recovery periods that are not covered by continuation of pay. Employee compensation is 66.67% of pay if single or 75% of pay with dependents. For additional information on FECA visit <http://www.cpms.osd.mil/icuc/icprg.htm>.

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WORK-LIFE INITIATIVES

Corps activities have a variety of options available to establish work schedules in order to balance work and life needs of employees with the local mission requirements. Implementation of the initiatives is at the discretion of the local Corps activity management and individual supervisor. Potential applicants should address specific questions on local policies/procedures to the Civilian Personnel Advisory Center (CPAC).

Work Schedules: Most employees' normal work schedule (tour of duty) is eight hours a day, five days a week, Monday through Friday. However, some types of work require different tours of duty. A tour of duty is the specific days and hours of the week scheduled to work during the workweek. The following provides some frequently used options that may be available:

- Flexitour has flexible starting and stopping times within established core business hours Monday through Friday. It allows an employee to occasionally change the established start/stop times but he/she must work a total of 8 hours each day, 5 days per week.
- Gliding Tours have no established start/stop times on a daily basis. This allows an employee to work any hours but must work a total of 8 hours each day, 5 days per week.
- Credit Hours can be used with the above work schedules. This allows an employee to work beyond their normally scheduled tour of duty and build up an extra bank of leave to use at a later date. Maximum limit of accrual is 24 hours. This is different from overtime and comp time since the employee initiates the request to work the extra hours. The time will never convert to pay.
- Compressed is working extended hours on selected days to meet the 80-hour work requirement per bi-weekly pay period in less than ten days. Common examples are:
 - 5-4/9 – In a bi-weekly pay period, an employee works nine hours per day for eight days and eight hours for one day. This meets the 80-hour bi-weekly basic work requirement and allows the employee one extra day off each pay period.
 - 4/10 – In a bi-weekly pay period, an employee works ten hours on four days each week to meet the 80-hour bi-weekly basic work requirement, allowing an extra day off each week.

Telework (Flexiplace): Allows employees to make flexible arrangements regarding where (i.e. home or satellite work centers) to perform work for a portion of the workweek. Work during the remainder of the workweek is performed in the regular work setting.

You can find more information on telework at <http://www.telework.gov/> .

Child Development Centers: More and more families today rely on some type of childcare arrangements to meet the competing demands of work and family. Balancing these demands may be a family's most challenging undertaking. The Child Care Resources Handbook is intended to introduce employers and employees to a number of organizations and resources that can help families meet this challenge. Some Corps of Engineers activities have facilities within the office or in close proximity.

You can find more information about child development centers at <http://www.opm.gov/wrkfam/html/cchb500.asp>.

Eldercare Referrals: To meet the diverse needs of the growing numbers of older persons in the United States, local Human Resources Offices refer employees to agencies that can provide elder care information and community resources. In addition, the Eldercare Locator provides on-line assistance for finding local services for seniors.

You can find more information regarding eldercare referrals at <http://www.eldercare.gov>.

Wellness Programs: We encourage employees to live healthy lives through integrated, coordinated, and comprehensive health promotion and wellness programs. Programs are established to promote healthy lifestyles for all employees, which will benefit them on and off the worksite. Each Corps of Engineers activity will have various programs available.

More on this initiative can be found at <http://www.cpol.army.mil/permis/593.html>.

Employee Assistance Programs: The Employee Assistance Program (EAP) provides professional counseling services to employees who are experiencing personal problems which may be affecting their ability to perform on the job. The program offers assessment, referral, short-term counseling, and follow-up for employees dealing with family and marital problems, substance abuse, stress, depression, and many other personal challenges. The program also provides consultation to supervisors who are trying to determine how to best assist an employee with performance and/or conduct problems. The services of the EAP are prepaid by the Corps of Engineers activity and are FREE to all employees and their families. Each Corps of Engineers activity will have a specific contractor for their respective employees.

You can find more on the EAP at <http://www.opm.gov/ehs/eappage.htm>.

Interview Expenses: Candidates may be paid travel expenses to and from pre-employment interviews. This option is subject to management discretion and the availability of funds.

Relocation Expenses: Travel and transportation expenses may be paid for federal employees moving to other federal positions. Travel and transportation expenses may also be paid upon initial appointment to the Federal service. This option is subject to management discretion and the availability of funds.

Transportation Subsidy. Employees may receive up to \$100 per month transit subsidy if they commute to work on public transportation, including vanpools. This is a local program and guidance should be addressed by the respective activities.

If you want additional information on any of these initiatives, contact your local Civilian Personnel Advisory Center (CPAC).

EMPLOYEE DEVELOPMENT

The Corps is committed to employee development. This initiative ensures that employees will advance as swiftly as their talents and desire permit. As an employee's skills develop so will their chances for advancement. We have initiatives to include:

- On-the-job training in employees' current position;
- Rotational assignments in and outside the Corps activity;
- Tuition assistance for employees to increase their education
- Professional development through classroom learning, distance learning and other work experiences;
- Leadership development programs;
- Participation in professional society activities.

In general, an employee will find that we vigorously support any efforts directed at strengthening their knowledge and capabilities that will ultimately support our mission requirements.

