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Gail Buckley & Greg Land



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**How to Find Work with
the Federal Government**

**How To Find
WORK
with the
FEDERAL
GOVERNMENT**

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Overview

There is no larger employer in the world than the United States Government. Positions are available on a near regular basis, despite recent cutbacks. Not only are there opportunities domestically, but employment outside the United States is a possibility on military bases, overseas embassies and various departments of defense and state agencies.

Initial contact to determine types of employment that are open in the various government agencies at any one time should be made with the Office of Personnel Management (OPM) at 1900 E Street, NW, Room E453, Washington, DC 20415, 1-202-606-2440. Here, you can obtain specific job listings and other personal information. The Federal Personnel Manual covers all aspects of personnel management within the federal government structure and is available on a subscription basis.

You will have to become familiar with a whole new employment language. This is the federal government, after all. A special occupational classification system exists which determines pay and job grades.

There are four basic types of positions within the federal government:

1. **Career.** The career position is the one to which most federal workers ultimately subscribe. This is full-time, entitled to all rights and privileges of government employment. A three-year probationary period must be completed first before you achieve this category classification.
2. **Career-Conditional.** This position is of a probationary nature, lasting three years, after which you become eligible for a career classification. During this period of time, employees are measured on their abilities and effort in an attempt to decide if they can be upgraded to career at the end of the three-year period. Since the career employee is generally the last one affected by

cutbacks (like those being experienced now), this probationary period is a critical one for the individual aspiring to full-time permanent status within the US Government.

3. **Term.** These are positions filled for a finite period of time. Generally, an agency may be given a project or research study lasting for a set period of time (one, two, three years, for example), after which a report is due. Since assistance may be needed to complete this project, the grant money awarded is used to hire term employees, hired until the end of the project. Health benefits will likely be available. Pension benefits probably will not. The term employee who performs well may have an inside track to future employment within the career-conditional employment level mentioned above.

4. **Temporary.** These positions are less than one year in length and do not carry any special privileges or benefits like health insurance. However, work well done is generally remembered. In addition, you may be privy to hearing about other openings and if your work has been satisfactory, a supervisor's recommendation can help move you into position for other work.

As you can see, these are stepping-stone types of positions. This is the way the federal government works. Within this structure is a pre-programmed format within which one moves slowly up the ranks. There is little room for diversity and flexibility within this framework, but there is a certain amount of stability and security the farther along you go. There is also the chance for part-time work on either a temporary or term basis and that information would be listed along with the posting of the position itself.

The controlling organization is the Office of Personnel Management (OPM). OPM fills the available federal positions with few exceptions. They are the clearing house for applications to which they compare your qualifications with the listed positions. Or, if your application is to be put on record only OPM reviews it with an eye towards agency suitability and places your name on a list for further reference as positions come up.

When a job opening then becomes available, this list is consulted for potential names to be sent directly to the department looking for workers. A number of factors are used in qualifying people and your success will depend as much on your experience as it will on compensation available, number of people applying for the position; and number of openings. OPM's lists do fill up and

there are times when they are so plentiful they take no further applications They then invite you to contact them at a later date.

Your best bet is to contact the Federal Job Information Center located in the nearest metropolitan area to you.

This network of centers provides information on summer employment, necessary exams, employment application forms and other aspects of obtaining federal employment. There is a free directory, "Federal Job Information Centers", that will have the latest contact points for you. This publication can be obtained by contacting the Federal Job Information Center office in OPM at 202-606-2700. Listed below are the latest addresses available at press time.

Alabama

Office of Personnel Management
806 Governors Drive
Huntsville, AL 35801
(205) 254-2819

Arizona

Federal Job Information
US Postal Service Bldg..
Phoenix, AZ 85005
(602) 253-4102

California

Office of Personnel Management
845 Figueroa St. 3rd Floor
Los Angeles, CA
(213) 847-9240

Colorado

Office of Personnel Management
1845 Sherman Street
Denver, CO 80203
(303) 969-7050

Delaware

Federal Job Information Center
Fed. Bldg.. 600 Arch Street
Philadelphia, PA 19106
(215) 597-7440

Florida

Office of Personnel Management
80 N. Hughey Avenue
Orlando, FL 32801
(407) 246-2235

Hawaii

Federal Job Information Center
300 Ala Moana Blvd. Rm. 5316
Honolulu, HI 96850
(808) 541-2791

Alaska

Federal Building
701 C Street
Anchorage, AK 99513
(907) 271-3122

Arkansas

Office of Personnel Management
700 W. Capitol Ave. Rm. 3421
Little Rock, AR 72201
(501) 682-1823

