

TEN STEPS TO
A FEDERAL JOB®

JOBSEEKER'S GUIDE

9TH
EDITION

HOW TO LAND GOVERNMENT JOBS
FOR MILITARY AND SPOUSES



KATHRYN TROUTMAN

Resume Place, Inc. Federal Career Publishers



P.O. Box 21275, Catonsville, MD 21228 | Phone: 888-480-8265
Website: www.resume-place.com | Email: resume@resume-place.com

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We have been careful to provide accurate Federal job search information in this book, but it is possible that errors and omissions may have been introduced.

Attention Transition Counselors, Veterans' Representatives, Workforce Counselors, Career Counselors:

The *Jobseeker's Guide* is a training program "handout" to support the Ten Steps to a Federal Job® workshops and PowerPoint program, which is taught at military bases, universities, one-stops, and DOD agencies worldwide. To be licensed to teach the Ten Steps to a Federal Job® curriculum as a Certified Federal Job Search Trainer® or Certified Federal Career Coach®, go to www.resume-place.com for information on our train-the-trainer program. Since the program was developed in 2002, more than 4,000 individuals have been licensed to teach Ten Steps to a Federal Job® with this guide as the handout.

AUTHOR'S NOTES

Sample resumes are real but fictionalized. All Federal applicants have given permission for their resumes to be used as samples for this publication. Privacy policy is strictly enforced.

Federal Resume Samples: *Veterans:* **Cedrick Sauls, Justus Casino, Julia Kelly, Jonathan Calderon;** *Military Spouses (Derived Preference):* **Maxine Mendez and Goodnite Hay;** *State of VA Veterans Representative:* **Mary Ann Bowersock;** *Retired US Army ACS Employment Readiness Program Manager:* **Mike Kozlowski;** *Administrative Officer, DEA, San Diego Field Division:* **Greg Hall.**

PUBLICATION TEAM

Cover and Interior Page Design: Brian Moore

Illustrator: Russell Yerkes

Developmental Editing: Paulina Chen

Copyediting/Proofreading: Robin Quinn

Federal Staffing, Veterans' Preference, and Schedule A SMEs: Charles Clark (USAF Retired), and Ligaya Fernandez

Updates on Agency List and Chapters: John Gagnon, Ph.D., J.D.

Program S Contributor: Bobbi Rossiter

Curriculum Design: Emily Troutman, MPP

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INTRODUCTION

WRITING & GETTING YOURSELF BEST QUALIFIED, REFERRED, INTERVIEWED & HIRED!

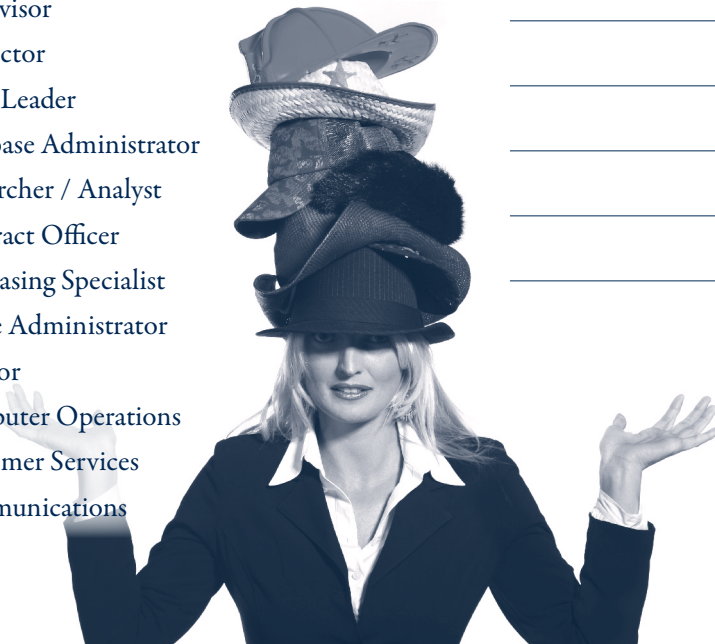
This book will teach you the Ten Steps to a Federal Job® and how to write your Federal resume correctly using the Outline Format, which is preferred by HR specialists. The next warm-up activity will introduce you to the Outline Format beginning with “How Many Hats Do You Wear at Work?” These “hats” are also keywords and transferrable skills. This is the beginning of Federal Resume Writing!

