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	Command-wide Recruitment and Outreach Materials  EMPLOYMENT WITH THE U.S. ARMY CORPS OF ENGINEERS	
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**EMPLOYMENT WITH THE  
U.S. ARMY  
CORPS OF ENGINEERS**



# EMPLOYMENT WITH THE U.S. ARMY CORPS OF ENGINEERS

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Every mission ever undertaken by the U.S. Army Corps of Engineers began with just one person – one person committed to being part of a team to get the job done. If you are that kind of person – a team player who wants to roll up his or her

sleeves and go the extra mile to help build America, look no further than the Corps.

Following is some detailed information to help you get started in pursuing what could turn out to be the opportunity of a lifetime.

## COMPETITIVE SALARY

You will enjoy a salary comparable to salaries paid by other Federal agencies and private industry in the area in which you live.

Like other government agencies, most salaries in the Corps are paid under the "General Schedule" (GS). The grade level at which an individual enters a job depends on the individual's qualifications. Under the Federal Pay Comparability Act, salaries are adjusted annually.

## EMPLOYEE BENEFITS

## PROFESSIONAL DEVELOPMENT

The Corps of Engineers offers a stimulating environment where you may develop your talents. To assist you in becoming a vital part of the team, you will receive training to develop your skills. The

*"The chance I took in landing a job with the Corps turned out to be the opportunity of a lifetime."*

Ken Purvis  
Contract Specialist





*"The Corps continually funds and encourages academic and other job-related training across the broad spectrum of occupations.."*

Sherry Klein  
Auditor

Corps encourages career development and offers many in-house courses sponsored through the Corps, Department of Army, Office of Personnel Management or other Federal Agencies. Outside training also may be available at local universities, community colleges, and business schools.

Career development is very important both to the individual and to the Corps. To help you progress in your career, the Corps encourages each employee to have an individual development plan prepared. With the help of your supervisor, this plan outlines training, work assignments and other activities that should be undertaken to help you develop the necessary skills, knowledge and abilities for advancement in the Corps.

## PROMOTION

As you advance in duties and responsibility, so does your grade level. Many opportunities for advancement exist in the Corps of Engineers, if you show the initiative, ability and willingness to accept the responsibility of higher level positions. Advancement is competitive and based on performance and merit. Mobility within the Corps leads to other advancement opportunities across organization lines. Specific information on salaries and career progression may be obtained from any Corps Human Resources Office.

## AWARDS

The Corps of Engineers has an incentive awards program to encourage high productivity

by acknowledging superior performance. The recognition may be cash awards or special salary increases for performance, or a cash award for suggestions.

## WORK SCHEDULES

Many options are available for management's consideration in getting the job done and in meeting the needs of a changing and diverse workforce. There are full-time, part-time, flex-time or alternate work schedules. Under certain circumstances, "flexible workplace employment" (work at home), is possible.

## FEDERAL EMPLOYEES RETIREMENT SYSTEM

One of the most important benefits of working for the Federal Government is the Federal Employees Retirement System (FERS).

FERS is an excellent retirement system designed to be responsive to changing times and Federal workforce needs:

- Many of its features are "portable," so that if you leave employment, you may still qualify for benefits.
- It is flexible; you will be able to choose what is best for your individual situation.

- It enables you to take an active role in securing your future.

FERS is a three-tiered retirement plan consisting of three components:

- Social Security Benefits
- Basic Benefit Plan
- Savings Plan

Employees pay full Social Security taxes and a small contribution to the Basic Benefit Plan. In addition, employees may make tax-deferred contributions to a savings plan and a portion will be matched by the government.

The three components of FERS work together to provide a strong financial foundation for the retirement years.

## HEALTH BENEFITS

You have a choice of health plans under the Federal Employees Health Benefits Program. This choice allows you to select the kind and amount of insurance you actually need and want. For Health Benefits Program enrollment purposes, the "family" consists of the spouse, and unmarried children under age 22, including legally adopted children.

The federal government pays about 75% of the premiums; the employee pays the remainder through payroll deduction. The cost of each

plan differs.

Upon retirement, the employee's Health Benefit enrollment continues with the same benefits and cost.

## GROUP LIFE INSURANCE

Federal Employees' Group Life Insurance provides several levels of coverage for employees and also for their spouses and children. You must elect basic life insurance to be eligible for optional insurance. The Government contributes to part of the cost of the premium for basic insurance, and you pay the balance of the cost (along with the entire costs for any optional insur-

ance you may choose) through payroll deductions.

