# Student Trainee (Laborer)

### Army Tank-Automotive and Armament Command (TACOM)

[Agency contact information](https://www.usajobs.gov/GetJob/ViewDetails/435075000/)

#### **20 vacancies in the following location:**

* Anniston, AL

##### Work Schedule is Part Time 17 hours - Internships

Opened Thursday 4/7/2016 (0 day(s) ago)

Closes Monday 4/18/2016 (11 day(s) away)

##### Salary Range

$12.32 to $22.07 / Per Hour

##### Series & Grade

WG-3501-01/01

##### Promotion Potential

08

##### Supervisory Status

No

##### Who May Apply

Student/Internship Program Eligibles

##### Control Number

435075000

##### Job Announcement Number

SCAH162541371651854P

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Job Overview

## Job Overview

### Summary

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

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

**About the Position:**

Position(s) will be filled under the Department of the Army Pathways Intern Program. Click [here](https://help.usajobs.gov/index.php/Pathways_FAQs) for more information on Pathways program participation.  The Department of the Army Pathways Interns may be converted to a permanent position within 120 days of successful completion of the program.

Interns will be assigned to one or more higher graded specialists who will assign tasks designed to increase familiarity with the target occupation, in a real world work environment.

**This opportunity follows a standard promotional path:**  After completion of Internship requirements, conversion to the entry-level for the target occupation.  Entry level for the HEAVY MOBILE EQUIPMENT REPAIRER positions is at the WG-5803-05 leading to the full performance WG-5803-08 levels OR entry level for the ELECTRONICS WORKER positions is at the WG-2604-05 leading to the full performance WG-2604-08 . The actual grade level at the time of conversion depends on academic achievement and other factors.

See eligibility requirements for conversion to a permanent or term position in the "Other Information" section below.

**Who May Apply:**

**Students who are eligible for participation in the Department of the Army Internship Program**

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

### Duties

As an intern, you will be assigned to a senior specialist or group of specialists. You will be assigned tasks designed to familiarize you with different aspects of the occupation. Tasks will vary depending on the senior specialist's current workload, but may include the following:

* Serve as a student trainee and as such is given on-the-job training and instructions in the performance manual duties in a variety of work situations.
* In addition to the general manual duties, work assignments are designed to provide learning experience in an assigned skill trade.
* Perform manual duties in shop work situations relating to Heavy Mobile Equipment Mechanic or Electronics Worker.

### Travel Required

* Not Required

### Relocation Authorized

* No

Job Requirements

## Job Requirements

### Key Requirements

* Internship for current students in good standing at an accredited education

### Qualifications

In order to qualify, you must meet the education and/or experience requirements described below. Your resume must clearly describe you relevant experience; if qualifying based on education, your transcripts will be required as part of your application.

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

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

**SCREEN OUT ELEMENT:**

Under normal supervision, I am able to perform simple and repetitive manual tasks. My work is spot checked during and after completion. I can use basic hand tools, such as wrenches, pliers, and hammers, to complete basic tasks. Failure to meet this screen out element will result in an ineligible rating.

The following job elements should be possessed to be adequately qualified for this position:

* Shop Aptitude and Interest
* Ability to Follow Directions in a Shop
* Dexterity and Safety
* Ability to Work as a Member of a Team

**PHYSICAL EFFORT:**

Work requires continuous standing, walking, stooping and frequent lifting and carrying of objects weighing 10-30 pounds; and occasional lifting of moderately heavy objects weighing 45 pounds.

**WORKING CONDITIONS:**

There is exposure to drafts, noise, dust and dirt. There is chance of minor cuts and bruises.

This is a student internship opportunity. Your transcripts are a required part of your application. Additional information about transcripts is [in this document.](http://www.armycivilianservice.com/JOA/Transcripts.pdf)

This is a developmental position to the full performance WG-04 as a Pathways Intern.  If converted, will be as a WG-5803-05 leading to the full performance WG-5803-08, Heavy Mobile Equipment Repairer **OR** as a WG-2606-05 leading to the full performance WG-2604-08, Electronics Worker.

This internship prepares students for conversion to the Heavy Mobile Equipment Repairer **OR** Electronics Worker occupation. This occupation has specific educational requirements for entry, and applicants for the intern program must show evidence their planned academic program will meet those requirements. Students who graduate without meeting those requirements will not be converted to the target position, and will be separated from federal service.

**Educational requirements for conversion to the target position are:**

* Complete at least 640 hours of work experience acquired through the Internship Program.
* Complete their degree or certificate requirements.

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

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

**Other Requirements:**Click [here](http://www.armycivilianservice.com/JOA/expanded.pdf) for more information.

* Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
* You will be required to provide proof of U.S. Citizenship.
* Personnel security investigation is required.
* One year trial/probationary period may be required.
* You will be required to sign an Army Internship Program Participant Agreement.
* Pathways Internship Program Participants must remain in good academic standing as defined by their respective qualifying educational institution while participating in the program.
* This position requires that the student participate in an accredited high school educational program within the local commuting area of 55 miles of Anniston Army Depot, AL throughout the duration of the student's internship.(NOTE:  You must attach a copy of your high school transcript for verification.)
* Direct Deposit of Pay is Required.

**Conditions of Employment:**

* This position requires a minimum age of 16 to participate in the program.
* In order to progress from the WG-01 to the WG-02, this position requires satisfactory completion of a medical examination prior to assignment to the position and annually thereafter.

