



---

**Hampton Roads Chapter of ASPA**

[www.aspahr.org](http://www.aspahr.org)

**Student Forum**  
**October 19, 2010**

**“Federal Employment Opportunities”**  
**A Panel Presentation**  
**6:00 – 7:30 PM**

**Holiday Inn Select Norfolk**  
**1570 North Military Highway**  
**Norfolk, VA 23502**



## Hampton Roads Chapter of ASPA

### Welcome to the 2010 Student Forum

We are pleased to present this year's Student Forum "Federal Employment Opportunities." The theme was selected based on a survey of student chapter members. This is a very timely topic as the federal government needs to hire more than 270,000 workers for "mission-critical" jobs over the next three years. This surge is prompted, in part, by the large number of baby-boomer federal workers reaching retirement age, and by the many new challenges we face as a nation. The majority of new hires will be needed in five broad fields -- medical, security, law enforcement, legal and administrative. For many students the federal hiring process seems to be a cumbersome process.

Hopefully this forum will provide the information and knowledge you need. You will have the opportunity to learn why you should consider federal employment and how to navigate the application process. You will be presented information regarding the opportunities provided by the Federal Career Intern Program and the Presidential Management Fellows Program. To supplement the information provided by our panel of experts, we have prepared a comprehensive Student Forum site on our chapter Web pages ([www.aspahr.org](http://www.aspahr.org)). Please use this site and this booklet to assist in your career planning.

If you are not a member of our chapter, please take the time to visit our Web site and the National ASPA site ([www.aspanet.org](http://www.aspanet.org)) to discover the benefits of membership. If you are uncertain please talk to a chapter member and attend other sponsored events. National student membership is only \$40 a year and this includes access to professional publications, national conferences, special interest sections, and membership in the local chapter.

We want to thank our panel of experts for taking the time out of their busy schedules to spend an evening with us. A special thanks to Arkasha Moses, our Chapter Student Representative, for organizing this event. Enjoy the Forum, take the opportunity to network and make new friends and associations.

Robert R. Morin, Jr.  
President,  
Hampton Roads Chapter of ASPA  
[www.aspahr.org](http://www.aspahr.org)

## Index

The information in this handout is designed to correspond with the panel presentations. A Student Forum Web page is also available on the Hampton Roads Chapter of ASPA Web site. Go to [www.aspahr.org](http://www.aspahr.org) and click on “Student Forum.” The Student Forum contains 31 handouts relating to “Why the Federal Government,” a comprehensive guide on “Navigating the Job Application Process,” active links to additional information on “Federal Student Programs,” links to agency (FCIP) internship programs, and a detailed presentation on the Presidential Management Fellows program.

|   | <b>Page</b> |
|---|-------------|
| <b>WHY THE FEDERAL GOVERNMENT?</b>                          |             |
| • Ten reasons why you should consider federal employment... | 1           |
| • Student Loan Repayment .....                              | 2           |
| • Identifying your federal salary .....                     | 2           |
| • Summary of employee benefits .....                        | 3           |
| • Locating the mission critical jobs .....                  | 4           |
| <b>NAVIGATING THE JOB APPLICATION PROCESS</b>               |             |
| • Ten Steps to Finding a Federal Job .....                  | 5           |
| <b>FEDERAL STUDENT PROGRAMS</b>                             |             |
| • Student Temporary Employment Program (STEP) .....         | 7           |
| • Student Career Experience Program (SCEP) .....            | 7           |
| • Federal Career Intern Program (FCIP) .....                | 7           |
| • Federal Acquisition Internships .....                     | 8           |
| • Presidential Management Fellows (PMF) .....               | 10          |

# WHY THE FEDERAL GOVERNMENT?

## Ten Reasons to Work for the Federal Government

(Source: Partnership for Public Service: [www.ourpublicservice.com](http://www.ourpublicservice.com))

