**Job Title:** Student Trainee (Laborer)

**Department:** Department of the Army

**Agency:** Army Tank-Automotive and Armament Command (TACOM)

**Job Announcement Number:** SCAH156598941298465PI

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| **SALARY RANGE:** | $12.19 to $21.85 / Per Hour |
| **OPEN PERIOD:** | Wednesday, April 1, 2015 to Thursday, April 9, 2015 |
| **SERIES & GRADE:** | WG-3501-01 |
| **POSITION INFORMATION:** | Part Time 17 hours - Internships |
| **PROMOTION POTENTIAL:**  08 | |
| **DUTY LOCATIONS:** | 15 vacancies in the following location: Anniston, AL |
| **WHO MAY APPLY:** | Student/Internship Program Eligibles |
| **SECURITY CLEARANCE:** | Not Applicable |
| **SUPERVISORY STATUS:** | No |

**JOB SUMMARY:**

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

**About the Position:**

The Anniston Army Depot is located in Anniston, Alabama in the foothills of the Appalachian Mountain chain half way between Atlanta, Georgia and Birmingham, Alabama just off interstate 20. The Depot is the largest employer in Calhoun County with Approximately 5000 employees.

Click [here](https://help.usajobs.gov/index.php/Pathways_FAQs) for more information on Pathways program participation.

Position(s) will be filled under the Department of the Army Pathways Intern Program.

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

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

To be eligible for conversion to a permanent or term position, Interns must:

* Be a U.S. Citizen
* Complete at least 640 hours of work experience acquired through the Internship Program
* Complete their degree or certificate requirements
* Meet the Office of Personnel Management's qualification standards for the position to which the Intern will be converted
* Meet agency-specific requirements as specified in the Participant's Agreement, and;
* Perform their job successfully as documented through performance evaluations and/or completion of an Individual Development Plan (IDP)

To learn more about the Pathways Internship Program, please visit: [the Internship Program page](http://www.opm.gov/HiringReform/Pathways/program/interns/) on the Office of Personnel Management's website.

This is a developmental position WG-01 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.

**Who May Apply:**

**Department of the Army Internship Program Eligibles**

Positions are open to current students categorized as Juniors in an accredited high school educational program, to include home school programs, within the local commuting area of 55 miles of Anniston Army Depot, AL.

**TRAVEL REQUIRED**

* Not Required

**RELOCATION AUTHORIZED**

* No

**DUTIES:**

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

**QUALIFICATIONS REQUIRED:**

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.

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.

Some federal jobs allow you to substitute your education for the required experience in order to qualify. For this job, you must meet the qualification requirement using experience alone--no substitution of education for experience is permitted.

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.

**HOW YOU WILL BE EVALUATED:**

Your application package (resume, supporting documents, and responses to the questionnaire) will be reviewed to verify that you meet the basic eligibility and qualification requirements. Your responses to the questionnaire will be used to evaluate your relevant personal, educational, and work experiences. Only the most recently submitted resume will be considered.

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

**BENEFITS:**

**The Department of Defense offers excellent benefits programs some of which may include:**

 Comprehensive health and life insurance

 Competitive salaries

 Generous retirement programs

 Paid holidays, sick leave, and vacation time

 Flexible work environment to include use of Telework and alternate work schedules

 Paid employment related training and education

 Possible student loan repayment

 Payment of licenses, certification, and academic degrees as applicable

 Bonuses, incentives, and awards as appropriate for the job.

**OTHER INFORMATION:**

 Multiple positions may be filled from this announcement.

 Noncompetitive promotion potential to target grade.

**HOW TO APPLY:**

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

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

The complete Application Package must be submitted by 11:59 PM (EST) on Thursday, April 09, 2015.

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 1298465. Fax your documents to **1-478-757-3144**.

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

1. Download the scan response form, OPM Form 1203-FX, from <http://www.opm.gov/forms/pdf_fill/OPM1203fx.pdf>.

2. [View Occupational Questionnaire](https://ApplicationManager.gov/Questionnaire.aspx?ID=5337187&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 made on a case-by-case basis.

**REQUIRED DOCUMENTS:**

The following documents are required:

* Resume: If you submit a resume with inappropriate material e.g. photos, you will not be considered for this vacancy. Your resume may be submitted in any format. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., HRS per week and month/year to month/year or month/year to present). Resumes that do not contain this information will be marked as insufficient and applicants may not receive consideration for this position.
* Applicants MUST include a copy of their unofficial transcripts and enrollment verification for high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate with their application.
* For verification of attendance, applicants must include a copy of their attendance report from a high school for the current academic year.
* If the position has an education requirement or you are qualifying based on a combination of education and experience or solely on education, you must submit your college transcripts with your application.
* If you are claiming Veterans Preference or Military Spouse preference (MSP), to verify your preference claim you MUST submit supporting documents with your application package. These documents may include, but are not limited to: for MSP claims, PCS orders and marriage certificate; for verification of Veteran Preference, DD214 (which indicates character of service) SF-15, VA Letter and/or Activation/Deactivation orders.
* If you are currently serving on active duty: You MUST submit a certification from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions not later than 120 days after the date the certification is signed. If you supply a certification at this stage, your preference/eligibility will be verified prior to appointment. 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 these documents, you will be marked as having an incomplete application package and will not be considered any further.**

PLEASE NOTE: Documents submitted as part of the application package, to include supplemental documents, may be shared beyond the Human Resources Office. Some supplemental documents like military orders and marriage certificates may contain personal information for other than the applicant. These documents may be sanitized to remove such personal information before submission with the application. Applicants may be asked to provide an un-sanitized version of the documents upon selection to confirm eligibility.

**AGENCY CONTACT INFO:**

*Central Resume Processing Center  
Phone: (000)000-0000  
Email: USARMY.APG.CHRA-NE.MBX.APPLICANTHELP@MAIL.MIL*

*Agency Information:   
DA SCR Anniston Army Depot  
ATTN PECH-SCR-C  
7 Frankford Avenue  
Anniston, AL  
36201-4199*

**WHAT TO EXPECT NEXT:**

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills, and abilities required of this position. Please follow all instructions carefully. Errors or omissions may affect your rating.

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

For questions regarding the status of your application, eligibility or qualifications determination contact: [applicanthelp@conus.army.mil](mailto:applicanthelp@conus.army.mil)

**Control Number: 399561100**