ACTIVITY: How Many Hats Do You Wear at Work?

Everyone wears different “hats” at work. You can also think about your skills or leadership in different disciplines or programs. These hats and disciplines are KEYWORDS for your Federal resume. Make a list of five to seven hats you wear every day in your job to form the basis of your Outline Format Federal resume.

Examples of hats:

- Supply Analyst
- Logistics Manager
- Transportation Specialist
- Supervisor
- Instructor
- Team Leader
- Database Administrator
- Researcher / Analyst
- Contract Officer
- Purchasing Specialist
- Office Administrator
- Advisor
- Computer Operations
- Customer Services
- Communications



Your list of hats:

CEDRICK SMITH

FEDERAL RESUME CASE STUDY #1 (RESUME PREVIEW)



Hiring Authority: US Navy 30% or More Disabled Veteran

Current Position: Administrative Officer/Ship's Secretary

Target: Technical Operations Group Assistant, GS-0303-7, Drug Enforcement Administration, GS-7

Greg Hall, Admin Officer, DEA San Diego Field Division, was mentoring Cedrick for a Direct Hire position within DEA. Greg saw that Cedrick's USAJOBS Federal resume was in the BIG BLOCK format, was very hard to read, and did not show the specialized experience for the position. **Kathryn Troutman, Federal Career Coach®**, advised Cedrick to organize his USS Zumwalt experience into critical skills and accomplishments to feature Operations Technician experience.

RESULTS

Cedrick would have been hired by Greg. But Cedrick found another Federal position before Greg and his office had a chance to offer him the position. Once Cedrick's resume was a Federal-style format, Cedrick was in-demand based on his experience.

QUALIFICATIONS REQUIRED

To qualify for this position at the GS-7 level, you must meet one of the following:

SPECIALIZED EXPERIENCE, TRAINING, AND CERTIFICATION REQUIREMENTS: You must have at least one (1) full year of specialized experience (equivalent to at least the GS-5 level in the Federal service) that has equipped you with the particular knowledge, skills, and abilities to successfully perform the duties of a Technical Operations Group Assistant. Specialized experience is experience in:

- Organization Liaison for Budget
- Organization Liaison for Purchasing
- Organizational Liaison for Human Resources
- Investigative Technology Program
- Correspondence Management, Reports, Logs Management
- Administrative and Office Operations
- Assist employees where there is no clear precedent

BEFORE AND AFTER KEYWORDS

BEFORE RESUME KEYWORDS

- ADMINISTRATIVE OFFICER
- SHIP'S SECRETARY
- FOLLOW COMMAND PROGRAMS
- RESPONSIBLE FOR LEADERSHIP
- USED AUTOMATED SYSTEMS
- MAINTAINED SENSITIVE
- RECORDS MANAGEMENT

AFTER KEYWORDS - TARGETED

- ORGANIZATIONAL LIAISON
- SUPERVISION & MANAGEMENT
- HUMAN RESOURCES ADMINISTRATION
- TECHNICAL SUPPORT
- AUTOMATED SYSTEMS EXPERTISE
- RECORDS MANAGEMENT OFFICER
- REGULATORY COMPLIANCE

BEFORE AND AFTER ORGANIZATION

BEFORE RESUME ORGANIZATION

- CONTACT INFORMATION
- WORK HISTORY

AFTER RESUME ORGANIZATION

- OBJECTIVE
- SPECIALIZED SKILLS
- WORK HISTORY
- KEY ACCOMPLISHMENTS

BEFORE RESUME

Cedrick's before Federal resume is in the BIG BLOCK format, and it's HARD TO READ.

Cedrick E Smith, Jr.