At retirement all of the insurance that you have had for five years can be continued into retirement. Should you leave federal service your insurance may be converted to a private plan.

## VACATION AND SICK LEAVE

Vacation days are earned according to the number of years you have been in the Federal Service. You earn 13 days a year of annual leave the first 3 years, 20 days a year for the next 12 years, and 26 days a year after 15 years. You have the option of accumulat-

### THE FOLLOWING DAYS ARE OBSERVED AS PAID LEGAL HOLIDAYS:

The first day of January	New Years Day
The third Monday of January	Dr. Martin Luther King's Birthday
The third Monday of February	President's Day
The last Monday of May	Memorial Day
The fourth day of July	Independence Day
The first Monday of September	Labor Day
The second Monday of October	Columbus Day
The eleventh day of November	Veterans Day
The fourth Thursday of November	Thanksgiving Day
The twenty-fifth day of December	Christmas Day

ing up to 6 weeks of leave.

Thirteen days of sick leave are earned each year to cover illness, medical care and maternity. Sick leave can be accumulated without limit and taken as needed.

Federal employees also receive paid time off for ten national holidays.

## WORKERS' COMPENSATION

If you are injured on the job, you are entitled to medical care. If you sustain a disabling, traumatic, job-related injury, you may receive your regular pay for a period of time. If still disabled, you would be entitled to disability compensation.

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*"My career in the Corps has been extremely enhanced by learning new ways to do my job better and faster. The challenges I face every day are not only great learning experiences, but also provide a more fulfilling work environment."*

Sherry Klein  
Auditor



## AGE

The minimum age level for student employment is 16 years of age. For a competitive service appointment, the minimum age requirement is 18 years of age.

## SUITABILITY

A personnel investigation, which includes a background check with regard to character, reputation, qualifications, and other pertinent factors, is conducted on employees to ensure their fitness for Federal employment.

All males born after December 31, 1959, who are or were required to register under Section 3 of the Military Selective Service Act, and who are seeking appointment to a civilian position with the Federal Government, are required to show proof of registration with the Selective Service System.

## CITIZENSHIP

In order to be appointed in the competitive service with the Corps of Engineers, you must be a United States citizen.

## EQUAL EMPLOYMENT OPPORTUNITY

The Corps of Engineers is an equal opportunity employer and vigorously supports programs to attract, develop and promote quality talent. The Corps does not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap. The Corps does not base employment decisions on marital status or on membership or non-membership in an employee organization.

# QUALIFICATIONS AND APPLICATION PROCEDURES

## QUALIFICATIONS

Generally, candidates qualify for employment at the following grade levels:

<b>GS-1:</b>	No education or experience required.
<b>GS-2:</b>	High school graduate or equivalent.
<b>GS-3 thru GS-4:</b>	Successfully completed education above the high school level; or experience which provides a familiarity with the subject matter or processes of a particular occupation.
<b>GS-5 thru GS-7:</b>	Candidates who hold a bachelor's degree and who have no professional experience are appointed at the starting salary of the GS-5 grade level. Entrance at the grade GS-7 level is possible for the candidates who have demonstrated exceptional scholastic ability, as reflected in course grades or rank in the individual's class; or completed student trainee experience (in government or industry) which meets certain criteria as to level and relevancy of work to the individual's college career; or who possess appropriate specialized experience.
<b>GS-9 and above:</b>	Candidates who hold a master's degree or Ph.D.; or possess appropriate specialized experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledges, skills and abilities to successfully perform the duties of the position.
<b>GS-11 and above:</b>	Commensurate with education and experience.
<b>Wage grade positions:</b>	Eligibility for wage grade positions is determined by an evaluation of each candidate's skills, knowledges and abilities. This process ensures that the candidate is able to perform the duties of the position for which they have applied. There are no time requirements or minimum education levels needed to qualify for wage grade positions as listed for GS positions.

# APPLICATION PROCEDURES

## APPLICATION FOR FEDERAL EMPLOYMENT (STANDARD FORM 171)

A written description of your experience and education is needed to apply for any job. The form usually used for this is the Standard Form 171. Supplemental forms are sometimes required also. In some cases, a written test is necessary.

The determination of your eligibility and relative standing is based on the

information contained in your application. It is important, therefore, to prepare it as completely and accurately as possible.