You can find more on training policies and initiatives at various sites:

- Army Training Policy: <http://www.cpol.army.mil/permis/7e011348.html>
- USACE Professional Development Support Center (PDSC): <http://pdsc.usace.army.mil>
- Army Civilian Training Education and Development System (ACTEDS) provides plans for advanced-education degree training, job rotation assignments, and other unique development opportunities for employees in various career programs:
<http://www.cpol.army.mil/train/catalog/index.html>
- Army Tuition Assistance Policy: <http://www.cpol.army.mil/permis/734.html%20>
- Army Leadership Development Programs: <http://www.cpol.army.mil/permis/701.html>
- Federal Government Leadership Program: <http://www.leadership.opm.gov/index.cfm>

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EMPLOYEE RECOGNITION

The Federal Government, Department of Defense, Army, U.S. Army Corps of Engineers and private sector have various incentive awards which are available to employees of the Corps. The awards program is designed to motivate employees to increase productivity by recognizing creativity in the workplace, and to reward individuals and teams for contributions. It also honors and awards employees for performance, work accomplishments, longevity, etc. These awards can be monetary, honorary and/or time off. They include annual Performance or Quality Step Increases, Special Act/Special Service, Humanitarian, various levels of Civilian Service, Executive Leadership, Suggestions providing tangible and intangible government benefits, and Length of Service. Awards are optional and at the discretion of the local Corps activities.

- *Performance Awards:* Awards are one-time awards based on successful annual performance. These can be provided as monetary or time-off. Activities can also award a Quality Step Increase (QSI). The QSI is for exceptional performance and provides an additional step without regard to the required waiting period.
- *Special Act or Service Awards:* These awards are provided to employees based on accomplishments or services that can be tangible or intangible. They are based on project value and benefits to a Corps of Engineers activity or federal government-wide. These awards are monetary and can be awarded to an individual or a group completing the task.
- *On-the-Spot Cash Awards:* These are small (\$50 - \$500) *Special Act or Service Awards* given by supervisors to recognize day to day accomplishments.
- *Time-off awards:* An award in which time off from duty is granted without loss of pay or charge to leave and for which the number of hours granted is commensurate with the employee's contribution or accomplishment.
- *Length of service recognition:* These awards recognize significant milestones in employees' careers and emphasize that service to the Government, rather than service to a particular Department or Agency is being recognized. These awards are provided every 5 years for any federal service. The Corps of Engineers has its own additional recognition based on every 10 years of service.
- *Honorary Awards:* A variety of honorary awards recognize employee contributions to the Nation, including the *Department of the Army Meritorious Civilian Service Award*, the *Department of Defense Distinguished Civilian Service Award*, and the *President's Award for Distinguished Federal Civilian Service*, the highest honorary award granted by the Federal government. Additionally, there are a number of other honorary awards sponsored by non-Federal organizations.

To get additional information about awards, visit: <http://www.cpol.army.mil/permis/53.html>. Also, please check with your local Civilian Personnel Advisory Center (CPAC).

RECRUITMENT INCENTIVES

The following are recruitment incentives available to local Corps activities in filling positions. These are available when there is difficulty in filling positions (i.e. hard-to-fill or shortage categories), for recognizing exceptional qualifications of a potential candidate, attracting high quality candidates and/or retaining an employee with special skills. All of these incentives are used at the *discretion* of the local Corps activities.

Recruitment Bonuses pay up to 25% of basic pay to newly appointed employees (new employees to the government) if it has been determined that the position is difficult-to-fill. Offices can target individual or groups of positions that have been difficult-to-fill in the past and are likely to be difficult-to-fill in the future. A written determination can be made to offer recruitment bonuses on a group basis, i.e. hiring electrical engineers at a college recruitment fair. The justification should address the criteria to be considered when authorizing bonuses including amount of bonus; procedures for paying the bonus; requirements for a service agreement and documentation for record keeping.

Employees must sign a written service agreement when accepting a recruitment bonus. The minimum period of such service is twelve months, but is normally one to three years. Failure to complete the agreement will require the employee to repay the bonus on a pro rata basis. Recruitment bonuses are paid in lump sums and are not part of basic pay.

The approval authority has been delegated to MSC Commanders, who may further delegate the approval authority to District Commanders. Prior to initiating a recruitment bonus, check with your local CPAC Representative for guidance on the required request process.

You can find more on recruitment bonuses at <http://www.opm.gov/oca/pay/html/recbonfs.htm> and <http://www.hq.usace.army.mil/cehr/e/Pay&Comp/RRRbonuses2.pdf>.

Relocation Bonuses pay up to 25% of basic pay to current federal employees who must relocate to accept positions in a different commuting area if it has been determined that the position is difficult-to-fill. The justification should address the criteria considered when authorizing bonuses including amount of bonus; procedures for paying the bonus; requirements for a service agreement and documentation for record keeping.

Employees must sign a written service agreement when accepting a relocation bonus. The minimum period of such service is twelve months, but is normally one to three years. Failure to complete the agreement will require the employee to repay the bonus on a pro rata basis. Relocation bonuses are paid in lump sums and are not part of basic pay.