1000 Way Drive
Chula Vista, CA 91915 United States
Mobile: 222-222-2222
Email: cedricke7@gmail.com

**Don't write your
DUTIES in a BIG
BLOCK! Too
Hard to Read!**

HINT

Work Experience:

USS ZUMWALT (DDG 1000)

Unit 100831 Box 1
FPO, AP 96693 United States

12/2017 - 11/2020

Salary: 88,989.00 USD Per Year

Hours per week: 80

Administrative Officer/Ship's Secretary

Duties, Accomplishments and Related Skills:

Managed the following Command programs; Family Care Plan, Exceptional Family Member, Personnel Security, Fitness Reports & Evaluations, Awards, Authorizing Official for Defense Travel System, Legal & Discipline, Command Travel Budget, Morale Welfare & Recreation. Managed and processed 100% of command Instructions, Notices and general correspondence for Command Triad & Department Head review and approval. Responsible for leadership, management and oversight of 4 personnel on all administrative functions. Used automated personnel systems to perform administrative human resource support functions (i.e., processing personnel actions, reviewing personnel information for discrepancies, maintain databases, and preparing reports, briefings, and correspondence, officer/enlisted pay issues and entitlements, e-leave). Maintained sensitive, highly confidential, personal and proprietary information with discretion and confidentiality for 160 personnel. Facilitated command level support to manage manpower and personnel transfers and indoctrination. Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills. Utilized standard office equipment (i.e., scanners, copiers, fax machines, and office automation systems) to perform a substantial range of office automation support functions. Records Management Officer - Established document and records management policies and processes. Ensured all personal data within the command's records system was safeguarded in accordance with the DoD Privacy Act. Ensured that the command remained in compliance with all Federal, Department of Navy, and Naval Facilities Engineering Command principles, techniques, policies, procedures, laws, and regulations to assist with document and records management programs. Applied Freedom of Information Act (FOIA) and Privacy Act (PA) principles as they related to document and records management processes and procedures. Assistant Command Security Manager - Responsible for the proper processing of security risk management guidance pertaining to the protection of advanced technology. Provide guidance in implementing security policy at government facilities. Provided guidance for the implementation of security policies at government facilities. Review documentation required for classified information systems in accordance with the current security regulations.

Developed and oversaw Security compliance inspections and self-inspections and developed corrective action plans. Lead and assisted with the investigations of security incidents to include initial reporting and documenting findings in accordance with applicable policies. Experience working with procedures and techniques in the area of physical, industrial, information and personnel security. Responsible for the review and application of governing policies to ensure command compliance and communicate orally and in writing to appropriate command level personnel. Instrumental in the personnel security program, utilizing JPAS /DISS to initiate, update and closeout personnel security investigations and visit requests. **Supervisor:** CAPT George Kent (666-555-4444)

Okay to contact this Supervisor: Yes

Navy Munitions Command Atlantic Det Bahrain

PSC 851 BOX 890

FPO, AE 09834 United States

10/2016 - 11/2017

Salary: 88,989.00 USD Per Year

Hours per week: 40

Administrative Officer

Duties, Accomplishments and Related Skills:

Managed the following Command programs; Family Care Plan, Exceptional Family Member, Personnel Security, Fitness Reports & Evaluations, Awards, Authorizing Official for Defense Travel System, Legal & Discipline, Command Travel Budget, Morale Welfare & Recreation. Managed and processed 100% of command Instructions, Notices and general correspondence for Command Triad & Department Head review and approval. Responsible for leadership, management and oversight of 2 personnel on all administrative functions. Used automated personnel systems to perform administrative human resource support functions (i.e., processing personnel actions, reviewing personnel information for discrepancies, maintain databases, and preparing reports, briefings, and correspondence, officer/enlisted pay issues and entitlements, e-leave). Maintained sensitive, highly confidential, personal and proprietary information with discretion and confidentiality for 45 personnel. Facilitated command level support to manage manpower and personnel transfers and indoctrination. Advanced interpersonal skills including verbal and written communication, active listening, critical thinking, persuasiveness, advising and counseling skills. Utilized standard office equipment (i.e., scanners, copiers, fax machines, and office automation systems) to perform a substantial range of office automation support functions. Records Management Officer- Established document and records management policies and processes. Ensured all personal data within the command's records system was safeguarded in accordance with the DoD Privacy Act. Ensured that the command remained in compliance with all Federal, Department of Navy, and Naval Facilities Engineering Command principles, techniques, policies, procedures, laws, and regulations to assist with document and records management programs. Applied Freedom of Information Act (FOIA) and Privacy Act (PA) principles as they related to document and records management processes and procedures. Detachment Security Manager-Responsible for the proper processing of security risk management guidance pertaining to the protection of advanced technology.

