



## NASS CAREER INTERN PROGRAM

**Position Titles/Series/Grades:** Survey Statistician (Agriculture)/Statistician (Agriculture) GS-1530-5/7/9  
Mathematical Statistician GS-1529-9  
IT Specialist, GS-2210-5/7/9

**Promotion Potential:** GS-12

The Career Intern Program (CIP) is designed to attract qualified college graduates who have an interest in a career in public service with the National Agricultural Statistics Service (NASS).

Individuals are appointed to a two-year internship in the excepted service. Throughout the internship, employees participate in formal training, are assigned a mentor, and receive job assignments to develop appropriate competencies. Upon successful completion of the program, interns are eligible for noncompetitive conversion to a career-conditional appointment to positions for which they are eligible and qualified.

**Location of Position:** Positions may be filled in any of the 46 Field Offices, including the Puerto Rico Field Office, and in Washington, D.C. Persons selected for positions in the NASS may be appointed in a location other than their current State of residence or commonwealth, and may be reassigned to other Field Offices and to Washington, D.C.

**Area of Consideration:** This program is open to all United States Citizens, issued under an excepted service authority from the Office of Personnel Management.

In rare and unusual circumstances an appointment may be extended an additional 120 days beyond the two years. Request for extensions must be in writing and approved by the ARS/AFM/HRD/MSB Team Leader servicing the geographical location where the intern is currently employed. The written request must clearly state the reason(s) for the extension.

For more information regarding Career Intern opportunities with NASS contact:

USDA/NASS  
Field Operations, Human Resources  
Room 5058 – South Building  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250-2000  
Telephone: (800) 832-4180

OR

Recruitment Announcement: [http://www.nass.usda.gov/Contact\\_Us/Opportunities/index.asp](http://www.nass.usda.gov/Contact_Us/Opportunities/index.asp)

## **POSITIONS TO BE FILLED**

The primary positions filled through this program is that of a Survey Statistician (Agriculture)/Statistician (Agriculture). The agriculture specialization is the main source of recruitment under this program; however, two other specializations are also covered by this program: IT Specialist and Mathematical Statistician. **Applicants who qualify for the Survey Statistician (Agriculture)/Statistician (Agriculture) and IT Specialist will be rated eligible at the GS-5, GS-7, or GS-9 levels. Those who qualify for the Mathematical Statistician will be rated at the GS-9 level only.** Applicants who qualify for any of the two secondary specializations will have the same promotional opportunities as those applicants who qualify for the agriculture specialization. (See “Promotional Opportunities” below).

**SPECIAL NOTE: Applicants who are rated eligible as a Survey Statistician (Agriculture)/Statistician (Agriculture) will be rated ineligible for any other specialization unless there is evidence that the applicant is eligible at a higher grade level in any one of the other two job specialties.**

**SURVEY STATISTICIANS (AGRICULTURE)/STATISTICIANS (AGRICULTURE)** apply statistical theory and techniques to the survey planning, organization and operation of programs for collecting, verifying, adjusting, processing, summarizing, analyzing and presenting information expressed numerically. This specialization includes positions in which the primary concern is the planning or execution of the census of agriculture and complete surveys of any size, including the establishment of general specifications and detail time schedules governing the various steps involved in data collection, processing, and publication. They may translate general processing specifications established by survey planners into detailed and practical plans for data processing systems; design systems to control incoming data collection materials; develop scheduling and data management procedures; and programming for a variety of tabulation methods and summarization of data. They prepare estimates relating to acreages, production of farm crops, number of livestock on farms, livestock products, stocks of agricultural commodities, value and utilization of farm products, prices received and paid by farmers, and other aspects of the agricultural economy.

**MATHEMATICAL STATISTICIANS** work in the development and adaptation of mathematical statistical theory and methodology for a wide variety of statistical investigations. They are responsible for research and evaluation of the applicability, efficiency, and accuracy of the theory and various statistical programs and studies. Positions covered by this announcement apply this theory and knowledge to censuses and agricultural survey activities.

**INFORMATION TECHNOLOGY SPECIALISTS** translate general processing specifications established by survey planners into detailed and practical plans for data processing systems; design of systems to control incoming data collection materials; development of scheduling and data management procedures; and programming for a variety of tabulation methods and summarization of data.

