



**US Army Corps
of Engineers**®
Wilmington District

March 1999

Continuously

**Bulletin #: 99STEP
Opening Date: 18**

Closing Date: Open

Applications will be accepted from all U.S. Citizens

RECRUITING BULLETIN

Wilmington District, Civilian Personnel Advisory Center, P.O. Box 1890, Wilmington, North Carolina 28402-1890, 69 Darlington Avenue, Room 201, Phone (910) 251-4871

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)

Salary: \$6.78 - \$9.33 per hour or higher

TYPE OF APPOINTMENT: TEMPORARY

(Applicants who applied under announcement no. X-R-2-97 need not reapply to be considered. Applications are active for one year.)

DUTY STATION: varies (see attached GEOGRAPHIC LOCATIONS form.)

SALARY: GS-01, \$6.78 to GS-04, \$9.33 hour or higher. Grade and pay depends upon duties to be performed and qualifications of the student. Students employed may be eligible for promotions as more duties and responsibilities are added, as they progress in their work and upon recommendation of their supervisor. Trades and Labor salaries vary by wage area.

PURPOSE OF PROGRAM: To employ students, giving them a chance to work in Federal agencies so that they can resume or continue their education without interruptions caused by financial pressures. The program is designed to benefit students who are in high school or who are continuing their education after high school. Employment is for specified periods for up to one year at a time.

WORK SCHEDULE: Subject to organizational needs and resources, students may work full-time or part-time; however, the student's work schedule should not interfere with the student's academic schedule. Students may be allowed to work full-time during any vacation period or when school is officially closed.

DUTIES: At the GS-01 level, incumbent performs work requiring no specific skills and knowledge of a routine nature while utilizing this work experience to develop good working habits and an understanding of the ethics of public employment. Specific skills and knowledge may be required for GS-02, 03, 04 levels. At the GS-01 level, performs one or more of the following tasks either individually or as a team member:

1. GENERAL CLERICAL: Assists clerical and technical workers by typing a variety of forms and rough drafts not requiring the services of a qualified typist. Performs simple filing or mail distribution; checks or verifies data by direct comparison with sources furnished; tabulates and posts data provided, performs simple arithmetic procedures. Answers phone or provide routing information readily available.

2. OFFICE AUTOMATION CLERK POSITIONS: Performs typist and/or clerical duties utilizing office automation equipment to include word processing. Applicants must be a qualified typist. Self-certification or certificate of proficiency must be attached. Failure to annotate typing speed will result in ineligibility.

3. WAGE-GRADE POSITIONS: Assists semi-skilled and skilled trade workers by loading and unloading supplies, tools and equipment using a hand truck. Preparing worksite and cleaning areas after work is finished. Cleans parts and tools. Using a variety of hand tools, performs such tasks as trimming shrubs, cutting brush, spading, preparing flower beds, pulling weeds, and surface preparation for painting and washing vehicles. Stocks shelves and counts items in warehouses and storerooms

PHYSICAL DEMANDS AND WORKING CONDITIONS: Works both indoors and outdoors when assigned non-strenuous manual labor or in a typical office setting. Assistance is available when lifting or carrying heavy items. Outdoor work exposes incumbent to usual climate extremes. There may be the discomfort of wearing required safety equipment such as hard hats, gloves, painting masks, etc., when working in an area subject to these requirements.

WHO MAY APPLY: Students who:

1. Are 16 years of age at the time of appointment;
2. Are enrolled or have been accepted for enrollment as a degree (certificate, diploma, etc.) seeking student;
3. Are taking at least a half-time course load in an accredited school; (NOTE: Half-time is one half of the number of hours the school requires to be considered a full-time student).
4. Are in good academic standing (NOTE: Students must maintain an acceptable school standing while employed and need not attend school during the summer).

WHERE AND HOW TO APPLY: U. S. ARMY CORPS OF ENGINEERS
WILMINGTON DISTRICT
ATTN: CESAW-CP/99STEP
P.O. BOX 1890
WILMINGTON, NC 28402-1890

Students must submit the following forms and should accompany your application at time of submission (keep one for future use):

1. OF 612, Optional Application for Federal Employment, SF-171, Application for Federal Employment, or a Resume`.
2. OF 306, Declaration for Federal Employment.
3. Copy of high school or college transcript(s) (if in the first semester/quarter of college/technical school, submit high school transcript).
4. Request for Verification of Student's status form (attached) which **the school registrar must complete**.
5. Class schedule form (attached).
6. Supplemental form (attached).
7. Background Survey Questionnaire 79-2 (Substitute) (attached).

Only those applicants who are referred for positions will be required to provide references.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

NOTE: If selected, candidate will be required to complete Employment Verification Form in accordance with PL 99-603 which requires employers to hire only individuals who are eligible to work in the United States. Males born after December 31, 1959 will be required to sign a statement regarding Selective Service Registration.

Forms and information may be obtained by contacting the Civilian Personnel Advisory Center, Wilmington, District, (910) 251-4871, 69 Darlington Avenue, Room 201, Wilmington, North Carolina 28403; (Internet address: latanya.d.williams@saw02.usace.army.mil); North Carolina Employment Security Commission; or your local school counselor.

ALL CANDIDATES MUST BE CITIZENS OF THE UNITED STATES.

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, RELIGION, POLITICAL, AFFILIATION OR ANY OTHER NON-MERIT FACTOR.

