



United States Department of the Interior
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS



VACANCY ANNOUNCEMENT

POSITION: Records Service Center Supervisor **ANNOUNCEMENT NUMBER:** OST-05-010
GS-0301-12/13 (One Position to be Filled)

OPENING DATE: October 22, 2004 **FULL PERFORMANCE LEVEL:** GS-13
CLOSING DATE: November, 05, 2004 **AREA OF CONSIDERATION:** Department-wide

SALARY: GS-12: \$58,665 - \$76,261 PA
GS-13: \$69,762 - \$90,692 PA

LOCATION: Office of the Special Trustee for American Indians (OST), Office of the Chief Information Officer, Office of Trust Records, Division of Records Management Operations, Lenexa Operations, Lenexa, Kansas

CONTACT TELEPHONE NUMBER: 505-816-1021

WHO MAY APPLY: Current employees of the Department of the Interior (DOI) occupying Career or Career-Conditional Appointments; permanent employees in the Excepted Service who are entitled to Indian Preference; individuals who are eligible for reemployment under Agency Career Transition Assistance Program (CTAP).

INDIAN PREFERENCE POLICY: In accordance with the Indian Reorganization Act of 1934 (25 U.S.C. 472), when filling vacancies by promotion, reassignment, initial appointment, transfer, or reinstatement, priority in selection will be given to Indian candidates who present proof of eligibility for Indian Preference. Verification of Indian Preference Form (BIA-4432) must be provided with the application of a candidate who claims Indian Preference unless the tribe has made a specific waiver. Consideration can only be given to non-Indian applicants (status or reinstatement) in the absence of qualified Indian Preference eligibles.

This position has known promotion potential; therefore, a subsequent career promotion is permissible.

Relocation expenses **will** be paid.

STATEMENT OF DUTIES: Incumbent works under the supervision of the Supervisory Records Management Specialist, Division of Records Management Operations, Lenexa Operations. Work in other locations is coordinated through the Chief, Division of Records Management Operations. Incumbent serves as the primary facilities manager of records service centers and has responsibility for records stored at warehouses in Lenexa, Kansas; Albuquerque, New Mexico; and other locations in the United States. The records housed at these facilities include up to 250,000 boxes of Indian Affairs records. The records center in Lenexa, Kansas, known as the American Indian Records Repository (AIRR), and its supportive warehouses serve as permanent and temporary storage facilities for temporary and permanent historical federal records affecting Indian Affairs. These facilities also serve as access and retrieval sites for litigation support, BIA, Indian tribal, individual Indian, and other researchers needing access to the records. Incumbent directs, plans, and coordinates all activities involving AIRR and other records warehouses under OTR supervision. AIRR is

a state-of-the art underground storage facility necessitating special knowledges of the physical plant, functions, and environmental factors associated with such a structure. This includes developing and implementing plans and procedures that ensure proper receipt, inventory, storage, staging and shipment of documents and records. Incumbent has responsibility for the day-to-day direction of nationwide records service centers activities. This includes oversight of receiving, inventorying, storing, staging, and shipping boxes containing documents and records. Advises management on the adequacy and physical condition of facilities and makes recommendations to management on the maintenance and operation of OTR records service centers and warehouses. Ensures elimination of potential environmental hazards. Advises management on the contractual requirements of building leases. Provides technical advice to management on all safety and physical security matters including security systems (burglar alarms, video surveillance systems, etc.), visitor access and control, and fire protection and alarm devices. Incumbent is required to travel frequently by plane or motor vehicle, sometimes to remote sites. Serves as the Collateral Duty Safety Officer for Lenexa Operations.

FREQUENT TRAVEL IS REQUIRED.

QUALIFICATION REQUIREMENTS: Applicants must meet the qualification requirements contained in the Office of Personnel Management Qualification Standards Handbook as listed below. There are no additional selective placement factors for this position. All qualification requirements and time-in-grade requirements (Federal employees) must be met within 30 calendar days after the closing date of this announcement in order to receive consideration for this position. Applicants' qualifications will be evaluated solely on the information submitted in their applications.

The experience requirement for this position is one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that is directly related to the position being filled and which has equipped the candidate with the particular knowledge, abilities, and skills to successfully perform the duties of the position.

GS-12: Specialized experience is defined as experience at the GS-11 level in records storage techniques to obtain maximum utilization of space; to assure that records are properly protected from fire, climate, and other deterioration; and to provide maximum accessibility for reference service. Experience includes demonstrated skill in analyzing complex Records Service Center operations in order to solve unique storage, transfer, and disposition problems. Experience in evaluating facility security and safety systems and measures to provide advice to management on security/safety issues. Work is reviewed by supervisor for conformance to policy and regulations involving Records Service Center activities.

