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MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND



SURFACE WARRIORS

SDDDC

SDDC – Briefing for College Applicants

Date: 18 January 2024

OVERALL CLASSIFICATION: **UNCLASSIFIED**

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Agenda

- SDDC – Brief Overview
- SDDC – Benefits, Incentives, and Developmental Opportunities
- Direct Hire Authority (DHA) and Pathways Interns
- USA Jobs and Resume Tips
- Contacts





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MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND



SURFACE WARRIORS

SDDDC

SDDDC – Brief Overview



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SDDC Summary

- The **Military Surface Deployment and Distribution Command** (SDDC) provides integrated and synchronized Global Deployment and Distribution capabilities to the point of need, delivering innovative transportation solutions to the right place at the right time, every time.
- As both a Major Subordinate Command to U.S. Army Materiel Command (AMC) and the Army Service Component Command (ASCC) to U.S. Transportation Command (USTRANSCOM), SDDC is the global intermodal surface connector.
- The command also partners with the commercial transportation industry as the coordinating link between DOD surface transportation requirements and the capability industry provides.
- We are located in Southern Illinois at Scott Air Force Base, about 30 minutes east of St. Louis, MO.
- Low cost of living and wonderful community events all around us.
- No, you do not have to join the military to work as a civilian. 😊





SDDC MISSION, VISION & ENDSTATE



OUR MISSION:

Plan, coordinate, and synchronize global end to end deployment and distribution services to project and sustain our nation's Warfighters in support of national objectives.

OUR VISION:

A world-class team delivering innovative and responsive global deployment and distribution solutions now and into the future.

OUR ENDSTATE:

Agile distribution and deployment support provided on time...on target...every time!

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MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND



MOTCO
MILITARY OCEAN TERMINAL CONCORD
 • STRATEGIC AMMUNITION PORT TO THE WEST

MOTSU
MILITARY OCEAN TERMINAL SUNNY POINT
 • STRATEGIC AMMUNITION PORT TO THE EAST

SDDC FORCES

- 9 BRIGADES
- 24 BATTALIONS
- 18 ETOEs
- 10 ACDs
- 3 RPOEs
- 1 ERC

TEA
TRANSPORTATION ENGINEERING AGENCY – SCOTT AFB, IL

- TRANSPORTATION ENGINEERING
- DEPLOYABILITY ANALYSIS
- MODELING AND SIMULATION
- PROGRAMS FOR NATIONAL DEFENSE:
 - HIGHWAYS, RAILROADS, PORTS

HEADQUARTERS

DSC

BRIGADES, BATTALIONS, AND DETACHMENTS (SDDC AND HQ)

RECENT SDDC ACTIVITY

- SDDC HEADQUARTERS (SCOTT AFB, IL)**
TEA (SCOTT AFB, IL)
- 595TH TRANS BDE (CAMP ARIFJAN, KUWAIT)**
 831ST TRANS BN (BAHRAIN)
 840TH TRANS BN (ASH SHUAIBA, KUWAIT)
- 596TH TRANS BDE (SOUTH PORT, N.C.)**
 833RD TRANS BN (JB LEWIS-MCCHORD, WA)
 834TH TRANS BN (CONCORD, CA)
- 597TH TRANS BDE (JB LANGLEY-EUSTIS, VA)**
 832ND TRANS BN (JB LANGLEY-EUSTIS, VA)
 841ST TRANS BN (CHARLESTON, S.C.)
 842ND TRANS BN (BEAUMONT, TX)
- 598TH TRANS BDE (SEMBACH, GERMANY)**
 838TH TRANS BN (KAISERSLAUTERN, GERMANY)
 839TH TRANS BN (LIVORNO, ITALY)
- 599TH TRANS BDE (WHEELER AAF, HI)**
 835TH TRANS BN (OKINAWA, JAPAN)
 836TH TRANS BN (YOKOHAMA, JAPAN)
 837TH TRANS BN (BUSAN, ROK)
 SDDC NRU PACIFIC (NAVY RESERVE) (ALAMEDA, CA)
- DEPLOYMENT SUPPORT COMMAND (DSC) (U.S. ARMY RESERVE) (BIRMINGHAM, AL)**
- 1179th TRANS BDE (FORT HAMILTON, NY)**
 1173rd DDSB (BROCKTON, MA)
 1174th DDSB (FLUSHING, NY)
 1185th DDSB (LANCASTER, PA)
 1398th DDSB (BALTIMORE, MD)
- 1189th TRANS BDE (CHARLESTON, SC)**
 1182nd DDSB (NORTH CHARLESTON, SC)
 1186th DDSB (JACKSONVILLE, FL)
 1188th DDSB (DECATUR, GA)
- 1190th TRANS BDE (BATON ROUGE, LA)**
 1181st DDSB (MERIDIAN, MS)
 1184th DDSB (MOBILE, AL)
 1192nd DDSB (NEW ORLEANS, LA)
- 1394th TRANS BDE (CAMP PENDLETON, CA)**
 1395th DDSB (SEATTLE, WA)
 1397th DDSB (VALLEJO, CA)
- 757th ERC (GRAFTON, IL)**