## **PROMOTIONAL OPPORTUNITIES**

Survey Statisticians (Agriculture)/Statisticians (Agriculture) and IT Specialists who are appointed at the GS-5 level may be promoted to the GS-7 level after satisfactorily completing a 12-month training period. Further advancement opportunities occur as the Survey Statistician (Agriculture)/Statistician (Agriculture) and IT Specialist meets the qualification requirements and demonstrates the ability to perform at the higher level duties.

Mathematical Statisticians appointed at the GS-9 level may be promoted to the GS-12 level after satisfactorily completing training and meeting the agricultural and statistics requirements as developed in an Individual Development Plan (IDP). Training courses, often at Government expense, are available in job-related subjects.

## **QUALIFICATION REQUIREMENTS**

To qualify for a **Survey Statistician (Agriculture)/Statistician (Agriculture)** position, each applicant must meet the following requirements:

**GS-5:** Attainment of a Bachelor's degree, or equivalent education and experience, including the following course work:

1. At least 15 semester hours in mathematics and/or statistics, of which at least 6 semester hours are in statistics; **AND**
2. At least 9 semester hours in other physical or social sciences (it is desirable that these be in the agricultural sciences, such as agronomy, livestock husbandry, agricultural business management, agricultural economics, agricultural education or farm management; computer science and/or survey techniques and methodologies).

**GS-7:** Completion of all requirements for GS-5, **plus--**

1. One year of full-time graduate education in agricultural sciences, statistical methodologies, data processing techniques, or survey techniques; **OR**
2. One year of specialized experience in a related area comparable to the GS-5 level of difficulty in the Federal Service; **OR**
3. Combination of appropriate specialized experience and graduate education totaling one year; **OR**
4. Attainment of superior academic achievement in undergraduate studies, based on demonstration of one of the following:
  - a. A 3.0 grade-point average on a 4.0 scale for all courses completed at the time of application; or during the last 2 years of the undergraduate curriculum; **OR**
  - b. A 3.5 grade-point average in the major field of study at the time of application, or during the last 2 years of the undergraduate curriculum; **OR**
  - c. A standing in the upper third of the college class or major subdivision; **OR**
  - d. Election to membership in one of the national honorary societies (other than freshman or sophomore societies) recognized by the Association of College Honor Societies.

**GS-9:** Completion of all requirements for GS-5, **plus--**

1. Two full academic years of graduate education in agricultural sciences; **OR**
2. A Master's degree in agricultural sciences; **OR**
3. One year of agricultural statistics specialized experience comparable to the GS-7 level of difficulty in the Federal Service; **OR**
4. A combination of appropriate specialized experience and graduate education totaling one year.

To qualify for a **Mathematical Statistician GS-9** position, each applicant must satisfactorily complete the following:

### **Basic Requirement:**

1. Degree: that included 24 semester hours of mathematics and statistics, of which at least 12 semester hours were in mathematics and 6 semester hours were in statistics; **OR**
2. Combination of education and experience—at least 24 semester hours of mathematics and statistics, including at least 12 hours in mathematics and 6 hours in statistics, as shown in 1 above, plus appropriate experience or additional education.

## **QUALIFICATION REQUIREMENTS (Continued):**

**Evaluation of Education:** Courses acceptable toward meeting the mathematics course requirement of paragraphs 1 or 2 above must have included at least four of the following: differential calculus, integral calculus, advanced calculus, theory of equations, vector analysis, advanced algebra, linear algebra, mathematical logic, differential equations, or any other advanced course in mathematics for which one of these was a prerequisite. Courses in mathematical statistics or probability theory with a prerequisite of elementary calculus or more advanced courses will be accepted toward meeting the mathematics requirements, with the provision that the same course cannot be counted toward both the mathematics and the statistics requirement.

**Evaluation of Experience:** The experience offered in combination with educational courses to meet the requirements in the paragraph above should include evidence of statistical work such as (a) sampling, (b) collecting, computing, and analyzing statistical data, and (c) applying known statistical techniques to data such as measurement of central tendency, dispersion, skewness, sampling error, simple and multiple correlation, analysis of variance, and tests of significance.

Without other indications of statistical experience, work required in the processing of numerical or quantified information by other than statistical methods is not considered appropriate qualifying experience. Examples of non-qualifying work include statistical clerical work; statistical drafting; calculation of totals, averages, percentages, or other arithmetic summations; preparation of simple tables or charts; or verification of data by simple comparison or proofreading.

In addition to meeting the Basic Requirements, applicants must have specialized experience and/or directly related education in the amounts shown below.

