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U.S. General Services Administration Federal Acquisition Service

NOW HIRING FOR FULL-TIME ENTRY LEVEL POSITIONS

The U.S. General Services Administration (GSA): GSA employees leverage the buying power of the Federal government to acquire best value for taxpayers and our federal customers. We exercise responsible asset management. We deliver superior workplaces, quality acquisition services, and expert business solutions. We develop innovative and effective management policies. GSA has been repeatedly named by the Partnership for Public Service as one of the "Best Places to Work in the Federal Government." For information on the survey, please visit: www.bestplacetowork.org

The Federal Acquisition Service (FAS): GSA is America's only source solely dedicated to procuring goods and services for government. As an integral part of GSA, FAS possesses unrivaled capability to deliver comprehensive products and services across government at the best value possible. FAS offers a continuum of innovative solutions in the areas of: Products and Services; Technology; Motor Vehicle Management; Transportation; Travel; and Procurement and Online Acquisition Tools. For more information about FAS, visit: <http://www.gsa.gov/portal/content/105080>

Duty Location: *Many Vacancies* - Washington, DC commuting area (mainly Arlington and Fairfax, VA)

Open Period: Monday, July 26, 2010 through Tuesday, August 31, 2010

Position Titles/Series:

- Management/Program Analyst (GS-0343)
- Contract Specialist (GS-1102)
- Transportation Operations Specialist (GS-2150)
- Automotive Program Specialist (GS-0301)
- Information Technology Specialist (GS-2210)
- Financial Management Specialist (GS-0501)
- Property Disposal Specialist (GS-1104)
- Supply Systems Analyst (GS-2003)

Grade Levels: GS-5, GS-7, GS-9, **Promotion Potential:** GS-12

Starting Salaries: GS-5 (\$34,075); GS-7 (\$42,209); GS-9 (\$51,630)

Who May Apply: All U.S. Citizens

Note: Although applicants have until August 31st to apply, they are encouraged to apply as soon as possible as applicants may start being referred for consideration as early as July 30th and continually thereafter as vacancies are identified.

Overview of the FAS Federal Career Intern Program

When you join the Federal Career Intern Program, you are on the fast track towards your career. This program is a two year formal training and development program designed to recruit and attract exceptional individuals, like you!

As a Federal Career Intern, you will be:

- Hired into a 2 year program in the Federal Excepted Service at the **GS-5, 7, or 9 grade levels**
- Provided formal and on-the-job training
- Given annual raises and promotions (contingent on performance) up to the **GS-12**
- Eligible to compete for promotions beyond GS-12
- Permanently placed with GSA upon successful completion of internship

Available Positions

Below is a list of positions for which we are recruiting; selections may be made to fill other types of positions. In general, applicants may qualify for positions on the basis of education, experience, or a combination of education and experience.



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Management and/or Program Analyst, GS-0343 **Vacancy Identification Number: 368807**

Assists in performing analytical studies, quantitative and qualitative program analyses, status briefing papers, and fact sheets covering program issues. Duties include but are not limited to strategic assessment, organizational performance measures, related financial data, and other performance management processes. Collects, organizes, analyzes, and summarizes information on a variety of subjects. Assists in developing computational and statistical reports, and edits/compiles program presentation material for conferences and meetings. Contributes to the development or refinement of goals and objectives. Recommends basic improvements to internal administrative or program operations.

GS-5 and GS-7: See Qualifications Requirements section.

GS-9: Specialized experience is defined as one year of experience equivalent to GS-7 level in the Federal service. Examples of such experience may include assisting in research and analysis of new and improved business and management practices, collecting and analyzing statistical data to document findings and/or make recommendations.

Contract Specialist, GS-1102 **Vacancy Identification Number: 368850**

Assignments will consist of learning the scope and foundation of GSA contracting responsibilities and assisting fully trained Contract Specialists with day-to-day operations. Duties will consist of learning all acquisition preaward and postaward functions which include, but are not limited to performing industry analysis, developing acquisition plans, negotiating contracts, recommending and making contract awards, completing all award documents required to make award, and conducting debriefings when requested by unsuccessful offerors.

GS-5 and GS-7: See Qualifications Requirements section.

GS-9: Specialized experience is defined as one year of experience equivalent to GS-7 level in the Federal service. Examples of such experience may include progressively responsible experience in the administration of contracts for complex state of the art products and services.