California

Federal Job Information
1029 J Street Room 100
Sacramento, CA 95814

Connecticut

Federal Job Information
Fed. Bldg.. 450 Main St. #613
Hartford, CT 06103
(860) 522-1201

DC

Office of Personnel Management
1900 E St. NW Rm. 1416
Washington, DC 20415
(202) 606-2424

Georgia

Federal Building
75 Spring St. SW Rm. 960
Atlanta, GA 30303
(404) 331-4315

Illinois

Office of Personnel Management
55 E. Jackson Rm. 1401
Chicago, IL 60604
(312) 353-5136

Indianapolis

Office of Personnel Management
46 E. Ohio St. Rm. 124
Indianapolis, IN 46204
(317) 297-1160

Kansas

Office of Personnel Management
120 S. Market St. Rm. 101
Wichita, KS 67202
(316) 684-3684

Louisiana

Herbert Building
610 S. Maestri St. Rm. 802
New Orleans, LA 70130
(210) 805-2402

Maryland

Federal Building
101 W. Lombard Street
Baltimore, MD 21201
(410) 347-4320

Michigan

Federal Job Information Center
477 Michigan Ave. Rm. 565
Detroit, MI 48226
(313) 226-6950

Mississippi

Office of Personnel Management
806 Governors Drive
Huntsville, AL 35801
(250) 532-3614

Missouri

Federal Job Information Center
815 Olive St. Rm. 400
St. Louis, MO 63101
(816) 426-5702

Iowa

Office of Personnel Management
210 Walnut St. Rm. 191
Des Moines, IA 50309

Kentucky

US Office of Job Information
100 N. Main Street
Memphis, TN 38103
(210) 805-2402

Maine

2 Center Plaza
Boston, MA 02133
(617) 565-4446

Massachusetts

3 Center Plaza
Boston, MA 02133
(617) 565-4446

Minnesota

Federal Job Information Center
Fort Snelling
Twin Cities, MN 55111
(612) 340-2120

Missouri

Federal Job Information Center
601 E. 12th St. Rm. 134
Kansas City, MO 64106
(816) 426-5702

Montana

Office of Personnel Management
1845 Sherman St.
Denver, CO 80203
(303) 969-7050

Nebraska
Office of Personnel Management
215 N. 17th St. Rm. 1010
Omaha, NE 68102
(210) 805-2405

New Hampshire
Office of Personnel Management
Federal Bldg. Rm. 104
Portsmouth, NH 03801

New Mexico
Office of Personnel Management
421 Gold Ave. Federal Building
Albuquerque, NM 87102
(303) 969-7050

New York
Office of Personnel Management
100 S. Clinton St. Rm. 840
Syracuse, NY 13260
(315) 463-7838

North Dakota
Office of Personnel Management
1845 Sherman Street
Denver, CO 80203
(303)969-7050

Oklahoma
Office of Personnel Management
200 NW 5th Street
Oklahoma City, OK 73102
(210) 805-2402

Pennsylvania
Federal Job Information Center
228 Walnut St. Rm. 168
Harrisburg, PA 17108
(215) 597-7440

Nevada
Federal Job Information
US Postal Service Bldg..
Phoenix, AZ 85005
(602) 253-4102

New Jersey
Office of Personnel Management
Federal Bldg., 970 Broad St.
Newark, NJ 07102
(201) 645-3868

New York
Federal Bldg.
26 Federal Plaza
New York, NY 10278
(212) 264-0479

North Carolina
Office of Personnel Management
310 New Bern Ave., Federal Building
Raleigh, NC 27610
(919) 790-2822

Ohio
Federal Job Information Center
200 W. Second St. Rm. 509
Dayton, OH 45402
(513) 225-2720

Oregon
Office of Personnel Management
1220 SW 3rd St., Federal Building
Portland, OR 97204
(503) 282-2511

Pennsylvania
Federal Job Information Center
600 Arch St., Federal Building
Philadelphia, PA 19106
(215) 597-7440

Pennsylvania

Federal Job Information Center
1000 Liberty Ave., Rm. 119
Pittsburgh, PA 15222
(412) 644-4355

South Carolina

Office of Personnel Management
310 New Bern Ave., Federal Building
Raleigh, NC 27610
(919) 790-2822

Tennessee

US Office of Job Information
701 San Jacinto Street Rm. 403
Memphis, TN 38103
(901) 544-3956

