



**US Army Corps
of Engineers,
Savannah District**

RECRUITING BULLETIN

** Changes to the Job Announcement 01-09-2009: Amended to include 2009 salary change

STUDENT CAREER EXPERIENCE PROGRAM (SCEP)

Bulletin #08-GK-SCEP
Opening Date: 12 September 2008

Open to All U.S. Citizens
Closing Date: Open Continuously
(Until further Notice)

Savannah District, Civilian Personnel Advisory Center, P.O. Box 889, Savannah, Georgia 31402-0889, Phone (912)652-5772. For information on the Savannah District's mission, geographic boundaries, types of projects and work, please access <http://www.sas.usace.army.mil/>.

Vacancies may not currently exist in all occupational fields that are advertised. Applications that are accepted remain active for consideration for possible vacancies for up to six months, after which time applicants must reapply to be considered.

DUTY LOCATION: VARIES (see attached SUPPLEMENTAL form)

SALARY: GS-1: \$19,971 per year; GS-2: \$22,454 per year;
GS-3: \$24,499 per year; GS-4: \$27,504 per year;
GS-5: \$30,772 per year; GS-7: \$38,117 per year;

Grade and salary depend upon duties to be performed, the curriculum, and qualifications of the student. Students employed may be eligible for promotions as they progress in their work and upon recommendation of their supervisor. The usual entry grades for the following curriculums are:

| | |
|-------------------------|----------|
| High school | GS-1 |
| High school graduate | GS-2 |
| 2 year academic program | GS-2/3 |
| 4 year academic program | GS-2/3/4 |
| Graduate degree program | GS-5/7 |

OBJECTIVE: This program provides experience that is directly related to the student's educational program and curriculum and career goals. This program provides for a schedule of periods of attendance at an accredited school combined with periods of career-related work in this agency. The work experience **MUST** be related to his/her academic/career goals. The Student Career Experience Program is a formally structured program and requires a written agreement by all parties (agency, school, student) as to the nature of work assignments; schedule of work assignments and class attendance; evaluation procedures; and requirements for continuation and successful completion of the program.

The following is a list of student trainee positions that may become available for this District. You must indicate on the attached SUPPLEMENTAL FORM the location for which you are applying:

| | |
|------------------------------|-------------------|
| CIVIL ENGINEERING | PROGRAM ANALYST |
| MECHANICAL ENGINEERING | REALTY SPECIALIST |
| ELECTRICAL ENGINEERING | GEOLOGY |
| CONSTRUCTION REPRESENTATIVE | CHEMISTRY |
| ACCOUNTING | |
| SAFETY OCCUPATIONAL & HEALTH | |
| PHYSICAL SCIENCE BIOLOGY | |
| FORESTRY | |

WORK SCHEDULES: Subject to organizational needs and resources, students may work full-time or parttime; however, the student's work schedule must not interfere with the student's academic schedule/progress. Some positions may allow alternating periods of full-time study with periods of full-time work.

QUALIFICATIONS REQUIREMENTS:

The required education must be related to the field in which the student trainee will receive training on the job and be recommended by your Cooperative Education Coordinator at your school.

| GRADE | LEVEL OF EDUCATION |
|--------------|--|
| GS-1 | Enrollment in high school diploma program |
| GS-2 | High school diploma or equivalent |
| GS-3 | Completion of 1 academic year of post-high school study |
| GS-4 | Completion of 2 academic years of post-high school study of associate's degree |
| GS-5 | Completion of 4 academic years of post-high school study leading to a bachelor's degree or 4 academic years of pre-professional study |
| GS-7 | Completion of 1 academic year of graduate level education, bachelor's degree with superior academic achievement, or 5 academic years of pre-professional study |

Students employed may be eligible for promotions as they progress in their work, at school, and upon recommendation of their supervisor.

BENEFITS: Students appointed under this program are entitled to earn annual and sick leave; holiday pay; health and life insurance; and retirement coverage.

WHERE AND HOW TO APPLY: **Mail applications or resumes to:**
 ATTN: CP - STEP Employment
 U. S. Army Corps of Engineers, Savannah
 P. O. Box 889 Savannah, GA 31402-0889

Forms and information may be obtained by contacting the Civilian Personnel Advisory Center, Savannah District, (912) 652-5772, 100 W Oglethorpe Ave, Savannah, GA 31402; (Internet address: <http://www.sas.usace.army.mil/cpac/> or the career planning and placement office at your school.

Students must submit the following forms to their Cooperative Education Program Coordinator who will then forward the applications to the above address: (keep copies for future use)

1. OF 612, Optional Application for Federal Employment, SF-171, Application for Federal Employment, or a resume, or any other written format chosen provided that it contains all pertinent information (full name, SSN, complete mailing address, announcement number, phone numbers, etc.)
2. Copy of college transcript(s).
3. Verification of Student status for SCEP from the Cooperative Education Coordinator at your school (attached).
4. Curriculum outline showing academic major, expected graduation date and work/study schedule. The

work/study schedule must include all courses that will be taken through graduation.

