

# Benefits of government service

- ★ Flexible schedules and generous vacation
- ★ Training and professional development
- ★ Competitive health and retirement benefits
- ★ Excellent advancement opportunities

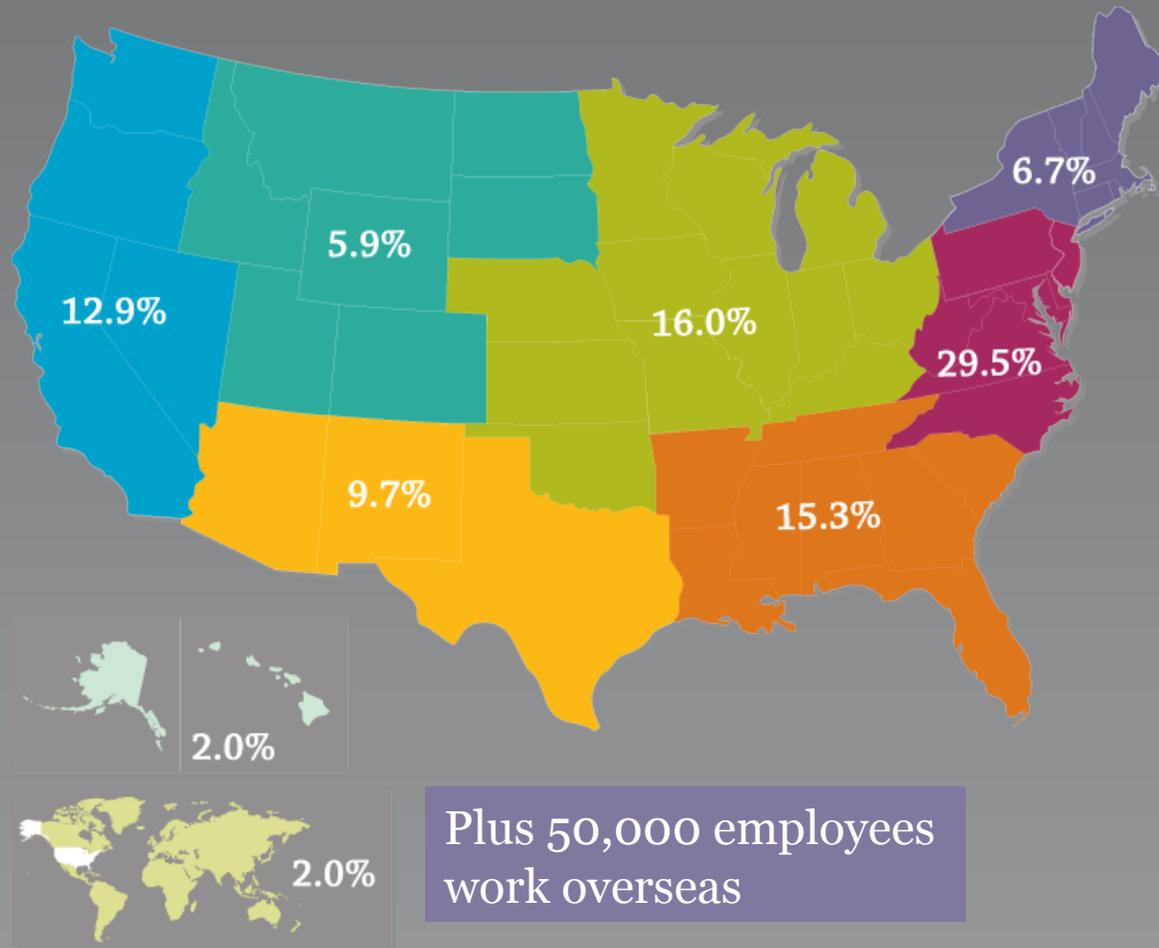
# Federal pay and advancement

- ★ General Schedule (GS) is the pay scale for many Federal jobs from 1-15.
- ★ Varies by geographic location
- ★ Each GRADE has 10 steps, allowing for a range of salaries
- ★ Within a few years, you can progress through several grades

# Selected 2011 starting salaries

City	GS-5	GS-7	GS-9
Norfolk	\$34,075	\$42,209	\$51,630
San Diego	\$34,067	\$42,199	\$51,617
Puget Sound	\$33,414	\$41,390	\$50,628
Hawaii	\$30,451	\$37,720	\$46,139
Jacksonville, FL	\$31,315	\$38,790	\$47,448
Washington, D.C.	\$34,075	\$42,209	\$51,630