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OUR STRENGTH: SDDC's PEOPLE

SDDC Authorizations

1,460 Civilians
 500 Contractors
 408 Active Duty
 231 Local Nationals

2,599 TOTAL

DSC Authorizations

105 HQ DSC
 244 4 Brigades (61 ea)
 181 1 Expeditionary Rail Center
 1,128 12 Battalions (DDSB) (94 ea)
 738 18 ETOEs (41 ea)
 200 10 ACDs (20 ea)
 4 2 Chap Dets (2 ea)

2,600 TOTAL

**SDDC's
 Total Force
 ~5,200**

MILITARY:

- Average age of assigned active-duty military personnel: 38 years old
- Average years of service for active-duty military personnel: 16 years
- Total assigned active-duty military personnel, command-wide: 408
- Breakout of the 408 military personnel by service:
 - Army assigned active-duty personnel: 388
 - Officers: 131
 - Enlisted: 257
 - Navy assigned active-duty personnel: 13
 - Officers: 13
 - Enlisted: 0
 - Air Force assigned active-duty personnel: 7
 - Officers: 7
 - Enlisted: 0

CIVILIAN:

- Civilian Employees assigned to SDDC: 1,460
- Average age: 49
- Average Years of Service: 16
- Retirement eligible within 2 years: 23%
- Civilians retired from the Military: 319



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SDDC ORGANIZATIONAL STRUCTURE

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Active Component



595th TRANSPORTATION BRIGADE
(CENTCOM FOCUSED)



596th TRANSPORTATION BRIGADE
(NORTHCOM/AMMO PORT FOCUSED)



597th TRANSPORTATION BRIGADE
(NORTHCOM/SOUTHCOM FOCUSED)



598th TRANSPORTATION BRIGADE
(EUCOM/AFRICOM FOCUSED)



599th TRANSPORTATION BRIGADE
(INDOPACOM FOCUSED)



**MILITARY SURFACE
DEPLOYMENT AND
DISTRIBUTION
COMMAND (SDDC)**



**TRANSPORTATION
ENGINEERING
AGENCY
(TEA)**

Reserve Component



DEPLOYMENT SUPPORT COMMAND
(RESERVE COMPONENT)

1179th TRANSPORTATION BRIGADE

1189th TRANSPORTATION BRIGADE

1190th TRANSPORTATION BRIGADE

1394th TRANSPORTATION BRIGADE

757th EXPEDITIONARY RAIL COMMAND (ERC)

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SDDC's LINES OF OPERATION

SURFACE WARRIORS

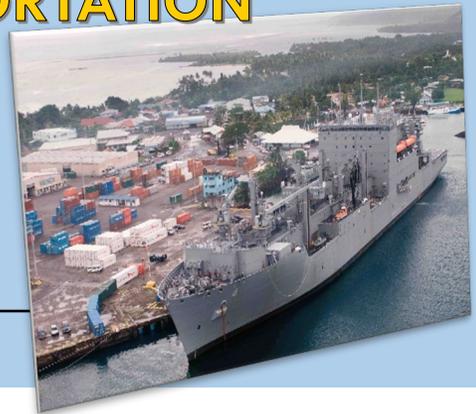
**SURFACE WARRIORS
DELIVER READINESS
ON TIME, ON TARGET,
EVERY TIME!**

- Leader in DOD Deployment and Distribution Solutions
- Global Focus
- Mode and Node Neutral
- Commercial Partners

**DOMESTIC
TRANSPORTATION**



**INTERNATIONAL
TRANSPORTATION**



**TRANSPORTATION
ENGINEERING**



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MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND



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SDDC

SDDC – Benefits, Incentives, and Developmental Opportunities



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SDDC Benefits, Incentives, and Developmental Opportunities

Annual Leave Accrual / Sick Leave accrual

- Tenure: 1-3 yrs.: 4 hrs. Annual Leave / 4 hrs. Sick Leave every 2 weeks
- Tenure: 3-15 yrs.: 6 hrs. Annual Leave / 4 hrs. Sick Leave every 2 weeks
- Tenure: 15+ yrs.: 8 hrs. Annual Leave / 4 hrs. Sick Leave every 2 weeks

Federal Holidays: (11 paid Federal holidays per year)





SDDC Benefits, Incentives, and Developmental Opportunities

Federal Employee Health Benefits (FEHB)

- Coverage without medical examination or restrictions because of age, current health or pre-existing medical condition.
- Flexible Spending Accounts allow employees to pay for medical and dependent care expenses with pre-tax dollars.
- Dental and Vision Insurance Program has competitive premiums, pre-tax deduction.

Federal Employee Group Life Insurance (FEGLI)

- Largest group life insurance program in the world.
- Provides group term life insurance – the cost is shared between you and the government.
- To calculate your basic coverage: Take your annual rate of basic pay, round up to the next higher thousand, add \$2,000.
- There is additional optional coverage that may be paid by the employee and the cost depends on your age.