Texas

Office of Personnel Management
701 San Jacinto St. Rm. 403
Houston, TX 77002
(210) 805-2402

Utah

Office of Personnel Management
1845 Sherman Street
Denver, CO 80203
(303) 969-7050

Virginia

Office of Personnel Management
200 Granby Mall Rm. 220
Norfolk, VA 23510
(757) 441-3355

Rhode Island

Office of Personnel Management
Federal Building, Rm. 310
Providence, RI 02903
(401) 2766845

South Dakota

Office of Personnel Management
1845 Sherman Street
Denver, CO 80203
(303)969-7050

Texas

Office of Personnel Management
1100 Commerce Street
Dallas, TX 75242
(214) 767-8245

Texas

Office of Personnel Management
643 E. Durango Boulevard
San Antonio, TX 78206
(210) 805-2423

Vermont

3 Center Plaza
Boston, MA 02133
(617) 565-4446

Washington

Office of Personnel Management
915 Second Ave. Federal Building
Seattle, WA 98174
(206) 220-6400

By contacting your local center, you can find out what jobs are available in your area and receive information regarding the appropriate qualifications for each position. Higher paying jobs are going to attract the most competition, naturally. These positions also require the most schooling and experience, usually. Ascertaining these specifications can help you decide which positions you best qualify to apply for.

Finding An Available Job

Once you've contacted the local center and received information about the job, it's time to try and obtain one. You will receive an application to complete. How you complete it can give you an advantage when it comes down to being short-listed for a specific position.

Whether your work experience is regular or volunteer, note it all in as much detail as you can. Government loves detail and the more descriptive your duties, tasks and accomplishments the more likely something might flash in the eyes of a personnel officer. Be sure and indicate how your past experiences qualify you specifically for the job you are seeking. Do not assume the person reading your application will make the obvious connection. Spell it out in detail and make the correlation for the personnel officer.

Do not miss an application deadline. If you do, you won't be considered this time around. In addition, do not leave out any information requested on the application. If you do, that could kick out your application, as well. The government is very picky about this type of detail. The application is almost like a sweepstakes entry. One error and you're out of the running.

Along with the application may be the condition that a test be taken. The application packet will provide details about this testing and a list of testing centers where the test will be administered.

These tests are meant to give some indication of your proficiency level.

Typing positions often require a typing test. Postal service positions may have several tests measuring your ability to recall names and addresses. Pharmaceutical positions will require math tests. Correctional officers will be tested on their ability to handle people. The exact scope of the test will be detailed in your packet.

You will have to take whatever test is required. This is not an option. Failure to take the test disqualifies you from job consideration.

Don't worry about it. If you have an interest in the position you're applying for and a relevant background to qualify you for it, you will be able to take on the test. You'll be in with several other people taking the test, too. If you fail one, take another. Experience will make you better at test taking.

Certain Rules and Requirements

You will be assigned a rating following review of your application. Your former employers will be called to verify the information you put on the application and to tell how productive you were in your prior position. The more experience you have and the more positive feedback from prior employers, the better your rating.

A college degree improves your rating. Successful passing of any required tests helps your rating. The higher the score, the more likely you will attract attention from potential hiring people.

Your Notice of Rating will have a score and an identification number. This will be your reference point for current and future applications. Other information required is your name, birth date, social security number and address. If you move, you will need to notify OPM so they may update your file.

Hiring may be done through these OPM back lists or the agency involved may simply advance internally, or even hire back a past employee. You won't know which, but the higher your rating, the more likely you'll land on the short list of three applicants per position, one of whom must be hired.

Those individuals who are handicapped will be given every opportunity to earn a rating and qualify for a job, too. The Americans With Disabilities Act specified non-discrimination in hiring practices between handicapped and non-handicapped individuals. Audio tests will be administered for the blind, an interpreter provided for deaf applicants, and so forth.

Veterans will also be given preferential treatment through increased rating points. Extra points above and beyond what the individual scores will be given for a Purple Heart, a service-related

disability and honorable discharges. Widows of veterans will also be eligible for extra points. There are some restrictions but most veterans get some additional assistance in the hiring process.

If you feel you have been discriminated against in the hiring process, you have the right to go through a formal appeals process. Send a written letter of complaint to the agency stating the details of the situation within 30 days of the incident.

In positions of national security, you will be subject to a special investigation of your personal background. Your fingerprints will be checked and personal references will be contacted, all in the task of identifying the level of your integrity and reliability. You may be asked to review a list of organizations to ascertain if you have any connection with them.