# Where the Jobs Are: By location



# Where the Jobs Are: By occupation

In FY 2007, roughly 46,264 people were hired in the federal government at the entry level (GS-5, GS-6, GS-7) into the following occupations:

Occupation	# Employees
Medical and Public Health	7,560
Accounting and Budget	4,672
Business and Industry	2,012
Social Science, Psychology, and Welfare	1,828
Engineering and Architecture	1,148
Education	612
Information Technology	376

Source: [fedscope.opm.gov](http://fedscope.opm.gov)

# Where to look: USAJOBS.gov

The screenshot shows the USAJOBS.gov homepage. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. A 'SIGN IN OR CREATE AN ACCOUNT' button is located on the right. The main content area features the USAJOBS logo with the tagline 'WORKING FOR AMERICA'. Below the logo is a search form with 'What:' and 'Where:' labels and a search button. A 'Search Jobs' button is also present. A horizontal bar contains links for 'Individuals with Disabilities', 'Veterans', 'Students and Recent Graduates', and 'Senior Executives'. Below this is a 'Follow USAJOBS' section with social media icons for Facebook, Twitter, and YouTube. At the bottom, there are links for 'Site Map', 'Contact Us', 'Help/FAQs', 'Privacy Act and Public Burden Information', 'FOIA', 'About Us', and 'USA.gov'. A disclaimer states: 'This is a United States Office of Personnel Management website. USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.'

WDWNYD019024 Home Search Jobs My Account Resource Center **Unclassified** SIGN IN OR CREATE AN ACCOUNT

**USAJOBS**  
"WORKING FOR AMERICA"

What:  Where:  [Advanced Search >](#)

**Search Jobs** ▶

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

Follow USAJOBS   

[Site Map](#) | [Contact Us](#) | [Help/FAQs](#) | [Privacy Act and Public Burden Information](#) | [FOIA](#) | [About Us](#) | [USA.gov](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

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# Where to look: *Where the Jobs Are*

- ★ Outlines projected hiring needs through 2012
- ★ Covers 99% of the federal workforce, 34 agencies
- ★ 178,000 mission critical jobs
- ★ Presented by agency and by occupation

WDWNYD019024 HIRING PROJECTIONS ABOUT WHERE THE JOBS ARE ANALYSIS FOR JOB SEEKERS FOR AGENCIES CONTACT US

## Where the Jobs Are 2009

MISSION-CRITICAL OPPORTUNITIES FOR AMERICA

Designed to help a broad audience of job seekers, policy makers and agency leaders, *Where the Jobs Are* identifies nearly 273,000 mission-critical employment opportunities that will be available in the federal government from October 1, 2009 through September 30, 2012.

KEYWORD SEARCH

**BEST PLACES TO WORK**  
The Best Places to Work rankings are the most comprehensive and authoritative rating and analysis of employee satisfaction and commitment in the federal government.  
[Visit the site](#)

**JOBS BY PROFESSIONAL FIELD**

- Accounting and Budget
- Administration/Program Management
- Biological Sciences
- Business and Industry
- Civil Service
- Community Planning
- Compliance and Enforcement
- Education
- Engineering
- Foreign Service

### Welcome to the 2009 Edition of *Where the Jobs Are*

*Where the Jobs Are* is the only comprehensive projection of hiring needs for critical occupations in the federal government. This edition is the third in an ongoing series produced by the Partnership for Public Service, covering fiscal years 2010 through 2012, and updating information in the 2005 and 2007 reports.