- 1. The nation's largest employer is hiring.**
  - Innovation in government and a retiring boomer generation mean thousands of federal jobs
- 2. Federal service is public service.**
  - Looking for a way to make a difference in the lives of Americans and your community? As a federal employee you would play a vital role in addressing pressing issues, from homelessness to homeland security.
- 3. Federal jobs pay better than you think.**
  - Low federal pay is a myth. Federal salaries are actually competitive with the private sector, plus there are great benefits, job stability and opportunities for advancement.
- 4. The federal government can help pay for school.**
  - Federal agencies may help you pay back up to \$10,000 per year of your student loans.
  - Some agencies may pick up the tab if you decide to pursue a graduate degree.
- 5. You can develop a unique skill set.**
  - The federal government offers cutting-edge training and professional development, from information technology to foreign language immersion.
- 6. There are federal jobs around the country – and around the world.**
  - More than 85% of federal jobs are outside the D.C. area. Looking to go global? More than 50,000 federal employees work abroad.
- 7. The federal government values diversity.**
  - Federal agencies actively encourage minorities and individuals with disabilities to consider government service through a variety of internship and fellowship programs.
- 8. There are jobs for every interest and major.**
  - Not a public administration degree? Not a problem. There are federal jobs suited to every interest and skill.
- 9. Federal jobs promote great work/life balance.**
  - Flexible work schedules, world class benefit packages and other incentives facilitate a high quality of life, both in and out of the office.
- 10. You can gain a professional edge.**
  - With more than 160 agencies federal employees have a leg up in moving between agencies and positions after three years on the job.

## **Student Loan Repayment**

(Source: Office of Personnel Management: [www.opm.gov/\\_oca/pay/studentloan](http://www.opm.gov/_oca/pay/studentloan))

Federal employees are eligible to receive up to \$60,000 (\$10,000 a year) from participating agencies in this program towards the payment of their education. This program requires the employee to make a three year commitment to the agency/department that provided the repayment. If a student transfers to a different agency while benefiting from the program, the new employer is not required to continue financial support. Should the employee become unemployed by the agency during the three year timeframe, the recipient is required to pay back the amount in full to the agency.

### Eligibility:

- ✓ Permanent employees (including part-time employees)
- ✓ Employees serving on excepted appointments with conversion to term, career, or career conditional appointments (including, but not limited to, Career Intern or Presidential management Fellows appointments)
- ✓ Temporary employees who are serving on appointments leading to conversion to term or permanent appointments
- ✓ Term employees with at least three years left on their appointments

Agencies may offer student loan repayment benefits in conjunction with recruitment and relocation bonuses and retention allowances. Some agencies also have tuition assistance programs. Contact an agency representative to find out if their organization participates in such a program.

## **Identifying Your Federal Salary**

The federal government utilizes the General Schedule (GS) pay scale and pay banding system to determine salary. You can identify your appropriate income level based on the information listed below:

- ✓ GS Pay Scale- contains 15 grades from GS-1 through GS-15. Each grade has 10 steps and each step signals a pay increase due to an increased skill and knowledge in the job.
- ✓ A college graduate with a bachelor's degree and no previous experience can expect to start at the GS-5 level
- ✓ Students who meet the criteria for Superior Academic Achievement or have finished a year of graduate school but did not receive a degree may start at the GS-7 level
- ✓ A college graduate with a master's degree typically starts at the GS-9 grade
- ✓ A Ph.D. will make you eligible for jobs at GS-11

Three Ways to Qualify for **Superior Academic Achievement** designation:

1. Class standing- must be in the upper third of your graduating class in your college, university, or major subdivision

2. Grade point average- 3.0/4.0 recorded on your transcript or 3.5 or higher out of 4.0 based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of curriculum
3. Election to a membership in a National Honor

The following table is provided to give you an example of the annual salary for some selected pay grades and steps. For details on the 2010 Salary Tables and related information go to the Office of Personnel Management Web site at: [www.opm.gov](http://www.opm.gov).

**January 2010 Salary Table (Extract) for Washington DC – Northern Virginia**

| Grade | Step | Salary   |
|-------|------|----------|
| GS- 5 | 1    | \$42,209 |
| GS-9  | 1    | \$51,630 |
| GS-11 | 2    | \$64,548 |
| GS-12 | 3    | \$79,864 |
| GS-13 | 4    | \$97,939 |

**Summary of Federal Benefits**

(Source: Partnership for Public Service: [www.ourpublicservice.com](http://www.ourpublicservice.com))

Federal benefits that enable you to have a balanced life include:

- ✓ Flexible work schedules: The flexibility to structure your work hours means you can start and finish work early to take night classes, or you can compress your work schedule to complete 40 hours in nine days and take every other Friday off!
- ✓ Great health coverage: Select from one of the widest selections of health plans anywhere. The federal government also offers great deals on life insurance and long-term care insurance.
- ✓ Generous annual and sick leave: In addition to 10 federal holidays, new employees get 13 days of vacation and 13 days of sick leave a year. Vacation time increases to four weeks after just three years.
- ✓ Help paying for that commute: Federal agencies offer subsidies for mass transit where appropriate, and many also enable you to telecommute from your own home.
- ✓ Child care assistance: Many agencies offer on-site child care as well as child care referrals and related resources.
- ✓ Great retirement: The Thrift Savings Plan (TSP) is the government’s 401(k) retirement plan in which agencies match a portion of your own investment. This is part of a generous three-tiered retirement plan, which also includes social security benefits and a pension.

## **Locating the Mission Critical Jobs**

(Source: Where the Jobs Are: <http://data.wherethejobsare.org/wtja/home>)

### **#1 Medical and Public Health**

The biggest demand in government for new employees is in the medical and public health fields, with federal agencies estimating that they need to fill 54,114 positions, including doctors, nurses, pharmacists, medical technicians, occupational therapists and industrial hygienists by the end of 2012. As in the past, the Department of Veterans Affairs (VA) is the most active employer, projecting that its hiring needs will include 25,205 nurses and 8,525 doctors to staff hospitals throughout the country. The Department of Defense and the Department of Health and Human Services (HHS) also project significant hiring in this category—4,384 and 7,622 positions, respectively.

### **#2 Security and Protection**

The majority of the projected 52,077 new hires in the security and protection category will be for airport screeners, police and correctional officers, and intelligence analysts. The Department of Homeland Security (DHS) and the Department of Justice (DOJ) are the key hiring agencies for these occupations.

### **#3 Compliance and Enforcement**

This category includes criminal and general investigators, inspectors, border patrol agents, adjudication officers and immigration enforcement agents. Although more than a third of the surveyed agencies list a need in this category, the Department of Homeland Security projects the greatest need, with 22,685 new hires, while the Department of Justice plans to hire 4,679 people in these types of professions.

### **#4 Legal**

Government agencies have a growing need for attorneys, paralegals, claims examination/assistance officers, contact representatives, and passport and visa examiners. The fiscal 2010-2012 hiring total is estimated to be 23,596 positions—an increase of nearly 14,000 from the previous three-year period. The growth is attributable mainly to a demand for claims examiners at the Department of Veterans Affairs (a hike of 3,427 new hires) and contact representatives in the Department of Treasury/IRS (an estimated increase of more than 2,500). There also is increased demand at the Social Security Administration (SSA), the Department of Justice, and at the Federal Deposit Insurance Corporation (FDIC).

### **#5 Administration and Program Management**

More than two-thirds of the agencies identified administration and program management to be a critical occupational need, with a projected 17,287 new hires expected in this category. This includes management/program analysis, human resources, equal employment opportunity, logistics management, and a variety of support activities.

# NAVIGATING THE JOB APPLICATION PROCESS

## Ten Steps to Finding a Federal Job

### Step 1: Network with your family, friends and neighbors.

- ✓ Discover who works for federal agencies already, what they say, and what opportunities develop.
- ✓ Check the publication “Best Places to Work in the Federal Government.” A copy is available on the Student Form link – under Federal Government Handouts on the Student Forum Web page.
- ✓ Research different agencies to look for a good fit – they will save you time and create a focus

### Step 2: Review the job process.

- ✓ Who gets the preferences? Military veterans, disabled, current/past federal employees, and outstanding scholar graduates with a GPA of 3.5 or higher.
- ✓ Check out the different agencies at: [www.usajobs.com](http://www.usajobs.com). Find titles and occupational series at [www.opm.gov](http://www.opm.gov). Look at the following federal handouts on our Chapter Web site, “Searching StudentJobs.com and SearchingUSAJobs.com on the Student Forum Web page.
- ✓ Experience can substitute for education in certain federal jobs.