Typically, the minimal age requirement is 18. Some positions such as federal law officers have a higher age standard required, but this is more the exception than the rule.

Completing your education is important to you— and the government. OPM will encourage you to finish school even as you are working full or part time or temporarily with the government. There are specific work–school programs that, if you fit this bill, you may be interested in. Your high school counselor (if you are still in high school) can help and so can the OPM in your area.

You must be a citizen of the United States, with a few exceptions that are noted in the publication, “Federal Employment of Non–Citizens”. Normally, only US citizens are allowed to compete for civil service positions. But foreign job situations do provide exceptions, so you should look into this further if this applies to you.

Drug testing is an extreme likelihood, so be prepared. If a job has certain physical qualifications, such as FBI agent or Border Patrol officer, this will be spelled out in your application packet.

Job Grading and Advancement

Job grading is something you should become familiar with in your search for government employment. A job grade dictates superiority and compensation level. OPM sets the compensation levels. These are based on a number of parameters such as past job experience, technical knowledge, your education, job performance accountability and any specialized assignment out of the ordinary requiring specific qualifications.

The OPM or Federal Job Centers can give you the various ratings and the applicable compensation ranges within the classification. Whether you go to the bottom or the top of the classification will depend on the above measurements.

Advancement is not uncommon in the federal job market. As you become more proficient, you will likely be promoted up the ranks.

A general schedule of compensation grades applies to the white collar worker and ranges from grades GS-1 to GS-18. College educated white collar positions will qualify as a GS-5 to start, while secretarial positions begin in the GS-1 to GS-3 range.

The blue collar worker will be categorized on a wage grade basis. Here, the compensation received varies with the locality of the work.

You can advance, salary-wise, from within a specific GS rating, based on the lower to upper ranges of compensation within that grade. To go further, once you've reached the upper limit of pay within a grade, would require reclassification. The more proficient your work record, the greater likelihood of grade advancement.

You might even be able to obtain some training for higher level grades while working in your current position. Done after hours, this can put you in line for that promotion to place you in a higher grade rating and, thus, in a higher pay range.

The usual number of hours worked in a week is 40. Monday through Friday. Some jobs, like a physician on call, is an exception to this rule. If the agency authorizes overtime, you may be eligible to work it. You can receive either pay or comparable time off as compensation. Bonuses may also be possible depending on the way the agency is funded.

Transfers are also acceptable ways to move around within the system. Your own agency's personnel office can assist you with the necessary paperwork. You must first apply for a position in the other department and be accepted, but at least you know this is a possibility and is not discouraged among agencies.

You will be eligible for sick leave (13 days annually) and vacation (beginning at 13 days and increasing based on years of service). Health insurance is available through the Federal Employees Health Insurance Program, with a wide array of benefit plans to choose from. There is also a Federal Government retirement program that is one of the best around.

After the application, you will be advised about additional tests and information you should know about once they review your application packet. OPM will advise what examinations need to be taken for the position you're applying for, and when and where these exams should be taken. While many positions need no additional testing, be prepared!

When the OPM has filled their lists, they will stop taking applications for a time. In general, they should be able to predict when they will next be accepting new applications.

Employment Sources

If you are looking for specific information on any particular federal subject, the following listing should be of interest to you. There are many and varied amounts of data on a wide assortment of ideas, as this listing shows.

Affirmative Employment: OPM attempts to eliminate non–merit considerations such as race, religion, color, sex, age, national origin and the like from all aspects of federal hiring practices. There is also a selective program to place mentally and physically handicapped applicants, veterans, women and youth. This information can be obtained by contacting:

Office of Affirmative Employment
Office of Personnel Management
1900 E Street NW Room 6355
Washington, DC 20415
(202) 606-2424

Appeals Process: There is a Board which reviews all appeals made by applicants for employment and current federal employees. Copies of information regarding Board regulations can be obtained from:

Office of the Appeals Counsel
Merit System Protection Board
1120 Vermont Avenue NW Room 864
Washington, DC 20419
(202) 653–8888

Offices for appeals are located in Atlanta, Boston, Chicago, Dallas, Denver, New York, Philadelphia, St. Louis, San Francisco, Seattle and Washington. To obtain more information about the Appeals office in your area, call (202) 653–8900.