3. Two full academic years of graduate education; **OR**
4. A Master's Degree in mathematics and statistics which meets the requirements listed in Item 1 above; **OR**
5. One year of specialized experience in mathematical statistics research and/or analytical type work comparable to the GS-7 level of difficulty in the Federal Service; **OR**
6. A combination of successfully completed graduate level education and specialized experience may be used to meet total experience requirements. Only graduate level education in excess of the amount required for the next lower grade level may be combined with experience. For example, an applicant with 6 months of appropriate experience equivalent to GS-7 (50 percent of the experience requirement for GS-9) and 27 semester hours of appropriate graduate education (50 percent of the education requirement for GS-9, in excess of that required for GS-7) would be qualified for a GS-9 position (assuming that there is no evidence that the attended college or university requires more than 18 semester hours as equivalent to a year of graduate study).

To qualify for an **Information Technology Specialist** position, each applicant must meet the following requirements:

**GS-5:** Attainment of a Bachelor's degree or better in the following major study:

1. Computer science, information science, information systems management, mathematics, statistics, operations research, or engineering; **OR**
2. Equivalent experience and education including course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

**GS-7:** Completion of all requirements for GS-5, **plus**

1. One year of full-time graduate education in computer science, information science, information systems management, mathematics, statistics, operations research, or engineering; **OR**
2. One year of professional experience in a related area comparable to the GS-5 level of difficulty in the Federal Service; **OR**
3. Combination of appropriate professional experience and graduate education totaling one year; **OR**

## **QUALIFICATION REQUIREMENTS (Continued):**

4. Attainment of superior academic achievement in undergraduate studies, based on the demonstration of one of the following:
  - A. A 3.0 grade-point average on a 4.0 scale for all courses completed at the time of application; or during the last 2 years of the undergraduate curriculum; **OR**
  - B. A 3.5 grade-point average in the major field of study at the time of application, or during the last 2 years of the undergraduate curriculum; **OR**
  - C. A standing in the upper third of the college class or major subdivision; **OR**
  - D. Election to membership in one of the national honorary societies (other than freshman or sophomore societies) recognized by the Association of College Honor Societies.

### **GS-9: Completion of all requirements for GS-7, plus**

1. Two full years of graduate education in computer science, information science, information systems management, mathematics, statistics, operations research, or engineering; **OR**
2. A Master's degree in computer science, information science, information systems management, mathematics, statistics, operations research, or engineering; **OR**
3. One year of professional experience comparable to the GS-7 level of difficulty in the Federal Service that demonstrated knowledge of computer requirements and techniques in carrying out project assignments consisting of several related tasks, such as typically is the case in development of minor modifications to parts of a system on the basis of details specifications provided. This involves the analysis of the interrelationships of pertinent components of the systems; planning the sequence of actions necessary to accomplish the assignment; and personal responsibility for at least a segment of the overall project, or the equivalent; **OR**
4. A combination of appropriate professional experience and graduate education totaling one year.

## **OTHER CREDITING EXPERIENCE**

Credit will be given for unpaid, directly-related experience or volunteer work, such as community, cultural, social service, and professional association activities on the same basis as for paid experience. To receive proper credit, you must provide the duties performed and the number of hours per week that was spent in such activities.

## **FILING PRIOR TO GRADUATION**

If you are a senior or a graduate student, you may file prior to completing all the scholastic requirements if you expect to complete such requirements within 6 months of the date you file. You should submit a list of titles and credit hours of courses which you expect to complete within the period. You may be offered an appointment but may not enter on duty until (1) successful completion of all the required study and (2) your official transcript or other acceptable documentation have been received by the employment office.

## **APPLICATION INFORMATION**

Send a Resume **OR** OF-612 (Optional Application for Federal Employment) [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf), Certified Copy of College Transcripts, USDA Career Intern Application, and Geographic Availability Form to:

### **Regular Mail:**

USDA/NASS  
South Building – Room 5058  
1400 Independence Avenue, S.W.  
Washington, D.C. 20250

(Applications submitted via Government envelopes **will not be accepted.**)

FAX: (202) 720-3131

E-MAIL: [HQ\\_DAFO\\_HRS@nass.usda.gov](mailto:HQ_DAFO_HRS@nass.usda.gov)

## **VETERANS' PREFERENCE**

If applicants served on active duty in the United States military and were separated under honorable conditions, they may be eligible for Veterans' preference. To claim 5-point Veterans' preference, applicants must attach a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point Veterans' preference, attach an SF-15, Application for 10-Point Veterans Preference, plus the documentation required by that form. For further details, call the U.S. Office of Personnel Management (OPM) at (912) 757-3000. Select "Federal Employment Topics" and then "Veterans." Or, dial OPM's electronic bulletin board at (912) 757-3100 or visit their Vet Guide web site: [www.opm.gov/employ/html/vetguide.html](http://www.opm.gov/employ/html/vetguide.html).