Federal Employees Retirement System (FERS) / Thrift Savings Plan (TSP)

- 4.4% of your salary is contributed to the retirement system.
- Upon retirement and for the rest of your life, you receive an annuity (pension) based upon your average highest salary over your years of service.
- TSP offers the same type of savings and tax benefits that private corporations offer their employees under “401(k)” plans.
- Along with your lifetime annuity upon retirement, you’ll receive Social Security and your TSP contributions/agency matching. Government matches up to 4% of what the employee contributes and automatically contributes another 1% for all employees.





SDDC Benefits, Incentives, and Developmental Opportunities

Overseas Positions

- SDDC is a global command with many job opportunities overseas, such as Germany, Japan, Italy, Korea, Kuwait, and the Netherlands.
- Employees who accept overseas positions are generally assigned to 2- or 3-year tours.

Student Loan Repayment Program

- SDDC uses this program to target hard to fill positions (i.e., lawyers) .
- We repay student loans of \$10,000 per year/\$60,000 total per employee.

Tuition Assistance (TA)

- May be afforded to employees through their Career Program (CP).
- Most CPs have a minimum grade requirement of GS-9 or 11 to apply.
- Not all CPs fund TA.

Career Development

- Leadership and professional development are a top priority at SDDC.
- SDDC prioritizes the training budget to fund numerous training courses and certificate programs in leadership, Project Management Professional (PMP), Data Analytics, Supply Chain Management, & Emotional Intelligence.
- Even more training opportunities through CPs.
- Countless growth opportunities are available within our civilian global workforce of over 1,300 employees.





2024 GS Pay Scale (General without locality)

Salary Table 2024-GS
Incorporating the 4.7% General Schedule Increase
Effective January 2024

Annual Rates by Grade and Step

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WITHIN GRADE AMOUNTS
1	\$ 21,986	\$ 22,724	\$ 23,454	\$ 24,183	\$ 24,912	\$ 25,339	\$ 26,063	\$ 26,792	\$ 26,821	\$ 27,502	VARIES
2	24,722	25,310	26,129	26,821	27,124	27,922	28,720	29,518	30,316	31,114	VARIES
3	26,975	27,874	28,773	29,672	30,571	31,470	32,369	33,268	34,167	35,066	899
4	30,280	31,289	32,298	33,307	34,316	35,325	36,334	37,343	38,352	39,361	1,009
5	33,878	35,007	36,136	37,265	38,394	39,523	40,652	41,781	42,910	44,039	1,129
6	37,765	39,024	40,283	41,542	42,801	44,060	45,319	46,578	47,837	49,096	1,259
7	41,966	43,365	44,764	46,163	47,562	48,961	50,360	51,759	53,158	54,557	1,399
8	46,475	48,024	49,573	51,122	52,671	54,220	55,769	57,318	58,867	60,416	1,549
9	51,332	53,043	54,754	56,465	58,176	59,887	61,598	63,309	65,020	66,731	1,711
10	56,528	58,412	60,296	62,180	64,064	65,948	67,832	69,716	71,600	73,484	1,884
11	62,107	64,177	66,247	68,317	70,387	72,457	74,527	76,597	78,667	80,737	2,070
12	74,441	76,922	79,403	81,884	84,365	86,846	89,327	91,808	94,289	96,770	2,481
13	88,520	91,471	94,422	97,373	100,324	103,275	106,226	109,177	112,128	115,079	2,951
14	104,604	108,091	111,578	115,065	118,552	122,039	125,526	129,013	132,500	135,987	3,487
15	123,041	127,142	131,243	135,344	139,445	143,546	147,647	151,748	155,849	159,950	4,101

Each grade has 10 step rates (steps 1-10) that are each worth approximately 3 percent of the employee's salary. [Within-grade step increases](#) are based on an acceptable level of performance and longevity (waiting periods of 1 year at steps 1-3, 2 years at steps 4-6, and 3 years at steps 7-9).





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Direct Hire Authority (DHA) and Pathways Interns



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Direct Hire Authority (DHA)



- Direct Hire Authority (DHA) is utilized for Post- Secondary Students (PSS) and Recent Graduates (RG)
- SDDC recruits for high quality applicants with above a 3.0 GPA.
- Resumes are collected for these positions by local advertisements, announcements to local colleges, and our social media pages.
- The St. Louis metro area has a number of outstanding colleges and universities within 15 minutes to an hour from Scott AFB. Scott AFB is the largest employer in Southwest Illinois injecting \$3B+ into the local economy, and the 5th largest employer in the St. Louis metro area.
- These are usually GS-7-9-11 positions. This is a great opportunity to get into the Federal Government!
- SDDC recruits for the following Skills and Competencies:
 - Leadership; strategic thinking; data analysis; business acumen; oral & written communication; decision making; conflict resolution; customer service; time management; adaptability; problem solving; project & program management; change management; analytical processing; creative thinking; fiscal responsibility; task execution; & team building.





