

Department: Department Of The Interior
Agency: Office of the Secretary of the Interior
Job Announcement Number:
OST-CM-07-MM134395

Records Management Specialist GS-301-11/12/13

Salary Range: 52,912.00 - 98,041.00 USD per year Open Period: Thursday, March 22, 2007 to Friday, April 13, 2007

Series & Grade: GS-0301-11/13 Position Information: Full Time Career/Career Conditional

Promotion Potential: 13 Duty Locations: 1 vacancy - Albuquerque & Kirtland AFB, NM Who May Be Considered:

Status Candidates (Merit Promotion Elig)

Job Summary:

Love your country? We, at the Department of Interior (DOI), do too! The DOI is devoted to protecting and preserving the resources of this great nation, including National Parks and Landmarks, natural resources, and the well-being of communities, including those of Native American, Alaska Natives and affiliated Islanders. We are seeking individuals who share a passion for our country's most valuable resources.

THIS POSITION IS OPEN ONLY TO CURRENT FEDERAL STATUS EMPLOYEES. Standard time-in-grade restrictions apply: you may only be considered for a grade level if you have at least one FULL year of experience at the next lower grade as described below. Additionally, Excepted Service employees are NOT eligible under merit promotion procedures (see box 34 of your SF-50). If you are currently in the Excepted Service but formerly held a position in the Competitive Service, you must send an SF-50 with your application to verify that status.

The Department of the Interior is searching all status current or former Federal employees for an experienced Records Specialist who is dedicated to the mission of the Office of the Special Trustee for American Indians (OST) to accept a challenging position in Albuquerque, NM.

If selected for this position of Records Management Specialist, you will be responsible for coordinating the records management activities at the Bureau of Indian Affairs (BIA) offices to which assigned in order to ensure that Indian trust records in those offices are maintained in accordance with OST records management regulations, policies and procedures. This includes records in electronic format as well as traditional paper records. You will also shape OST and Interior-wide policies as well as provide on-site training and evaluative programs. OST looks forward to hearing about your interest in joining its stimulating and rewarding work environment.

Relocation Benefits will be paid. This is a permanent, career/career-conditional position open to all career status employees. Indian preference applies to the filling of this position, which may be in the Excepted Service if filled by an Indian under a Schedule A appointing authority.

Key Requirements:
Federal Status Eligibility

Major Duties:

This position is located in the U.S. Department of the Interior; Office of the Special Trustee for American Indians; Office of Trust Records; Division of Records Management Policies, Procedures and Training in Albuquerque, New Mexico. The mission of the office includes: (1) the development and implementation of improved policies, programs, systems, and service to support the Department of the Interior's Indian trust responsibilities; and (2) reform of the Department-wide Indian Records Management programs.

The following are the duties of the Records Management Specialist at the GS-13 level. At lower grade levels, the duties will be performed under closer levels of supervision or in an assistance role. Duties include (but are not limited to):

Assists in the development, issuance, and implementation of Department-wide Indian records regulations and policies based on life cycle management concepts and standards, including policies related to electronic records management.

Reviews existing policies and their relation to other federal agencies and Indian tribes.

Coordinates records management responsibilities with the National Archives and Records Administration (NARA) and other major federal organizations, and provides operating electronic records services and technical advice to tribal archivists.

Provides technical assistance and training to staff and tribes on all aspects of electronic records management from accession to disposition and provides on-site technical assistance within the Department and tribes.

Provides appropriate training and technical assistance to staff and tribes on the proper maintenance of an office field level, ensuring compliance with all applicable federal regulations and implementing standard operating procedures.

Researches, develops, and implements program evaluation criteria to ensure program effectiveness and regulatory compliance, including cyclical evaluations and follow-up.

Develops recommended corrective action plans to address any deficiencies and works with staff to implement changes.

Provides technical assistance and authoritative guidance on the establishment and implementation of the Vital Records Program, and coordinates electronic records scheduling. Ensures compliance with the Privacy Act and the Freedom of Information Act.

Provides technical assistance and assists in the development of cross-functional assessments on information resources and various forms of information dissemination.

Serves as an advisor and assists in the development of training manuals, curriculum development, and facilitation of training methodologies regarding all aspects of electronic records management and the facilitation of archival work and evaluation criteria.

Qualifications:

GS-11

To qualify at the GS-11 grade level, applicants must meet one of the following criteria:

A. A Ph.D. or equivalent degree or three full years of progressively higher-level graduate education leading to a doctoral degree;

B. At least one FULL year of specialized experience equivalent to the GS-09 grade level. Specialized experience is defined as (1) assisting with the management of general trust or highly-sensitive federal records; (2) interpreting and explaining general policies and/or regulations; (3) assisting with the preparation and conduct of training seminars for individuals from various experience levels; and (4) improving and assisting in the development of policies and procedures.

