

<sup>†</sup>NOTE THAT "FORT RITCHIE AREA" means Washington and Allegany Counties, MD. The anticipated vacancy, therefore, is not necessarily at the military installation of Ft. Ritchie. It may instead be at any other federal agency located in either Washington or Allegany Counties, MD. "FT. DETRICK AREA" means Frederick County, MD. The same applies here. The anticipated vacancy could be in any agency -- not just Ft. Detrick itself. THE KEY HERE IS THE WORD "AREA."

(3) THESE ARE NOT REAL JOBS YOU ARE LOOKING AT. They are "anticipated vacancies" reported by agencies several months in advance. Remember, most jobs in the federal service are advertised for competition within the agency, or government-wide FIRST. If insufficient response is obtained, then a list of eligibles are requested from OPM.

(4) IT IS NOT NECESSARY TO SUBMIT THE "APPLICATION REQUEST FORM" identified in the Job List. If one is not available, simply send your name and address to OPM with the following information:

JOB/REGISTER TITLE:  
GRADE OR PAY:  
GEOGRAPHIC LOCATION:

All of this information should be copied directly from the List.

WHAT TO DO WHEN OPM SENDS YOU THE INFORMATION AND APPLICATION FORMS:

FIRST: Read the Qualification Statement of the job. If you feel you qualify, then proceed to fill out the forms.

SECOND: Be complete and do a good job on the application forms. Read all instructions and follow them. You will not be interviewed. Therefore, you must sell yourself on paper.

BE SURE TO RETURN ALL REQUIRED FORMS TO OPM WITHIN THE TIME ALLOTTED IN THEIR INSTRUCTIONS. FAILURE TO DO SO COULD RESULT IN LOSS OF OPPORTUNITY TO GET ON THE REGISTER.

IF YOU ARE TO TAKE A WRITTEN EXAM, INFORMATION WILL BE SENT TO YOU INDICATING TIME & PLACE, ETC.

#### PLACEMENT ON THE REGISTER:

After exams and/or applications are completed, OPM will evaluate the results and send you a NOTICE OF RATING. This can take anywhere from 4 - 8 weeks depending on the number of applicants they had to score.

Once you have the NOTICE OF RATING your name will be sent out to agencies requesting lists of eligibles when the agency has the need. Names are listed by numerical score, with the highest score on top. Agencies work through the list applying the RULE OF THREE. This means the top three names are considered first and Veterans Preference laws are applied. *The agency can hire any one of the top three people as long as it does not pass over a Vet to hire a Non-Vet.* If one of the top three declines, then the fourth name becomes 3rd on the list, and so on. If each of the top three on the list want the job, however, then the agency could not select the 4th name. That 4th name would be considered "not within reach."

The same rules and regulations apply to the Washington, D. C. OPM Office. However, they issue Job Lists every 45 days instead of on a weekly basis. For information on open registers covered by this OPM office, you should contact their Federal Job Information Center at the following address:

Office of Personnel Management  
1900 E Street, N. W. (Room 1416)  
Washington, D. C. 20415  
PHONE: 202/737-9616

Prepared by:  
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(08/30/83)

## HOW TO GET A FEDERAL JOB

#### INTRODUCTION:

This pamphlet sets forth the basic facts and procedures to be followed by individuals who wish to apply for positions in the federal government. Although the same rules and regulations apply nationwide, each Office of Personnel Management (FORMERLY KNOWN AS THE "CIVIL SERVICE COMMISSION") may have slightly different procedures.

#### MANAGEMENT OF THE FEDERAL WORK FORCE:

The responsibility for managing the federal work force was transferred to the newly-established OFFICE OF PERSONNEL MANAGEMENT (OPM) under the Civil Service Reform Act of 1978. At this time the U.S. CIVIL SERVICE COMMISSION WAS ABOLISHED. OPM is totally responsible for the evaluation and rating of applicants for competitive service jobs.

#### TERMS YOU SHOULD KNOW:

##### REGISTER:

When OPM solicits applications and qualifies and rates individuals, either through written exams or evaluation of application forms, they are placed on the "Register." TO OBTAIN PERMANENT EMPLOYMENT, THEREFORE, YOU MUST BE ON A REGISTER FOR THAT SPECIFIC TYPE OF JOB IN THE GEOGRAPHIC LOCATION OF THE VACANCY.

