# SPECIAL RECRUITMENT NOTICE

## FEDERAL CAREER INTERN PROGRAM

### A 2-YEAR TRAINING AND DEVELOPMENT PROGRAM

| APPLICATION OPENING PERIOD: SEPTEMBER 24, 2009 THROUGH SEPTEMBER 28, 2009 | | | |
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| **Position and Announcement Number** | **Salary** | **Duty Locations** | **CDC Organization** |
| Public Health Advisor GS-685-09<br>**Ft Ben Ga-2009-0001** | GS-9: $49,118.00 - $50, 969.00 (Starting salary will vary depending geographic location.) | Chicago, IL<br>Dallas, TX<br>Philadelphia, PA | Coordinating Center for Infectious Diseases |

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| **Federal Career Intern Program** | **THE FEDERAL CAREER INTERN PROGRAM (FCIP)** is a 2-year entry-level, full-time employment and career development training program designed to prepare students and non-students for a career in public service. Upon successful completion of the program, FCIP participants may receive a permanent, full-time position with CDC.<br><br>1. FCIP is open to students and non-students. You do NOT have to be a student to participate in the FCIP. Refer to job postings for required qualifications.<br>2. FCIP participants are eligible for federal benefits.<br>3. For additional information on FCIP visit www.opm.gov/careerintern/QandAof12-20-00.asp. |
| **How to Apply** | Register with HHS Careers Intern Opportunities (https://jobs1.quickhire.com/scripts/hhs-elp.exe) and follow the on-screen instructions to complete the on-line process.<br><br>The human resources office will evaluate your application to ensure that you meet the minimum qualifications of the position and will provide the hiring manager with a list of eligible candidates. Veterans receive preference in selection.<br><br>**IMPORTANT:** You must apply on-line by **11:59 p.m. Eastern Time on September 28, 2009** to receive consideration for employment. |
| **Supporting Documentation** | ▪ Supporting documentation may be required as part of the evaluation process. Refer to the *Required Documents* section of the job posting for information on required documentation (e.g., academic transcript, proof of military service, etc.), if any.<br>▪ Failure to submit the required documentation by the deadline date will result in loss of employment consideration. Required documentation may be submitted:<br><br>**FAX REQUIRED DOCUMENTATION (if applicable)**<br>*** Select and Print fax cover sheets (review fax instructions), and Fax required documentation as indicated in the "Required Documents" section of the vacancy announcement to 1-866-539-4484. Alternate Fax Number 1-571-258- 4052**<br><br>* Each "type" document may require separate fax transmission. Review fax instructions for new procedures before faxing.<br>* Required documentation must be received no later than 11:59 p.m. eastern time on the closing date of the announcement.<br>* Failure to submit the required documentation will result in loss of employment consideration.<br><br>* Each "type" document may require separate fax transmission. |

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| **Qualifications** | **QUALIFICATIONS**: To be considered for a position, you must meet the minimum qualifications within 60 days of the announcement. **Minimum qualifications (one of the following):**<br><br>• **GS-09:** One year of specialized experience equivalent to the GS-07 grade; **OR** Master's or equivalent graduate degree if related to the position; **OR** 2 full years of progressively higher level graduate education leading to a master's or equivalent degree; **OR** A *combination* of qualifying education and experience as noted above.<br><br>Refer to the actual job posting for additional information on qualifications. |
| **Veterans' Preference** | You may be eligible for veterans' preference if you served on active duty in the United States military and were separated under honorable or general conditions. CDC adjudicates veteran preference claims based on the documentation you submit (e.g., DD-214). |

| Code | Description of Preference Category |
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| CPS | Compensable preference based on a service-connected disability of 30% or more |
| CP | Compensable preference based on a service-connected disability of 10% or more, but less than 30% |
| XP | Other preference granted to recipients of the Purple Heart, persons with a noncompensable service-connected disability (less than 10%), widow/widower or mother of a deceased veteran, or spouse or mother of a disabled veteran. |
| TP | Preference (i.e., other types of qualifying military service) |
| NV | Non-veteran |

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| **Assistance** | Contact Human Resources Customer Service at hrcs@cdc.gov or 770-488-1725. |