Aviation Careers: The FAA has an education program that provides career guidance for those interested in an aviation career. Aviation safety information, aviation education resource materials, and a computerized clearinghouse of aviation and space information can be obtained by contacting:

Aviation Education Officer
Federal Aviation Administration
US Department of Transportation
800 Independence Avenue SW
Washington, DC 20591

Civil Service Exams: There is a free pamphlet called Federal Examination Announcements which is available from any of the Federal Job Information Centers listed earlier in this booklet or you can contact:

Federal Job Information Center
General Information
Office of Personnel Management
1900 E Street NW Room 1416
Washington, DC 20425
(202) 606-2700

Employee Conduct Regulations: A pamphlet detailing ethics in government and federal regulations called Agency Relations Packet is free and is something that should be read by people contemplating federal employment. It is available from:

Office of Government Ethics
Office of Personnel Management
1201 New York Avenue Suite 500
Washington, DC 20005
(202) 208-8000

Environmental Protection Agency Job Hotline: This National Recruitment number enables potential employees to contact the EPA for the latest update of current positions and specific applications requirements. The phone line operates Monday to Friday, from 8:30 AM to 4:30 AM Eastern Standard Time. The hotline number is.(202) 260-3267.

Environment Protection Agency
Recruitment
401 M Street, NW
Washington, DC 20460
(202) 260-3267

Executive Development Center: The Federal Executive Institute is an interagency executive center responding to the training needs of federal executives, scheduling courses that are designed to improve executive skills in areas of leadership and management. Contact:

Federal Executive Institute
Office of Personnel Management
1301 Emmet Street
Charlottesville, VA 22901
(804) 980-6200

Executive Management Training: The Washington Management Institute can also provide executive training for federal positions. Contact:

Washington Management Institute
PO Box 988
Washington, DC 20415
(202) 606-0889

Ex-Railroad Workers Placement Service: A free job placement service, for experienced railroad workers who have lost their jobs, is available to those claiming unemployment benefits. Contact:

Unemployment and Sickness Insurance
Railroad Retirement Board
844 Rust Street
Chicago, IL 60611
(312) 751-4800

Federal Contracts: To obtain information on current federal contracts, you should contact a regional office as follows:

ATLANTA Region serves: Alabama, Florida, North Carolina, South Carolina, Georgia, Mississippi, Tennessee and Virginia.

Richard B. Russell Federal Building
75 Spring Street SW
Atlanta, GA 30303-3019
1-800-688-9889

CHICAGO Region serves: Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia and Wisconsin.

John C. Kluczynski Federal Building
230 South Dearborn Street
Chicago, IL 60604
(1-800-688-9889

DALLAS Region serves: Arkansas, Arizona, Colorado, Louisiana, Montana, New Mexico, Oklahoma, Texas Utah and Wyoming.

1100 Commerce Street
Dallas, TX 75242
(214) 767-8235

PHILADELPHIA Region serves: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont and Virgin Islands.

William J. Green Federal Building
600 Arch Street
Philadelphia, PA 19106-1596
(215) 597-7440

SAN FRANCISCO Region serves: Alaska, California, Hawaii, Idaho, Nevada, Oregon, Pacific Ocean area and Washington.

211 Main Street
San Francisco, CA 94105
(415) 621-7505

FED Fact Pamphlets: There are a variety of booklets that explain various subjects having to do with federal employment. Single copies of these are free. The pamphlets include:

- Incentive Awards Program
- Political Activity of Federal Employees
- The Federal Retirement System
- Financial Protection for Federal Employees
- The Federal Merit Promotion Policy
- The Federal Wage System
- Maternity Leave
- Employee Appeals from Actions
- The Displaced Employee Program
- Federal Labor Relations
- Pay Under the General Schedule
- Cost of Living Allowance for Federal Employees
- Intergovernmental Mobility Programs
- How Your GS Job is Classified
- Merit System Principles and Prohibited Personnel Practices

Contact the Office of Public Affairs, Office of Personnel Management, 1900 E Street NW, Room 5F12, Washington, DC 20415, (202) 606–1212.