Most federal hiring will be concentrated in five professional fields:  
**MEDICAL & PUBLIC HEALTH, SECURITY & PROTECTION, COMPLIANCE & ENFORCEMENT, LEGAL, and PROGRAM MANAGEMENT**

#### Top Areas Where Government is Hiring

**Medical and Public Health**  
54,114 PROJECTED HIRES  
Occupational areas and positions include physician (all disciplines), nursing, dietician/nutrition, occupational and rehabilitation therapy, radiology, pharmacy, industrial hygiene and consumer safety. [View Complete Hiring Projections](#)

**Security and Protection**  
52,077 PROJECTED HIRES  
Occupational areas and positions include intelligence analysis, international relations, foreign affairs, security administration, transportation security officer, park ranger, correctional officer and police officer. [View Complete Hiring Projections](#)

**Compliance and Enforcement**  
31,276 PROJECTED HIRES  
Occupational areas and positions include inspectors, investigators (including criminal), customs and border patrol and protection, import specialist and customs inspection. [View Complete Hiring Projections](#)

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# Where to look: bestplacestowork.org

WDWNYD019024 RANKINGS ABOUT BEST PLACES ANALYSIS FOR JOB SEEKERS FOR AGENCIES OUR SPONSORS FAQs CONTACT US

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## The Best Places to Work IN THE FEDERAL GOVERNMENT.

The *Best Places to Work* rankings — the most comprehensive and authoritative rating of employee satisfaction and commitment in the federal government — are produced by the Partnership for Public Service.

FIND AN AGENCY

[Complete List of Agencies and Subcomponents](#)

★ Create a Custom Report

Overall Index Scores  
 Most Improved Agencies and Subcomponents

SCORES BY CATEGORY

- Employee Skills/Mission Match
- Strategic Management
- Teamwork
- Effective Leadership
  - Empowerment
  - Fairness
  - Leaders
  - Supervisors
- Performance Based Rewards and Advancement
- Training and Development
- Support for Diversity
- Family Friendly Culture and Benefits
- Pay
- Work/Life Balance

Welcome to the 2010 Best Places to Work Rankings

The *Best Places to Work* rankings are the most comprehensive and authoritative rating and analysis of employee satisfaction and commitment in the federal government. The 2010 rankings are the fifth edition of this ongoing series, following the 2003, 2005, 2007, and 2009 versions.

Employee satisfaction increased in 68 percent of federal organizations, including 80 percent of large agencies, 69 percent of small agencies and 67 percent of subcomponents.

Large Agencies Small Agencies Agency Subcomponents

2010 Overall Index Scores

Rank	Agency	2010	2009	% Change
1	Nuclear Regulatory Commission	81.8	80.7	1.30 ↑
2	Government Accountability Office	81.6	76.6	6.60 ↑
3	Federal Deposit Insurance Corporation	79.2	79.2	0.00 ↔
4	Smithsonian Institution	76.2	76.2	0.00 ↔
5	National Aeronautics and Space Administration	74.2	71.7	3.50 ↑
6	Social Security Administration	71.6	67.0	6.80 ↑
7	Department of State	70.8	69.1	2.40 ↑
8	General Services Administration	69.8	67.5	3.40 ↑
9	Department of Justice	69.3	68.0	1.90 ↑
10	Intelligence Community	69.0	70.9	-2.60 ↓

(Top 10 shown, see all)      No Data      No Change

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# Where to look for positions

- ★ Your Fleet and Family Service Center

- ★ Popular job search engines

- ★ USAJOBS.gov

The Government's main job Web site

- ★ Agency Web sites

Visit the Web sites of agencies whose missions interest you

# Our recommended process- step 1

- ★ Gather reference material first
  - ★ Evaluations
  - ★ Awards (1650s are helpful)
  - ★ Certifications
  - ★ College transcripts
  - ★ SMART transcript
    - ★ <https://smart.navy.mil/smart/welcome.do>
  - ★ DD 2586
    - ★ <https://www.dmdc.osd.mil/appj/vmet/index.jsp>
- ★ Need to get your DEERs login first and then continue to VMET site

## Our recommended process - step 2

- ★ Learn how to write a government resume
  - ★ TURBOTAP has a great webinar
  - ★ TAP Class
  - ★ Fleet and Family Service Center
  - ★ You will need to tailor each resume to the position that you are interested in.
- ★ Visit the OCHR website: <http://www.public.navy.mil/donhr/Employment/Vets/Pages/Default.aspx>

# Our recommended process - step 3

- ★ Crosswalk your rating and rating to Federal Occupational Job Series title and Code
- ★ Go to following website: [http://www.mil2fedjobs.com/mil\\_search.aspx](http://www.mil2fedjobs.com/mil_search.aspx)

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DEPARTMENT OF LABOR, LICENSING AND REGULATION

**MARYLAND** Military to Federal Jobs Crosswalk

Mil2FedJobs helps translate military occupations to federal jobs. Use the search features below to get started.