This approval authority has been delegated to MSC Commanders, who may delegate it to District Commanders. Prior to initiating a relocation bonus, check with your local CPAC Representatives for guidance on the required request process.

You can find more on Relocation Bonuses at <http://www.opm.gov/oca/pay/html/relbonfs.htm> and <http://www.hq.usace.army.mil/cehr/e/Pay&Comp/RRRbonuses2.pdf> .

Retention Allowances of up to 10% of basic pay may be paid to an employee if the employee is leaving federal service. This allowance is based on the employee having unusually high or unique qualifications or if there is a special need for the employee's services which makes it essential to retain the employee in federal service. The justification must document that losing the employee's skills will be detrimental to meeting the Corps' mission.

Employees do not sign a written service agreement when accepting a retention allowance. The local activities must annually review the allowance to ensure the need remains applicable.

This approval authority has been delegated to MSC Commanders. Prior to initiating a retention allowance, check with your local CPAC Representatives for guidance on the required request process.

You can find more on a Retention Allowance at: <http://www.opm.gov/oca/pay/html/retallfs.htm> and <http://www.hq.usace.army.mil/cehr/e/Pay&Comp/RRRbonuses2.pdf>.

Student Loan Repayments of up to the maximum allowable payment of \$6,000 a year with a total of \$40,000 for a lifetime, may be paid when recruiting for difficult-to-fill positions or recruiting highly skilled/qualified candidates or retaining employees with special qualifications and/or skills if losing that individual would be detrimental to meeting the Corps' mission. Determining the size of the loan repayment should be based on the employee's value to the activity and budgetary considerations. The justification must state that in the absence of offering this incentive, the agency would have difficulty filling the position or lose the employee's skills.

Generally when recruiting for difficult-to fill positions, managers should decide if a repayment of a student loan will be offered prior to the recruitment effort. Making this determination prior to recruitment can allow the decision to be included on the announcement. Having this knowledge can entice potential applicants. The decision can also be made after the announcement if a candidate has exceptional skills.

The employee is required to sign a service agreement prior to any repayment of a student loan. The service agreement will be at a minimum of three years. An employee who fails to complete the period of employment stated within the service agreement will be indebted to the Federal Government for the amount of any student loan repayment received.

The approval authority has been delegated to the MSC Commanders, with authority to further delegate. Prior to initiating a repayment, check with your local CPAC Representatives for guidance on the required process to request this benefit.

You can find more on Student Loan Program at: Retention Allowance at <http://www.opm.gov/oca/pay/StudentLoan/> and <http://www.hq.usace.army.mil/cehr/e/Pay&Comp/Student%20Loan%20Repayment.pdf>.

Superior Qualifications Authority allows advanced-in-hire rates for new appointments or reappointments if there is at least a 90-day break in federal service. Generally, new appointees and reappointments begin at step one of the grade. This authority allows them to begin at a higher step. There is no minimum grade limitation for which advanced-in-hire rate may be set nor is there a limitation on the amount above the employee's current rate of pay that can be used. The justification for advanced-in-hire rate must include the superior qualifications of the individual or special need of the agency to use the authority; the factors considered in determining the individual's existing pay and the reason for the higher pay at a rate higher than that needed to match existing pay. Each case must be evaluated with consideration to available high-quality candidates; legitimate and confirmed competing offers; existing compensation of the candidate and the necessity of an incentive above the existing compensation to attract the candidate.

The approval authority has been delegated to the MSC Commanders, who have authority to further delegate. Prior to initiating a superior qualifications action, check with your local CPAC Representatives for guidance on the required request process.

You can find more on the Superior Qualifications Authority at <http://www.opm.gov/oca/pay/HTML/SQAfacts.asp> and <http://www.hq.usace.army.mil/cehr/e/Pay&Comp/RRRbonuses2.pdf>.

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HOW TO FIND AND APPLY FOR OUR VACANCIES

How Find Vacancies:

There are various sources available to find vacancies with the Corps of Engineers. Some sources are:

- EMPLOYMENT WEBSITES:
 - Corps of Engineers: www.usace.army.mil/employment: This site also links to all our Corps Districts.
 - Department of Army: www.cpol.army.mil/employ/
 - Office of Personnel Management: www.usajobs.opm.gov
- CONTACTS:
 - Local Corps of Engineers, Civilian Personnel Advisory Centers (CPAC)
 - Office of Personnel Management
 - USAJOBS at 487-757-3100 (487-744-229 TDD)
 - Placement Offices at educational institutions
 - State Employment Offices
 - Veterans Placement Offices

How to Apply for Vacancies:

Step 1: Register qualifications in RESUMIX or prepare a resume for future use in Resume Builder

The Department of the Army has developed an automated Civilian Resume Builder to simplify the process. If an applicant has a current electronic resume, the large sections can be imported in the Resume Builder. It can be found at website https://cpolst.belvoir.army.mil/rb/rb_entry.cgi.

If an applicant is a current or previous federal employee, veteran, person with a disability, or is eligible for another special hiring authority, they can also send a resume to the Civilian Personnel Operating Center (CPOC) from the Resume Builder using the RESUMIX Procedures. These procedures can be found at <http://cpol.army.mil/employ/jobkit/jk-toc.html>.