## **EEO STATEMENT**

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice or TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Jamie L. Whitten Federal Building, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). **USDA is an equal opportunity provider and employer.**

## **ACCOMMODATIONS**

This agency provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on (202) 720-6161 or through the DC Relay Service on (202) 855-1234 (TDD). The decision on granting reasonable accommodation will be on a case-by-case basis.

**If applications do not contain all of the requested information, applicants may lose consideration for the job.**

**If applicants make a false statement in any part of their application, they may not be hired, may be fired after they begin work, or may be fined or jailed.**



# APPLICATION

## U.S. Department of Agriculture Career Intern Program

Career Field \_\_\_\_\_

Name (last, first, middle): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Temporary Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Permanent Mailing: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Temporary Phone Number: \_\_\_\_\_ Permanent Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ U.S. Citizen:  YES  NO

Veterans Preference:  None  5-point  10-point disability  10-point compensable  
 10-point other  10-point compensable/30percent

(Attach DD-214 Application for 10-Point Veteran's Preference (SF-15), or Department of Defense or Department of Veterans Affairs documentation, as appropriate).

Birth Date: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
(Month, Day, Year) (City and State or County)

School: \_\_\_\_\_ Grade Point Average \_\_\_\_\_  
(MUST BE WITHIN 6 MONTHS OF APPLICATION DATE)

Date of Graduation: \_\_\_\_\_ Major/Graduate

Program: \_\_\_\_\_

Community Service: \_\_\_\_\_

Awards: \_\_\_\_\_

Leadership Examples: \_\_\_\_\_

I certify that, to the best of my knowledge and belief, all of the information I have provided in this application is made in good faith. I consent to the release of information from schools, employers, and other individuals and organizations about my ability and fitness for Federal employment.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

**PLEASE ATTACH YOUR RESUME' TO THIS APPLICATION**



**NAME (Last, First, Middle)**

**Geographic Availability:**

Indicate below the locations in which you prefer to work. If you wish to receive consideration for all locations listed, check box for "Anywhere."