C. A combination of graduate education and specialized experience that totals 100% of the requirement for the GS-11 level.

GS-12

To qualify at the GS-12 grade level, applicants must have at least one FULL year of specialized experience equivalent to the GS-11 grade level. Specialized experience is defined as performance of the following tasks under routine supervision: (1) managing the creation, storage, maintenance, use, preservation and disposition of general trust or highly-sensitive federal records; (2) interpreting and explaining policies and/or regulations regarding information resource and records management; and (3) preparing and conducting training seminars for individuals from various experience levels.

GS-13

To qualify at the GS-13 grade level, applicants must have at least one FULL year of specialized experience equivalent to the GS-12 grade level. Specialized experience is defined as performance of the following tasks under minimal supervision: (1) managing the creation, storage, maintenance, use, preservation and disposition of general trust or highly-sensitive federal records; (2) interpreting and explaining policies and/or regulations regarding information resource and records management; (3) preparing and conducting training seminars for individuals from various experience levels; and (4) developing policies and/or procedures.

ALL GRADES

Regardless of grade level or how you are qualifying, all applicants must possess the basic general technical knowledge necessary to manage an electronic records program. This is achieved through basic familiarity with a variety of database, spreadsheet, and/or document processing software.

REQUIREMENTS

You must meet all qualification requirements outlined within this vacancy announcement by the closing date. In addition, Merit Promotion candidates must meet Time-in-Grade requirements by the closing date.

If you are using current or previous federal employment experience to qualify you must provide documentation that demonstrates you have a fully successful performance appraisal or higher on your most recent appraisal before you may be brought on board.

CONDITIONS OF EMPLOYMENT

A preliminary background check must be completed before a new employee can begin work with the U.S. Department of the Interior. The preliminary background check consists of a search of Office of Personnel Management and Department of Defense background investigation files and an FBI National Criminal History Fingerprint Check; it may take up to 3 weeks to complete. If selected for this position, you will be extended a tentative offer of employment pending a satisfactory background check. Current Federal employees or other individuals with an existing completed background investigation may not be required to undergo another background check; these will be handled on a case-by-case basis in coordination with the Bureau Security Office.

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.

If selected for this vacancy, you may be required to file the OGE Form 450 (Financial Disclosure Statement) prior to your appointment to this position. For additional

information regarding this requirement and the form, please visit
http://www.usoge.gov/pages/forms_pubs_otherdocs/forms_pubs_other.html

How You Will Be Evaluated: EVALUATIONS

A review of your application package will be made following the closing date of this vacancy announcement to determine whether you meet the minimum qualifications for this position.

VETERANS' PREFERENCE: Veterans' preference does not apply to positions open only to status candidates. You may apply under VEOA if you are a former active duty military member and do not already hold federal status. Please see the Frequently Asked Questions section for more information.

CTAP/ICTAP PREFERENCE: If you are a displaced Federal employee who is eligible for the Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP), you may apply for special selection over other candidates for this position. Please see the Frequently Asked Questions section for more information.

INDIAN PREFERENCE: Preference in filling this vacancy is given to minimally qualified Indian candidates in accordance with the Indian Preference Act of 1934. (Title 25, U.S.C. Section 472.) Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference, following the instructions under How to Apply. This position may be in the excepted service, if filled by an Indian Preference eligible. Please see the Required Documents section and the Frequently Asked Questions under "Other" for more information.

Benefits:

The Federal Government offers a number of exceptional benefits that are unmatched by most other organizations. As a Federal employee, you will be eligible for health benefits from your choice of a wide variety of providers, long-term care insurance, generous sick and annual leave accruals with 10 paid holidays, a family-friendly work environment, flexible spending options, and a comprehensive retirement plan unparalleled by most private-industry organizations.

This link provides an overview of the benefits currently offered to Federal employees.
<http://www.usajobs.opm.gov/ei61.asp>

Other Information:

FREQUENTLY ASKED QUESTIONS

What documentation should I submit if I am applying under merit promotion procedures?

If you are a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility, you must submit an SF-50 "Notification of Personnel Action" that reflects career or career-conditional tenure AND your most recent Performance Appraisal. Be sure that your SF-50 displays your tenure code (box 24), position occupied code (box 34), and your current pay plan and grade (boxes 16 and 18). If you are currently serving in (or have ever held in the past) a position with a full performance level of GS-13 or higher, you will need to submit an SF-50 verifying that full performance level.

What does it mean to be "status eligible"?