**** See Special Note under Qualification Requirements section ****

Transportation Operations Specialist, GS-2150 **Vacancy Identification Number: 368890**

Assignments will consist of learning the scope and foundation of Fleet Management programs and responsibilities and provide assistance to fully trained specialists with day-to-day operations. Duties include but are not limited to reviews and researches customer needs and transportation problems to determine the most appropriate vehicle and/or solution to satisfy requirements. Reviews vehicle records to ensure vehicle repairs and maintenance occur timely. Based on vehicle records and information like utilization, age, and mileage, makes recommendations on which vehicles should be retained or replaced. Monitors vehicle maintenance, repairs, accident damage, high repair estimates, and reviews and responds to complaints concerning quality or timelines of vendor responses. Assists with preparation for vehicle auctions and coordinates with the auction contractor for pickup, preparation and sale of designated vehicles.

GS-5: Three years of general experience, one of which is equivalent to at least the GS-4 in the Federal service. Such experience provided a general knowledge and understanding of traffic or transportation programs or operations.

GS-7: Specialized experience is defined as one year of experience equivalent to the GS-5 in the Federal Service. Such experience includes maintaining, retailing, purchasing, or procurement of automotive, rail, air, bus, or other transportation equipment or services, or in the operation of a commercial transportation facility or terminal. This experience must have demonstrated knowledge of fleet operations; familiarity with Federal, State, and municipal regulations governing the use of transportation vehicles; and the maintenance of inventories and cost computations.



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GS-9: Specialized experience is defined as one year of experience equivalent to GS-7 level in the Federal service. Examples of such experience may include utilizing a practical knowledge of fleet operations including acquisition, maintenance control, accident management and vehicle remarketing.

**** See Special Note under Qualification Requirements section ****

Automotive Program Specialist, GS-0301 **Vacancy Identification Number: 368854**

Assignments will consist of learning the scope and foundation of Fleet Management programs and responsibilities and provide assistance to fully trained specialists with day-to-day operations. Duties will consist of learning the process for the acquisition of vehicles for the Federal government by understanding the design, construction and specification of original equipment manufacturer and specialty vehicles. Assists in the evaluation of new products and vehicles within the automotive industry. Provides support in reviewing technical and design requirements proposed and initiated by other Federal agencies. Assists in writing purchase descriptions and documents to meet specific needs of the customer.

GS-5 and GS-7: See Qualifications Requirements section.

GS-9: Specialized experience is defined as one year of experience equivalent to GS-7 level in the Federal service. Examples of such experience may include utilizing a practical knowledge of vehicle specifications and equipment, including the design, construction and specialty equipment available.

Information Technology Specialist, GS-2210 **Vacancy Identification Number: 368872**

Assignments include a mixture of specific tasks designed to orient the trainee in the practical application of IT principles, concepts, and methods, as well as more detailed assignments to expose the trainee to a wide variety of IT projects, scopes, and complexities found in GSA. Duties and responsibilities involve Information Technology (IT) support and assistance in the procurement of IT products and/or services to clients or prospective customers such as: Reviews requests for IT equipment, systems and design services. Reviews and performs limited studies on changing hardware, software and industry standards. Obtains and compiles cost information based on a review of the customer's technical requirements and contract schedules listing pricing information. In support to a higher graded specialist, drafts wording for technical specifications for solicitation documents. Assists customers in researching technical decisions, such as deciding how to select off-the-shelf hardware and software and how to use available technology products and equipment. Provides technical support with IT equipment and/or services, assisting customers in identifying general problems and researching possible solutions. Researches problems encountered with IT systems, program and hardware/software specifications.

GS-5 and GS-7: See Qualifications Requirements section.

GS-9: Specialized experience is defined as one year of experience equivalent to GS-7 level in the Federal service. Examples of such experience may include applying a basic knowledge of IT systems applications and programs related to automated information processing and automated office information systems to plan and coordinate IT studies. Assisting in the review analysis for system change requests, design of new systems, and conducting IT training.

