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	Command-wide Recruitment and Outreach Materials EMPLOYMENT WITH THE U.S. ARMY CORPS OF ENGINEERS	
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EMPLOYMENT WITH THE U.S. ARMY CORPS OF ENGINEERS



Employment with the U.S. Army Corps of Engineers

Every mission ever undertaken by the U.S. Army Corps of Engineers began with just one person – one person committed to being part of a team to get the job done. If you are that kind of person – a team player who wants to roll up his or her sleeves and go the extra mile to help build America, look no further than the Corps.

Following is some detailed information to help you get started in pursuing what could turn out to be the opportunity of a lifetime.



Employee Benefits

"The chance I took in landing a job with the Corps turned out to be the opportunity of a lifetime."

Ken Purvis
Contract Specialist

Competitive Salary

You will enjoy a salary comparable to salaries paid by other Federal agencies and private industry in the area in which you live.

Like other government agencies, most salaries in the Corps are paid under the "General Schedule" (GS). The grade level at which an individual enters a job depends on the individual's qualifications. Under the Federal Pay Comparability Act, salaries are adjusted annually.

Professional Development

The Corps of Engineers offers a stimulating environment where you may develop your talents. To assist you in becoming a vital part of the team, you will receive training to develop your skills. The



"The Corps continually funds and encourages academic and other job-related training across the broad spectrum of occupations."

Sherry Klein
Auditor

Corps encourages career development and offers many in-house courses sponsored through the Corps, Department of Army, Office of Personnel Management or other Federal Agencies. Outside training also may be available at local universities, community colleges, and business schools.

Career development is very important both to the individual and to the Corps. To help you progress in your career, the Corps encourages each employee to have an individual development plan prepared. With the help of your supervisor, this plan outlines training, work assignments and other activities that should be undertaken to help you develop the necessary skills, knowledges and abilities for advancement in the Corps.

Promotion

As you advance in duties and responsibility, so does your grade level. Many opportunities for advancement exist in the Corps of Engineers, if you show the initiative, ability and willingness to accept the responsibility of higher level positions. Advancement is competitive and based on performance and merit. Mobility within the Corps leads to other advancement opportunities across organization lines. Specific information on salaries and career progression may be obtained from any Corps Human Resources Office.

Awards

The Corps of Engineers has an incentive awards program to encourage high productivity by acknowledging superior performance. The recognition may be cash awards or special salary increases for performance, or a cash award for suggestions.

Work Schedules

Many options are available for management's consideration in getting the job done and in meeting the needs of a changing and diverse workforce. There are full-time, part-time, flex-time or alternate work schedules. Under certain circumstances, "flexible workplace employment" (work at home), is possible.

Federal Employees Retirement System

One of the most important benefits of working for the Federal Government is the Federal Employees Retirement System (FERS).

FERS is an excellent retirement system designed to be responsive to changing times and Federal workforce needs:

- Many of its features are "portable," so that if you leave employment, you may still qualify for benefits.
- It is flexible; you will be able to choose what is best for your individual situation.

- It enables you to take an active role in securing your future.

FERS is a three-tiered retirement plan consisting of three components:

Social Security Benefits
Basic Benefit Plan
Savings Plan

Employees pay full Social Security taxes and a small contribution to the Basic Benefit Plan. In addition, employees may make tax-deferred contributions to a savings plan and a portion will be matched by the government.

The three components of FERS work together to provide a strong financial foundation for the retirement years.

Health Benefits

You have a choice of health plans under the Federal Employees Health Benefits Program. This choice allows you to select the kind and amount of insurance you actually need and want. For Health Benefits Program enrollment purposes, the "family" consists of the spouse, and unmarried children under age 22, including legally adopted children.

The federal government pays about 75% of the premiums; the employee pays the remainder through payroll deduction. The cost of each plan differs.

Upon retirement, the employee's Health Benefit enrollment continues with the same benefits and cost.

Group Life Insurance

Federal Employees' Group Life Insurance provides several levels of coverage for employees and also for their spouses and children. You must elect basic life insurance to be eligible for optional insurance. The Government contributes to part of the cost of the premium for basic insurance, and you pay the balance of the cost (along with the entire costs for any optional insurance you may choose) through payroll deductions.