GS-13: Specialized experience is defined as experience at the GS-12 level in records storage techniques to obtain maximum utilization of space; to assure that records are properly protected from fire, climate, and other deterioration; and to provide maximum accessibility for reference service. Experience includes demonstrated skill in analyzing complex Records Service Center operations in order to solve unique storage, transfer, and disposition problems. Experience in evaluating facility security and safety systems and measures to provide advice to management on security/safety issues. Exhibits independence in performing all experience described above. Work is periodically reviewed for conformance to policy and regulations rather than for technical content.

KNOWLEDGES, ABILITIES, SKILLS, AND OTHER CHARACTERISTICS (KASOCs):

Applicants should address the following factors, in a narrative form, on a separate sheet of paper. This supplemental information will be the principal basis for determining if you are highly qualified for this position. You may expand upon the information provided in your application to include appropriate work experience,

outside activities, awards, training, and education for each of the items listed below.

1. Knowledge of records storage techniques to obtain maximum utilization of space; to assure that records are properly protected from fire, climate, and other deterioration; and to provide maximum accessibility for reference service.
2. Thorough knowledge of general records center operating policies and procedures to sufficiently perform all Records Service Center activities.
3. Skill in analyzing complex Records Service Center operations in order to solve unique storage, transfer, and disposition problems.
4. Knowledge of protective devices, systems, and procedures sufficient to evaluate facility security and safety systems and measures and provide advice to management on security/safety issues.
5. Skill in oral and written communications in order to effectively present and solicit approval of recommendations.

ADDITIONAL INFORMATION:

Individuals who have special priority selection rights under the Agency CTAP or the ICTAP must be well qualified for the position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they meet the following: OPM qualification standards for the position; all selective factors, where applicable; special qualifying conditions that OPM has approved for the position; is physically qualified with reasonable accommodation, where appropriate, to satisfactorily perform the duties of the position upon entry; and is rated by the organization at least at the middle level of a three-level rating system on all quality ranking factors.

Federal employees seeking CTAP or ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP or 5 CFR 330.704 (a) for ICTAP. This includes a copy of the Agency notice, which establishes the applicant's eligibility for the program, a copy of their most recent performance rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP/ICTAP eligible.

This is not a Testing Designated Position.

5 U.S.C. 3303, Hatch Act Amendments of 1993, bars Executive Branch Agencies from accepting or considering prohibited political recommendations for Federal jobs. Any such recommendations received will be returned to the sender. Federal employees who request such a recommendation may be subject to disciplinary action.

Vacancy announcements for the Office of Special Trustee are accessible from the Office of Personnel Management Webpage www.usajobs.opm.gov.

The Office of the Special Trustee for American Indians is an Equal Opportunity Employer. Within the scope of Indian Preference, selection for this position will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, or any other non-merit factors.

This Agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on

granting reasonable accommodation will be on a case-by-case basis.

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE THE CLOSING DATE.

Attachment

DEPARTMENT OF THE INTERIOR
Office of the Special Trustee for American Indians

**SUPERVISORY APPRAISAL OF DEMONSTRATED
PERFORMANCE OR POTENTIAL**

Announcement No. OST-05-010

PLEASE HAVE THIS APPRAISAL COMPLETED BY YOUR SUPERVISOR AND SUBMIT WITH YOUR APPLICATION OR RESUME (If the appraisal is submitted directly by the Supervisor, the applicant will be permitted to review and/or obtain a copy of the appraisal upon request.)

Name of Applicant: _____ Position: Records Service Center Supervisor, GS-301-12/13

Basis of Appraisal				RANKING FACTORS (Knowledge, Abilities, Skills, and Other Characteristics)	Level of Performance			
Check one					Check as appropriate:			
Outside Activities	On-the-Job Performance	Formal Training	Unable to Appraise		4-Exceptional 3-Above Average 2-Average/Satisfactory 1-Rarely Satisfactory			
				4	3	2	1	
				1. Knowledge of records storage techniques to obtain maximum utilization of space; to assure that records are properly protected from fire, climate, and other deterioration; and to provide maximum accessibility for reference service.				
				2. Thorough knowledge of general records center operating policies and procedures to sufficiently perform all Records Service Center activities.				
				3. Skill in analyzing complex Records Service Center operations in order to solve unique storage, transfer, and disposition problems.				
				4. Knowledge of protective devices, systems, and procedures sufficient to evaluate facility security and safety systems and measures and provide advice to management on security/safety issues.				
				5. Skill in oral and written communications in order to effectively present and solicit approval of recommendations.				

**DEPARTMENT OF THE INTERIOR
OFFICE OF THE SPECIAL TRUSTEE FOR AMERICAN INDIANS
APPLICATION GUIDELINES**

Mail applications to: OST Servicing Personnel Office, 4400 Masthead Street NE, Suite 185, Albuquerque, New Mexico, 87109. **For further information, please call:** (505) 816-1021.

APPLICATION REQUIREMENTS. If application is submitted by mail, it must be postmarked by the closing date of the announcement and received within five (5) business days after the closing date to receive consideration. Hand delivered applications must be received by the closing date. Applications mailed using Government postage and/or envelopes will not be accepted.