### Security Clearance

Not Applicable

Additional Information

## Additional Information

### What To Expect Next

Once the application process is complete, a review of your application will be made to ensure you meet the program requirements. Your resume, transcripts, and other supporting documents will be reviewed and compared to your responses to the online questionnaire.  Eligible applicants will be placed into the ideal, strong, and eligible categories.

Please follow all instructions carefully. Errors or omissions may affect your rating.

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

For questions regarding the status of your application, eligibility or qualifications determination contact: USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL

#### BENEFITS

Department of the Army Pathways Interns receive many of the same benefits as permanent civil service employees.  The Department of Defense offers excellent benefits programs some of which may include:

* Comprehensive health and life insurance(length of employment and time in pay status conditions apply for interns)
* Competitive salaries
* Generous retirement programs (interns are eligible to participate in retirement programs after conversion to permanent or Term employment)
* Paid holidays, sick leave, and vacation time
* Flexible work environment
* Paid employment-related training and education
* Possible student loan repayment
* Payment of licenses, certification, and academic degrees as applicable
* Bonuses, incentives, and awards as appropriate for the job.

### Other Information

Eligibility requirements for conversion to a permanent position. Interns must:

* Be a U.S. Citizen
* Complete at least 640 hours of work experience acquired through the Internship Program;
* Complete their degree or certificate requirements
* Meet the Office of Personnel Management's qualification standard, including any applicable positive education requirement and/or selective placement factors and any other designated special qualifications requirements and conditions of employment (e.g. medical standards) appropriate for the specific competitive service position to which the Intern will be converted;
* Successfully complete all the requirements of the Internship Program as defined in the agency-participant agreement; and,
* Perform their job successfully as documented through performance evaluations and/or completion of an Individual Development Plan (IDP)

Multiple positions may be filled from this announcement.

This job originated on [www.usajobs.gov](https://www.usajobs.gov/). For the full announcement and to apply, visit [www.usajobs.gov/GetJob/ViewDetails/435075000](https://www.usajobs.gov/GetJob/ViewDetails/435075000). Only resumes submitted according to the instructions on the job announcement listed at [www.usajobs.gov](https://www.usajobs.gov/) will be considered.

How to Apply

## How to Apply

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

1. Your resume: If you submit a resume with inappropriate material e.g. photos, you will not be considered for this vacancy. Your resume may be submitted in any format. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.
2. Your responses to the questionnaire
3. Your transcripts
4. Additional required documents (see Required Documents section below)

The complete Application Package must be submitted by 11:59 PM (EST) on Monday, April 18, 2016.

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

To fax supporting documents you are unable to upload, complete [this cover page](http://staffing.opm.gov/pdf/usascover.pdf) using the following Vacancy ID 1651854.  Fax your documents to **1-478-757-3144**.

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

1. Download the scan response form, [OPM Form 1203-FX](http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf)
2. [View Occupational Questionnaire](https://applicationmanager.gov/Questionnaire.aspx?ID=5674968&PreviewType=Questionnaire).  Use this information to guide you in completing the OPM Form 1203-FX.  Note that you may be instructed to leave some responses blank on the scan response form.
3. On a separate document, please identify which position(s) on your resume (include title, organization, and employment dates) support any response of "E" ("I am considered an expert in performing this task....").
4. Fax the completed OPM Form 1203-FX, along with your required and supporting documents, to 1-478-757-3144. Your OPM Form 1203-FX will serve as a cover page for your fax transmission.

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

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

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

### How You Will Be Evaluated

Your application package (resume, supporting documents, and responses to the questionnaire) will be reviewed to verify that you meet the basic eligibility and qualification requirements. Your responses to the questionnaire will be used to evaluate your relevant personal, educational, and work experiences. If you apply more than once or if you update your original application, only the most recently submitted resume will be considered.

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

* **Ideal**: This category will be used for those candidates who meet the definition of an ideal candidate as described above. Criteria include related major, grade point average, related coursework, participation in extra-curricular activities related to the target occupation, and related academic, paid, or volunteer experiences.
* **Strong**: This category will be used for those candidates who meet many of the criteria described above for the ideal candidate.
* **Eligible**: This category will be used for those candidates who meet the minimum qualifications of the position.

Required Documents

## Required Documents

* All applicants:  Official or unofficial transcripts and enrollment verification for high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate with their application. If you provide an unofficial transcript at the time of application and you are selected, you will be asked for official versions prior to appointment.
* Applicants claiming Veterans Preference or Military Spouse preference (MSP): to verify your preference claim you MUST submit supporting documents with your application package.
* If you are currently serving on active duty: You MUST submit a certification from the armed forces that certifies you are expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date you apply to this opportunity. If you supply a certification at this stage, your preference/eligibility will be verified prior to appointment. More information about Veteran's Preference is located on the [Feds Hire Vets](http://www.fedshirevets.gov/hire/hrp/vetguide/index.aspx) website.  Please upload veteran's documents under the appropriate category.

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

**PLEASE NOTE:** All documents submitted as part of the application package may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant. You may protect the privacy of others by sanitizing (that is, marking through or over personally identifiable information such as a social security number) to remove such personal information before submitting the application. You may be asked to provide an un-sanitized version of the documents upon selection to confirm eligibility.

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## Department of the Army

### Army Tank-Automotive and Armament Command (TACOM)

#### DP Pathways Program

#### Contact

Central Resume Processing Center
Phone: (000)000-0000

Email: USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL

#### Address

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