### Step 3: Research vacancies for federal jobs

- ✓ By law, most government agencies must post any vacancies open to outside applicants on their Web site—USAJOBS.gov.
- ✓ Because not all government jobs are posted on USAJOBS, however, it's also important to visit the Web sites of those agencies with which you might like to work.
  - Here are some tips on using USAJobs.gov
  - Click on the “Search Jobs” button on the USAJobs.gov homepage, you'll be taken to the central job search screen. Here, you can sort and search through federal jobs by geographic location, by job category, by pay grade or salary, or by entering a key word that you think might be found in a job you're interested in. You'll see each of these categories appear as you scroll down the page.
  - The Key Word Search can help you narrow your search to only those positions that fit your expertise and experience. If you're looking for a job with a specific title (like, for example, “electrical engineer”), you can type that title into this box and the search will only show you jobs that match your description
  - Look at the other tips contained on the Searching USAJobs.gov. Handout on the Student Forum Web page.
- ✓ Here are some tips on using StudentJobs.gov
  - On this Web site you will find positions for high school, undergraduate, graduate level and recent graduate internships and jobs with the federal government. Agencies are not mandated to post openings, so also search on the specific agency Web site.
  - Look at the Searching StudentJobs.gov. Handout on the Student Forum Web page.
- ✓ Remember:
  - Lots of reading and writing are necessary when you apply.
  - Applications need to match specific jobs. Write your federal resume and KSA (knowledge, skills and abilities) to that specific job.

- Agency announcements differ; one size does not fit all.

**Step 4: Analyze any federal core competencies (soft skills)**

- ✓ Describes a personal characteristic, a value or ability – not a skill associated with education and training.
- ✓ Examples of core competencies include:
  - Personal mastery, interpersonal effectiveness, customer service, flexibility/adaptability, creative thinking, systems thinking.

**Step 5: Check for keywords.**

- ✓ Keywords/government language are critical when preparing a federal resume,
  - They include terms such as: administrative support, developing budget requests, monitoring expenses, allocation problems, and personnel actions.

**Step 6: Write your federal resume.**

- ✓ Format and content are critical – federal resumes must match the job announcement criteria.
- ✓ Chronological format only, emphasizing your work history for the past 10 years, 3-5 pages long at least, without the KSA's, on-line application forms, or supplements.
- ✓ Your paperwork applications can total to 10 pages or more for each job.
- ✓ Review the federal handout on Sample Federal Resumes on the Student Forum Web page.

**Step 7: Write your KSA (Knowledge-Skills-Abilities)**

- ✓ KSA's are personal success stories, intended to accompany the resume/matching job requirements.
- ✓ Most federal job announcements call for KSA's, but read carefully. Each KSA should fill only one typewritten page. Write a separate essay for every example requested.
- ✓ Review the federal handout on Writing KSA's on the Student Forum Web page.

**Step 8: Apply for jobs with your resume and KSA.**

- ✓ Follow "How to Apply" instructions carefully.
- ✓ Along with the resume and KSA, you may be required to complete separate application forms on-line.
- ✓ Include a cover letter to highlight qualifications and interest.
- ✓ Apply for many federal jobs – not just one.
- ✓ Tailor your application for each job.

**Step 9: Follow up on applications.**

- ✓ Allow 35-40 days after the closing date before contacting the agency for an update on your status.
- ✓ Be persistent but polite seeking information by phone or email.

**Step 10: Interview for a federal job.**

- ✓ Practice for interviews – never "wing it."
- ✓ Go to the Monster.com site for good advice on Job interview tips. (Preparation, questions, appearance and follow up). <http://career-advice.monster.com/job-interview/careers.aspx>
- ✓ Be sure to find out about the hiring process before you leave: How long will it take? When is a decision expected?

- ✓ Federal jobs routinely take 3-6 months to be filled. Be prepared to wait, and keep looking.
- ✓ Send thank you notes (email is ok) to every person who interviews you – within 24 hours of the meeting.

## **FEDERAL STUDENT PROGRAMS**

(Source: <http://www.opm.gov/employ/students/intro.asp>)

There are several programs that help students get their foot in the door and receive a valuable experience with a federal agency. These programs are for students and recent graduates and range from summer internships to two year commitments

### **Student Temporary Employment Program (STEP)**

The STEP, another name for a temporary internship with a federal agency, is a great way for students to be exposed to the government. STEP positions are paid positions that can range from a summer job to a position that lasts as long as the student is in school. It is not necessary for the work to be related to the student's academic major, which allows the student to gain experience in a variety of fields. Students enrolled in high school, a two-year or four-year college or university, a technical or vocational school, or a graduate program, are eligible to apply. The program requires that the student be a U.S. citizen.