AFTER RESUME

Cedrick's after Federal resume is in the Outline Format, with his Qualifications in ALL CAPS. It will be much easier for HR to see that he is qualified for the position. This resume also has an impressive Accomplishments section.



CEDRICK SMITH

1111 San Diego Drive, San Diego, CA 90999
(666) 666-6666 csmith11@yahoo.com
30% or More Disabled Veteran

OBJECTIVE: Administrative Officer

SPECIALIZED SKILLS:

Organization Liaison
Budget Activities
Purchasing / Procurement

Human Resources
Computer Skills
Automation

WORK HISTORY:

USS ZUMWALT (DDG 1000)
Unit 100831 Box 1 FPO, AP 96693 United States
Salary: 88,989.00 USD Per Year

12/2017–11/2020
Hours per week: 40

Administrative Officer/Ship's Secretary
First Class Petty Officer, E-6

INTRODUCTION:

- The USS ZUMWALT was commissioned in Baltimore, MD, in 2016. As the first sole administrative officer for the ship in 2017, I performed all administrative support for 160 sailors on the ship for one year.
- After one year, I successfully submitted the justification and request to expand our manpower and was able to add two more personnel to form an administrative team.

ORGANIZATION LIAISON: Collaborated with Military Enlisted & Officer personnel, Federal Civilians & Contractors, and transferring service members from the Navy / Air Force Pacific for the ship's administrative operations. The ship deployed many times to complete tests of the ship's capabilities.

ALL CAPS
KEYWORDS!

SUPERVISION & MANAGEMENT: Supervised four personnel on all administrative functions. Managed and processed 100% of command instructions, notices, and general correspondence for Command Triad & Department Head review and approval. Directed administrative and security support for physical, industrial, information and personnel security. Managed medical care, retention and promotion, and security of the 160 personnel assigned to the command.

All of the duty and
accomplishment sentences
are in past tense.

HUMAN RESOURCES ADMINISTRATION: Maintained sensitive, highly confidential, personal, and proprietary information with discretion and confidentiality for 160 personnel. Facilitated command level support to manage manpower and personnel transfers and indoctrination. Ensured indoctrination of new personnel to the ship, covering areas of pay benefits, support programs, medical coverage information, and retirement benefits.

TECHNICAL SUPPORT: As the program coordinator, ensured that all unmarried sailors with children had an approved family care plan on file. Ensured that all personnel completed the proper documentation and recertification for family members that were designated as exceptional for medical reasons. Reviewed and submitted annual fitness reports and evaluations for all personnel onboard.

AUTOMATED SYSTEMS EXPERTISE: Used automated personnel systems to perform administrative human resource support functions (processing personnel actions, reviewing personnel information for discrepancies, maintaining databases, and preparing reports, briefings, and correspondence, officer/enlisted pay issues and entitlements, e-leave). Systems expertise includes Windows & Mac Operating Systems; Computer Peripheral (Equipment) Operator; Microsoft Word, Excel, PowerPoint, Outlook; Google Drive, Docs, Sheets, Slides; SharePoint; Adobe; Calendar Management.