Job Title: Traffic Management Specialist GS-2130-7 (1 Position) - GS-7/9/11 (\$45,568 -\$67,439)

Job Description:

This is a developmental position starting at GS-7, then promoted to a GS-9 after one year, then to a GS-11 after the second year. The incumbent serves as a Traffic Management Specialist in the Defense Transportation Tracking System (DTTS) emergency operations center. The DTTS emergency operations center monitors Department of Defense (DOD) shipments using satellite/cellular technology and provides near real time in-transit visibility. Work involves Major Command operational level support of emergencies as they arise. Tasks include planning, monitoring, and coordinating actions to ensure complete visibility and security of sensitive materials in transit until they reach final destination. We are looking to hire employees with excellent customer service, communication, and organizational skills.

1st year pay as a GS7: \$45,568

2nd year pay as a GS9: \$55,739

3rd year pay as a GS11: \$67,439

Qualifications:

Major studies for the Traffic Management Specialist position include accounting, business administration, business or commercial law, commerce, economics, safety, public affairs, security, engineering, finance, industrial management, statistics, traffic management, transportation, and motor mechanics. Applicant should have a 3.0 GPA and be a recent graduate. The term "recent graduate" means a person who was awarded a degree by an institution of higher education not more than 2 years before the date of the appointment of such person, except that in the case of a person who has completed a period of obligated service in a uniformed service of more than 4 years, such term means a person who was awarded a degree by an institution of higher education not more than 4 years before the date of the appointment of such person.

This full-time position is at the Military Surface Deployment and Distribution Command (SDDC) at Scott AFB, IL. It is a federal employee civilian job working at an Army command where 75% of the employees are civilians. This is a great opportunity for college graduates to enter the federal workforce non-competitively as a permanent employee with competitive pay and excellent benefits. We can make a tentative offer from the resume and do not have to advertise the position competitively through USAJOBS. This is a very rare opportunity! SDDC does not pay for PCS/moving costs for selected employees at this grade.

Important note: The incumbent will be required to work nonstandard duty hours (e.g., shifts (7am-4pm; 4:30pm-11:30pm; or 11pm-8am), weekends, holidays, and overtime - both scheduled and unscheduled).

Please email resume and unofficial transcript by Thursday, 31 March 2022, to Mr. Lance Davidson and Ms. Brianna Schneider at usarmy.scott.sddc.mbx.training@army.mil.





Pathways Internship

- This Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed.
- Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service.
- Eligibility
 - Current students 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.
- Program Administration
 - The Internship Program is primarily administered by each hiring agency.
 - Agencies may hire Interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement.
 - Interns may work either part- or full-time.
 - Each agency must sign a Participant Agreement with the Intern that sets forth the expectations for the internship.
 - Intern's job will be related to the Intern's academic career goals or field of study.
 - Agencies provide OPM with information regarding their internship opportunities and post information publicly on [USAJOBS \(external link\)](#) about how to apply for specific positions.





Pathways Internship

- Program Completion and Conversion
 - Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program.
 - To be eligible for conversion, Interns must:
 - Complete at least 640 hours of work experience acquired through the Internship Program
 - Complete their degree or certificate requirements
 - Meet the qualification standards for the position to which the Intern will be converted
 - Meet agency-specific requirements as specified in the Participant's Agreement, and
 - Perform their job successfully.
 - Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.
 - In addition, students working in agencies through third-party intern providers may count up to 320 of the hours they work toward the 640 hour requirement.
 - Time spent under previous Internship Program appointments may count towards required work experience hours.





SDDDC

USA Jobs and Resume Tips



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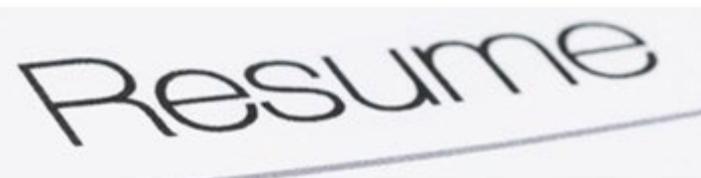
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USA JOBS AND RESUME TIPS





Civilian Human Resources Agency



USA Jobs

How does the application process work?

1. Create an account with login.gov
2. Create a USAJOBS profile
 - With a USAJOBS profile you can:
 - ✓ Apply to any job on USAJOBS.
 - ✓ Save jobs you're interested in.
 - ✓ Save and update automated job searches.