Office of the GOVERNOR  
Blaine M. Harrison  
**DLLR**  
Department of Labor, Licensing and Regulation

Mil2FedJobs

MARYLAND Workforce Exchange  
Where Soldiers and Civilians Connect

Military Service Member Search

Federal Hiring Manager Search

Learn About Federal Jobs

Learn About Military Occupations

Additional Resources

Mil2FedJobs User's Guide

Maryland Workforce Exchange

**MILITARY SERVICE MEMBERS AND VETERANS**

- Identify federal jobs related to your military occupation
- Find out about the federal job characteristics, such as duties, pay grade and qualifications
- Search USAJOBS for vacancies

SEARCH BY MILITARY OCCUPATION

LEARN ABOUT FEDERAL JOBS

**FEDERAL HIRING MANAGERS**

- Identify what military occupations are related to the positions you are filling
- Find out more about the military occupation
- Learn about military careers and terminology to better assess qualified candidates

SEARCH BY FEDERAL JOB

LEARN ABOUT MILITARY OCCUPATIONS

About Us | Service Locations

m2support@solidfedjobs.com

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To find out what federal jobs are related to specific military occupations, use the following steps:

**Step 1. Select the Service and the Personnel Category**

Service:  Army  Navy  Air Force  Marine Corps  Coast Guard

Personnel Category:  Officer  Warrant Officer  Enlisted

**Step 2. Select a Military Occupation**

Military Occupation Code: [MM - Machinist's Mate]

- or -

Military Occupation Title: [Machinist's Mate - MM]

**Federal Occupational Series Related to Navy MM - Machinist's Mate**

The table below lists federal occupations related to the military occupation you selected. Keep in mind that job qualifications vary according to specific positions that are being filled by the federal agency. To find out more about specific positions available and their requirements, use the "Search USAJOBS Now" link in the last column. If you'd like to learn general information about federal jobs, see [Federal Career Considerations](#).

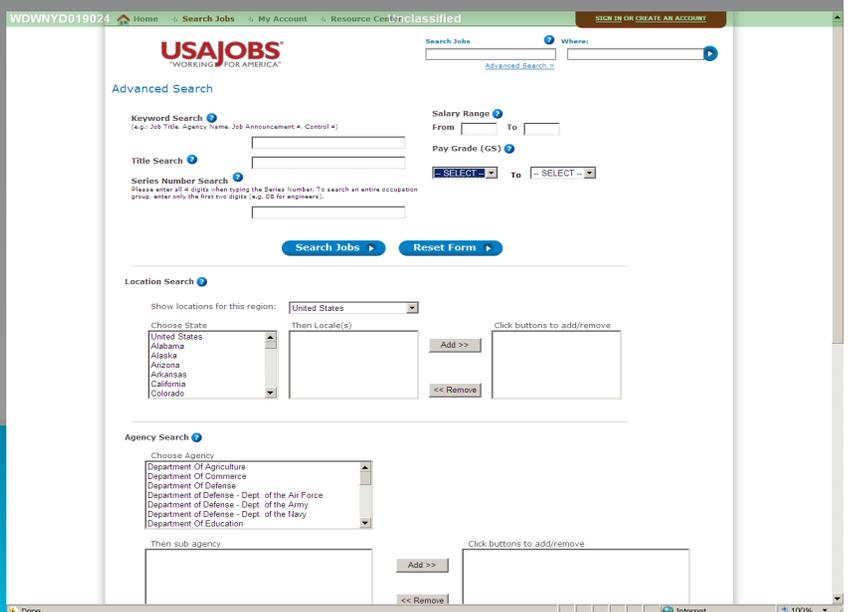
Click on column headings to sort. Click on the numbers above and below the table to page through results.