Any federal employee with career status, or career-conditional status with a gap of no more than three years since the most recent period of federal employment, is status eligible. This is reflected by a 1 or 2 in Box 24 of your SF-50. Employees on Excepted Service or Temporary appointments generally are not eligible unless career status was previously held.

What information should I submit to apply for a VEOA appointment?

The Veteran's Employment Opportunities Act (VEOA) allows veterans to apply when they do not already hold career or career-conditional status. Generally, this is for veterans with three or more years of military service or 5-point or 10-point preference eligibles. You MUST send proof of your veteran status (such as a DD-214) with your application. VEOA applicants will be awarded status, but do not receive preference in relation to other status-eligible candidates. VEOA applicants must also meet all applicable minimum qualifications, and VEOA is intended only for veterans without status and cannot be used if you already hold valid career or career-conditional status. Veterans' preference will NOT be awarded if proper documentation is missing.

Additional information on veterans' preference can be found here:

<http://www.opm.gov/veterans/html/vetguide.asp>

What is Indian Preference?

First priority for this position is given to minimally qualified Indian preference eligibles. The ONLY acceptable documentation is the BIA-4432. Applicants who have properly submitted the BIA-4432 and who meet the minimum qualifications for the position are referred to the hiring manager before any other applicants. To properly submit your application, be sure to answer Yes to the question that asks "Are you eligible for Indian preference?" During the rating process, it will be determined under what hiring authority you are eligible. Candidates with career federal status will be referred under merit promotion procedures. Applicants without federal status are generally eligible for Schedule A appointments to the excepted service, though may be eligible for a competitive appointment in some circumstances. Veterans preference may apply within the pool of non-status candidates, and it is recommended that you send your veteran documentation if you are eligible for preference in competitive examining.

What information must I submit to verify my eligibility for appointment under Indian preference?

Form BIA-4432 is the only acceptable documentation. This form must be submitted separately from your application package by faxing it directly to 703-787-1465. Because of the sensitive nature of the document, it is necessary for us to separate it from your application material.

What information must I submit to verify my eligibility for appointment under a Special Appointing Authority?

You must submit any documentation that has been provided to you as proof of your eligibility. For questions about which documentation is required for a specific authority, please contact the human resources office at the number listed on this announcement.

How can I apply for priority consideration under CTAP/ICTAP regulations?

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant you may apply for special selection over other candidates for this position. To exercise selection priority, you must be determined to be well qualified for this position. Well-qualified applicants must be rated at 90 or above on the rating criteria for this position. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

For more information about Transition Assistance Programs, please visit OPM's website at: http://www.opm.gov/rif/employee_guides/career_transition.asp

How To Apply:

Please read all of the instructions below before completing the occupational questionnaire.

This office uses Application Manager to collect information and documents during the application process. Use of Application Manager is required unless reasonable accommodation is requested via the contact phone number below. If this is your first time using Application Manager, please create a user account and save your password. You will be able to re-access Application Manager over the course of this vacancy to verify receipt of documents, print the answers to your questionnaire, and to check the status of your application. These steps take you through the process:

1. Prepare a resume and save it as a file on your computer (Step 1b below) OR you may use a resume saved in the USAJobs Resume Builder (Step 1a below).

- 1a) If your resume is going to come from the USAJOBS Resume Builder, you begin the process by clicking the Apply Online button near the bottom of this page. Your resume will be attached only to the Occupational Questionnaire you complete and Submit from this session, not to any Questionnaires you may already have saved or submitted. **IMPORTANT:** Simply saving a resume in your USAJOBS account does NOT link it to this job application – you must follow these instructions for it to be received. An agency HR representative will not have access to your USAJOBS account to view your resume unless it is linked.

- 1b) If you already have a resume saved as a file on your computer, then you may proceed directly to the Occupational Questionnaire at this link:

Link to the Occupational Questionnaire: [Online Questionnaire](#)

If you used the Resume Builder in Step 1a, it is not necessary to return to this link. You will be led directly to the Online Questionnaire in the Application Manager after completing your work in the Resume Builder.

Note for ALL resumes: If you do not include employment dates accompanied by the duties you performed while serving in each specific position you may not receive credit for this experience; if you have previous federal employment experience and you do not also include the grades you held while serving in each specific experience you may not receive credit for this experience. Failure to comply may prevent you from qualifying for this position.

Please ensure that your resume also contains the basic information outlined under the Applying for a Federal Job link: <http://www.opm.gov/forms/pdfimage/of0510.pdf>

2. After you have completed the Occupational Questionnaire, you must click both Finish and Submit. Your Occupational Questionnaire is not processed – and your resume is not attached – until you click the Submit button, even if USAJOBS says it sent your resume.

You will receive an email notification when your questionnaire is submitted properly.