<b>ALABAMA</b> Sterling Center, Suite 200 4121 Carmichael Road Montgomery 36106-2872 1-800-832-4181	<b>INDIANA</b> 1435 Win Hentschel Blvd. Suite 110 W. Lafayette 47906-4145 1-800-363-0469	<b>NEBRASKA</b> Room 298, Federal Bldg. 100 Centennial Mall North Lincoln 68508 1-800-582-6443	<b>PENNSYLVANIA</b> 2301 N. Cameron Street Room G-19 Harrisburg 17110 1-800-498-1518
<b>ALASKA</b> 1150 S. Colony Way Suite 11 Palmer 99645 1-800-478-6079	<b>IOWA</b> 833 Federal Building 210 Walnut Street Des Moines 50309 1-800-772-0825	<b>NEVADA</b> Nevada Ag Statistics Service 5600 Fox Avenue Room 113 Reno 89506-1300 1-888-456-7211	<b>SOUTH CAROLINA</b> 1835 Assembly Street Room 1008 Columbia 29201 1-800-424-9406
<b>ARIZONA</b> 230 N First Avenue Suite 303 Phoenix 85003-1706 1-800-645-7286	<b>KANSAS</b> 632 SW. Van Buren Room 200 Topeka 66603 1-800-258-4564	<b>NEW HAMPSHIRE**</b> 53 Pleasant Street Room 2100 Concord 03301 1-800-642-9571	<b>SOUTH DAKOTA</b> 5020 S. Broadband Lane Sioux Falls 57108 1-800-338-2557
<b>ARKANSAS</b> 10800 Financial Centre Pkwy. Suite 110 Little Rock 72211 1-800-327-2970	<b>KENTUCKY</b> Gene Snyder Courthouse Building 601 W. Broadway, Rm. 645 Louisville 40202 1-800-928-5277	<b>NEW JERSEY</b> Health & Agriculture Blvd. 369 South Warren Street Room 205 Trenton 08625 1-800-328-0179	<b>TENNESSEE</b> Holeman Office Building 440 Hogan Road Nashville 37720-1626 1-800-626-0987
<b>CALIFORNIA</b> 650 Capitol Mall, Suite 6-100 Sacramento 95814 1-800-851-1127	<b>LOUISIANA</b> 5825 Florida Blvd. Baton Rouge 70806 1-800-256-4485	<b>NEW MEXICO</b> 2507 North Telshor Blvd. Suite 4 Las Cruces 88011 1-800-530-8810	<b>TEXAS</b> Federal Building 300 E. 8th St., Rm. 500 Austin 78701 1-800-626-3142
<b>COLORADO</b> 645 Parfet Street Suite W-201 Lakewood 80215-5517 1-800-392-3202	<b>MARYLAND</b> 50 Harry S. Truman Pkwy. Suite 202 Annapolis 21401 1-800-675-0295	<b>NEW YORK</b> 10B Airline Drive Albany 12235-1004 1-800-821-1276	<b>UTAH</b> 176 N. 2200 West Suite 260 Salt Lake City 84116 1-800-747-8522
<b>DELAWARE</b> Dept. of Agriculture Bldg. 2320 So. Dupont Hwy. Dover, 19901 1-800-282-8685*	<b>MICHIGAN</b> 3001 Coolidge Road Suite 400 East Lansing 48823 1-800-453-7501	<b>NORTH CAROLINA</b> 2 W. Edenton Street Raleigh 27601-1085 1-800-437-8451	<b>VIRGINIA</b> 102 Governor Street Suite LL20 Richmond 23219 1-800-772-0670
<b>FLORIDA</b> 1222 Woodward Street Orlando 32803 1-800-344-6277	<b>MINNESOTA</b> 8 East 4th Street, Suite 500 St. Paul 55101 1-800-453-7502	<b>NORTH DAKOTA</b> NDSU -- IACC Bldg. 1320 Albrecht Blvd., Rm. 448 Fargo 58105 1-800-626-3134	<b>WASHINGTON</b> 1111 Washington St., S.E. Olympia 98501 1-800-435-5883 Use for FedEx only***
<b>GEORGIA</b> Stephens Federal Building 355 E. Hancock Ave., Suite 320 Athens 30601 1-800-253-4419	<b>MISSISSIPPI</b> 121 N. Jefferson Street Suite 230 Jackson 39201 1-800-535-9609	<b>OHIO</b> Bromfield Admin. Bldg. 8995 East Main St., Room 103 Reynoldsburg 43068 1-800-858-8144	<b>WEST VIRGINIA</b> 1900 Kanawha Blvd. E Charleston 25305 1-800-535-7088
<b>HAWAII</b> State Dept. of Agriculture Bldg. 1428 S. King Street Honolulu 96814 1-800-804-9514	<b>MISSOURI</b> 601 Business Loop West Suite 240 Columbia 65203 1-800-551-1014	<b>OKLAHOMA</b> 2800 N. Lincoln Blvd. Oklahoma City 73105 1-888-525-9226	<b>WISCONSIN</b> 2811 Agriculture Dr. Madison 53718 1-800-789-9277
<b>IDAHO</b> 2224 Old Penitentiary Rd. Boise 83712 1-800-691-9987	<b>MONTANA</b> USDA, NASS, MT FO 10 West 15 <sup>th</sup> , Suite 3100 Helena 59626 1-800-835-2612	<b>OREGON</b> 1735 Federal Building 1220 S.W. Third Avenue Portland 97204 1-800-338-2157	<b>WYOMING</b> 308 W. 21st Street Third Floor Cheyenne 82001 1-800-892-1660
<b>ILLINOIS</b> Dept. of Agriculture Bldg. 801 Sangamon Avenue, Room 54 Springfield 62702 1-800-622-9865	<b>PUERTO RICO</b> Dept. of Ag. of Puerto Rico 1309 Fernandez Juncos Santurce 00907-1163 787-723-3773	HQ -- D.C. NASS/ DADO/ HRS - Rm. 5058 1400 Independence Ave., SW Washington, D.C. 20250-2000 1-800-832-4180	ANYWHERE

\*Toll-Free Number Within State Only. \*\*Office also serves Connecticut, Maine, Massachusetts, Rhode Island, Vermont.

\*\*\* Address for mailing is P.O. Box 609, Olympia, WA 98507-0609

**ATTENTION: This form MUST be signed. Read the following information carefully before signing this statement**

A false answer to any question on this form may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of fingerprints, police records, and former employers. All the information you will give will be considered in reviewing your statement and is subject to investigation.

**CERTIFICATION: I certify that all of the statements made are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.**

Signature (Sign in ink)

Date Signed