If an applicant is not a current or previous federal employee, veteran, person with a disability, nor eligible for another special hiring program, they can prepare and save their resume in the Resume Builder. They cannot forward the resume to the CPOC under the RESUMIX System. These individuals will print the resume and submit it to the CPOC when an open vacancy that interests them is found.

An applicant not having access to the RESUME Builder can submit a resume, or Optional Form for Federal Employment (OF-612), to the servicing Civilian Personnel Operating Center annotated in the vacancy announcement. The applicant must follow the procedures applicable to their employment category (i.e. current or previous federal employee, veteran, no eligibility for any special hiring authority, etc.) Information that must be included in the resume or application can be found at <http://www.opm.gov/forms/pdfimage/of0510.pdf>.

The Optional Form for Federal Employment (OF-612), can be found at <http://www.opm.gov/forms/html/of.asp>.

Step 2: Find the job announcement

Applicants can access current vacancies from the various sources previously listed under the How to Find Vacancies section of the handbook.

An applicant that is a current or previous federal employee, veteran, person with a disability, student, or eligible for another special hiring authority, can monitor the Army Vacancy Announcements at <http://cpolst.belvoir.army.mil/va/scripts/public.html> or Office of Personnel Management announcements at <http://www.usajobs.opm.gov/>.

An applicant that is not a current or previous federal employee, veteran, person with a disability, student nor eligible for another special hiring authority, can monitor the Office of Personnel Management announcements at <http://www.usajobs.opm.gov/>. The area of consideration for the position must state *U.S. Citizen or General Public or no status is required* for this applicant to apply.

Step 3: Follow all instructions in the job announcement

Tell applicants to carefully follow all instructions in the job announcement. They should pay close attention to the ‘Area of Consideration’ section. This section identifies the categories of applicants that will be considered for the vacancy. Army employees who are outside the area of consideration are also given an opportunity to compete for referral if they apply for advertised vacancies. If a special program (i.e. veterans, persons with disabilities, U.S. Citizen, etc.) is annotated in the ‘Area of Consideration’ section, applicants meeting the criteria can also apply for the specific vacancy.

Emphasize to applicants the importance of reviewing the ‘Duties’ section. This provides them with specific information about the position. This information will assist them in understanding the position requirements and whether they are interested in performing this type of work.

Explain the value of the ‘Qualifications’ section. This provides the experience, education and/or combination that are required for the position. It is important that this information be included in the resume. This is what the Human Resources Specialist will use in determining if an applicant meets the basic qualifications.

The 'How to Apply' section is very important. It is imperative for applicants to follow the instructions since there are sometimes special requirements that must be met to receive consideration. Most applicants applying through RESUMIX are required to utilize the Self-Nomination process for job consideration. Currently, the Corps offices serviced by the WEST CPOC use another process. Applicants not using RESUMIX may be required to self-rate using a supplemental questionnaire, complete a Task List or prepare additional explanations on experience, education, training, awards, etc., for each Knowledge, Skill, and Ability (KSA) required for the position. This would be in addition to submitting a resume or application. Whatever the requirements, emphasize to them to follow the instructions carefully.

Step 4: Review status of candidate's application

Emphasize that the government has a long review and selection process so patience is important. Several factors contribute to the time it takes to fill positions in the federal government, including mandatory advertising times, large numbers of applicants applying for positions, and/or security screenings for new employees in specific positions.

There are two mechanisms for candidates to check on the application status:

An applicant that is a current or previous federal employee, veteran, person with a disability, or eligible for a special hiring authority and applied through RESUMIX, can monitor the application progress through Army's ANSWER program found at <https://cpsrxtpl.belvoir.army.mil/staffing/answer/online/apps/default.asp> or contact the local point-of-contact on the announcement.

An applicant that is not a current or previous federal employee, veteran, person with a disability, nor eligible for another special hiring authority, or who filed an application under an external announcement for the general public or U.S. Citizen, should contact the local point-of-contact on the announcement for application status.

The Appendix has a Fact Sheet depicting the steps for the employment categories.

If you have any questions regarding the application process, contact the local Civilian Personnel Advisory Center (CPAC) representative.

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APPENDIX

FACT SHEETS

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10-POINT PREFERENCE ELIGIBLES
(General Public/External Announcements)

FACT SHEET

If you:

- Have active duty military service during any time that is not exclusively Guard and Reserve active duty for training purposes; and

- Have an honorable or general discharge; and

- Meet one of these conditions:

- A veteran who served any time and who

(1) Has a present service- connected disability;

(2) Is receiving compensation, disability retirement benefits or pension from the military or the Department of Veterans Affairs.

(3) Have received a Purple Heart to qualify as disabled veterans; or

- An unmarried spouse of certain deceased veterans, a spouse of a veteran unable to work because of a service-connected disability, or
- A mother of a veteran who died in service or who is permanently and totally disabled, and

- Have an active duty retirement with a rank less than a rank of major, or lieutenant commander; and

- Have a completed form [SF-15, Application for 10-Point Veteran Preference](#) claiming 10-point preference.