At retirement all of the insurance that you have had for five years can be continued into retirement. Should you leave federal service your insurance may be converted to a private plan.

Vacation and Sick Leave

Vacation days are earned according to the number of years you have been in the Federal Service. You earn 13 days a year of annual leave the first 3 years, 20 days a year for the next 12 years, and 26 days a year after 15 years. You have the option of accumulat-

The following days are observed as paid legal holidays:

The first day of January	New Years Day
The third Monday of January	Dr. Martin Luther King's Birthday
The third Monday of February	President's Day
The last Monday of May	Memorial Day
The fourth day of July	Independence Day
The first Monday of September	Labor Day
The second Monday of October	Columbus Day
The eleventh day of November	Veterans Day
The fourth Thursday of November	Thanksgiving Day
The twenty-fifth day of December	Christmas Day

ing up to 6 weeks of leave.

Thirteen days of sick leave are earned each year to cover illness, medical care and maternity. Sick leave can be accumulated without limit and taken as needed.

Federal employees also receive paid time off for ten national holidays.

Workers' Compensation

If you are injured on the job, you are entitled to medical care. If you sustain a disabling, traumatic, job-related injury, you may receive your regular pay for a period of time. If still disabled, you would be entitled to disability compensation.

"My career in the Corps has been extremely enhanced by learning new ways to do my job better and faster. The challenges I face every day are not only great learning experiences, but also provide a more fulfilling work environment."

Sherry Klein
Auditor



Age

The minimum age level for student employment is 16 years of age. For a competitive service appointment, the minimum age requirement is 18 years of age.

Suitability

A personnel investigation, which includes a background check with regard to character, reputation, qualifications, and other pertinent factors, is conducted on employees to ensure their fitness for Federal employment.

All males born after December 31, 1959, who are or were required to register under Section 3 of the Military Selective Service Act, and who are seeking appointment to a civilian position with the Federal Government, are required to show proof of registration with the Selective Service System.

Citizenship

In order to be appointed in the competitive service with the Corps of Engineers, you must be a United States citizen.

Equal Employment Opportunity

The Corps of Engineers is an equal opportunity employer and vigorously supports programs to attract, develop and promote quality talent. The Corps does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap. The Corps does not base employment decisions on marital status or on membership or non-membership in an employee organization.

Qualifications and Application Procedures

Qualifications

Generally, candidates qualify for employment at the following grade levels:

GS-1:	No education or experience required.
GS-2:	High school graduate or equivalent.
GS-3 thru GS-4:	Successfully completed education above the high school level; or experience which provides a familiarity with the subject matter or processes of a particular occupation.
GS-5 thru GS-7:	Candidates who hold a bachelor's degree and who have no professional experience are appointed at the starting salary of the GS-5 grade level. Entrance at the grade GS-7 level is possible for the candidates who have demonstrated exceptional scholastic ability, as reflected in course grades or rank in the individual's class; or completed student trainee experience (in government or industry) which meets certain criteria as to level and relevancy of work to the individual's college career; or who posess appropriate specialized experience.
GS-9 and above:	Candidates who hold a master's degree or Ph.D.; or possess appropriate specialized experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledges, skills and abilities to successfully perform the duties of the position.
GS-11 and above:	Commensurate with education and experience.
Wage grade positions:	Eligibility for wage grade positions is determined by an evaluation of each candidate's skills, knowledges and abilities. This process ensures that the candidate is able to perform the duties of the position for which they have applied. There are no time requirements or minimum education levels needed to qualify for wage grade positions as listed for GS positions.

Application Procedures

What To Submit

Application for Federal Employment (Standard Form 171)

A written description of your experience and education is needed to apply for any job. The form usually used for this is the Standard Form 171. Supplemental forms are sometimes required also. In some cases, a written test is necessary.