Answer every question and be sure to sign and date it. You should indicate the locations where employment is desired, minimum salary acceptable, type of job sought, etc. For additional guidance on specific occupations/disciplines, refer to the Career Opportunities pamphlet.

## WHAT TO SUBMIT

### COLLEGE TRANSCRIPT

To credit your educational background, an official college transcript or a completed OPM form 1170/17, List of College Courses and Record of Scholastic Achievement, is required for initial appointment. To be credited, this information must be submitted with your application. You should include the courses you expect to complete within nine months of the date the application is filed.

## INITIAL APPOINTMENT

Initial appointments in the Federal Service require certification from the Office of Personnel Management (OPM).

If you are pursuing your first Federal Government position, a good starting place is your local OPM office, where information about Federal jobs is available along with the appropriate application procedures to follow. The procedures do vary from position to

position and sometimes from region to region depending on current labor market trends in particular geographic locations. You may apply directly to the Corps to be considered for some positions. However, other positions may require that you apply through the Office of Personnel Management by completing specified forms in order to be placed on an OPM List of Eligibles and/or take and pass an examination.

We also suggest you contact

the Corps' Human Resource Office at the location where you are seeking employment (refer to enclosed list of Corps addresses). A personnel representative can provide you with specific information and guidance relevant to the types of positions for which you are applying. You will be advised whether you can apply directly to the Corps for positions covered by a Direct Hire or Delegated Examining Authority or if you must first apply through the Office of Personnel Management.



## COMPETITIVE EXAMINATION

OPM maintains standing registers for certain occupations. This means that OPM will open the register for receipt of applications for referral to Federal Agencies which have a need to fill these types of positions. OPM will post an announcement with opening and closing dates for which applications are being accepted. If the examination for which you want to apply is closed, you will need to wait until it opens once again before you can file an application.

Once the OPM has received, reviewed, and processed your written application they will mail you a "Notice of Results." This identifies the job(s) and grade level(s) for

which you may be considered, your written test scores, if any, the geographic areas where you have eligibility, and how long your name will remain on the register(s) for referral. If you do not keep your eligibility current (usually annual updates are required), your name will be removed from the register(s).

Because hiring needs vary from time to time and from one location to another, you might be able to apply in one location for a particular job and be unable to apply for the same kind of work in another location. This is why it is important to check with the Federal Job Information Center(s) servicing the area(s) where you want to work.

*"The Corps of Engineers is an excellent choice for employment because of the vast array of projects that Corps personnel work on all over the United States and the world."*

Patricia Morris  
Civil Engineer



## HOW JOBS ARE FILED THROUGH COMPETITIVE EXAMINATION

When a Corps District, Division Office, or the Washington Headquarters

Office has a vacancy to fill, we may ask the OPM for a list of eligibles (certificate) from the appropriate register. The OPM, in turn, certifies the best qualified candidates in their current inventory and forwards these names and

applications to us. Job selection follows the "rule of three," meaning that we can select one of the top three available individuals on the certificate, providing we do not pass over a veteran to select a lower ranked non-veteran.

# OFFICE OF PERSONNEL MANAGEMENT FEDERAL EMPLOYMENT INFORMATION CENTERS

**Alabama:** Huntsville  
Building 600, Suite 547  
3522 Memorial Pkwy., South,  
35803-5511  
(205) 544-5802  
Self-Service: M-F/7-4

**Alaska:** Anchorage  
222 W. 7th Ave., #22, 99513-7672  
(907) 271-5821  
Staff on Duty: T-TH/11-1

**Arizona:** Phoenix  
Century Plaza Bldg., Rm. 1415  
3225 N. Central Ave., 85012  
(602) 640-5800  
Self-Service: M-F/8-5:30

**Arkansas:** (See San Antonio, TX)

**California:** Los Angeles  
9050 Fair Drive, Suite 100A  
El Monte, 91751  
(818) 575-0510  
Staff on Duty: M-F/9-5

**Sacramento:**  
1029 J Street, Room 202, 95814  
(916) 551-1464  
Staff on Duty: M-F/9-12

**San Diego:**  
Federal Bldg., Room 445\*9  
880 Front St., 92108  
(619) 557-6105  
Staff on Duty: M-F/9-12

**San Francisco:**  
211 Main St., 2nd Fl., Rm. 255  
Oakland P.O. Box 7405, 94620  
(415) 744-9027  
Staff on Duty: M-F/9-12