Forest Ranger Jobs: For career information as a forest ranger, contact:

Forest Service, US Department Of Agriculture
Recruitment, PO Box 2417
Washington, DC 20013

Government Affairs Institute: This office provides interagency seminars on dealing with members of Congress and other courses on management and development. Contact:

Executive Personnel and Management
Development Division
Office of Personnel Management
1121 Vermont Avenue, NW Room 200
Washington, DC 20415
(202) 606–0889

Health Benefits: Everything you wanted to know about the Federal Employees Health Benefit Program (FEHBP). There are numerous free pamphlets regarding these benefits. Contact:

Insurance Program
Retirement and Insurance Programs
Office of Personnel Management
1900 E Street, NW Room 3415
Washington, DC 20415

Health Professions in US Public Health Corps: Find out about staffing needs and requirements for the US health care system for employment in almost any area of the country. Contact:

Office of Data Analyses and Management
Bureau of Health Professions
5600 Fishers Lane, Room 8-43
Rockville, MD 20857

Incentive Awards: Cash and honor awards under this program are available to federal employees. Free pamphlets can provide the details for you. Contact:

Personnel Systems and Oversight Group
Office of Personnel Management
1900 E Street NW Room 7412
Washington, DC 20415
(202) 606-2828

Labor-Management Relations: Here you can obtain information and assistance with regard to unions, agencies and appropriate governmental policy. Contact:

Employee Labor and Agency Relations
Personnel Systems and Oversight Group
Office of Personnel Management
1900 E Street NW Room 7412
Washington, DC 20415
(202) 219-8743

Labor Practices in Federal Service: Data on unfair labor practices and specific decisions made in the past are available. Contact:

Public Information Office
Federal Labor Relations Authority (FLRA)
500 C Street SW
Washington, DC 20424

Merit Systems Protection Board: This group oversees and protects against abuse of Federal employees by agency management and assures that employment decisions are made in accordance with the merit system principles. Contact:

Office of Public Affairs
1120 Vermont Avenue, NW Room 400
Washington, DC 20419
(202) 653-8900

Pay and Benefit Inquiries: For questions about federal holidays, salary, life and health insurance, sick leave, retirement and vacations, contact:

Office of retirement and Insurance Policy
Office of Personnel Management
1900 E Street, NW Room 4351
Washington, DC 20415
(202) 483-3140

Personnel Investigations: For more information on this process, contact:

Office of Federal Investigations
Investigation Group
Office of Personnel Management
PO Box 886
Washington, DC 20044
(202) 606-2424

Postal Service Employment: For information concerning postal worker, postal inspector and executive positions within this branch of the federal government, contact:

Employee Relations Department
US Postal Service
475 L'Enfant Plaza SW
Washington, DC 20044
(202) 268-3643

Public Policy Training: Seminars and information on administration of public policy. Contact:

Executive Seminar Center
Office of Training
Office of Personnel Management
1120 Vermont Avenue NW Room 120
Washington, DC 20044
(202) 606-2424

Standards for Federal Employment: Data on the standards used to evaluate employment requirements for most governmental occupations. Contact:

Office of Classifications
Standards Development Staff
Career Entry and Employee Development Group
Office of Personnel Management
19 E Street NW Room 6515
Washington, DC 20415
(202) 606-2424

Summer Job Announcements: Information on summer employment opportunities. Contact:

Federal Job Information Center
General Information
Office Of Personnel Management
1900 E Street NW Room 1416
Washington, DC 20415
(202) 606-2424

Working for the USA: This is a free pamphlet about working for the government. Contact:

Federal Job Information Center
General Information
Office Of Personnel Management
1900 E Street NW Room 1416
Washington, DC 20415
(202) 606-2424

Federal Job Banks

Each government agency has an office within it which is responsible for personnel. Often, there are Dial-A-Job recordings that can give you information about immediate job openings. If you want to know about future employment prospects, the interview process and other questions about civil service, these questions can be answered by these agencies, also. This listing will also give you an idea of the range of federal agencies and where you might best fit into a future employment opportunity.

ACTION

1100 Vermont Ave. NW #5101
Washington, DC 20525
(202) 833-2255

African Development Foundation

1400 I Street NW
Washington, DC 20005
(202) 673-3916

US Dept. Of Agriculture

14th St. & Independence Ave. SW
Washington, DC 20250
(202)720-8732

US Air Force

The Pentagon, Civilian Personnel
Arlington, VA 20310
(703)695-5206

Admin. Conference of US

2120 L St. NW Suite 500
Washington, DC 20037

Agency for International Devel.