The determination of your eligibility and relative standing is based on the information contained in your application. It is important, therefore, to prepare it as completely and accurately as possible. Answer every question and be sure to sign and date it. You should indicate the locations where employment is desired, minimum salary acceptable, type of job sought, etc. For additional guidance on specific occupations/disciplines, refer to the Career Opportunities pamphlet.

College Transcript

To credit your educational background, an official college transcript or a completed OPM form 1170/17, List of College Courses and Record of Scholastic Achievement, is required for initial appointment. To be credited, this information must be submitted with your application. You should include the courses you expect to complete within nine months of the date the application is filed.

Initial Appointment

Initial appointments in the Federal Service require certification from the Office of Personnel Management (OPM).

If you are pursuing your first Federal Government position, a good starting place is your local OPM office, where information about Federal jobs is available along with the appropriate application procedures to follow. The procedures do vary from position to position and sometimes from region to region depending on current labor market trends in particular geographic locations. You may apply directly to the Corps to be considered for some positions. However, other positions may require that you apply through the Office of Personnel Management by completing specified forms in order to be placed on an OPM List of Eligibles and/or take and pass an examination.

We also suggest you contact the Corps' Human Resource Office at the location where you are seeking employment (refer to enclosed list of Corps addresses). A personnel representative can provide you with specific information and guidance relevant to the types of positions for which you are applying. You will be advised whether you can apply directly to the Corps for positions covered by a Direct Hire or Delegated Examining Authority or if you must first apply through the Office of Personnel Management.

Competitive Examination

OPM maintains standing registers for certain occupations. This means that OPM will open the register for receipt of applications for referral to Federal Agencies which have a need to fill these types of positions. OPM will post an announcement with opening and closing dates for which applications are being accepted. If the examination for which you want to apply is closed, you will need to wait until it opens once again before you can file an application.

Once the OPM has received, reviewed, and processed your written application they will mail you a "Notice of Results." This identifies the job(s) and grade level(s) for which you may be considered, your written test scores, if any, the geographic areas where you have eligibility, and how long your name will remain on the register(s) for referral. If you do not keep your eligibility current (usually annual updates are required), your name will be removed from the register(s).

Because hiring needs vary from time to time and from one location to another, you might be able to apply in one location for a particular job and be unable to apply for the same kind of work in another location. This is why it is important to check with the Federal Job Information Center(s) servicing the area(s) where you want to work.

"The Corps of Engineers is an excellent choice for employment because of the vast array of projects that Corps personnel work on all over the United States and the world."

Patricia Morris
Civil Engineer



How Jobs Are Filed Through Competitive Examination

When a Corps District, Division Office, or the Washington Headquarters Office has a vacancy to fill, we may ask the OPM for a list of eligibles (certificate) from the appropriate register. The OPM, in turn, certifies the best qualified candidates in their current inventory and forwards these names and applications to us. Job selection follows the "rule of three," meaning that we can select one of the top three available individuals on the certificate, providing we do not pass over a veteran to select a lower ranked non-veteran.

Office of Personnel Management Federal Employment Information Centers

Alabama: Huntsville
Building 600, Suite 347
3322 Memorial Pkwy., South,
35801-5311
(205) 544-5802
Self-Service: M-F/7-4

Alaska: Anchorage
222 W. 7th Ave., #22, 99513-7572
(907) 271-5821
Staff on Duty: T-TH/11-1

Arizona: Phoenix
Century Plaza Bldg., Rm. 1415
3225 N. Central Ave., 85012
(602) 640-5800
Self-Service: M-F/8-3:30

Arkansas: (See San Antonio, TX)

California
Los Angeles
9650 Flair Drive, Suite 100A
El Monte, 91731
(818) 575-6520
Staff on Duty: M-F/9-5

Sacramento
1029 J Street, Room 202, 95814
(916) 551-1464
Staff on Duty: M-F/9-12

San Diego
Federal Bldg., Room 4-H40
880 Front St., 92188
(619) 557-6165
Staff on Duty: M-F/9-12

San Francisco
211 Main St., 2nd Fl., Rm. 235
(mail) P.O. Box 7405, 94120
(415) 744-5627
Staff on Duty: M-F/9-12