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**U.S. ARMY CORPS OF ENGINEERS
WILMINGTON DISTRICT
P.O. BOX 1890
WILMINGTON, NC 28402-1890**

TO: Office of the Registrar

Please furnish information below on identified student:

STUDENT'S NAME: _____

STUDENT'S SSN: _____

1. Currently enrolled as a full-time student.
 Currently enrolled as a half-time student.
 Currently enrolled as a less than half-time student.
 Accepted for enrollment as a half-time student.
 Not currently enrolled.

NOTE: Half-time is whatever the school's definition of "half-time" is OR one half the number of hours the school requires to be considered a full-time student. (Example: If a school requires 12 hours to be full-time, then half-time would be 6 hours.)

2. ENROLLED FOR:

- Number of semester hours for current semester, or
 Number of quarter hours for current quarter.

3. IS STUDENT MAINTAINING AN ACCEPTABLE SCHOOL STANDING?

YES NO NEW STUDENT

INFORMATION PROVIDED BY:

SIGNATURE

TITLE

SCHOOL

DATE

CLASS SCHEDULE FORM

NAME: _____

SCHOOL: _____ QTR/SEMESTER: _____

CLASS SCHEDULE

SUBJECT	TIME	DAYS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. If still in high school, what time do you get out of school? _____

2. What date will you be available to start work? _____

3. What time can you get to work each day?

Monday _____ Thursday _____

Tuesday _____ Friday _____

Wednesday _____

4. If a high school senior, do you plan to attend college/technical school after graduation?
YES _____ NO _____.

5. If so, what school and where? _____.

6. If in college/technical school OR if planning to attend college/technical school, when do you plan to graduate? _____

SUPPLEMENTAL FORM FOR EMPLOYMENT CONSIDERATION

1. When can you start work? (Month/Day/Year) _____

2. What is the lowest pay you will accept? (You will not be considered for jobs which pay less than you indicate.)
Pay \$ _____ **or** **Grade** _____

3. Are you willing to work:
(Answer **each** question with either **YES** or **NO**.)
A. 40 hrs per week (full-time)? **D.** 16 or fewer hrs per week (part-time)?
B. 25-35 hrs per week (part-time)? **E.** An intermittent job (on-call/seasonal)?
C. 17-24 hrs per week (part-time)? **F.** Weekends, shifts, or rotating shifts?

4. Are you willing to take a temporary job lasting:
(Answer **each** question with either **YES** or **NO**.)
A. 5 to 12 months (sometimes longer)?
B. 1 to 4 months?
C. Less than 1 month?

5. Are you willing to travel away from home for:
(Answer **each** question with either **YES** or **NO**.)
A. 1 to 5 nights each month?
B. 6 to 10 nights each month?
C. 11 or more nights each month?

1. How many words per minute can you type? _____

2. In your application package provide three references who are not related to you and are not former supervisors.
(Include full name, area code and telephone number, address (number, street, and city), state and zip code.)

GEOGRAPHIC LOCATIONS

Listed below are the projects and their geographic locations serviced by the Wilmington District, Corps of Engineers. Indicate locations desired, sign, date and return this form with your application.

- _____ Wilmington, NC
 - _____ Lock & Dam No. 1, Acme, NC
 - _____ Lock & Dam No. 2, Elizabethtown, NC
 - _____ William O. Huske Lock & Dam, Fayetteville, NC
 - _____ Survey Party No. 3, Morehead City, NC
 - _____ Dredge CURRITUCK (duty station: Wilmington, NC)
 - _____ Debris Boat SNELL (live aboard vessel)
 - _____ Dredge MERRITT (live aboard vessel)
 - _____ Dredge SCHWEIZER (live aboard vessel)
 - _____ Dredge FRY (live aboard vessel)
 - _____ Raleigh Regulatory Field Office, Raleigh, NC
 - _____ Asheville Regulatory Field Office, Asheville, NC
 - _____ Washington Regulatory Field Office, Washington, NC
 - _____ B. Everett Jordan Lake, Moncure, NC
 - _____ Falls Lake, Raleigh, NC
 - _____ W. Kerr Scott Lake, Wilkesboro, NC
 - _____ John H. Kerr Dam and Reservoir, Boydton, VA
 - _____ Philpott Dam and Reservoir, Bassett, VA
-
-
-

(Print Name)

(Signature)

(Date)

United States
OFFICE OF PERSONNEL MANAGEMENT
BACKGROUND SURVEY QUESTIONNAIRE 79-2 (Substitute)

<p style="text-align: center;">GENERAL INSTRUCTIONS</p> <p>The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal Law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.</p>	<p style="text-align: center;">PRIVACY ACT INFORMATION</p> <p style="text-align: center;">GENERAL</p> <p>This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.</p> <p style="text-align: center;">AUTHORITY</p> <p>Sections 1302,3301,3304 and 7201 of Title 5 of the U.S. Code.</p> <p style="text-align: center;">PURPOSE AND ROUTINE USES</p> <p>The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director, PRDC, Office of Personnel Management, Washington, D.C 20415.</p> <p style="text-align: center;">EFFECTS OF NONDISCLOSURE</p> <p>Providing this information is voluntary, NO individual personnel selections are made based on this information.</p>
1. NAME (Last, First, MI)	
2. Position applying for	3. Date (MM,DD,YY)
4. Location	5. Announcement No.

6. Please categorize yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race

RACE:

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

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

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A Race 1-American Indian or Alaskan native 2-Asian or Pacific Islander 3-Black 4-White 5-Other	B Sex 1 – Male 2 – Female	C Ethnicity 1 – Hispanic Origin 2 – Not of Hispanic Origin