



# SPECIAL RECRUITMENT NOTICE

FEDERAL CAREER INTERN PROGRAM  
A 2-YEAR TRAINING AND DEVELOPMENT PROGRAM

**APPLICATION OPENING PERIOD: APRIL 01, 2009 THROUGH APRIL 03, 2009**

Position and Announcement Number	Salary	Location	CDC Organization
Accountant, GS-0510-07/09 <b>GHCC-FMO-2009-0001</b>	GS-7: \$39,687.00 GS-9: \$48,545.00	Atlanta, GA	<a href="#">Financial Management Office</a>
Management and Program Analyst, GS-0343-09 <b>GHCC-CCHIS-2009-0001</b>	GS-9: \$48,545.00	Atlanta, GA	<a href="#">Coordinating Center for Health Information Service</a>

<b>Federal Career Intern Program</b>	<p><b>THE FEDERAL CAREER INTERN PROGRAM (FCIP)</b> 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.</p> <ol style="list-style-type: none"> <li>FCIP is open to students and non-students. You do <u>NOT</u> have to be a student to participate in the FCIP. Refer to job postings for required qualifications.</li> <li>FCIP participants are eligible for <a href="#">federal benefits</a>.</li> <li>For additional information on FCIP visit <a href="http://www.opm.gov/careerintern/QandAof12-20-00.asp">www.opm.gov/careerintern/QandAof12-20-00.asp</a>.</li> </ol>
<b>How to Apply</b>	<p>Register with <a href="#">HHS Careers Intern Opportunities</a> (<a href="https://jobs1.quickhire.com/scripts/hhs-elp.exe">https://jobs1.quickhire.com/scripts/hhs-elp.exe</a>) and follow the on-screen instructions to complete the on-line process.</p> <p>The human resources office will evaluate your application to ensure that you meet the <a href="#">minimum qualifications</a> of the position and will provide the hiring manager with a list of eligible candidates. Veterans receive <a href="#">preference</a> in selection.</p> <p><b>IMPORTANT:</b> You must apply on-line by <b>11:59 p.m. Eastern Time on April 03, 2009</b> to receive consideration for employment.</p>
<b>Supporting Documentation</b>	<ul style="list-style-type: none"> <li>▪ Supporting documentation may be required as part of the evaluation process. Refer to the <i>Required Documents</i> section of the job posting for information on required documentation (e.g., academic transcript, proof of military service, etc.), if any.</li> <li>▪ Failure to submit the required documentation by the deadline date will result in loss of employment consideration. Required documentation may be submitted:             <ol style="list-style-type: none"> <li>Via fax: 770-488-1979. Include your full name (including middle initial) and "Announcement Number" on each piece of supporting documentation; or</li> <li>Via e-mail: <a href="mailto:cdcjobs@cdc.gov">cdcjobs@cdc.gov</a>. Include your last name, first name, middle initial, "Announcement Number", and a contact number in the subject line. [Example: DOE, JANE X. "Announcement Number", 555-555-5555]</li> </ol> </li> <li>▪ Copies are acceptable. Do not submit originals. An original may be requested at a later date.</li> <li>▪ All supporting documentation must be received by <b>11:59 p.m. Eastern Time on April 03, 2009</b>, to be considered timely.</li> </ul> <p><b>IMPORTANT:</b> Please note your full name (including middle initial) and "Announcement Number" on each piece of supporting documentation.</p>
<b>Qualifications</b>	<p><b>QUALIFICATIONS:</b> To be considered for a position, you must meet the minimum qualifications within 60 days of the announcement. <b>Minimum qualifications (one of the following):</b></p> <ul style="list-style-type: none"> <li>• <b>GS-07:</b> 1 full year of graduate level education or <a href="#">superior academic achievement</a> OR 1 year of specialized experience equivalent to the GS-05 level.</li> <li>• <b>GS-09:</b> One year of specialized experience equivalent to the GS-07 grade; OR Master's or</li> </ul>

	<p>equivalent graduate degree if related to the position; <b>OR</b> 2 full years of progressively higher level graduate education leading to a master's or equivalent degree; <b>OR</b> A <i>combination</i> of qualifying education and experience as noted above.</p> <p>Refer to the actual job posting for additional information on qualifications.</p>												
<p><b>Veterans' Preference</b></p>	<p>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).</p> <table border="1" data-bbox="363 373 1498 621"> <thead> <tr> <th data-bbox="363 373 451 401"><b>Code</b></th> <th data-bbox="451 373 1498 401"><b>Description of Preference Category</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="363 401 451 428">CPS</td> <td data-bbox="451 401 1498 428">Compensable preference based on a service-connected disability of 30% or more</td> </tr> <tr> <td data-bbox="363 428 451 480">CP</td> <td data-bbox="451 428 1498 480">Compensable preference based on a service-connected disability of 10% or more, but less than 30%</td> </tr> <tr> <td data-bbox="363 480 451 560">XP</td> <td data-bbox="451 480 1498 560">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.</td> </tr> <tr> <td data-bbox="363 560 451 588">TP</td> <td data-bbox="451 560 1498 588">Preference (i.e., other types of qualifying military service)</td> </tr> <tr> <td data-bbox="363 588 451 615">NV</td> <td data-bbox="451 588 1498 615">Non-veteran</td> </tr> </tbody> </table>	<b>Code</b>	<b>Description of Preference Category</b>	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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<p><b>Assistance</b></p>	<p>Contact Human Resources Customer Service at <a href="mailto:hrcs@cdc.gov">hrcs@cdc.gov</a> or 770-488-1725.</p>												