The following must be submitted for consideration for this position:

1. Written application for employment: Optional Application for Federal Employment (OF-612), Application for Federal Employment (SF-171), Resume, or other format, including all the information listed below:
2. Verification of Indian Preference (BIA-4432), if applicable.
3. Verification of Veterans Preference (DD-214), if applicable.
4. Copy of the most current Notification of Personnel Action (SF-50), for verification of reinstatement or transfer eligibility (Only current and former Federal employees).
5. Applicant Background Survey (DI-1935) (Submission of this form is voluntary. This information will be used solely to review compliance with Federal law. Consideration for this job will not be affected by failure to submit this form.)
6. College Transcripts if you are using education (individually or in combination with experience) to qualify for this position.

In addition, while not required, it is recommended that applicants address the specific Knowledge, Abilities, Skills, and Other Characteristics (KASOCs) listed on the Vacancy Announcement that are necessary for successful performance of the work. It is recommended that you provide a narrative statement for each KASOC addressing how your education, experience, training, and awards relate to these KASOCs to show how you are highly qualified for this position.

Please have a Supervisory Appraisal of Demonstrated Performance or Potential completed by your supervisor and submit with your application. Although appraisals will be used in ranking, no candidate will be screened out automatically for failure of their supervisor to complete an appraisal.

Your written application for employment must include the following:

Announcement number, title, series, and grade of the job for which you are applying.

Indication of the locations for which you are interested if more than one location is specified in the vacancy announcement.

Personal Information: Complete name, mailing address (with ZIP code), telephone numbers (daytime and evening), social security number, and citizenship information. If applying under a special employment program, identify program (veterans' preference, reinstatement, handicapped appointment eligibility) and include appropriate qualifying documentation (DD-214, SF-50, etc.)

Educational Information: High School name, city, state (ZIP code, if known), and date of diploma or GED; college/university name, city, state (with ZIP code), declared major, dates attended, and type of degree and date received; graduate school name, city, state (with ZIP code), major subject, dates attended, and type of degree and date received. If no degree was received, show credits earned (identify whether in quarters or semesters). Unless otherwise stated in this announcement, certified transcripts are not required.

Work Experience: Supply the following information for the paid and non-paid work you have performed that qualify you for this job: (a) job title (title, series, and grade, if Federal), (b) statement of major duties and accomplishments, employer's name and mailing address, (c) supervisor's complete name and telephone number, (d) month and year of starting and ending dates, (e) number of hours worked per week, and (f) salary. Indicate if we may contact your current supervisor.

Other Qualifications related to this job: Courses (title and year), relevant skills (other languages, computer skills, mechanical skills, typing speed), and current professional certificates and licenses (identify issuing authority and date). You may also note any job related honors, awards, and special accomplishments, but **DO NOT** send documents (letters of commendation, newspaper clippings).

Senior Executive Service (SES) recruitment only: Provide copy of Candidate Development Program Certificate, if applicable.

Unless otherwise stated elsewhere in this announcement, applications will be accepted from individuals with competitive status, with Indian Preference, severely handicapped individuals (regardless of competitive status), Veterans Readjustment Appointment (VRA) eligibles (through GS-11) and veterans with compensable disability of 30% or more, and others eligible for appointment under special appointing authorities. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Documentation of eligibility must be submitted with the initial application. Please indicate if you are applying under one of these authorities and submit appropriate documentation (DD-214; SF-15; required proof of entitlement such as the Veterans Administration letter, etc.)

Status candidates who wish to be considered under both merit promotion and excepted appointment procedures must submit two (2) complete applications. When only one (1) application is received from a status candidate, it will be considered only under merit promotion procedures.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

As a condition of employment, male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under Selective Service law.

U.S. citizenship is required.

All new employees of the Office of the Special Trustee for American Indians are required to identify a financial institution for direct deposit of pay.

All Federal employees are required to serve an initial probationary period. Failure to complete the probationary period successfully can result in your separation from Federal service.

If you are selected for a Supervisory or Managerial position, you must serve a probationary period. Failure to complete the probationary period successfully can result in return to your former position, or to a position of no lower grade and pay than the one you left to accept the Supervisory or Managerial position.

Your application contains information subject to the Privacy Act (P.L. 93-579, 5 U.S.C. 552a). The information is used to determine qualifications for employment, and is authorized under U.S.C., Title 5, Sections 3303 and 3361.

In accordance with 18 U.S.C. 1719 and 39 U.S.C. 3201 SEQ., applications will not be accepted from applicants using franked Government envelopes, postage-paid Agency envelopes, or metered mail.

The Department of the Interior is an Equal Opportunity Employer. Within the scope of Indian Preference (where applicable), selection for positions will be made solely on the basis of merit, fitness and qualifications without regard to race, gender, sexual orientation, color, religion, age, marital status, national origin, non-disqualifying handicap conditions, or any other non-merit factor.

This Agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be on a case-by-case basis.