You can also apply for external announcements for general public or when no government status is required. You will have *10 points* added to your application rating and provided preference over non-veterans for various positions if you meet the minimum qualifications with a 70 out of 100 point rating. Candidates with 10-point preference eligibility who have a compensable, service-connected disability of 10 percent or more are placed ahead of the names of all other 10-point eligibles on a given register. Most compensable vets float to the top of the register. An exception is Engineers and Scientists applying for positions GS-09 and above. They are listed in score rating order throughout the register.

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5-POINT PREFERENCE ELIGIBLES
(General Public/External Announcements)

FACT SHEET

If you:

- Have active duty military service that is not exclusively Guard and Reserve active duty for training purposes, that includes the following periods:

- December 7, 1941, to July 1, 1955; or
- For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- During the Gulf War from August 2, 1990 through January 2, 1992; or
- In a campaign or expedition for which a campaign medal has been authorized, including El Salvador, Grenada, Haiti, Lebanon, Panama, Somalia, Southwest Asia, and Bosnia; and

- Have an honorable or general discharge; and

- Are retired from active duty less than a rank of major, or lieutenant commander,

You can apply for external announcements for general public or when no government status is required. You will have *5 points* added to your application rating and provided preference over non-veterans for various positions if you meet the minimum qualifications with a 70 out of 100 point rating. Candidates with 5-point preference eligibility are placed behind 10-point preference eligibles but ahead of non-veterans on a general external list. The only exception is scientific and professional positions in grade GS-9 or higher. On these lists, veterans are listed in score rating order throughout the register.

[NOTE: Medal holders and Gulf War veterans who enlisted after September 7, 1980, or entered on active duty on or after October 14, 1982, must have served continuously for 24 months or the full period called or ordered to active duty.]

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TRANSFER/PROMOTION/REASSIGNMENT ELIGIBLE

FACT SHEET

If you:

- Currently work for the federal government in a *competitive* status as documented on a Notification of Personnel Action (SF-50) [Position Data, block #34, code 1]; and
- Have an SF-50 that states career or career-conditional tenure [Employee Data, block 24, codes 1 or 2]; and
- Have at least a successful performance rating.

You can apply for any internal government announcement when the area of consideration includes *transfer, promotion and/or reassignment* eligibles, or federal government wide or Army-wide, Transfer, etc. You can also apply on external announcements for the general public or when no government status is required. Additionally, you can contact the local Civilian Personnel Advisory Center (CPAC) to ascertain the possibility of other employment considerations.

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REINSTATEMENT ELIGIBLE

FACT SHEET

If you:

- Have previous federal service in a competitive status as documented on a Notification of Personnel Action (SF-50) [Position Data, block 34, code 1]; and

- Want to be reinstated to federal status and have career tenure, three years of continuous service under career-conditional status, prior to leaving government employment as documented on a SF-50 [Employee Data, block 24, code 1]; or

- Want to be reinstated to federal status with career-conditional tenure, and it is 3 years or less since you last worked permanently for the federal government as documented on a SF-50 [Employee Data, block 24, code 2]; or

- Want to be reinstated to federal status, with career-conditional tenure, more than 3 years after you last worked permanently for the federal government, if one of the following exceptions occurred during the 3-year period after separation:

- Federal employment under temporary, term, or similar appointments.
- Federal employment in excepted, non-appropriated fund, or Senior Executive Service positions.
- Federal employment in the legislative and judicial branches.
- Active military duty terminated under honorable conditions.
- Service with the District of Columbia Government prior to January 1, 1980 (and other service for certain employees converted to the District's independent merit system).
- Certain government employment or full-time training that provided valuable training and experience for the job to be filled.
- Periods of overseas residence of a dependent who followed a Federal military or civilian employee to an overseas post of duty; or

- Have veteran's preference, 5 or 10 pts, and worked one day as a career-conditional before leaving your position.

You can apply under any internal government announcement when the area of consideration includes *reinstatement* eligibles. You can also apply for external announcements for the general public or when no government status is required.

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30% DISABLED VETERAN ELIGIBLE

FACT SHEET

If you:

- Have a veterans' service connected disability of at least 30%; and
- Have a Veterans' Administration verification, documenting your disability percentage, within one year from the announcement closing date,

You may be eligible for:

- a temporary or term appointment (not limited to 60 days or less) to any position for which qualified,
- a position with no grade limitations on entry-level or promotion potential,
- conversion to permanent status, with full benefits, anytime after demonstrating successful performance.

You can apply under any internal government announcement process when the area of consideration includes *30% Disabled Veteran (DAV)* eligibles. You can also apply for external announcements for general public with government status. Additionally, you can contact the local Civilian Personnel Advisory Center (CPAC) to ascertain the possibility of other employment considerations.

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VETERANS RECRUITMENT APPOINTMENT (VRA) ELIGIBLE
[formerly the Veterans' Readjustment Appointment]

FACT SHEET

If you:

- Have a service-connected disability, and
- Have active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; or
- Have active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; and
- Have a recent discharge from active duty. Recent discharge is considered those who have separated from active service within the last three years; and
- Have the "qualifications" (i.e., able to perform the essential functions with or without reasonable accommodation for a disability) of the position you are interested in applying;

You may be eligible for:

- a two year excepted service appointment,
- a position up to a GS-11 with no limitation on promotion potential,
- full benefits upon entering in the program,
- an established training program if you have less than 15 years of education, and
- conversion to permanent status after two years of successful performance.