**** See Special Note under Qualification Requirements section ****

Financial Management Specialist, GS-0501 **Vacancy Identification Number: 368862**

Assignments include formal and on-the-job training in basic budget concepts, processes, budget presentation and justification and will perform various tasks related to the efficient management of financial management systems and operations. Duties consist of but are not limited to financial analysis and planning, tracking expenditures, preparing reports and financial statements, and participating in special projects.



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GS-5 and GS-7: See Qualifications Requirements section.

GS-9: Specialized experience is defined as one year of experience equivalent to GS-7 level in the Federal service. Examples of such experience may include analyzing various programmatic, business, financial, and accounting matters.

Supply Systems Analyst, GS-2003 **Vacancy Identification Number: 368865**

Play an important role in managing supplies for Federal civilian agencies and the United States military world-wide. Analyze, develop, and make recommendations on new programs and improvements to the supply system. Logistics and Business majors preferred.

GS-5 and GS-7: See Qualifications Requirements section.

GS-9: Specialized experience is defined as one year of experience equivalent to GS-7 level in the Federal service. Examples of such experience may include applying a basic knowledge of supply program operations and performing assignments providing supply information, reports, and/or services.

Property Disposal Specialist, GS-1104 **Vacancy Identification Number: 368888**

Assists with activities involving the transfer, donation or sale of government personal property. Assists in determining class, condition and fair market value of property. Analyzes a wide variety of Federal, State, and/or donation programs for problems and policy compliance. Ensures property is adequately and efficiently accounted for, described, used, and made available to other organizations.

GS-5 and GS-7: See Qualifications Requirements section.

GS-9: Specialized experience is defined as one year of experience equivalent to GS-7 level in the Federal service. Examples of such experience may include applying a basic knowledge of property disposal program operations and performing assignments providing property disposal concepts, principals and practices.

Qualification Requirements

Requirements for the GS-5 grade level:

Education: 4-year course of study leading to a bachelor's degree

General Experience: 3 years, 1 year of which was equivalent to at least GS-4

Specialized Experience: None

OR a combination of education and experience

Requirements for the GS-7 grade level:

Education: 1 full year of graduate level education or Superior Academic Achievement (see details below)

General Experience: None

Specialized Experience: 1 year equivalent to at least GS-5. Specialized experience is defined as experience that equips the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and is typically related to the work that is to be performed in a position.

OR a combination of education and experience



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Superior Academic Achievement: Superior Academic Achievement (SAA) at the baccalaureate level is fully qualifying at the GS-7 level. Applicants must have completed all the requirements for a bachelor's degree (in a curriculum qualifying for this position), and meet one of the following to qualify for SAA.

1. A GPA of 2.95 or higher out of a possible 4.0 for all completed undergraduate courses or those completed in the last two years of undergraduate study.
2. A GPA of 3.45 or higher out of a possible 4.0 for all courses in major field of study or those courses in your major completed in the last two years of undergraduate study.
3. Rank in the upper one-third of your class in the college, university, or major subdivision (documentation needs to be provided).
4. Membership in a national honor society (other than freshman honor societies) recognized by the Association of College Honor Societies (documentation needs to be provided).

NOTE: If more than 10 percent of your courses were taken on a pass/fail basis, your SAA claim must be based on class standing or membership in an honorary society.

Requirements for the GS-9 grade level:

Education: master's or equivalent graduate degree *or* 2 full years of progressively higher level graduate education leading to such a degree *or* LL.B. or J.D., if related

General Experience: None

Specialized Experience: 1 year equivalent to at least GS-7. Specialized experience is defined above under each job description.

OR a combination of education and experience

Special Note for the Contract Specialist, GS-1102 only

These positions have a positive education requirement. This means you must completed a 4-year course of study leading to a bachelor's degree with a major in any field;

OR

At least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

General experience or Specialized experience by itself will not meet qualification requirements.

Special Note for the Transportation Operations Specialist, GS-2150 only

Undergraduate and Graduate Education: Major study must be in one of the following fields - accounting, business administration, business or commercial law, commerce, economics, engineering, finance, industrial management, statistics, traffic management, transportation, motor mechanics, nautical science, marine affairs, marine engineering, marine transportation, or other fields related to the position.

Special Note for the Information Technology Specialist, GS-2210 only

For all positions, individuals must demonstrate they have experience in each of the four competencies listed below; the experience does not have to be IT-related.

1. **Attention to Detail** - Is thorough when performing work and conscientious about attending to detail.