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USA Jobs

An official website of the United States government

USAJOBS

Sign In Help Search

Keywords: Job title, department & agency, series Location: City, State, ZIP, or Country Search

SHAPE AMERICA'S FUTURE
Find your fit in the Federal Government
[Create Profile](#)

Create a USAJOBS Profile Federal Application Process Explore Opportunities

Create a USAJOBS Profile

- Save your favorite jobs and searches
- Upload your resumes and documents
- Make your resume searchable
- Apply for jobs in the Federal Government



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LOGIN.GOV USAJOBS



USAJOBS is using login.gov to allow you to sign in to your account safely and securely.

i First time here from USAJOBS?
Your old USAJOBS username and password won't work. Please create a login.gov account using the same email address you use for USAJOBS.
[Learn more.](#)

Create an account

Sign in

[Back to USAJOBS](#)



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USA Jobs

How does the application process work?

- ✓ Upload and save resumes or create one using our resume builder.
- ✓ Upload and save required documents

Create a USAJOBS profile

With a USAJOBS profile you can:

Apply to any job on USAJOBS

Save jobs you're interested in.

Save and automate job searches.



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USA Jobs

3. Search for Jobs

- ✓ Start your job search by typing in a keyword or location. Use our search filters to narrow your results by salary, work schedule, agency and more.
- ✓ You can search for jobs anytime, but it's best to create and sign into your profile before doing a search. Why? Because we can use your profile information to improve your job search results.



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USA Jobs

Click on the job title for more detailed information.

Please pay close attention to the location(s), open period and employment type!

The screenshot shows the USAJobs website interface. At the top, there's a navigation bar with 'USAJOBS' and user options like 'Tyvarras', 'Help', and 'Search'. Below this is a search bar with 'ENGINEER' entered in the 'Keywords' field and a 'Location' field for 'City, state, zip or country'. There are several filter buttons: 'Open to the public', 'Competitive service', 'Offers telework', 'Full-time', and 'Permanent'. A 'Remove all filters' link is also present. The main content area shows 'Viewing 1 - 25 of 482 jobs' and a 'Sort by' dropdown set to 'Relevance'. A 'Save this search' notification is visible. The job listings include:

- ENGINEER** at Naval Sea Systems Command, Department of the Navy, Crane, Indiana, Naval Surface Warfare Center. Starting at \$31,520 (ND 2-4), Permanent • Full-time. Open 05/06/2021 to 12/31/2021.
- CHIEF ENGINEER** at Missile Defense Agency, Department of Defense, Redstone Arsenal, Alabama. Starting at \$158,541 (ES 00), Permanent • Full-time. Open 11/04/2021 to 11/15/2021.
- INTERDISIPLINARY ENGINEER**

On the right side, there's a 'Top filters' section with 'More filters' and a 'Hiring path' section with various categories and counts, such as 'Open to the public (297)', 'Competitive service (206)', 'Federal employees (908)', etc.



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USA Jobs

Make sure you are applying to the correct hiring path.

Explore hiring paths

The federal government offers unique hiring paths to help hire individuals that represent our diverse society. Learn more about each hiring path and your eligibility.

- | | |
|---|---|
|  Open to the public
U.S. citizens, nationals or those who owe allegiance to the U.S. |  Federal employees
Current or former; includes the competitive and accepted services |
|  Veterans |  Military spouses |
|  National Guard & reserves
Current or prospective members |  Students & recent graduates |
|  Senior executives |  Individuals with disabilities |
|  Family of overseas employees |  Native Americans
American Indian or Alaskan Native |
|  Peace Corps & AmeriCorps VISTA |  Special authorities |

Events

- | | |
|---|--|
|  2021 HHS/FDA CDER Employment Webinar Session November 17, 2021
Online
Nov 16 Hosted by
More information |  2021 IRS Virtual Job Fair about Intake Advocate positions
Online
Nov 29 Hosted by
More information |
|---|--|



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USA JOBS

4. Review Job Announcement

- ✓ If you find a job you're interested in, read the entire announcement to make sure you're **eligible and you meet the qualifications**.
- ✓ For each job there are specific qualifications—your application must show how you meet the required qualifications.



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USA JOBS

USAJOBS Tyvarras Help Search

[← Prev](#) [Back to results](#) [Next →](#)

ENGINEER

DEPARTMENT OF THE NAVY
[Naval Sea Systems Command](#)
Naval Surface Warfare Center Crane

[Summary](#) [Duties](#) [Requirements](#) [How you will be evaluated](#) [Required documents](#) [How to Apply](#)

Summary

This is a public notice flyer to notify interested applicants of anticipated vacancies. Applications will not be accepted through this flyer. Interested applicants must follow the directions in the "How to Apply" section of this flyer to be considered. There may or may not be actual vacancies filled from this flyer. Notice of Result letters will not be sent to applicants who respond to this flyer.

[Learn more about this agency](#)

THIS JOB IS OPEN TO

The public
U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency
U.S. Citizens

Overview

Accepting applications

Open & closing dates
05/06/2021 to 12/31/2021

Salary
\$31,520 - \$119,787 per year

The salary range represents the ND-02 to ND-04 pay band. Salary will depend on education and experience.