You can apply under any internal government announcement when the area of consideration includes *Veterans Recruitment Appointment (VRA)* eligibles. You can also apply for external announcements for general public or when no government status is required. You will have 5 or 10 points added to your application rating and provided preference over non-veterans for various positions. Additionally, you can contact the local Civilian Personnel Advisory Center (CPAC) to ascertain the possibility of other employment considerations.

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VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA) ELIGIBLE

FACT SHEET

If you:

– Have preference eligibility or have substantially completed 3 or more years of active service; and

("Active Service" under this law means active duty in a uniformed service and includes full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a service school by law or by the Secretary concerned.)

- Have an honorable or general military discharge or were released under honorable conditions shortly before completing a 3-year tour that is annotated on a Military Discharge (DD 214).

You can apply under any internal government announcement when the area of consideration includes Veterans Employment Opportunity Act (VEOA) eligibles. You can also apply for external announcements for general public or when no government status is required.

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PERSON WITH A DISABILITY ELIGIBLE

FACT SHEET

If you:

- Have a severe physical, cognitive or emotional disability or a history of having such disabilities or are perceived as having such disabilities; and

- Have a certification statement from a State Vocational or Department of Veterans Affairs rehabilitation counselor documenting your disability;

You may be eligible for:

- A two year excepted service appointment,
- Appointment to any position from GS-1 to 15 or under the Federal wage System/blue collar, with no limitation on promotion potential, based on:
 - (1) demonstrated ability to perform the position duties satisfactorily on a temporary trial appointment or
 - (2) certification by counselors of State Vocational Rehabilitation Agency or the Department of Veterans Affairs as likely to successfully perform the duties of the position,
- Full benefits upon entering in the program,
- Conversion to permanent status after two years of successful performance.

You can apply under any internal government announcement when the area of consideration includes *person with disability* eligibles. You can also apply for external announcements for the general public or when no government status is required. Additionally, you can contact the local Civilian Personnel Advisory Center (CPAC) to ascertain the possibility of other employment considerations. You can also visit the U.S. Office of Personnel Management web page at <http://www.opm.gov/disability/> for additional information.

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OUTSTANDING SCHOLAR ELIGIBLE

FACT SHEET

If you:

- Have a Bachelor's Degree from an accredited college or university; and
- Have an overall grade point average (GPA) of 3.5 or better on a 4.0 scale for all undergraduate course work, or have graduated in the upper 10 percent of your graduating class or major university subdivision, such as the School of Business Administration; and
- Have a copy of your transcript documenting your overall GPA and class ranking; and
- Are willing to sign a mobility agreement; and
- Have a desire to work in any of the following career fields:

<u>POSITION TITLES</u>	<u>SERIES</u>
Administrative Officer	0341
Archeology *	0193
Arts and Information, General	1001
Appraising	1171
Budget Analysis	0570
Community Planning *	0020
Contact Representative	0962
Contracting Series *	1102
Economics *	0110
Environmental Protection	0028
Financial Administration and Programs	0501
Geography *	0150
Human Resources Specialists	0200
Information Technology Specialist	2210
Logistics Management	0346
Other Administration and Program	0301
Outdoor Recreation Planning	0023
Paralegal Specialist	0950
Park Ranger	0025
Program Management and Program Analysis	0343
Property Disposal	1104
Psychology *	0180
Public Affairs	1035
Realty	1170
Safety and Occupational Health Management	0018
Social Science *	0101
Supply, General	2001

Outstanding Scholar Eligible Fact Sheet (Con't)

<u>POSITION TITLES</u>	<u>SERIES</u>
Supply Program Management	2003
Technical Writing and Editing	1083
Technical Information Services	1412
Writing and Editing	1082

Position titles followed by an asterisk (*) require specific courses in subjects related to the job.

You may be eligible for:

- starting salary at GS-5 or 7 grade level depending on the grade point average and type of work available,
- a position with promotion potential to GS-9 or higher,
- promotion to a higher grade after serving 52-weeks provided performance is successful,
- full benefits upon entering the program.

You can apply under any internal government announcement when the area of consideration includes *Outstanding Scholar* eligibles. You can also apply for external announcements for the general public or when no government status is required. Additionally, you can contact the local Civilian Personnel Advisory Center (CPAC) to ascertain the possibility of other employment opportunities.

FEDERAL/ARMY CAREER INTERN PROGRAM (F/ACIP) ELIGIBLE

FACT SHEET

If you:

- Have a Bachelor's or Master's Degree from an accredited university or college; and
- Have a copy of your transcript documenting your Degree; and
- Are willing to sign a mobility agreement; and
- Have a desire to work in any of the following career fields.