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2. **Customer Service** - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
3. **Oral Communication** - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

How you will be Evaluated

The **Category Rating** procedure is being used to rate candidates (http://www.opm.gov/employ/category_rating/faq.asp). If you meet the qualification requirements, your application will be placed in one of two categories: Best Qualified or Qualified. Within these categories, applicants eligible for veteran's preference will receive selection priority over non-veterans; appropriate veteran's preference documentation submitted by all applicants.

How to Apply and Required Documents

If applying for the GS-5 or GS-7 grade levels:

Applicants must complete an on-line Assessment Questionnaire, and submit their resume and unofficial transcript at <https://applicationmanager.gov> **No Later Than August 31, 2010**. If you do not have an account, you will need to create one. Enter the Vacancy Identification Number for the position(s) you want to apply for (located above with each job description) and follow the instructions to answer the vacancy questions.

If applying for the GS-9 grade level:

Email your resume and supplemental documentation (if applicable) to cospecialprograms@gsa.gov **No Later Than 11:59 PM Eastern Time on August 31, 2010**. Indicate in your email what position(s) you are applying for based on the qualification requirements described above.

RESUMES MUST BE SUBMITTED FOR ALL POSITIONS AND GRADE LEVELS. IF YOUR RESUME AND SUPPLEMENTAL DOCUMENTS (if applicable) AS DESCRIBED ARE NOT SUBMITTED, YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE AND YOU WILL BE REMOVED FROM CONSIDERATION.

Supplemental Documentation:

Transcripts - If you are qualifying based on education or a combination of experience and education, you must submit a copy of your transcript. Unofficial transcripts will be accepted if they show your name and school information; however, you may be asked to provide an official transcript if selected.

Veteran Preference – If you are claiming 5 point veteran preference, you must submit a copy of your DD-214. If you are claiming 10 point veteran preference, you must submit a copy of your DD-214, SF-15 and Letter from the Veterans Administration verifying percentage of disability.

Interagency Career Transition Assistance Program/Career Transition Assistance Program Eligible: Submit proof of eligibility (e.g., agency notice, most recent performance rating, and SF-50, Notification of Personnel Action, or similar agency form).

Current Federal employees or Reinstatement Eligibles: A copy of your latest SF-50, Notification of Personnel action, or similar form which shows your current position, title, series, grade, and career tenure.



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People with Disabilities: Submit proof of eligibility and certification of job readiness. For details visit: <http://opm.gov/disability/PeopleWithDisabilities.asp>

Benefits

- Choice of health insurance plans
- Life insurance options
- Paid sick leave
- 10 paid holidays
- Transit subsidy
- Choice of dental & vision care plans
- Paid annual leave (vacation)
- Flexible work schedules
- Thrift Savings Plan (similar to 401(k) plan)
- Family and medical leave

If you are Selected, you must

1. Be able to make a direct deposit to a financial organization of your salary check.
2. Complete a "Declaration of Federal Employment" (OF-306) to determine suitability for Federal employment.
3. If you are not a current GSA employee, you must complete the Department of Homeland Security (DHS) Form I-9 to determine identity and employment (work status) eligibility. GSA will verify the information through the DHS e-Verify automated system. Any identified discrepancies must be resolved as a condition of continued employment.
4. Undergo a background investigation and favorable adjudication.
5. If you are male born after 12/31/59, you must have registered with the Selective Service.

What to Expect Next

If your application is complete, we will review your application to ensure you meet the eligibility and qualification requirements. Candidates in the highest quality categories (Best Qualified vs. Qualified) will be referred to the hiring manager for further consideration and maybe contacted for an interview. If selected, you will be contacted and given a tentative job offer. Next we will conduct a suitability and/or security background investigation. We hope to make all job offers by the end of August. If you are not referred for consideration, you will be notified by email.

Questions or Assistance

If you have questions or need assistance, please send an email to cospecialprograms@gsa.gov and put "FCIP Vacancy Help" in the subject. We will try to respond to your email within 48 hours.

Other Information

Bargaining Unit status: NFFE

EEO Statement

The General Services Administration does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

GSA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or hiring process, please notify us immediately. The decision on granting reasonable accommodation will be on a case-by-case basis.

Thank you for your interest in working for the U.S. General Services Administration!