**Colorado:** Denver  
12345 W. Alameda Pkwy.,  
Lakewood  
OakD P.O. Box 25167, 80225  
(303) 999-7030  
For Forms, call (303) 869-7055  
Staff on Duty: M-F/12-5-45

**Connecticut:** (See Massachusetts)

**Delaware:** (See Philadelphia)

**District of Columbia:** Metropolitan Area  
1900 E St., N.W., Room 1416  
20415  
(202) 806-2700  
Staff on Duty: M-F/8-4

**Florida:** Orlando  
Commodore Bldg., Suite 125  
3444 McCrosby Pl., 32805-3701  
(407) 648-6148  
Staff on Duty: MWF/9-3  
Self-Service: TTh/8-4

**Georgia:** Atlanta  
Richard B. Russell Federal Bldg.,  
Room 940A, 75 Spring St., S.W., 30303  
(404) 331-4315  
Staff on Duty: M-F/9-4

**Hawaii:** Honolulu (and other Hawaiian  
Islands and Overseas):  
Federal Bldg., Room 5310  
300 Ala Moana Blvd., 96850  
(808) 541-2791  
Overseas Jobs - (808) 541-2784  
Staff on Duty: M-F/9-12

**Idaho:** (See Washington)

**Illinois:** Chicago  
175 W. Jackson Blvd., Rm. 550, 60604  
(312) 353-6192  
Self-Service: M-F/7-4-45  
(For Madison & St. Clair Counties, see St.  
Louis, MO listing)

**Indiana:** Indianapolis  
Minton-Capelhart Fed. Bldg.  
575 N. Pennsylvania St. 46204  
(317) 236-7161  
Self-Service: M-F/7-6  
(For Clark, Dearborn, & Floyd Counties,  
see Ohio listing)

**Iowa:** (See Kansas City, Missouri)  
0810 416-7757  
(For Scott County, see Illinois)  
(For Polk/Washington County, see Kansas)

**Kansas:** Wichita  
One-Twenty Bldg., Room 100  
120 S. Market St., 67202  
(316) 269-6794  
Self-Service: M-F/8-4  
(For Johnson, Leavenworth, and  
Wayne Counties, see Kansas City,  
MO)

**Kentucky:** (See Ohio)  
(For Henderson County, see Indiana)

**Louisiana:** New Orleans  
1515 Poydras St., Suite 608, 70112  
(504) 589-2764  
Self-Service: M-F/9-4

**Maine:** (See Massachusetts)

**Maryland:** Baltimore  
Room 101  
300 West Pratt Street, 21201  
(410) 962-3822  
Staff on Duty: M-F/1-4  
Self-Service: M-F/9-4

**Massachusetts:** Boston  
Thos. P. O'Neill, Jr. Federal Bldg.  
10 Causeway St., 02222-1031  
(617) 565-5900  
Staff on Duty: M-F/9-2  
Self-Service: M-F/8-4:30

**Michigan:** Detroit  
477 Michigan Ave., Rm. 565, 48226  
(313) 226-6950  
Self-Service: M-F/8-4:30

**Minnesota:** Twin Cities  
1 Federal Drive, Room 501  
Bishop Henry Whipple Federal Bldg.  
P. Stedling, Twin Cities, 55111  
(612) 725-3450  
Self-Service: M-F/7:30-4:30

**Mississippi:** (See Alabama)

**Missouri:** Kansas City  
Federal Building, Rm. 134  
601 E. 12th Street, 64106  
(816) 426-5702  
Self-Service: M-F/8-4  
(For Counties west of and including  
Merxer, Grundy, Livingston, Carroll,  
Saline, Patti, Benton, Hickory, Dallas,  
Webster, Douglas, and Ozark)

**St. Louis:**  
400 Old Post Office Bldg.  
215 Olive St., 63101  
(314) 559-2285  
Self-Service: M-F/8-4  
(For all other Missouri Counties not listed  
under Kansas City above)

**Montana:** (See Colorado)  
(303) 969-7052

**Nebraska:** (See Kansas)

**Nevada:** (For Clark, Lincoln, and Nye  
Counties, see Los Angeles, for all other  
Nevada Counties not listed above, see  
Sacramento)

**New Hampshire:**  
(See Massachusetts)

**New Jersey:** (For Bergen, Essex, Hudson,  
Harterdon, Middlesex, Morris, Passaic,  
Somerset, Sussex, Union, and Warren  
Counties, see New York City)

(For Atlantic, Burlington, Camden, Cape  
May, Cumberland, Gloucester, Mercer,  
Monmouth, Ocean and Salem Counties,  
see Philadelphia)

