



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY INTELLIGENCE CENTER OF EXCELLENCE**  
**1903 HATFIELD STREET**  
**FORT HUACHUCA, ARIZONA 85613-7000**

**STUDENT CIVILIAN POSITIONS WITH THE US DEPARTMENT OF ARMY,  
US ARMY INTELLIGENCE CENTER OF EXCELLENCE (USAICoE)**

**Positions Offered:** Student Trainee (Office Automation Clerk)  
(Temporary Positions Not to Exceed 31 August 2012)

**Grade Level:** GG-0326-03

**Salary:** \$11.95 per hour

**Open Date:** 10 Apr 2012

**Close Date:** 23 Apr 2012

**Vacancy Location:** Various locations at USAICoE, Fort Huachuca, AZ

If you are interested in being considered for a Student Temporary Employment Program (STEP) position covered by this announcement, submit your resume, school transcripts and written documentation from the school, college or university stating you are enrolled at least half time in the spring and intend to be enrolled at least half-time in the fall and provide to the CPAC office.

**Brief Description of the Program:**

The Student Temporary Employment Program (STEP) is a noncompetitive employment program. Applicants must be current students. A student is defined as an individual who is enrolled or accepted for enrollment as a degree-seeking student, and is taking at least a half-time academic/ vocational/ technical course load in an accredited high school, 2 year or 4 year college or university, graduate or professional school. The definition of half time is the definition provided by the school in which the student is enrolled.

**Qualification Requirements**

Students must meet the minimum qualification requirements for the type of position for which they are applying. The nature of the position does not have to be related to the student's academic/career goals. Students must be at least 16 years old at the time of employment to be eligible. Office Automation Clerk requires the skills of a fully qualified typist (40 words per minute). Please indicate typing speed on your application.

**Additional Requirements**

Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

**Your application package needs to include all of the following:**

- School transcripts (**college students only**) if you are using your education to qualify for a position (the CPAC representative or manager will be able to advise you)
- If you are a veteran, a copy of your military discharge (DD-214) and if applicable, a SF-15, Application for 10-point Veterans Preference with the supporting documentation identified on the form if you have active duty military service.
- Questionnaire for Public Trust Positions (SF-85P), a fillable PDF form can be found at [http://www.opm.gov/forms/pdf\\_fill/SF85P.pdf](http://www.opm.gov/forms/pdf_fill/SF85P.pdf)
- Optional Application for Federal Employment OF 612 a fillable PDF form can be found at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)
- Resume (Optional)
- Written documentation from the school, college or university stating you are enrolled at least half time in the spring and intend to be enrolled at least half-time in the fall

**The point of contact for interested applicants is:**

Dawndee Norton  
Phone: 520-538-2500  
Email: [Dawndee.m.norton.civ@mail.mil](mailto:Dawndee.m.norton.civ@mail.mil)

Please mail your completed packet to:

Mailing address: Fort Huachuca CPAC  
ATTN: PECP-WER-CP (Norton)  
476 Augur Avenue, Bldg 22320  
Fort Huachuca, AZ 85613

**\*\*Completed packets must be received or postmarked by the closing date.\*\***

The Federal Government is an Equal Opportunity Employer.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, policies or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need