



Team Redstone is always looking for new talent to add to our high caliber staff. The potential of new jobs coming to Redstone Arsenal because of the Base Realignment and Closure (BRAC) law may bring some significant employment opportunities in the next few years. This information is designed to help you navigate the federal civilian hiring process and find the right job for you.

The Office of Personnel Management (OPM) USAJOBS website is the first place to start. The OPM also has a complete information center devoted to helping you obtain a government position - just go to - <http://www.usajobs.gov/infocenter/> and among other things, you can read about interviewing tips, resume development, job search techniques, and learn how jobs get filled in the government. USAJOBS is the official job site of the U.S. Federal Government and is your one-stop source for Federal jobs and employment information. General information and employment issues and initiatives are listed on the facts site at: <http://www.usajobs.opm.gov/faqs.asp>. What you may find especially useful on this site in the "General" section is the 10 Tips for letting Federal Employers Know Your Worth. Also the listing of Benefits for Federal positions and pay is included in the Benefits and Compensation Section.

After reviewing this information you might now want to give some thought about what type of career you want in the Federal government. There are many careers that you may be interested in pursuing. In fact there are 750 different careers throughout the Federal Government. Fortunately there are tools available to help guide in your decision on what career to pursue. The Office of Personnel Management (OPM) developed website helps to key in on competencies that lead to specific jobs. The site, exploring your career opportunities, is at: <http://career.usajobs.opm.gov/>. If you have a degree, you can see what type of jobs are available based on your degree by visiting the OPM website - <http://www.usajobs.opm.gov/EI23.asp> to see the list of Federal jobs by major. If you are a student, <http://www.studentjobs.gov/> provides information on summer jobs, volunteering, and other programs designed to begin your career with the federal government.

The Department of Defense (DoD) has a website devoted to finding a civilian job. The website is: <http://www.godefense.com/>. As part of the service provided by the DoD, the staff provides advisory guidance on responding to vacancy announcements. To chat with a career advisor visit the website on Tuesday or Thursday between the hours of 12:30-2:30 pm.

Jobs with Team Redstone are not limited to the DoD. The National Aeronautics and Space Administration's (NASA) Marshall Space Flight Center (MSFC) is also location on Redstone Arsenal. If you are interested in a career with NASA, go to the NASA career website at: <http://www.nasajobs.nasa.gov/>.

Still don't know what career avenue you want to pursue? You may want to review the latest OPM report on "Where the Jobs Are, Continued Growth in Federal Employment". This report is available at: [http://media.newjobs.com/opm/www/usajobs/pdf/WHERE THE JOBS ARE.pdf](http://media.newjobs.com/opm/www/usajobs/pdf/WHERE_THE_JOBS_ARE.pdf). The report shows the trends in jobs and where the jobs will be in the future. For career planning, this is a valuable tool.

After all this, I'm sure you are ready to search for jobs. The main website for jobs is USAJOBS at: [www.usajobs.opm.gov](http://www.usajobs.opm.gov). This website includes any branch of the government both defense and non-defense positions. The Army also utilizes [www.cpol.army.mil](http://www.cpol.army.mil) as a job search site. The Missile Defense Agency has a careers website at [www.mda.mil/careers](http://www.mda.mil/careers). NASA MSFC website is at: <http://www.nasa.gov/centers/marshall/about/career.html>.

The government provides many benefits for its employees. For a list of benefits available to most government employees, visit the website at: <http://www.usajobs.gov/EI61.asp>.

With all the information available on the web, it would seem that you are now ready to start searching for that first federal job, but before you do, here are some hints.

Once you find a job announcement, how do you know if you can apply? What are you looking for in the lengthy job announcement?

To determine if you can apply for the position, look at the "who may be considered" section of the job announcement on the overview page. This section lists the group(s) that the agency will accept applications. The job can be open to all U.S. citizens, internal federal government candidates, veterans, compensable disabled veterans, or other sources, as the agency desires. If you are within this group, you are eligible to apply for the position.

Next you will need to determine when the job announcement closes. Each agency differs in receipt of applications. Some require that you have the application postmarked by the closing date; others require that the application be received by the closing date. Make sure you meet the submission requirements or you will not be considered for the position. The closing date of the announcement is listed on the overview page.

Next, look at the major duties listed in the job announcement. These duties will provide you with a synopsis of the critical duties of the position. If you possess these skills, then in most cases you should qualify for the position.

The final section that you need to review is "How to Apply." Each job announcement has specific instructions and you must follow these exactly to receive consideration for the position. Some job announcements require you to apply online; others require that you mail

your application but also complete a self-rating of tasks associated with the critical skills of the position. Some agencies require you to write a narrative on a variety of skills showing how you obtained the experience in the skill. Some agencies require that you include with your application, a copy of your college transcript or other material. There is no one set way to apply for positions, so make sure you read this section carefully.

If you are in the military, you may wonder if you can begin working for the government if you are still on active duty. Members of a Uniformed Service on active duty may not receive pay from another Government position, unless you are on terminal leave, or unless specifically authorized by law. Many military members go on terminal leave before retirement and in these cases, you may begin your civilian career immediately.

On a final note, while the federal employment process can be complex, it offers a new and challenging opportunity for those who wish to serve their country and give something back to their nation.