Pay scale & grade
ND 2 - 4

Location
 Crane, IN
Many vacancies



Civilian Human Resources Agency



THIS JOB IS OPEN TO

[? Help](#)



The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Clarification from the agency

U.S. Citizens

Duties

[? Help](#)

- You will apply the results of scientific and/or engineering research to improve existing products, procedures, or services or to lead to the development of new products, procedures, or services.
- You will apply principles, methods, and tools for developing and analyzing test and evaluation procedures, and technical characteristics of systems, including identifying critical operational issues.
- You will apply principles, methods, and tools for developing and analyzing test and evaluation procedures, and technical characteristics of systems, including identifying critical operational issues.
- You will apply knowledge of the concepts and practices associated with all aspects of the technical design and development process utilizing designs and drawings, modeling, prototyping, and production of electronics products.

Salary

\$31,520 - \$119,787 per year

The salary range represents the ND-02 to ND-04 pay band. Salary will depend on education and experience.

Pay scale & grade

ND 2 - 4

Location

[Crane, IN](#)

Many vacancies

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

Yes—Relocation expenses (i.e. PCS) or relocation incentives as described in 5 USC 5753 may be authorized in accordance with applicable travel regulations.

Appointment type

Permanent

Work schedule



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USA JOBS

5. Prepare your application in USAJOBS

- ✓ When submitting your application, please ensure that you upload the proper documents.



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USA JOBS

6. Submit application to agency

- ✓ When your application is ready in USAJOBS, we'll send you to the agency application system where you can submit your application.
- ✓ After you submit your application, go back to the **Application** section of your USAJOBS account and make sure the hiring agency received your application. Your application status will say you applied with the date you submitted your application if it went through.



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USA JOBS

7. Agency reviews application

- ✓ The hiring agency will start reviewing applications once the job announcement closes. The hiring agency will review your application to make sure you're eligible and meet the job qualifications.



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USAJOBS

8. Interview

- ✓ The hiring official will review the highest qualified applications and select applicants to interview based on agency policy. The hiring agency will contact applicants directly to schedule interview.



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USAJOBS

9. Agency Selects candidate

- ✓ After the agency completes all interviews, they will select a candidate(s) and contact them to start the job offer process.
- ✓ For those not selected, the hiring agency will update the job status to **Hiring complete**.
- ✓ If the hiring agency does not fill the position, the job status will update to **Job canceled**.



Civilian Human Resources Agency



How long
does it take
to get a
federal job?

USAJOBS

First, it's important to understand the federal application and hiring process. Once you apply to a job, the hiring agency goes through many steps to review your application and make sure you're eligible and qualified for the job.

The amount of time it takes to hire someone varies and it depends on the job you're applying to, how many people have applied and the hiring agency. The hiring agency is responsible for evaluating applications and giving you a status at four points in the application process:



Civilian Human Resources Agency



USAJOBS

1. Application received

The hiring agency receives your application. However, the hiring agency will not look at your application until the job announcement closes.

2. Application reviewed

The hiring agency has reviewed your application. This may take some time depending on how many people have applied and when the job closed.

3. Applicant referred or not referred

The hiring agency decides to send, or not send, your application to the hiring manager. If you're eligible and qualified for the job, the agency will pass your application to the hiring manager, who will then do their own review of the applications and schedule an interview if needed. It may take some time to schedule an interview depending on the number of referred applicants. And, there may be more than one round of interviews.

4. Applicant selected or not selected

The hiring manager makes a decision to hire or not hire you. You can [check the status of your application\(s\)](#) in your profile.



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USAJOBS

10. Job Offer

- ✓ The hiring agency will extend a tentative job offer. Once this offer is accepted the agency will start the background investigation. The agency may require additional security checks for jobs that need a higher-level clearance.

When is the job offer final?

- ✓ The job offer is final when the agency successfully completes the background investigation and any additional security checks. The hiring agency will contact the candidate (s) directly to set up a start date.



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Federal Resume Writing Tips

Your Resume is:

- ✓ Your resume is your Federal application.
- ✓ Best way to market yourself to employers.
- ✓ Conveys your qualifications for the job.
- ✓ Shows you can provide immediate results.
- ✓ Your first and possibly only impression.
- ✓ Used to determine minimum qualification.



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Federal Resume Writing Tips

You Should:

- ✓ Use the USA JOBS Resume Builder to learn what information must be included on your resume.
- ✓ Carefully check spelling and grammar.
- ✓ Do not include photographs.
- ✓ Do not include personally identifiable information.