If you Submit more than one Qualifications Questionnaire for this position, the most recent Questionnaire Submitted will be the one that is used. Therefore, it is important for you to complete it in its entirety.

3. You will be prompted to upload your resume and any other supporting documents you have saved on your computer (such as SF-50's, transcripts, veterans' preference documents, Schedule A documents, etc.). If you do not have your supporting documents available electronically, you may fax them separately by following the directions below; however, you are encouraged to submit your documents by uploading them, as this is the fastest way for us to receive your information. Please follow the means of submission listed; documents received by email to the help desk contact address listed will NOT be attached to your application.

4. Be sure to submit all other required documents (see the “Required Documents” section below).

**TO SAVE AND RETURN LATER TO A QUESTIONNAIRE OR UPLOAD
ADDITIONAL DOCUMENTS AFTER APPLYING:**

If you want to save an incomplete Occupational Questionnaire and return later, select the "Save" button at the top or bottom of each of the application pages and click the "Logout" button.

If you have saved an incomplete Occupational Questionnaire you may finish it by returning and logging in to Application Manager: <https://applicationmanager.org>. To upload additional documents after you have already applied you would also return and log in to Application Manager at: <https://applicationmanager.org>. This option is accessible only until the close date of the announcement.

HOW TO PROPERLY FAX YOUR DOCUMENTS:

Complete the following fax cover page (the Vacancy Identification Number is MM134395): <http://staffing.opm.gov/pdf/usascover.pdf> (if you do not use this cover page, your documents will not be received)

Fax your completed cover page and documents to 478-757-3144

*Exception for Indian Preference ONLY: As stated in the Required Documents section, your form BIA-4432 MUST be faxed to (703) 787-1465 because of its sensitive nature. Do NOT upload or fax this document with the rest of your application package.

TO VERIFY RECEIPT OF YOUR FAXED AND/OR UPLOADED DOCUMENTS:

To verify receipt of your documents, please return and log in to Application Manager at: <https://applicationmanager.org>.

Select Vacancy Identification Number MM134395

You will see a list of all uploaded and faxed documents that we have received from you for this position. Though your uploaded documents appear immediately, please allow at least two business days for your faxed documents to appear. If they have not appeared after two business days, you may need to resubmit them.

Required Documents:

In addition to your resume and questionnaire, the following documents are required for this position:

SF-50(s) and recent performance appraisal (for current or former Government employees)

Veterans' preference documentation (for VEOA applicants ONLY)

Special Appointing Authority documentation (if applicable)

Transcripts (ONLY if there is a basic education requirement or you are substituting education for experience to qualify)

Indian Preference documentation (if applicable – Form BIA-4432)

For more information about which documents you should submit for Merit Promotion, Veterans' Preference, or Special Appointing Authorities, visit the "Frequently Asked Questions" section under the "Benefits and Other Information" tab.

Indian Preference eligibles: If you are an Indian claiming preference eligibility, please submit your completed BIA-4432 by the closing date of this announcement. Due the sensitive nature of this data, it must be faxed separately from your other application materials. **YOU MUST FAX THIS DOCUMENT ONLY TO: (703) 787-1465** and include the announcement number on the fax cover sheet. If your BIA-4432 does not arrive at this number, you will not receive preference.

NOTE: If you do not have Internet access, or require assistance with the application process, you must speak to the point of contact listed on this announcement **PRIOR TO THE CLOSING DATE** for assistance. If you are disabled and need a reasonable accommodation for any part of the application and hiring process, please notify the contact person. This decision will be made on a case-by-case basis.

ALL DOCUMENTS MUST BE RECEIVED BY MIDNIGHT ET ON THE CLOSING DATE OF THIS ANNOUNCEMENT (Friday, April 13, 2007).

If you need further assistance, after reading entirely through the How to Apply section, please contact us prior to the close date of this announcement.

For questions on using the USAJobs website, please use the FAQs and Help buttons at the top of this screen. Most common questions can be answered within this site. Do not send supporting documents to this address or the contact address below for this vacancy; the help desk specialist will not have access to your Application Manager account.

Contact Information:

Human Resources

Phone: (703)787-1446

Email: Human.Resources@mms.gov

Or write:
Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000

What To Expect Next:

All applicants for this position will be notified of their status either by letter or e-mail. Please be patient, however, as this process typically takes two to four weeks from the closing date of the announcement. You will receive notification as decisions are made, but you will have access to basic information on the status of your application by returning and logging in to <https://applicationmanager.org>.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Send Mail to:
Minerals Management Service
DO NOT SEND MAIL
PLEASE APPLY ONLINE
XXXXXX, VA 00000

For questions about this job:
Human Resources
Phone: (703)787-1446
Email: Human.Resources@mms.gov

USAJOBS Control Number: 865427