RECORDS MANAGEMENT OFFICER: Established document and records management policies and processes. Ensured all personal data within the command's records system were safeguarded in accordance with the Department of Defense (DoD) Privacy Act. Reviewed documentation required for classified information systems in accordance with the current security regulations. Ran compliance checks quarterly and reported findings.

REGULATORY COMPLIANCE: Ensured that the command remained in compliance with all Federal, Department of Navy, and Naval Facilities Engineering Command principles, techniques, policies, procedures, laws, and regulations to assist with document and records management programs. Applied Freedom of Information Act (FOIA) and Privacy Act (PA) principles.

COMMAND TRAVEL BUDGET: Managed a \$100K travel budget to ensure that the agency maintained the appropriate number of specially trained personnel onboard. Coordinated flight and lodging requests for personnel and ensured proper account reconciliation after the completion of travel.

KEY ACCOMPLISHMENTS:

- Instrumental in the retention of personnel to ensure proper manning levels were maintained for ZUMWALT and the US Navy.
- Oversaw all aspects of the personnel security program, utilizing JPAS/DISS to initiate, update and close out personnel security investigations and visit requests.
- As President of the Morale Welfare & Recreation Committee, marshalled a 12-person team through the organization of multiple crew-focused events and tournaments, sourcing of new gym equipment, and the 2019 Spring Picnic and Command Holiday party, uplifting crew morale and generating over \$12K to support the welfare of the ZUMWALT and her crew.

Write 5 to 8 Work History duty paragraphs with ALL CAP HEADINGS.

KEY
ACCOMPLISHMENTS
are featured here!



WHY GO GOVERNMENT?

Federal Employee Compensation Package: It's More than Just Salary

You're making a great choice when you choose a career with the Federal Government. You will find our comprehensive compensation and benefits package to be competitive. As a Federal employee, you and your family have access to a range of benefits that are designed to make your career rewarding while at the same time enabling you to balance work and family needs.

Compensation

- **Salary** — The Federal Government offers competitive base pay, with most positions using the General Schedule (GS) pay system. Some highly-competitive jobs, such as entry-level IT specialists, provide higher special pay rates.
- **Federal Student Loan Repayment** — Agencies may help repay your Federally-insured student loans up to a maximum of \$10,000 a year or a \$60,000 lifetime maximum.
- **Incentives and Awards** — In addition to salary, your hiring agency may offer monetary recruitment, relocation, or retention incentives and performance awards.

Leave and Workplace Flexibilities

- **Alternative Work Schedules** — Maintain valuable contributions to your work group while meeting your personal needs by operating on a non-traditional work schedule.
- **Vacation, Personal and Sick Time** — Enjoy paid and non-paid time off through our generous leave programs. You may also qualify for a higher leave accrual rate because of your non-federal work experience or uniformed service.
- **Telework** (external link) — The Federal Government is a leader in the use of innovative workplace arrangements like telework.

Additional Benefits

- | | |
|---|--|
| • 11 Paid Holidays | • Flexible Spending Accounts |
| • Child Care Subsidies | • Health Insurance |
| • Child Care Workplace Flexibilities | • Leave to Care for Family Members |
| • Commuter Subsidies (external link) | • Life Insurance |
| • Continuing Education and Professional Development | • Long-Term Care Insurance |
| • Dental and Vision Insurance | • Pay and Leave Flexibilities |
| • Elder Care Workplace Flexibilities | • Reasonable Accommodations |
| • Employee Assistance and Referral | • Retirement Benefits |
| • Family and Medical Leave Act (FMLA): A new paid leave benefit "paid parental leave" was made effective October 1, 2020, for qualifying FMLA purposes. This new leave benefit provides up to 12-weeks of paid leave. This leave in addition to an employee's earned annual and sick leave. | • Volunteer Activities/Community Service |

From: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/federal-employee-compensation-package/>



STEP 1

LEARN ABOUT FEDERAL JOBS

To get started on your Federal job search, you need to know some basic information about Federal jobs and how they are filled. In this step, we will give you a high-level overview. First, we'll ask you some questions about your job search. If you don't know the answers, don't worry. You'll be able to find much of the information as you go through this step.