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Federal Resume Writing Tips

You Should:

- ✓ Use plain language – avoid jargon
- ✓ Explain acronyms and use them sparingly
- ✓ Highlight relevant experience and education
- ✓ State the facts – do not exaggerate
- ✓ Explain WHAT you did and HOW it made a difference – i.e. did you leave the job better than you found it?
- ✓ Clearly show how you meet the knowledge, skills, and abilities (KSAs) for the job



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Federal Resume Writing Tips

Format:

- ✓ Reverse chronological. List your most recent experience first then work backwards to describe previous jobs.
- ✓ Use relevant experience, even if you have to go back a few years.
- ✓ Include Relevant unpaid/volunteer experience



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Federal Resume Writing Tips

Effective Federal Resumes

- ✓ Are sufficient in length to show qualifications
- ✓ Demonstrate specific, relevant experience
- ✓ Clearly show results and accomplishments
- ✓ Reflect possession of the KSAs
- ✓ Are flawless with regards to spelling and grammar
- ✓ Detail necessary information to qualify
- ✓ Supports answers on the occupational/application questionnaire



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Federal Resume Writing Tips

Sources of Information:

- ✓ Former job descriptions
- ✓ Supervisory reviews and feedback
- ✓ Transcripts
- ✓ Military honors
- ✓ Awards and recognitions (as part of accomplishments)



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Federal Resume Writing Tips

Think outside the box and don't ignore:

- ✓ Leadership roles in social/civic organizations
- ✓ Volunteer experiences
- ✓ Projects
- ✓ Professional/Academic challenges or successes
- ✓ Special assignments



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Federal Resume Writing Tips

- ✓ Break your resume down into major sections, outlining personal information, education, experience and other qualifying information.
- ✓ The Job Opportunity Announcement (JOA) may specify information that must be included on your resume, so please read it carefully.



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Federal Resume Writing Tips

The following information is required when applying for Federal positions.

Personal Information

Full Name
Mailing Address
Email Address
Phone Number
Citizenship
Military Status

Education

School Name, Country, City/State Zip Code
Degree Attained or Pursuing/Major
Completion Date or Expected Date of Completion
Major – GPA* required if stated in JOA
Total Credits (if not completed)
Honors
Job Related Coursework



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Federal Resume Writing Tips

The following information is required when applying for Federal positions.

- ✓ Also Include the Following Information (if applicable).
- ✓ Selective Service Registration Status (Males).
- ✓ Eligibility for Derived Veterans Preference (information can be found at www.OPM.gov, or www.Fedshirevets.gov).
- ✓ Federal Employee Status (Current Federal civilian employee, former Federal employee (with or without) reinstatement eligibility).
- ✓ Any Hiring Paths for which you may be eligible.



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Federal Resume Writing Tips

Examples of Work Experience

Employer Name and Full Address or City and State

Job Title, Grade (if Federal), Rank (if Military)

Salary*

Employment Dates (month/year – month/year) – critical in determining amount of experience

Number of Hours Worked Per Week – critical in determining amount of experience

Supervisor's Name and Phone Number May we contact your current supervisor?*



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Federal Resume Writing Tips

Duties and Accomplishments

You must show how your skills and experiences meet the qualifications and other requirements listed in the JOA to be considered for the job. Also, consider the level of your experience. For instance, did you serve as a team lead or a team member?

Also, include examples of relevant experiences and accomplishments that prove you can perform the duties of the position, at the level required for the job.

Use numbers, percentages or dollars to quantify your accomplishments. Include examples of how you saved time, money, managed money, improved a process, etc.



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Federal Resume Writing Tips

Duties and Accomplishments

Tailor your resume to the job of interest. Be sure to address the job-related competencies that are detailed in the announcement and emphasize your strengths

Make sure your resume is easy to read. Use plain language and a basic 12 font print.

Translating Military Experience

Do not overuse military jargon and acronyms to describe your experience. Also consider translating your military job title to one comparable in the civilian workforce



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Federal Resume Writing Tips

Duties and Accomplishments

Examples of military job titles to civilian titles:

Medic/Corpsman

Commanding Officer/Commander

Resource Advisor

Senior NCO

Executive Officer

Supply Sergeant

Health Care Specialist

Senior Manager/Director

Budget Analyst

Supervisor

Deputy Director

Supply/Logistics Manager



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Federal Resume Writing Tips

Duties and Accomplishments

Examples of general military terms to civilian:

Troops

Medal

Squad/Platoon

Subordinates/Service Members

S3

Staff or Employees

Award

Section or Team

Employees

Training and Operations



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Federal Resume Writing Tips

Duties and Accomplishments

Examples of transferable skills:

- ✓ Leadership – indicate whether you supervised or led staff
- ✓ Technical – stress specific skills such as computer programming or contracting.
- ✓ Negotiation – show how you can convince someone to do something or to accept your ideas
- ✓ Problem solving – describe situations where you had to resolve a conflict or work issue
- ✓ Communication – stress your ability to write effectively and to communicate verbally.



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Federal Resume Writing Tips

Duties and Accomplishments

Skills/Certifications

You may include any related skills and certifications. This information is only required when stated in the job opportunity announcement.



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Federal Resume Writing Tips

Duties and Accomplishments

Volunteer Work

You should include unpaid experience if they are related to the target position. Volunteer experience may be included in a separate section or listed with other work experience. Please note however, that the same information is required as with regular work experience, as outlined above.