515 22nd Street NW
Washington, DC 20523-0222
(202) 296-8901

US Dept. Of Agriculture

Research Job Line
Beltsville, Maryland
(301) 344-2288

Alcohol, Tobacco and Firearms

Employment Branch 1216
650 Massachusetts Ave. NW
Washington, DC 20226
(202) 927-7777

American Battle Monument Comm.
20 Mass. Ave. NW Room 5127
Washington, DC 20314
(202) 272-0533

Arms Control & Disarmament Agcy.
320 21st St. NW
Washington, DC 20451
(202) 647-2034

Broadcasting
Administrative Management Ass't
1201 Conn. Ave. NW #400
Washington, DC 20036
(202) 429-0196

Census Bureau
(301)457-1722

Civil Rights Commission
5401 Westbard Avenue
Washington, DC 20207
(202)376-8177

Commodity Futures Trading Comm.
2033 K St. NW #202
Washington, DC 20581
(202)418-5000

Department of Defense
The Pentagon
Civilian Personnel
Arlington, VA 20310
(703) 545-6700
(703) 519-7000

Department of Education
400 Maryland Ave. SW
Washington, DC 20202
(202) 401-1973

Appalachian Regional Commission
1666 Conn. Ave. NW #721
Washington, DC 20235
(202) 844-7799

US Army
Personnel & Employment Service
The Pentagon
Arlington, VA 20310
(703) 696-3134

Bureau of Public Debt
US Dept. Of Treasury
999 E Street NW
Washington, DC 20239
(202) 874-4000

Central Intelligence Agency
Arlington, VA 20505
(703) 482-1100

Commission of Fine Arts
441 F St. NW Suite 312
Washington, DC 20001
(202) 504-2200

Consumer Product Safety Comm.
5401 Westbard Ave.
Bethesda, MD 20207
(301) 504-0100

Defense Logistics Agency
Cameron Station
Bldg. 6, Room 214
Alexandria, VA 22304
(703) 545-6700

Equal Employment Opp. Comm.
1801 L St. NW
Washington, DC 20507
(202) 663-4900

Office of Public Affairs.
Bureau of Labor Statistics
200 Constitution Ave. NW
Washington, DC 20210
(202) 219-8743

Environmental Protection Agency
401 M Street
Washington, DC
(202) 260-2010

Export-Import Bank of US
811 Vermont Ave. NW
Washington, DC 20571
(202) 331-8547

Federal Aviation Administration
800 Independence Ave. NW
Washington, DC 20591
(202) 336-4000

Federal Communications Comm.
1919 M Street NW Room 212
Washington, DC 20554
(202)418-0200

Federal Election Commission
Personnel Officer
999 E Street NW #812
Washington, DC 20463
(202) 219-4290

Federal Home Mortgage Board
1700 G Street NW
Washington, DC 20552
(202) 434-8600

Federal Maritime Commission
800 N. Capitol NW
Washington, DC 20573
(202)523-5707

Department of Energy
1000 Independence Ave. SW
Washington, DC 20585
(202) 586-4333

Executive Office of the President
725 17th Street NW
Washington, DC 20503
(202) 395-3000

Farm Credit Administration
Human Resources Division
1501 Farm Credit Drive
MacLean, VA 22102
(703) 883-4135

Federal Bureau of Investigation
7799 Leesburg Pike
Falls Church, VA 22045
(202) 324-3000

Federal Deposit Insurance Corp.
550 17th St. NW Attn: Personnel
Washington, DC 20429
(202) 898-8668

Federal Emergency Mgt. Agency
Office of Personnel
500 C Street SW Room 810
Washington, DC 20472
(202) 646-4041

Federal Labor Relations Auth.
607 14th Street NW
Washington, DC 20424
(202) 653-8500

Federal Mediation & Conciliation
2100 K Street NW Room 718
Washington, DC 20427
(202) 606-8100

Federal Mine Safety & Health Rev.

Administrative Officer
1730 K Street NW
Washington, DC 20006
(202) 653-5615

Federal Trade Commission

Penn. Ave. At 6th Street NW
Washington, DC 20591
(202) 326-2020

General Accounting Office

Office of Recruitment
441 G Street NW
Washington, DC 20536
(202)289-1770

Government Printing Office

North Capitol & H Streets NW
Washington, DC 20401
(202) 512-0000

House of Representatives

US Capitol Placement Office
Ford House Office Bldg. #219
Washington, DC 20515
(202) 226-6731

Immigration & Naturalization Ser.

U.S. Department of Justice
425 I Street NW
Washington, DC 20536
(202) 514-4316

Internal Revenue Service

U.S. Department of Treasury
1111 Constitution Ave. NW
Washington, DC 20224
(202) 343-0191

Interstate Commerce Commission

12th & Constitution Ave. NW
Washington, DC 20423
(202)358-7000

Federal Reserve System

Human Resources Management
20th & C Streets NW MS 156
Washington, DC 20551
(202) 452-3880

Forest Service

General Employ. Rm. 913 RP-E
Rosslyn, VA 22209
(703) 235-2730

General Services Administration

Office of Personnel
18th & F Streets NW Room 1100
Washington, DC 20405
(202) 472-2461

Dept. Of Health & Human Service

5600 Fishers Lane
Rockville, MD 20857
(301) 443-6900

Dept. Of Housing and Urban Dev.