Code	Title	Type	Federal Job Family	Search for a Job
0871	Naval Architecture Series	WHITE COLLAR	0800 - ENGINEERING AND ARCHITECTURE GROUP	Search USAJOBS Now
4749	Maintenance Mechanic	LABOR	4700 - GENERAL MAINTENANCE AND OPERATIONS WORK FAMILY	Search USAJOBS Now
4850	Bearing Reconditioning	LABOR	4800 - GENERAL EQUIPMENT MAINTENANCE FAMILY	Search USAJOBS Now
5306	Air Conditioning Equipment Mechanic	LABOR	5300 - INDUSTRIAL EQUIPMENT MAINTENANCE FAMILY	Search USAJOBS Now
5350	Production Machinery Mechanic	LABOR	5300 - INDUSTRIAL EQUIPMENT MAINTENANCE FAMILY	Search USAJOBS Now
5402	Boiler Plant Operating	LABOR	5400 - INDUSTRIAL EQUIPMENT OPERATION FAMILY	Search USAJOBS Now
5415	Air Conditioning Equipment Operating	LABOR	5400 - INDUSTRIAL EQUIPMENT OPERATION FAMILY	Search USAJOBS Now
5419	Stationary-Engine Operating	LABOR	5400 - INDUSTRIAL EQUIPMENT OPERATION FAMILY	Search USAJOBS Now
9945	Refrigeration Engineer	VESSEL	9900 - VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM BY 5 U.S.C. 5342	Search USAJOBS Now
9958	Evaporator-Utilityman	VESSEL	9900 - VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM BY 5 U.S.C. 5342	Search USAJOBS Now
9963	Fireman	VESSEL	9900 - VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM BY 5 U.S.C. 5342	Search USAJOBS Now
9964	Fireman-Watertender	VESSEL	9900 - VESSEL JOBS EXCLUDED FROM THE FEDERAL WAGE SYSTEM BY 5 U.S.C. 5342	Search USAJOBS Now

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# Our recommended process - step 4

- ★ Setup a USA JOBS Account  
use “tips” from the SM2WM website
- ★ Search USAJOBS for job opportunities
  - ★ Search by location
  - ★ Desired salary/pay grade
  - ★ Job skills/title/series
  - ★ Keyword
  - ★ Agency



# Our recommended process – step 5

- ★ Carefully **Read** and follow instructions on the “How to Apply tab” – follow the instructions to the letter. **Meet all the deadlines**
- ★ Ensure that you meet all prerequisites

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**HOW TO APPLY:**

Click the **Apply Online** button to create an account or log in to your existing USAJOBS account.

Follow the prompts to complete the on-line assessment questionnaire. Please ensure you click the Submit My Answers button at the end of the process. Note: To return to your saved application materials, log in at: <https://applicationmanager.gov/> and click on 390111.

If you cannot apply online, you will need to:

- 1) Print the instructions and questionnaire by clicking [View Occupational Questionnaire](#).
- 2) Print the 1203FX form to record your responses to the questionnaire. Each page must contain your SSN and the 390111.
- 3) Fax the completed 1203FX (all 6 pages but do not include a Cover Page for this document) to: 1-478-757-3144.
- 4) Print the Fax Cover Page and include with any supporting documents you fax (e.g., resume, transcripts, veterans documentation, etc.) to the same fax number above.

Please do not complete steps 1-4 above if you are applying on-line.

**REQUIRED DOCUMENTS:**

- Résumé
- Assessment Questionnaire (Your responses to the assessment questions must be supported in your résumé and supporting documentation.)
- OF-306 (Declaration of Federal Employment)
- Veterans' Preference documentation (if applicable)

All documents must be submitted by midnight (Eastern Time) on the closing date of this job opportunities announcement.

**AGENCY CONTACT INFO:**

<i>Mid-Atlantic Services Branch Phone: (757)441-6765 Email: NORFOLKMAIL@OPM.GOV</i>	<i>Agency Information: Mid-Atlantic Svc Branch Norfolk OPM Federal Building 200 Granby Street Suite 500 Norfolk, VA 23510-1886</i>
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**WHAT TO EXPECT NEXT:**  
You will be notified of your status when the list of candidates has been referred to the hiring manager for employment consideration.