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SAMPLE RESUME TEMPLATE

Jane A. Jones
123 College Street, Cincinnati, OH 45231
Home: 513-123-4567
Email: Janea@email.com

U.S. Citizen
Federal Status (e.g. Career, Career Conditional)
Veterans' Preference (if any)
Selective Service Registration Status (Males only)

TECHNICAL SKILLS or SUMMARY OF SKILLS

This is not a requirement, however you can highlight specific skills you possess that are related to the position. Example:

- Proficient in Microsoft Office Suite
- Pre-audit analysis
- Skilled in tax examinations

WORK EXPERIENCE

Internal Revenue Service
1234 Work Street, Covington, KY 41011
Internal Revenue Agency
Supervisor: Ms. Jackie Smith (859) 555-1111
(May Contact)

December 2017-Current
40 hours per week
GS-0512-7

- Examine and audit individual, business and corporate tax returns to determine correct federal tax liabilities
- Conduct field examinations and discuss findings with the taxpayer or their representative
- Perform package audits to ensure compliance, and determine need for multiple year examinations based on findings
- Conduct pre-audit analysis of assigned cases, researching any available background materials, and formulating a plan for the audit
- Received public recognition and time-off award for consistently completing a minimum of 20 additional analyses per year

Ace Financial
1234 Work Street, Cincinnati, OH 41073
Accounting Assistant (Internship)
Supervisor: Ms. Jackie Smith (513) 555-1111
(May Contact)

August 2015-April 2017
20 hours per week
\$21,000 per year

- Developed monthly statements
- Researched and resolved invoice discrepancies



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- Entered accounts payable and accounts receivable into accounting system
- Processed payments and organized client billing folders
- Assisted with daily cash balancing
- Reconciled bank statements and ledger accounts

EDUCATION

If the position requires education or certification to qualify, consider creating a section that details the information. Below is an example of how you can communicate your education. You can also include other job-related training and certifications.

Type of Degree/Certification
Institution, City and State

Completion or Expected Completion Date
GPA (if required)

Relevant Coursework

You may list some of the completed coursework if it is related to the job, especially if you haven't completed your degree or certification. This is not a requirement.

Examples:

Bachelor's of Science Information Systems
Virginia Commonwealth University, Richmond, VA

Completion date: 12/2018
GPA: 3.6

Certification in Cisco Certified Network Associate (CCNA)

Completion date: 8/2019

Volunteer experience is just as important as paid experience. Include the same employment information as you would for paid work.

VOLUNTEER/COMMUNITY SERVICE EXPERIENCE

Your Taxes Done Right (non-profit)
123 Tax Drive, Covington, KY 41016
Tax Preparer
Supervisor: Jack Johnson, (859) 555-0000

March 2017 - Current
15 Hours Per Week

- Assist more than 250 individuals each year with filing their taxes
- Stay abreast of new tax laws and advise peers of changes
- Interpret tax laws for colleagues and clients to ensure accurate submission of information

AWARDS AND ACHIEVEMENTS

You can list awards, recognitions and achievements in this section. Consider those that are recent and related to the position and include them as well. If you have little to no work experience, you may include other awards. See the examples below.

- Sustained Outstanding Performance Ratings 2014 – 2019
- Director's Award - 2018
- Member of the National Honors Society – 2017



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References

www.opm.gov
www.usajobs.gov



Student Trainee (Mathematics and Statistics)

DEPARTMENT OF THE ARMY

Field Operating Offices of the Office of the Secretary of the Army

Duties

- As a Student Trainee (Mathematics and Statistics), the incumbent will work under closer supervision performing assignments and completing training. At the full-performance level, you will be expected to:
- Assist senior analysts in planning and conducting studies in support of the National Defense.
- Collect and format data for setup and application of modeling and simulation of military force deployments.
- Prepare graphs reflecting modeling and simulation results and insights.
- Perform analysis of simulation output data using applied statistical methodologies.

Requirements

[? Help](#)

Conditions of Employment

- A trial or probationary period may be required in accordance with agency policy.
- A post-secondary student appointment expires 120 days after completion of the designated academic course of study, unless the student is selected for noncompetitive conversion.
- Appointment may be subject to a suitability or fitness determination, as determined by a completed background investigation.
- May be converted to a permanent appointment in the competitive service, to include the conversion out grade at the GS-05 or GS-07 and corresponding full performance grade at the GS-11 or GS-12.
- If converted selectee may be required to meet additional conditions of employment.
- Must be able to obtain and maintain a Secret security clearance.



<https://www.usajobs.gov/job/642185500>



UNCLASSIFIED

MILITARY SURFACE DEPLOYMENT AND DISTRIBUTION COMMAND



SURFACE WARRIORS

SDDDC

Contacts



OVERALL CLASSIFICATION: **UNCLASSIFIED**

UNCLASSIFIED



Questions?

SDDC Hiring Team

usarmy.scott.sddc.mbx.g1-staffing@army.mil

SDDC Training Org Box

Usarmy.scott.sddc.mbx.training@army.mil

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RIGHT PLACE, RIGHT TIME, EVERY TIME! | SURFACE WARRIORS