ACTIVITY: Your Federal Job Search Goals

1. Job Titles and Series

What is your current military job title?

How many years of specialized experience do you have?

Which Federal job titles or series seem correct for you?

2. Grade and Salary

What is your current military rank?

What is your current military salary?

What is your target Federal grade level?

What is your target salary?

3. Agencies

What are your target agencies?

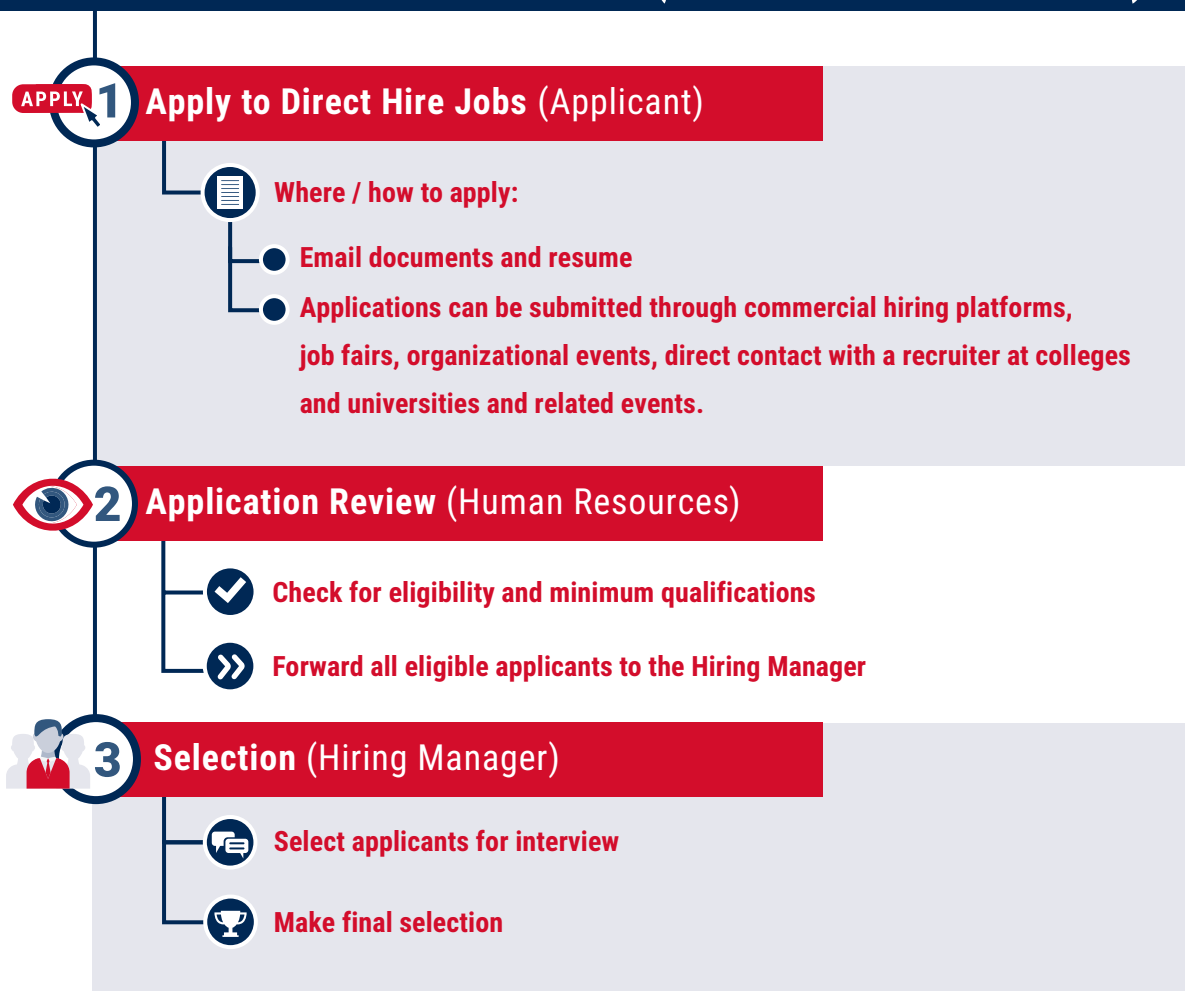
What types of Federal jobs can you apply for and how will you apply for them?

