Student Intern (Fire Protection)

DEPARTMENT OF DEFENSE

Washington Headquarters Services

Human Resources Directorate

Overview

Open & closing dates
Opening and closing dates 11/07/2018 to 11/12/2018

Pay scale & grade
GS 4 - 7

Appointment type
Permanent

Service
Excepted

Salary
$33,172 to $59,762 per year

Work schedule
Full-Time
Duties

Summary

The WHS Pathways Programs are planned, progressive, education programs that provide for integration of a student's academic studies and federal work experience with...
the potential of noncompetitive conversion into the federal career service. Work assignments are designed to permit the knowledge acquired through education/training to be applied to particular work situations with on-the-job training and/or self development. *May be assigned to any area within WHS and serviced organizations.*

**Learn more about this agency**

**Responsibilities**

This announcement will be used to fill full-time or part-time internship positions during the Fall/Winter 2018 Semester, Spring 2019 semester, and/or the entire 2018/2019 academic year.

As a Student Intern (Fire Protection), GS-0899-4/5/7, your typical work assignments may include the following under supervision:

- Assists Fire Protection Engineers with issues concerning fire and building code interpretation and enforcement, fire hazard/protections analysis, fire and life safety review for occupied building space, equipment selection, review, fire incident investigations, emergency and evacuation preparedness planning and emergency management implementation
- Serves as a part of a comprehensive fire prevention program involving the maintenance and function of fire protection systems, assemblies, structures and operations
- Uses programs and fire and life safety protection criteria to eliminate or control serious hazards

**Travel Required**

Not required

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<th>Supervisory status</th>
<th>Promotion Potential</th>
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**Job family (Series)**

0899 Engineering And Architecture Student Trainee
Requirements

Conditions of Employment

• U.S. Citizenship is required

• Must be able to obtain and maintain a Secret clearance

• This position is subject to pre-employment and random drug testing

• Must be determined suitable for federal employment

• Must sign a Pathways Participant Agreement

• Must be a current student enrolled, in good academic standing, or accepted for enrollment

• Grade Point Average of 2.0 or greater at time of application

• For this internship, you must be able to work part time (24 hours per week) during the school year and full time (40 hours per week) during the summer.

• Required to participate in the direct deposit program

• Travel may be required

• Males born after 12-31-59 must be registered or exempt from Selective Service (see https://www.sss.gov/Home/Registration)

• A valid driver's license is required.
Qualifications

Internship Eligibility Requirements:

Individuals accepted for enrollment (must provide an acceptance letter from the academic institution on letterhead) or students enrolled (you must provide academic transcripts) in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate. You must be enrolled at least a half-time basis (as defined by the institution). Short-term training programs (e.g., several two-week programs completed) are not considered an academic course of study.

Note: You must provide sufficient proof of enrollment or acceptance by submitting either an unofficial academic transcript that reflects your current enrollment and a verification of Fall 2018 enrollment, OR an acceptance letter from the academic institution on the institution's letterhead for Fall 2018 enrollment.

You may qualify at the GS-04/05/07 level, if you fulfill the following qualification requirement:

For GS-4 - Two full academic years of post-high school study or an associate's degree.
For GS-5 - Four (4) academic years of post-high school leading to a bachelor's degree or equivalent degree.
For GS-7 - Completion of 1 full academic year of graduate level education; or Eligibility under the Superior Academic Achievement Provision and completion of a bachelor's degree.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

Only education obtained by the closing date of this announcement will be considered.

Generally, current Federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade.
All qualifications must be met by the closing date of this announcement and clearly documented in your resume.

**Education**

**ARE YOU USING YOUR EDUCATION TO QUALIFY?** You **MUST** provide transcripts to support your educational claims. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

**PASS/FAIL COURSES:** If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

**GRADUATE EDUCATION:** One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study.

**FOREIGN EDUCATION:** If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: [https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html](https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html)

**Additional information**

**PPP PILOT:** The Washington Headquarters Service is currently operating under an approved reengineered Priority Placement Program (PPP) pilot for all positions in its serviced workforce. This pilot is application based and current PPP registrants who are registered for activity codes 293A and 295A (regardless of the location) are required to [Read more](#).
How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement has closed, a review of your résumé and supporting documentation will be used to determine whether you meet the qualification requirements for this position.

