



**CIVILIAN CAREERS IN DEPARTMENT OF THE NAVY  
THROUGH THE  
HUMAN RESOURCES SERVICE CENTER  
SOUTHWEST REGION**

**LIBRARY SCIENCE AND ARCHIVES GROUP**

**Levels.** Clerical (GS-3-5, DG-I-III), technical (GS-5-12, DA-I-III), and professional (GS-9-13, DA-III, DP-III) positions.

**Functions.** Supervise or perform work to select, organize, preserve, access, and disseminate information. Appraise, acquisition, arrange, describe, preserve, publish, or provide reference services from public records and historical documents, or use and dispose of archives, non-current records, and related material kept in record and manuscript depositories.

**Job Locations.** Most jobs are located in professional, educational, and business environments on military installations and in leased/office spaces in the southwest. Not all series and grade levels are available in all locations.

**Series Available within the Library Science and Archives Group.**

(Positions are in the GS, DG, DA and DP pay plans.)

- 1410** - Librarian
- 1411** - Library Technician
- 1412** - Technical Information Specialist
- 1421** - Archives Technician
- 1499** - Student Trainee (Library and Archives)

**Knowledge Requirements.** Theories, policies, rules, procedures, and program requirements of library science programs or archival depositories. Some positions require knowledge of a specialized subject or field of endeavor.

**Starting Salaries.** Visit web site [www.opm.gov/oca/payrates/index.htm](http://www.opm.gov/oca/payrates/index.htm) to obtain current salary information for the area(s) where you are interested in working. You may also call HRSC-SW Faxback at 1-800-831-0622 to request a faxed copy of a pay table (press option 7 at the main menu, then option 1, and then option 2 to receive a catalog of documents from which to select the appropriate pay table). Demonstration Project pay tables are not available on the web site; however, they are available by Faxback.

**Area of Consideration.** Resumes accepted will receive consideration as vacancies occur within geographical areas identified by applicants. Management will specify the area of consideration for specific vacancies. Area of consideration may be limited to the activity where the vacancy exists or to a subdivision of the organization. Management may opt to consider candidates other than those who specifically applied for the series of a vacancy.

**Promotion Potential.** Some positions may have promotion potential to a higher grade than the grade at which filled. Positions with known promotion potential do not guarantee promotion, nor is the promise of promotion implied.

**Supervisory Probationary Period.** A one-year probationary period will be required for first-time managers/supervisors.

**Temporary Promotions.** Competitive Temporary Promotions may be made using rosters established from this bulletin and may subsequently be made permanent without further competition.

**Security/Physical/Drug Testing Requirements.** Some positions require a security clearance, successful completion of a physical examination, and/or a pre-employment drug test. Selection is tentative pending satisfactory completion of these requirements.

## APPLICANT INFORMATION

**When to Apply.** You may submit your resume at any time. Individual vacancy listings will not be posted, so to assure you do not miss an opportunity, **submit your resume now.**

**Who May Apply.** Current or former permanent Federal employees eligible for promotion, reassignment, transfer, or reinstatement; eligible Nonappropriated Fund employees; Veterans' Readjustment Authority (VRA) eligibles; 30% Disabled Veterans; applicants appointable under the Persons with Disabilities Employment Program; current students; recent college graduates who are outstanding scholars (GPA of 3.45 or better); Executive Order 12721 eligibles; or other appropriate appointing authority. Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after three years or more of continuous active service may apply. Upon request by HRSC-SW, you must be able to provide documentation to support your appointability.

**How to Apply.** A typewritten resume no more than five pages in length is the only acceptable application format. Address past experience which prepared you for the work for which you wish consideration. The HRSC-SW Applicant Kit contains specific information on how to apply and tips to assist you in preparing your resume. You may call 1-800-831-0622 to request a faxed copy (press option 7 at the main menu, then option 1, and request document no. 1050). You must respond to the questions listed on the Additional Data Sheet provided with the Applicant Kit and with this flyer. You may provide these responses on a separate piece of paper (does not count toward the 5-page resume limit) or at the end of your resume. Be sure to indicate the series in which you are interested. You may designate interest in as many series as you like, but if you do not designate at least one series, your resume will be returned. If the data requested on the Additional Data Sheet is not provided, your resume will be returned and you may miss consideration for employment.

You may have only one resume on file at a time; however, you may submit an updated resume at any time. When an updated resume is received, your new resume will replace the one already on file. You may also use the update process when you wish to add series for which you wish consideration. Your update must list ALL series in which you are interested (not just additional ones).

You may submit your resume and your responses to the questions on the Additional Data Sheet by E-mail (preferred) or by U.S. mail:

**By E-mail:** E-mail your resume in the body of your message. Do not send as an attachment. Submit to [wantajob@sw.hroc.navy.mil](mailto:wantajob@sw.hroc.navy.mil).

**By U.S. mail:** HRSC-SW  
Attn: Code 53 (1400)  
525 B Street, Suite 600  
San Diego, CA 92101-4418

If submitting your resume by E-mail, do not send anything other than your resume and your responses to the Additional Data Sheet questions. Questions and/or comments about your resume cannot be responded to because it will not be reviewed by our staff until it is matched to a vacancy.

**Priority Placement/Consideration Programs.** All positions are subject to mandatory consideration and placement programs. If you are a displaced employee of a non-DOD Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP). To obtain complete information on this program, visit our web site at [www.dasnhroc.navy.mil](http://www.dasnhroc.navy.mil).

**Qualification Requirements.** All eligibility and qualifications requirements must be met by the cut-off date for the position. Some positions may require a bachelor's degree in library or archival science or a related field and/or a minimum of college-level accredited courses directly related to the position.

Positions at grade level GS-3 require six months of general experience.

Positions at grade level GS-4 require one year of general experience.

Positions at grade level GS-5 and above require one year of specialized experience equivalent to the next lower level in work related to the position to be filled. Education may be substituted. A four-year degree qualifies at the GS-5 level.

**Relocation expenses** may or may not be authorized. If you are applying for a geographic location other than your current one, it is suggested that you indicate at the end of your resume whether or not you are willing to relocate at your own expense.