##### RATING:

This is your numerical score, achieved either through the required written exam given by OPM or the evaluation of your application forms. (All clerical and many administrative jobs require a written exam. Maintenance positions and some professional positions such as Park Ranger and Park Technician are not tested. Numerical scores are obtained for these positions through evaluation of required application forms.)

##### NOTICE OF RATING:

After evaluation of your test or application (whichever applies) you receive from OPM a document showing your numerical rating. IT HAS AN ISSUE DATE AND AN EXPIRATION DATE. PAY CLOSE ATTENTION TO THE EXPIRATION DATE. TO UPDATE YOUR RATING AND MAINTAIN YOUR NAME ON THE REGISTER YOU MUST NOTIFY OPM PRIOR TO THE TERMINATION DATE. INSTRUCTIONS ARE ON THE REVERSE OF YOUR NOTICE OF RATING. IF YOU FAIL TO UPDATE YOUR RATING, YOU LOSE ELIGIBILITY FOR A FEDERAL JOB.

**COMPETITION:**

With few exceptions, all federal civilian jobs are filled through competition, either from written examinations or through a series of application forms which outline experience and education. There are some specific occupations such as lawyer, nurse, doctor, chaplain, etc. that are excepted from competitive service. Agencies with these positions can provide information and procedures directly to interested applicants.

**SOMETHING ELSE YOU SHOULD KNOW ABOUT COMPETITION:**

Under the law, VETERANS HAVE PREFERENCE. A "VET" is someone who served in the armed forces of the U.S. for more than 180 consecutive days (excluding training) prior to October 15, 1976 and who was honorably discharged. NATIONAL GUARD AND U.S. RESERVES DO NOT COUNT towards Veteran's Preference. Preference means simply that 5 or 10 points (depending on your status) will be added to the score that you obtained either through the required written exam or the evaluation by OPM of your application forms. An agency cannot pass over a Vet to hire a Non-Vet if the veteran has an equal or higher numerical score and wants the job. Any veteran with a compensable disability of 30% or more, however, can be hired noncompetitively. Additional information as to what constitutes 5 or 10 point preference or verifies proof of a compensable disability may be obtained from OPM or any nearby federal agency.

**HOW THE SYSTEM WORKS:**

Agencies submit to OPM each quarter estimates of their hiring needs for the upcoming months. OPM analyzes this information and if they do not have sufficient qualified applicants rated and on file, they will open the register and accept additional applications.

**WHERE TO START:**

**OPM FEDERAL JOB INFORMATION CENTERS:**

Different areas of the U.S. are under the jurisdiction of an assigned servicing OPM office. A Directory listing these offices is available from your nearest OPM office. C & O CANAL NATIONAL HISTORICAL PARK, A UNIT OF THE NATIONAL PARK SERVICE BY WHOM THIS PAMPHLET HAS BEEN WRITTEN, IS SERVICED BY TWO OPM OFFICES. The Baltimore Area Office services that portion of the park situated in Frederick, Washington and Allegany

Counties, Maryland. The Washington, D.C. OPM office covers the part of the park located in Montgomery and Prince Georges County, Maryland and the metropolitan Washington, D. C. area. Each office has a Federal Job Information Center that can provide current information and procedures on anticipated job vacancies.

The Baltimore OPM office mails a JOB OPPORTUNITY LIST out to federal agencies under their jurisdiction as well as to Maryland State Employment Offices on a WEEKLY basis. Explicit instructions on how to apply are also available. Additional information on job opportunities can be obtained by contacting the Job Information Center as follows:

Federal Job Information & Testing Center  
Room 1200, Edward A. Garmatz Federal Bldg.  
& U. S. Courthouse  
101 W. Lombard Street  
Baltimore, Maryland 21201

PHONE HOURS:  
12:00 PM to 4:00 PM  
Monday, Tuesday, Thursday, Friday  
(closed to phone calls Wednesday)  
TELEPHONE 301/962-3822

*(Since the lines are continually busy, a short letter requesting information on specific registers might be quicker.)*

The Job Opportunity List is posted on agency and Employment Office bulletin boards each week. A condensed example copy is provided so that you may become familiar with this announcement. *(See example on page 4)*

**THINGS TO REMEMBER:**

- (1) Baltimore OPM office covers all Maryland counties except Montgomery, Prince Georges and Charles.
- (2) The type of register (job title) you want to get on **MUST BE OPEN IN THE AREA YOU WISH TO WORK.** This means if you will only work in Washington County, MD, for instance, and the List shows the type of job you want to apply for listed under the geographic area of Ft. Meade or Annapolis, then the register IS NOT OPEN for Washington County and your application therefore would not be accepted.