Colorado: Denver
12345 W. Alameda Pkwy.,
Lakewood
(mail) P.O. Box 25167, 80225
(303) 969-7050
For forms, call (303) 969-7055
Staff on Duty: M-F/12-5:45

Connecticut: (See Massachusetts)

Delaware: (See Philadelphia)

District of Columbia
Metropolitan Area
1900 E St., N.W., Room 1416
20415
(202) 606-2700
Staff on Duty: M-F/8-4

Florida: Orlando
Commodore Bldg., Suite 125
3444 McCrory Pl., 32803-3701
(407) 648-6148
Staff on Duty: MWF/9-1
Self-Service: TTh/8-4

Georgia: Atlanta
Richard B. Russell Federal Bldg.,
Room 9828, 75 Spring St., S.W., 30303
(404) 331-4315
Staff on Duty: M-F/8-4

Hawaii: Honolulu (and other Hawaiian
Islands and Overseas)
Federal Bldg., Room 5316
300 Ala Moana Blvd., 96850
(800) 541-2791
Overseas Jobs - (808) 541-2784
Staff on Duty: M-F/8-12

Idaho: (See Washington)

Illinois: Chicago
175 W. Jackson Blvd., Rom. 530, 60604
(312) 353-6192
Self-Service: M-F/7-4:45
(For Madison & St. Clair Counties, see St.
Louis, MO listing)

Indiana: Indianapolis
Minton-Capehart Fed. Bldg.
575 N. Pennsylvania St. 46204
(317) 226-7161
Self-Service: M-F/7-4
(For Clark, Dearborn, & Floyd Counties,
see Ohio listing)

Iowa: (see Kansas City, Missouri)
(816) 426-7757
(For Scott County, see Illinois)
(For Pottawattamie County, see Kansas)

Kansas: Wichita
One-Twenty Bldg., Room 101
120 S. Market St., 67202
(316) 269-6794
Self-Service: M-F/8-4
(For Johnson, Leavenworth, and
Wyandotte Counties, see Kansas City,
MO)

Kentucky: (See Ohio)
(For Henderson County, see Indiana)

Louisiana: New Orleans
1515 Poydras St., Suite 608, 70112
(504) 589-2764
Self Service: M-F/8-4

Maine: (See Massachusetts)

Maryland: Baltimore
Room 119
300 West Pratt Street, 21201
(410) 962-3822
Staff on Duty: M-F/8-2
Self Service: M-F/8-4

Massachusetts: Boston
Thos. P. O'Neill, Jr. Federal Bldg.
10 Causeway St., 02222-1031
(617) 565-5900
Staff on Duty: M-F/9-2
Self Service: M-F/8-4:30

Michigan: Detroit
477 Michigan Ave., Rm. 565, 48226
(313) 226-6950
Self-Service: M-F/8-4:30

Minnesota: Twin Cities
1 Federal Drive, Room 501
Bishop Henry Whipple Federal Bldg.
Ft. Snelling, Twin Cities, 55111
(612) 725-3430
Self-Service: M-F/7:30-4:30

Mississippi: (See Alabama)

Missouri: Kansas City
Federal Building, Rm. 134
601 E. 12th Street, 64106
(816) 426-5702
Self-service: M-F/8-4
(For Counties west of and including
Mercer, Grundy, Livingston, Carroll,
Saline, Pettis, Benton, Hickory, Dallas,
Webster, Douglas, and Ozark)

St. Louis
400 Old Post Office Bldg.
215 Olive St., 63101
(314) 539-2285
Self-Service: M-F/8-4
(For all other Missouri Counties not listed
under Kansas City above)

Montana: (See Colorado)
(303) 969-7052

Nebraska: (See Kansas)

Nevada: (For Clark, Lincoln, and Nye
Counties, see Los Angeles; for all other
Nevada Counties not listed above, see
Sacramento)

New Hampshire:
(See Massachusetts)

New Jersey: (For Bergen, Essex, Hudson,
Hunterdon, Middlesex, Morris, Passaic,
Somerset, Sussex, Union, and Warren
Counties, see New York City)