DIRECT HIRE PROCESS (FASTER HIRE PROCESS)

The chart below is a general overview of the **Direct Hire** process as prescribed by OPM. Average hire time can be 2 weeks to 50 days! This can be FAST. See the full process here:

<https://www.opm.gov/policy-data-oversight/hiring-information/direct-hire-authority>

Direct Hire Process Chart (*Faster Hire Process*)



COMPETITIVE HIRING PROCESS

The chart below is a general overview of the competitive hiring process as prescribed by OPM. OPM states that this process takes 80 days from announcement closing to a Selection. See the full process here:

www.opm.gov/policy-data-oversight/human-capital-management/hiring-reform/hiring-process-analysis-tool/

Competitive Hiring Process Chart



FEDERAL JOB TITLES AND SERIES

Most Federal jobs are defined as part of the General Schedule (GS) system and assigned a number and title. For example, GS-0341 is the Administrative Officer series. Visit the Office of Personnel Management (OPM) website to find the definitions for the GS positions.

NOTE: You can find Keywords for your resume in the OPM Standards.

Descriptions of White Collar Positions

Visit <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/#url=Standards> for a list of the GS white collar positions with links to the definitions and standards.

For a summary of the White Collar occupational series in PDF form, view the “Handbook of Occupational Groups and Families” at www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/occupationalhandbook.pdf

Descriptions of Trades, Crafts, and Labor Positions

Visit www.opm.gov/fedclass/html/fwseries.asp for a listing of the trades, crafts, and labor positions and links to the definitions and standards for these series.

Translating Military into GS Positions

If you need to figure out how to translate your military position into a GS position, go to the Military to Federal Jobs Crosswalk: www.mil2fedjobs.com

This website is the first and only Military Occupational Code (MOC) to GS crosswalk and is sponsored by the State of Maryland. Match your MOC to GS interests online in just minutes!



MILITARY SERVICE MEMBERS AND VETERANS

- ▶ Identify federal jobs related to your military occupation
- ▶ Find out about the federal job characteristics, such as duties, pay grade and qualifications
- ▶ Search USAJOBS for vacancies

SEARCH BY MILITARY OCCUPATION

LEARN ABOUT FEDERAL JOBS

GRADE AND SALARY

The General Schedule (GS) is a worldwide pay system that covers more than two million employees. The GS pay schedule has 15 grades and 10 steps in each grade covering more than 400 occupations. Pay varies by geographic location: Look up your potential salary WITH your locality pay. See the latest GS Pay Tables at:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

Pay banding allows an organization to combine two or more grades into a wider “band” and is an increasingly popular alternative to the traditional GS system. The “grade” information may be specific to a particular agency.

Which grade you qualify for is based on the following:

Experience

- Quality of experience
- Directly related to the job or general nature of work
- Complexity of assignments (what, for whom, why)
- Decision-making authority or span of control
- Knowledge, skills, and abilities used
- Length of experience
- Full-time or part-time
- Number of hours per week

Education

- Major field of study
- Number of years or semester hours completed
- GPA

Training

- Related to job
- Number of days or hours

Qualifying Based on Education Alone

GS-2: High school graduation or equivalent (i.e., GED)

GS-3: 1 year above high school

GS-4: 2 years above high school (or Associate’s degree)

GS-5: Bachelor’s degree

GS 7: 1 full year of graduate study or Bachelor’s degree with superior academic achievement (GPA 2.95 or higher out of a possible 4.0)

GS-9: Master’s degree or equivalent such as J.D. or LL.B.

GS-11: Ph.D.

NOTE: There are exceptions to this chart; there are occupations that will not accept education in lieu of experience.