Background checks and security clearance

Security clearance
Secret

Drug test required
Yes

Required Documents

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS.

You MUST upload the applicable documents with your application package. These documents will assist the staffing specialist in determining your eligibility and qualifications. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume may be submitted in any format
   
   If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

   If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.

   For qualifications determinations your resume must contain hours worked per week and the dates of employment for each position listed on your resume (i.e., HRS per week and month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for this position.
2. Other supporting documents:

   Cover Letter, optional

   Most recent SF-50, "Notification of Personnel Action" showing you are/were in the competitive service and the highest grade held (WHS serviced employees SF-50s will be verified via eOPF).

   College Transcript(s), if qualifying based on education (WHS serviced employees will be verified via eOPF or you may include them in your application package)

   DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities

   Noncompetitive appointment authority documentation, if applicable

   Career Transition Assistance Program/Interagency Career Transition Assistance Program documentation, if applicable (e.g., Certification of Expected Separation, Reduction-In-Force Separation Notice, or Notice of Proposed Removal; SF-50 that documents the RIF separation action; and most recent performance appraisal.)

   PPP Registrants/Eligibles: Must submit the following applicable documents: 1) PPP registration 2) PCS orders (if applicable)

ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?

You must provide sufficient documentation of your education in your resume. You are strongly encouraged to provide a copy of transcripts or degrees in your application package. It is also acceptable to document your applicable course listing in your resume (course number, credits earned, etc.). Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: http://www.ed.gov/admins/finaid/accred/index.html All education claimed by applicants will be verified by the appointing agency accordingly. If selected, an official/sealed transcript will be required prior to appointment.

ARE YOU A VETERAN CLAIMING SOLE SURVIVORSHIP PREFERENCE OR 5-POINT VETERANS' PREFERENCE?

1. You must provide legible copy/copies of the following: DD-214 (member 4 copy), "Certificate of Release or Discharge from Active Duty," showing all dates of service, as
well as character of service (Honorable, General, etc.) or Statement of Service/Proof of Service (in lieu of a DD-214) from your command or local Personnel Support Detachment (PSD). The Statement of Service/Proof of Service must provide all dates of service, the expected date of discharge and anticipated character of service (Honorable, General, etc.). Veterans should upload their DD-214 once they receive it upon separation.

2. You should also document your complete military service information in the Veterans Preference and Military Service Section of the assessment questionnaire (type of preference, dates of service, date of VA letter, character of service, disability claim and rank and date of retirement if retired).

ARE YOU A DISABLED VETERAN or CLAIMING 10-POINT VETERANS' PREFERENCE?

1. Disabled veterans, veterans, widows, spouses or the mother of a veteran, who are eligible for 10-point veterans' preference, you must provide legible copies of the following: Applicable supporting documents as noted on Standard Form-15 (SF-15). To obtain a copy of SF-15, go to: https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by acrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. Learn more about federal benefits.
Review our benefits

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (EST) on the closing date.

Agency contact information

Washington HQ Services

Phone: 000-000-0000
Email: whs.job.application.assistance@mail.mil

Address:

WHS Misc Activity Pathways Intern
Human Resources Directorate
4800 Mark Center Drive
Alexandria, VA 22350
US

Learn more about this agency

Next steps

DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE?
You are strongly encouraged to provide a copy of your license or certificate in your application package. It is also acceptable to document your license number and the
Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Equal Employment Opportunity (EEO) for federal employees & job applicants

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process applicants should contact the hiring agency.

Legal and regulatory guidance

Financial suitability  Social security number request
Privacy Act  Signature and false statements
Selective Service  New employee probationary period