5. Supplemental Form for Employment Consideration (attached).

6. Background Survey Questionnaire 79-2 (Substitute). As a minimum, items 1-5 on this form must be completed (attached).

7. DD-214, Discharge Certificate (if a veteran).

INCOMPLETE APPLICATIONS MAY NOT BE ACCEPTED

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.

SUPPLEMENTAL FORM FOR SCEP 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)? B. 25-35 hrs per week (part-time)? C. 17-24 hrs per week (part-time)? | D. 16 or fewer hrs per week (part-time)? E. An intermittent job (on-call/seasonal)? F. Weekends, shifts, or rotating shifts? |
|--|---|
4. 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? | |
|--|--|
5. 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.)
6. Check the trainee position/s for which you would like to be considered:

- | | |
|--|--|
| <input type="checkbox"/> Civil Engineer <input type="checkbox"/> Structural <input type="checkbox"/> Geotechnical <input type="checkbox"/> Materials <input type="checkbox"/> Mechanical Engineer <input type="checkbox"/> Electrical Engineer <input type="checkbox"/> Construction Management <input type="checkbox"/> Accounting** <input type="checkbox"/> Program Analyst | <input type="checkbox"/> Chemistry <input type="checkbox"/> Safety & Occupational Health ** <input type="checkbox"/> Physical Science <input type="checkbox"/> Biology <input type="checkbox"/> Forestry <input type="checkbox"/> Geology <input type="checkbox"/> Realty Specialist |
|--|--|

**=Positions available in Savannah, GA only

7. Check the duty location/s for which you would like to be considered:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fayetteville, NC | <input type="checkbox"/> Hunter Army Airfield, GA | <input type="checkbox"/> Albany, GA |
| <input type="checkbox"/> Columbia, SC | <input type="checkbox"/> Ft. Stewart, GA | <input type="checkbox"/> Moody AFB, GA |
| <input type="checkbox"/> Hinesville, GA | <input type="checkbox"/> Warner Robins AFB, GA | <input type="checkbox"/> Ft. Bragg, NC |
| <input type="checkbox"/> Augusta, GA | <input type="checkbox"/> Ft. Gordon, GA | <input type="checkbox"/> Pope AFB, NC |
| <input type="checkbox"/> Atlanta, GA | <input type="checkbox"/> Ft. Benning, GA | <input type="checkbox"/> Seymour Johnson, AFB, NC |
| <input type="checkbox"/> Columbus, GA | <input type="checkbox"/> Hartwell, GA | <input type="checkbox"/> Clarks Hill, SC |
| <input type="checkbox"/> Warner Robins, GA | <input type="checkbox"/> Elberton, GA | <input type="checkbox"/> Ft. Jackson, SC |
| <input type="checkbox"/> Savannah, GA | <input type="checkbox"/> Ft. McPherson, GA | <input type="checkbox"/> Moncure, NC |
| | | <input type="checkbox"/> Clarksville, VA |

(Print Name)

(Signature)

(Date)

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

| GENERAL INSTRUCTIONS | | PRIVACY ACT INFORMATION |
|---|---------------------|--|
| <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;">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 | B Sex | C Ethnicity |
|---|---|---|
| 1-American Indian or Alaskan native 2-Asian or Pacific Islander 3-Black 4-White 5-Other | 1 – Male 2 – Female | 1 – Hispanic Origin 2 – Not of Hispanic Origin |
| <input style="width: 100%; height: 100%;" type="text"/> | <input style="width: 100%; height: 100%;" type="text"/> | <input style="width: 100%; height: 100%;" type="text"/> |

**U.S. ARMY CORPS OF ENGINEERS
SAVANNAH DISTRICT
P.O. BOX 0889
SAVANNAH, GA 31402-0889**

SUBJECT: Verification of Student Status for the Career Experience Program (SCEP)

TO: Cooperative Education Coordinator

Please furnish information below on identified student:

STUDENT'S NAME: _____

STUDENT'S SSN: _____

1. Minimum requirements set by this agency:

Students must be:

- a. Enrolled or have been accepted for enrollment as a degree (certificate, diploma, etc.) seeking student in accredited school (high school, university, college, technical, or vocational school);
- b. Taking at least a half-time course load; NOTE: Most schools have a definition of half-time. If they do not, then half-time is defined as one half of the number of hours the school requires to be considered a fulltime student.
- c. In good academic standing; NOTE: Students must maintain an acceptable school standing while employed and need not attend school during the summer.
- d. The student must make progress toward completion of degree in a reasonable and appropriate time frame.

2. _____ Student meets all the requirements of the Student Career Experience Program and is recommended for the program.

_____ Student does **NOT** meet all the requirements of the Student Career Experience Program

_____ Student is **NOT** in the Student Career Experience Program

INFORMATION PROVIDED BY:

SIGNATURE

TITLE

SCHOOL

DATE