451 7th Street SW
Washington, DC 20410
(202) 328-6236

Department of Interior

18th & C Streets NW
Washington, DC 20240
(202) 208-3171

International Trade Commission

500 E Street SW
Washington, DC 20436
(202) 205-2000

Justice Department

10th St. & Constitution Ave. NW
Washington, DC 20530
(202) 514-2000

Department of Labor
200 Constitution Ave. NW
Washington, DC
(202)789-2901

NASA
Human Resources Mgmt Code DP
400 Maryland Ave. SW
Washington, DC 20546
(202) 358-0000

National Art Gallery
Washington, DC 20594
(202) 842-6282
(202) 842-6298 recorded message

Nat'l Endowment for Arts
100 Pennsylvania Ave. NW #208
Washington, DC 20506
(202) 682-5400

Nat'l Oceanic & Atmosph. Admin.
U.S. Department of Commerce
Washington, DC 20230
(301)482--3436

National Security Agency
ATT: M 322
Fort Meade, MD 20755
(410) 859-6444

Nat'l Transportation Safety Board
490 L'Enfant Plaza
Washington, DC 20594
(202)314-6000

Nuclear Regulatory Commission
Office of Personnel
Washington, DC 20555
(301)415-7000

Library of Congress
101 Independence Ave. NW
Washington, DC 20594
(202) 707-5000

National Archives & Records
Personnel Services Division
7th & Pennsylvania NW
Washington, DC 20408
(202) 501-1560

Nat'l Capitol Planning Comm.
Office of Administration
801 Penn. Ave. NW #301
Washington, DC 20576

National Labor Relations Board
1717 Pennsylvania Ave. NW
Washington, DC 20750
(202) 273-7613

National Science Foundation
1800 G St. NW Room 208
Washington, DC 20550
(202)334-2276

Nat'l Technical Info. Service
8001 Forbes Pt.
Springfield, VA 22161
(703) 487-4600

Department of Navy
Civilian Personnel
HRO-CC, Rm. 436 CM #2
Washington, DC 20376
(202) 685-0772

OSHA
Personnel
200 Constitution Ave. NW
Washington, DC 20210
(202) 219-8013

Peace Corps

1890 K St. NW Suite 4100
Washington, DC 20526
(800) 424-8580

Postal Rate Commission

Administration Office
1333 H St. NW #300
Washington, DC 20268
(202) 789-6840

Securities & Exchange Comm.

450 5th St. NW
Washington, DC 20549
(202) 942-8088

Senate

Hart Senate Office Bldg.
Room S H 142B
Washington, DC 20510
(202) 224-9167

Smithsonian Institution

955 L'Enfant Plaza
Washington, DC 20560
(202) 287-3100

Tennessee Valley Authority

400 West Summit Hill Drive
ET-5P-K
Knoxville, TN 37902
(615) 632-7746

U.S. Postal Service

475 L'Enfant Plaza SW #1813
Washington, DC 20260
(202) 268-2000

U.S. Trade & Investment

Agency for Int'l Development
5A16 Room 309
(202)625-7800

Pension Benefit Guaranty Corp.

2020 K St. NW Room 3700
Washington, DC 20006
(202) 778-8800

Railroad Retirement Board

Director of Personnel
844 Rush Street
Chicago, IL 60611
(312) 751-4580

Selective Service System

1023 31st Street NW
Washington, DC 20435
(202) 724-1058

Small Business Administration

409 3rd Street SW
Washington, DC 20520
(202) 606-4000

Department of State

2201 C Street NW
Washington, DC 20520
(202) 647-7284

Department of Treasury

15th St. & Pennsylvania Ave. NW
Washington, DC 20220
(202) 622-1470

U.S. Tax Court

400 2nd St. NW Room 146
Washington, DC 20217
(202) 606-8700

Department of Veteran Affairs

810 Vermont Ave. NW
Washington, DC 20420
(202) 986-5336

Summary

There are many great opportunities for employment among the federal ranks. It does require following the rules and doing things exactly by the book, but for those with the discipline and patience there are great chances for employment. This booklet should be a primer for you to get started. Order as many information pamphlets as you can. Be familiar with all of the rules. It will help you land a job!

Good luck!

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