(For Atlantic, Burlington, Camden, Cape
May, Cumberland, Gloucester, Mercer,
Monmouth, Ocean and Salem Counties,
see Philadelphia)

New Mexico: Albuquerque
505 Marquette Avenue, Suite 500
87102
(505) 766-2066
Staff on Duty: M-TH/8-12

New York: New York City
Jacob K. Javits Federal Bldg.
Second Floor, Room 320
26 Federal Plaza, 10278
(212) 264-0422/0423
Staff on Duty: M-F/10-2
Self-Service: M-F/8-3

Syracuse:
P.O. Box 7257
100 S. Clinton Street, 13260
(315) 423-5600
Self-Service: M-F/8-3

North Carolina: Raleigh
4407 Bland Road
Suite 202, 27609-6205
(919) 790-2822
Self-Service: M-F/8-4:30

North Dakota: (See Minnesota)

Ohio: Dayton
Federal Building, Rm. 509
200 W. 2nd Street, 45402
(513) 225-2720
Self-Service: M-F/7-6
(For Van Wert, Auglaize, Hardin, Marion,
Crawford, Richland, Ashland, Wayne,
Stark, Carroll, Columbiana Counties and
further north, see Michigan)

Oklahoma: (See San Antonio, TX)

Oregon: Portland
Federal Bldg., Room 376
1220 S.W. Third Ave., 97204
(503) 326-3141
Staff on Duty: M-F/12-5
Self-Service: M-F/8-12

Pennsylvania
Harrisburg
Federal Bldg., Rm. 168
P.O. Box 761, 17108
(717) 782-4494

Philadelphia
Wm. J. Green, Jr., Federal Bldg.
600 Arch Street, 19106
(215) 597-7440
Staff on Duty: M-F/10:30-2:30
Self-Service: M-F/8:30-3:30

Pittsburgh
Federal Building
1000 Liberty Ave., Rm. 119, 15222
Self-Service: M-F/8-4
(Walk-in only. For mail or telephone, see
Philadelphia listing.)

Puerto Rico: San Juan
U.S. Federal Bldg., Rm. 260
150 Carlos Chardon Avenue
Hato Rey, P.R. 00918-1720
(809) 766-5242
Staff on Duty: M-F/7:30-5

Rhode Island
(See Massachusetts)

South Carolina: (See Raleigh, NC)

South Dakota: (See Minnesota)

Tennessee: Memphis
200 Jefferson Avenue, Suite 1312
Self-Service: M-F/8-4
(Walk-in only. For mail or telephone,
see Alabama listing)

Texas:
Corpus Christi (See San Antonio)
(512) 884-8335

Dallas
1100 Commerce St., Rm. 6B35,
75242
(214) 767-8035
Self-Service: M-F/8-4:30

Harlingen (See San Antonio)
(612) 412-0722

Houston (See San Antonio)
(713) 750-0555

San Antonio
8610 Broadway, Rm. 305, 78217
(512) 229-6611 or 6500
For forms, call (512) 229-6618
Staff on Duty: M-F/7:30-4:30

Utah: (See Colorado)
(303) 969-7052

Vermont: (See Massachusetts)

Virgin Islands: (See Puerto Rico)
(809) 774-8790

Virginia: Norfolk
Federal Building, Room 220
200 Granby St., 23510-1896
(804) 441-3355
Self-Service: M-F/8-4

(Walk-In Only)
Norfolk VEC Job Service Office
5145 E. Virginia Beach Blvd.
(Staff on Duty: M-F/8:15-4:30

Washington: Seattle
Federal Building, Room 110
915 Second Ave., 98174
(206) 553-4365
Staff on Duty: M-F/12-5:30
Self Service: M-F/8-12

West Virginia: (See Ohio)
(513) 225-2865

Wisconsin:
For Dane, Grant, Green, Iowa, Lafayette,
Rock, Jefferson, Walworth, Milwaukee,
Waukesha, Racine, and Kenosha
Counties, see Illinois listing (312) 353-
6189
For all other Wisconsin counties not list-
ed above, see Minnesota listing
(612) 725-3430

Wyoming: (See Colorado)
(303) 969-7052