<u>POSITION TITLES</u>	<u>SERIES</u>
Administrative Officer	0341
Accounting/Auditing*	0500
Archeology *	0193
Arts and Information, General	1001
Appraising	1171
Biological Sciences*	0400
Budget Analysis	0570
Community Planning *	0020
Contact Representative	0962
Contracting Series *	1102
Economics *	0110
Engineering*	0800
Environmental Protection	0028
Financial Administration and Programs	0501
Geography *	0150
Geology*	1350
Information Technology Specialist	2210
Logistics Management	0346
Mathematics*	1520
Other Administration and Program	0301
Outdoor Recreation Planning	0023
Paralegal Specialist	0950
Park Ranger	0025
Physical Sciences*	1300
Program Management and Program Analysis	0343
Property Disposal	1104
Psychology *	0180
Public Affairs	1035
Realty	1170
Safety and Occupational Health Management	0018

Federal/Army Career Intern Program (F/ACIP) Eligible Fact Sheet (con't)

<u>POSITION TITLES</u>	<u>SERIES</u>
Social Science *	0101
Supply, General	2001
Supply Program Management	2003
Technical Writing and Editing	1083
Technical Information Services	1412
Writing and Editing	1082

Position titles followed by an asterisk (*) require specific courses in subjects related to the job.

You may be eligible for:

- starting salary at the GS-5, 7 or 9 grade level depending on the degree level and type of work available,
- a position with promotion potential is a GS-9 or higher,
- promotion to next higher grade level after serving 52-week period provided performance is successful,
- two-year excepted service appointment with potential for conversion to permanent status after successful completion of the developmental training program.
- a full 2-year Training Plan,
- full benefits upon entering the program.

You can apply under any internal government announcement when the area of consideration includes *F/ACIP* eligibles. You can also apply for external announcements for the general public or when no government status is required. Additionally, you can contact the local Civilian Personnel Advisory Center (CPAC) to ascertain the possibility of other employment considerations.

PRESIDENTIAL MANAGEMENT INTERN (PMI) PROGRAM

FACT SHEET

If you:

- Are an outstanding graduate student (masters and doctoral-level) from a wide variety of academic disciplines and
- Have an interest in, and commitment to, a career in the analysis and management of public policies and programs within Federal Service and
- Are willing to sign a mobility agreement.

You may be eligible for:

- starting salary at the GS-9 level,
- appointment in the excepted service for two years,
- promotion to the GS-11 grade level program after successful completion of the first year. After completion of the second year, you will be eligible for promotion to the GS-12 grade level,
- challenging training and developmental opportunities,
- conversion to permanent status after successful completion of the developmental training program,
- full benefits upon entering the program.

You can monitor the Office of Personnel Management website at www.pmi.opm.gov for upcoming *PMI* Announcements and additional information.

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STUDENT EMPLOYMENT PROGRAM ELIGIBLE

Student Career Employment Program (SCEP)
(formerly known as the Co-operative Education Program (Co-Op))

FACT SHEET

If you:

- Want to gain work experience while currently enrolled as a student at an accredited high school, undergraduate, graduate or professional school, including technical and vocational schools; and
- Have good academic standing with your educational institution; and
- Meet the minimum age required by Federal, state or local laws and standards governing the employment of minors; and
- Attend at least * half-time academic or vocational or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school; and
- Have U.S. or national (resident of American Samoa or Swains Island) citizenship.
(Non-citizens may be eligible for employment if: (1) permitted by a Federal agency's appropriations act; and (2) eligible to work under U.S. immigration laws.)

** At some Corps activities, the local requirement may be more than a half-time status.*

You may be eligible for:

- an excepted appointment with no initial time limitation,
- formal periods of work and study while the enrolled in school. Also, this program can be used to develop traditional cooperative education programs or other work-study formats.
- work related to the academic course of study,
- a written agreement between the Corps of Engineers, your school, and you that contains information on work assignments, schedule, etc.,
- a position at a grade level based on qualification requirements and your experience and academic level,
- full benefits upon entering the program, and
- conversion to a permanent competitive service position for up to 120 days following satisfactory completion of diploma requirements or certification or degree and work requirements of the program.

STUDENT EMPLOYMENT PROGRAM ELIGIBLE
Student Career Employment Program (SCEP) Fact Sheet (cont)

The U.S. Office of Personnel Management offers a one-stop shopping web page at <http://www.studentjobs.gov> for those seeking information on *Student Career Employment Program* positions. It includes information on job opportunities, agency profiles, (including the Corps of Engineers,) registration for automatic job opportunity notification through “USAJOBS by Email”, and a resume builder.

You can also contact the local Civilian Personnel Advisory Center (CPAC) to ascertain the possibility of other student employment opportunities.

STUDENT EMPLOYMENT PROGRAM ELIGIBLE

Student Temporary Employment Program (STEP)

FACT SHEET

If you:

- Have good academic standing with your educational institution; and
- Attend at least *half-time academic or vocational or technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school; and
- Meet the minimum age required by Federal, state or local laws and standards governing the employment of minors; and
- Want to gain work experience while currently enrolled as a student an accredited high school, undergraduate, graduate or professional schools, including technical and vocational schools; and
- Have U.S. or national (resident of American Samoa or Swains Island) citizenship.
(Non-citizens may be eligible for employment if: (1) permitted by a Federal agency's appropriations act; and (2) eligible to work under U.S. immigration laws.)