**EXAMPLE:**

United States Office of Personnel Management  
Baltimore Area Office  
Edward A. Garmatz Federal Building & US Courthouse  
101 W. Lombard Street  
Baltimore, MD 21201

ISSUE DATE: OCTOBER 03, 1983

EXPIRATION DATE: OCTOBER 14, 1983

**FEDERAL JOB OPPORTUNITY LIST**

This list provides information on anticipated Federal job opportunities in the State of Maryland (excluding Montgomery, Charles, and Prince George's Counties) filled locally from Baltimore Area Office inventories. For information on positions filled from Regional or Nationwide announcements refer to "Current Federal Civil Service Announcements" (AN-2279).

The following is a list of anticipated employment opportunities with Federal agencies in Maryland (based on hiring estimates -- a job vacancy is not necessarily available). This list is changed on a weekly basis. REQUESTS FOR APPLICATIONS FOR POSITIONS ON THIS LIST MUST BE RECEIVED IN OUR OFFICE OR POSTMARKED BY THE EXPIRATION DAY SHOWN ABOVE. REQUESTS RECEIVED AFTER THAT DATE WILL BE HONORED ONLY IF A NEED STILL EXISTS. For up-to-date information, persons interested in applying for Federal employment in the State of Maryland should visit the Federal Job Information Center at the above address, or call (301) 962-3822. Information is also available from Maryland State Employment Services Offices. The entrance salary for each (GS) grade level is provided on the Special Notes page.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR APPOINTMENT WITHOUT REGARD TO RACE, AGE, SEX, RELIGION, COLOR, NATIONAL ORIGIN, POLITICAL AFFILIATION, OR ANY OTHER NON-MERIT FACTORS.

**PART A: GENERAL SCHEDULE (GS) POSITIONS FILLED FROM BALTIMORE AREA OFFICE INVENTORIES**

OCCUPATION, SERIES AND GRADE	ANTICIPATED VACANCIES	LOCATION
<b>CLERICAL:</b>		
SALES STORE CHECKER, GS-2091-2 (WAE) (SEE SPECIAL NOTE)	1	ABERDEEN AREA
-2 (PART-TIME 20 HOURS PER WEEK)	1	ABERDEEN AREA
SALES STORE CHECKER, GS-2091-3 (PART-TIME 20 HOURS PER WEEK)	1	FORT RICHIE AREA†
SECRETARY (TYPING), GS-318-4 (PART-TIME 32 HOURS PER WEEK)	1	CARROLL COUNTY, MD

OCCUPATION, SERIES, GRADE AND HOURLY RATE:	ANTICIPATED VACANCIES	LOCATION
COMPUTER SPECIALIST (ALL OPTIONS), GS-334-9/11/12 (SEE SPECIAL NOTE)	1	STATEWIDE

**PART B: WAGE GRADE (TRADES & CRAFTS JOBS FILLED FROM BALTIMORE AREA OFFICE INVENTORIES**

OCCUPATION, SERIES, GRADE AND HOURLY RATE:	ANTICIPATED VACANCIES	LOCATION
BARBER, WG-7603-7 (\$8.56) (WAE) (SEE SPECIAL NOTE)	1	ANNAPOLIS AREA
DISTRIBUTION FACILITIES ELECTRICIAN, WG-2801-11 (\$9.85)	15	FORT MEADE AREA
INDUSTRIAL EQUIPMENT MECHANIC, WG-5352-5 (\$9.10)	1	FORT DETRICK AREA†
MACHINIST, WG-3414-5 (\$8.89)	1	CURTIS BAY AREA
-10 (\$10.08)	1	LEXINGTON PARK
MOBILE EQUIPMENT METAL MECHANIC, WG-3809-10 (\$9.54)	1	FORT MEADE AREA
MODEL MAKER, WG-4714-12 (\$10.16)	1	ABERDEEN AREA
ORDNANCE EQUIPMENT MECHANIC, WG-6641-10 (\$9.54)	2	CURTIS BAY AREA

\*WRITTEN TEST REQUIRED

† See first paragraph on page 5