### **Student Career Experience Program (SCEP)**

SCEP positions, which are for undergraduate and graduate students, are substantive internships in federal agencies. The work must be related to the student's area of study and requires the agency to have a formal commitment with the student's institution. Most positions are paid, and the student may also receive academic credit. If the student successfully completes 640 hours of work, he or she can be appointed to a permanent position without going through the traditional hiring process. This program requires its students to be U.S. citizens.

### **Federal Career Intern Program (FCIP)**

FCIP is designed to help agencies attract outstanding undergraduate and graduate students to a variety of entry-level paid positions. These are two-year, full-time commitments, and are not short-term internships. They involve various development and training programs, often grouping new FCIPs into a cohort. Upon successful completion of the program, participants may be eligible for permanent placement within an agency. Individuals interested in Career Intern opportunities should contact the specific agency directly. Agencies control their own FCIP hiring process and may restrict the selection pool to certain schools. <http://www.opm.gov/careerintern/>

FCIP allows faster hiring than the standard process, which is a major reason many agencies like it. A 2005 report from the Merit Systems Protection Board found that two-thirds of supervisors who hired FCIP employees did so in two months or less. The standard hiring process takes five months or more.

Unlike with the standard hiring process, agencies do not have to advertise FCIP job vacancies nationally on the USAJobs.gov website — although some do. Agencies instead find candidates at universities and job fairs or through other targeted recruitment.

New hires under FCIP have a two-year probationary period, as opposed to the one-year probationary period most federal employees have. And at the end of that period, a manager must actively elect to convert an FCIP hire to a permanent employee. If not extended, the probationary employee is automatically terminated. Under the standard process, a manager must actively elect to fire an underperforming probationary employee.

Agencies also do not have to give priority consideration to current or former federal employees separated through a reduction in force, and they have more flexibility in how they apply veteran's preference — although the Office of Personnel Management stresses veterans preference still applies to FCIP.

As each agencies manages their own FCIP you need go to the agency Web site. A complete listing of agencies with FCIP is available on the Student Forum Web page.

### **Federal Acquisition Internship**

(Source: Federal Acquisition Fellows Coalition: <http://www.fai.gov/FAIC/PaidInternships.asp>)

Internships within the acquisition field are often geared towards individuals who have recently graduated college or have some experience. These programs can be up to three years long and have you finish the program as a GS-11 or equivalent. The actual programs will vary by sponsoring agency.

There are several paid internship programs available for individuals interested in transitioning to the acquisition field. This section describes acquisition intern programs and Government-wide internship programs. You may also want to search a specific agency website for internships that particular agency may offer.

There are several paid internship programs available for individuals interested in transitioning to the acquisition field. This section describes acquisition intern programs and Government-wide internship programs. You may also want to search a specific agency website for internships that particular agency may offer. Active links to each of these programs is available on the Student Forum Web page.

### **Defense Procurement, Acquisition Policy, and Strategic Sourcing Acquisition Exchange Program**

The Defense Procurement and Acquisition Policy (DPAPSS) Acquisition Exchange Program (AEP) provides a unique career developmental experience for high-caliber individuals in acquisition and acquisition-related career fields.

The AEP represents a serious commitment on the part of DPAPSS to provide a valuable career development experience to individuals in the acquisition community.

The AEP provides insight and hands-on experience about the development and implementation of DoD-wide acquisition policy issues. The assigned projects offer successful candidates an opportunity to enhance their acquisition and senior-level policymaking skills, develop their managerial and leadership skills, and prepare for future positions within the acquisition community.

### **Government-wide Acquisition Management Intern Program**

The Government-wide Acquisition Management Intern program is a two-year program designed to employ Contract Specialists and to develop them into procurement professionals and Government leaders of the future. The program is administered through the Department of the Interior University.

Interns receive technical and business skills training including contract administration, procurement analysis, customer service, project management, and presentation skills. Interns complete four six-month rotational assignments in sponsoring Federal departments and agencies. Upon completion of the two-year training program, interns will be placed in a position at one of the sponsoring agencies. Agencies that participated in 2006 include Environmental Protection Agency, Federal Bureau of Prisons, Department of the Interior, Department of Commerce, and Department of Health and Human Services.