** At some Corps activities, the local requirement may be more than a half-time status.*

You may be eligible for:

- an appointment for a period not-to-exceed one year that may be extended if you remain enrolled in school,
- appointments year-round at any time during the year, including summer,
- full-time or part-time work schedules depending on the local activity requirements and your academic schedule,
- work that may not be related to your academic course of study,
- work opportunity with no formal agreement with the educational institution,
- a position at a grade level based on the qualification requirements and your experience and academic level,
- an opportunity for conversion to the Student Career Employment Program (SCEP) that could lead to a permanent position,
- an appointment that cannot be extended beyond you meeting your academic requirements.

STUDENT EMPLOYMENT PROGRAM ELIGIBLE
Student Temporary Employment Program (STEP) Fact Sheet (cont)

The U.S. Office of Personnel Management offers a one-stop shopping web page at <http://www.studentjobs.gov> for those seeking information on *Student Temporary Employment Program* positions. It includes information on job opportunities, agency profiles, (including the Corps of Engineers,) registration for automatic job opportunity notification through “USAJOBS by Email”, and a resume builder.

You can also contact the local Civilian Personnel Advisory Center (CPAC) to ascertain the possibility of other employment opportunities.

HOW TO FIND AND APPLY FOR A CORPS OF ENGINEERS VACANCY
FACT SHEET

<i>STEPS IN THE PROCESS</i>	<i>CURRENT OR PREVIOUS FEDERAL EMPLOYEE OR *SPECIAL ELIGIBILITY CATEGORY ELIGIBLES</i>	<i>NOT CURRENT OR PREVIOUS FEDERAL EMPLOYEE NOR *SPECIAL ELIGIBILITY CATEGORY ELIGIBLE.</i>
1. HOW TO APPLY FOR A VACANCY	INTERNAL APPLICANTS	EXTERNAL APPLICANTS
<ul style="list-style-type: none"> • ACCESS RESUME BUILDER 	Available to use and save in the system.	Available to use and save in the system.
<ul style="list-style-type: none"> • PROCESSING RESUME 	Can forward the resume from the Resume Builder to the Centralized Database by following the RESUMIX System procedures.	Can only save the resume in the Resume Builder and print to use it when an announcement is found.
<ul style="list-style-type: none"> • NO RESUME BUILDER ACCESS 	Can submit a resume or Optional Form (OF-612) to the servicing Civilian Personnel Operating Center (CPOC) for future vacancies.	Can submit a resume or Optional Form (OF-612) to the servicing Civilian Personnel Operating Center (CPOC) only when a vacancy is found.
2. FIND THE JOB ANNOUNCEMENT	Positions can be found at www.usace.army.mil/employment or www.cpol.army.mil/employ/ or www.usajobs.opm.gov for positions covering the applicant's eligibility category.	Positions can be found at www.usajobs.opm.gov for positions stating U.S. Citizen, General Public, No Status Required, etc. can be considered for.
3. FOLLOW JOB ANNOUNCEMENT INSTRUCTIONS	Follow instructions carefully.	Follow instructions carefully.
<ul style="list-style-type: none"> • Area of Consideration 	Must include the *special eligibility category.	Must include US Citizen, General Public, etc.
<ul style="list-style-type: none"> • Duties 	Review duties for position requirements and interest.	Review duties for position requirements and interest.
<ul style="list-style-type: none"> • Qualifications 	Carefully review experience and education requirements.	Carefully review experience and education requirements.
<ul style="list-style-type: none"> • How to Apply 	Uses the RESUMIX process. Follow all instructions carefully.	Submit resume or OF-612 with any supplemental information requirements.
4. REVIEW STATUS OF APPLICATION	ANSWER is Army's RESUMIX status system. You can also contact the local representative on the announcement.	Contact the local representative on the announcement.

How to Apply Fact Sheet Key:

* Special Eligibility Categories- a current or previous federal employee, veteran, person with a disability, etc.

- Required Hyperlinks for the Fact Sheet:

- Corps of Engineers: www.usace.army.mil/employment . This site also links to all our Corps Districts.
- Army Civilian Personnel On-Line/Employment: <http://www.cpol.army.mil/employ/>
- Applying for a Federal Job (OF-510): <http://www.opm.gov/forms/pdfimage/of0510.pdf>
- ANSWER: <https://cpsrxtp.belvoir.army.mil/staffing/answer/online/apps/default.asp>
- Office of Personnel Management USAJOBS: <http://www.usajobs.opm.gov/>
- Optional Form for Federal Employment (OF-612): http://www.opm.gov/forms/pdf_fill/of0612.pdf
- Resume Builder: https://cpol.army.mil/rb/rb_entry.cgi
- RESUMIX: <http://cpol.army.mil/employ/jobkit/jk-toc.html>

- Contacts:

- Local Corps of Engineers, Civilian Personnel Advisory Centers (CPAC)
- Office of Personnel Management
 - USAJOBS at 487-757-3100 (487-744-229 TDD)
- Placement Offices at educational institutions
- State Employment Offices
- Veterans' Placement Offices