[Back to Results](#) [Back to top](#)

EEO Policy Statement | Reasonable Accommodation Policy Statement | Veterans Information | Legal and Regulatory Guidance

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## Our recommended process – step 6

- ★ Once you have narrowed your search down to a job
  - ★ Copy and paste information from the “Duties” and “Qualifications and Evaluations” tab into a word document
  - ★ Compare information from evaluations, awards, certifications, DD2586 etc. to the job announcement
  - ★ Find “Key” nouns and verbs in the job announcement and use them to write a resume that reflects your Skills, Abilities and Experience
  - ★ Your resume will need to read well. Highly encourage proof readers and participation in free resume writing courses provided by TURBOTAP/FFSC

# Slide for – step 6

These  
Tabs

WDCNYD019024 Home Search Jobs My Account Resource Center **Unclassified** SIGN IN OR CREATE AN ACCOUNT

USAJOBS  
"WORKING FOR AMERICA"

Search Jobs Where:    
[Advanced Search >](#)

[Back to Results](#) [Dock](#)

Overview **Duties** Qualifications & Evaluations Benefits & Other Info How to Apply

CIVILIAN CAREERS  
**REAL-WORLD CHALLENGES** **REAL-LIFE REWARDS**

DEPARTMENT OF THE NAVY  
**Job Title:** MARINE MACHINERY REPAIRER/MECHANIC - NNSY  
**Department:** Department Of The Navy  
**Agency:** Naval Sea Systems Command  
**Job Announcement Number:** AN390111

**SALARY RANGE:** \$19.00 to \$24.53 / Per Hour  
**OPEN PERIOD:** Thursday, October 13, 2011 to Thursday, October 11, 2012  
**SERIES & GRADE:** WG-5334-08/10  
**POSITION INFORMATION:** Full Time - Permanent  
**PROMOTION POTENTIAL:** 10  
**DUTY LOCATIONS:** Many vacancy(s) - Portsmouth, VA United States [View Map](#)  
**WHO MAY BE CONSIDERED:** United States Citizens  
**JOB SUMMARY:**

The NORFOLK NAVAL SHIPYARD in Portsmouth, Virginia is one of the largest shipyards in the world specializing in repairing, overhauling and modernizing ships and submarines. It is the oldest and largest industrial facility that belongs to the U.S. Navy, and it's also the most multifaceted.

**Applicants under this announcement will be considered for full-time and/or seasonal (on-call) career/career-conditional employment.**

**This announcement may be used to fill one or more vacancies.**

**KEY REQUIREMENTS**

- U.S. CITIZENSHIP
- Pre-employment physical exam
- Must be able to obtain a Security Clearance
- Shift Work Required

**DUTIES:** [Back to top](#)

Removes, overhauls, installs, and aligns main propulsion machinery and associated components.

Installs, adjusts, and repairs ship's machinery including armament components, cargo and anchor handling gear, boat davits, elevators and conveyors, fire fighting machinery, galley and laundry devices, machine shop equipment, and a variety of control and safety devices.

Assists in the testing of shipboard machinery pierside and on sea trials.

**Go to section of this Job:**

[Apply Online](#) [Print Preview](#) [Save Job](#) [Share Job](#)

**Agency Information:**  
Mid Atlantic Svc Branch Norfolk  
OPM Federal Building  
200 Granby Street  
Suite 500  
Norfolk, VA  
23510-1886

**Questions about this job:**  
Mid-Atlantic Services Branch  
Phone: (757)441-6765  
Email: NORFOLKMAIL@OPM.GOV

**Job Announcement Number:**  
AN390111

**Control Number:**  
2412748

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## Our recommended process – step 7

- ★ Follow up with the POC for the job once the announcement has been closed for a few days.
  - ★ Be courteous
  - ★ Don't get discouraged if you don't get the job
  - ★ Apply for multiple jobs
  - ★ The actual hiring process may take several months after selection. Be patient

# Summary: tips for applying

- ★ **Plan ahead**

Allow plenty of time to thoroughly complete your application

- ★ **Select carefully**

Always consider using a tailored application for each vacancy you apply

- ★ **Prepare for a wait**

Don't assume you have been rejected if you do not hear back within weeks of submitting your application

- ★ **Follow-up with an agency**

Contact the identified representative to learn the status of an application or find out more about a job

# What happens next

- ★ After the closing date for applications, the agency evaluates candidate qualifications
- ★ From this assessment, the agency produces a list of qualified candidates
- ★ From the list of qualified applicants, agencies select candidates for interviews
- ★ At this point, agencies are like other organizations
  - They conduct interviews and select the best candidate (s) for the job
  - Some jobs require security clearance

# Summary

- ★ Increase your chances of being hired by following a few clear steps:
  1. Research potential opportunities
  2. Consider various employment avenues
  3. Search on job Web sites and specific agencies
  4. Follow the application directions carefully
- ★ Sell yourself!