### **Air Force COPPER CAP Internship Program**

The COPPER CAP internship program is an Air Force managed program designed to train college graduates and place civilians within the Air Force work environment as Contract Specialists. Contract Specialist trainees are assigned to work with professional Contracting Officers. Trainees receive formal and on-the-job training in requirements definition, solicitation preparations, price justification, negotiation and award of contracts, and administration of contracts.

### **Air Force PALACE Acquire Internship Program**

The Air Force PALACE Acquire internship program provides full-time civilian employment opportunities for personal and professional growth in over 20 career fields with 2-4 years full-time on-the-job-training and performance-based annual promotions while in training.

### **Defense Logistics Agency Corporate Intern Program**

The Defense Logistics Agency Corporate Intern Program is a 2-year corporate training program designed to train entry-level personnel for subsequent advancement to the journey-level in professional, administrative, and technological career fields.

### **Department of Army Management Intern Program**

For over 40 years the Department of Army has administered a management intern program which takes individuals from entry level positions to positions of mid-level management. Through on-the-job training and formal classroom instruction thousands of civilian employees have been trained in a variety of career fields.

### **Department of Homeland Security Acquisition Professional Program**

As a member of the Department of Homeland Security's acquisition team, you will put your

education and experience to work. You will be on the front-line, directly impacting the mission everyday by procuring everything from IT hardware and software, boats, and aircraft. You will be part of a team that procures over \$20 billion worth of goods and services annually in support of the Department's mission. This is the third largest procurement budget in the Federal Government.

### **Department of the Navy Naval Acquisition Development Program (NADP)**

The Naval Acquisition Development Program, encompassing both the Naval Acquisition Intern Program (NAIP) and the Naval Acquisition Associates Program (NAAP), are PAID entry level and journeyman programs, and may be right for you. For the right candidate it offers professionalism, rapid advancement, mobility, travel and the opportunity to be associated with acquisition, logistics and technology programs that are vital to our nation and to the support of our Naval Forces.

### **Department of State CLIMB Program**

The Cross-functional Logistics Internal Mobility Building (CLIMB) Program is a three-year developmental program designed to attract and establish a cadre of cross-functional journeyman level Logistics Management Specialists in the complex area of logistics management. The program combines on-the-job rotational assignments, formal classroom training, and developmental assignments.

### **NASA Contracting Intern Program**

The NASA Headquarters Office of Procurement administers the NASA Contracting Intern Program (NCIP) targeted towards recent college graduates in business-related fields. Recent demographic studies revealed that NASA's procurement workforce in the next five to ten years would likely have insufficient personnel to fulfill the Agency's Mission. The NCIP was developed in an effort to serve as a training ground for future professionals within the NASA procurement community.

### **Treasury Acquisition Institute**

The Treasury Acquisition Institute, established by the Department of Treasury in 1993, provides resources, training, and information on acquisition.

## **Presidential Management Fellows**

(Source: [www.pmf.opm.gov](http://www.pmf.opm.gov))

The PMF Program is designed to attract to the federal service outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs. This rigorous two-year paid program includes 80 hours of formal classroom training each year, challenging assignments, accelerated promotions, developmental learning, and networking opportunities. Fellows are hired by federal agencies and given exposure to domestic and international issues in such areas as public administration, technology, science, criminal justice, health and financial management, to name a few. The PMF Program seeks graduate students who want to make a difference through public service.

Applications for students who graduate during the 2010-2011 academic year closed on October 15, 2010. Students who complete a graduate degree, masters, law, or doctoral-level degree, during the 2011- 2012 academic year, September 1, 2011 - August 31, 2012, from a qualifying college or university are eligible to be nominated by their schools. Selection begins with the nomination of the student by the school followed by a rigorous assessment process.

Application to the PMF Class of 2011 will be open October 1-15, 2011, via a vacancy announcement on [www.USAJOBS.gov](http://www.USAJOBS.gov). and as a link under the "How to Apply\PMF Application" section of the PMF website. School nominations are due October 31, 2011.

Eligible students are encouraged to create an account on [www.USAJOBS.gov](http://www.USAJOBS.gov) to build their online resume. During the application process, applicants are required to link their USAJOBS online resume to their application. Application, nomination, and selection information are available online at <https://www.pmf.opm.gov>