**New Mexico:** Albuquerque  
505 Marquette Avenue, Suite 910  
87102  
(505) 766-2906  
Staff on Duty: M-Th/8-12

**New York:** New York City  
Jacob K. Javits Federal Bldg.  
Second Floor, Room 120  
26 Federal Plaza, 10278  
(212) 264-0422/0425  
Staff on Duty: M-F/10-2  
Self-Service: M-F/8-5

**Syracuse:**  
P.O. Box 7257  
100 S. Clinton Street, 13200  
(315) 423-5690  
Self-Service: M-F/9-3

**North Carolina:** Raleigh  
4407 Bland Road  
Suite 202, 27609-6285  
(919) 790-2822  
Self-Service: M-F/8-4:30

**North Dakota:** (See Minnesota)

**Ohio:** Dayton  
Federal Building, Rm. 508  
200 W. 2nd Street, 45402  
(513) 225-2720  
Self-Service: M-F/7-6  
(For Van Wert, Augata, Hardin, Marion,  
Crawford, Richland, Ashland, Wayne,  
Sark, Carroll, Coker/Chillicothe Counties and  
further north, see Michigan)

**Oklahoma:** (See San Antonio, TX)

**Oregon:** Portland  
Federal Bldg., Room 370  
1220 S.W. Third Ave., 97204  
(503) 326-3141  
Staff on Duty: M-F/12-5  
Self-Service: M-F/9-12

**Pennsylvania:** Harrisburg  
Federal Bldg., Rm. 168  
P.O. Box 761, 17108  
(717) 782-4494

**Philadelphia:**  
Wm. J. Gross, Jr., Federal Bldg.  
600 Arch Street, 19106  
(215) 597-7440  
Staff on Duty: M-F/10:30-2:30  
Self-Service: M-F/9:30-3:30

**Pittsburgh:** Federal Building  
1000 Liberty Ave., Rm. 119, 15222  
Self-Service: M-F/9-4  
(Walk-in only. For mail or telephone, see  
Philadelphia listing.)

**Puerto Rico:** San Juan  
U.S. Federal Bldg., Rm. 340  
150 Carlos Chardon Avenue  
Hato Rey, P.R. 00918-1710  
(809) 766-5242  
Staff on Duty: M-F/7:30-2

**Rhode Island:**  
(See Massachusetts)

**South Carolina:** (See Raleigh, NC)

**South Dakota:** (See Minnesota)

**Tennessee:** Memphis  
200 Jefferson Avenue, Suite 131J  
Self-Service: M-F/8-4  
(Walk-in only. For mail or telephone,  
see Alabama listing)

**Texas:** Corpus Christi (See San Antonio)  
(512) 884-8115

**Dallas:**  
1100 Commerce St., Rm. 6110,  
75242  
(214) 767-6055  
Self-Service: M-F/8-4:30

**Harrisburg:** (See San Antonio)  
(412) 412-0722

**Houston:** (See San Antonio)  
(713) 750-0495

**San Antonio:**  
8610 Broadway, Rm. 305, 78217  
(512) 229-0011 or 0500  
For forms, call (512) 229-6618  
Staff on Duty: M-F/7:30-4:30

**Utah:** (See Colorado)  
(303) 989-7055

**Vermont:** (See Massachusetts)

**Virgin Islands:** (See Puerto Rico)  
(809) 774-8790

**Virginia:** Norfolk  
Federal Building, Room 220  
200 Granby St., 23510-1896  
(804) 441-5555  
Self-Service: M-F/9-4

(Walk-In Only)  
Norfolk VEC Job Service Office  
5145 E. Virginia Beach Blvd.  
OPM Staff on Duty: M-F/8:15-4:30

**Washington:** Seattle  
Federal Building, Room 110  
915 Second Ave., 98174  
(206) 555-4305  
Staff on Duty: M-F/12-5:30  
Self-Service: M-F/8-12

**West Virginia:** (See Ohio)  
(313) 225-2805

**Wisconsin:**  
For Dane, Grant, Green, Iowa, Lafayette,  
Rock, Jefferson, Walworth, Milwaukee,  
Waushara, Racine, and Koshong  
Counties, see Illinois listing (512) 555-  
6189  
For all other Wisconsin counties not listed  
above, see Minnesota listing  
(612) 725-3430

**Wyoming:** (See Colorado)  
(303) 969-7052