

Special Public Notice



U.S Army Space and Missile Defense Command Technical Center

HOW TO APPLY

Professional, Administrative, Assistant, Clerical, and Technician Student Employment Program (PAACTSEP)

The U.S. Army Space and Missile Defense Command (USASMDC) Technical Center seeks qualified students enrolled in a program of secondary or postsecondary instruction leading to a high school diploma, bachelor's degree, advanced degree, or certificate (equivalent to at least one academic year of full-time study) at a qualifying educational institution in accordance with Title 5 Code of Federal Regulations (CFR) 362.102 and recent graduates. PAACTSEP incorporates a streamlined and accelerated hiring and appointment process to fill Technical Center professional, administrative, assistant, clerical, and technician positions. Students hired will be placed into the USASMDC Technical Center PAACTSEP located at Redstone Arsenal, Alabama. Other sites may include Huntsville, Alabama and Reagan Test Site, Kwajalein Atoll, Republic of the Marshall Islands. For specific mission responsibilities at the various locations, please see the USASMDC Technical Center website at <https://www.smdc.army.mil/ORGANIZATION/TC/>.

Interested candidates should forward their application material to the USASMDC Technical Center at usarmy.redstone.smdc.mbx.tc-hr@army.mil. The email address is used as a resume drop box for potential future vacancies. You will only be contacted if we have a vacancy and need additional information or wish to schedule a phone or personal interview with you. Applicants should state their name, degree level, and degree major in the subject line of the email as well as attach their resume (please ensure a detailed description of duties accomplished is stated in your work experience and the start and end dates of employment are in the MM/DD/YYYY format), official transcripts statement from the institutions registrar, dean or other appropriate official; or equivalent documentation which confirms current enrollment and unofficial transcripts, and if a veteran, a copy of the DD-214. **Redact Social Security Numbers from all documentation.** If you are eligible for 10-point veterans' preference, attach an SF-15 (Application for 10-point Veterans' Preference) plus proof required by that form, i.e. letter from the VA stating percentage of disability. Applicant should also state in the body of the email the geographic locations for which applying. Applications will be kept on file for 90 days. All applications and supporting documentation become the property of the Department of the Army and will not be returned once submitted.

These positions are being filled utilizing a Direct Hire Authority that may appoint qualified students and recent graduates to intern positions within the USASMDC Technical Center.

This is a public announcement and will be used to fill anticipated Permanent, Term, or Temporary vacancies with a full-time or part-time work schedule in various locations in the Technical Center as vacancies occur during the open period.





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This notice may be used to fill anticipated temporary or flexible length student term vacancies with a full-time or part-time work schedule at various locations. PAACTSEP appointments may be extended without further announcement. PAACTSEP appointments may be noncompetitively converted to a career appointment.

Qualified candidates must meet the minimum standards for the position as defined in USASMDC Technical Center Lab Demo Internal Operating Procedures Appendix W (Technical Center PAACTSEP Policy), specific to the position to be filled; be enrolled in a Bachelor's or higher degree program from an accredited college or university in a field of scientific or engineering study directly related to the position for which applying; and meet any selective placement factor identified for the position to be filled. Salary is set commensurate with selectee's background, experience, and other considerations.

ADDITIONAL CONDITIONS OF EMPLOYMENT:

- U.S. Citizenship Required
- Some positions are covered under DAWIA and require additional education, training, and experience. If you possess DAWIA Certification, please indicate your Certification Level and Career Field Information in your resume.
- This position may be a drug testing designated position. The incumbent is subject to pre-employment drug testing as a condition of employment, and participation in random drug testing.
- The work may require the employee to occasionally travel away from the normal duty station via military or commercial aircraft.
- Employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.
- The selectee may be required to obtain and maintain a security clearance.
- The selectee may be required to complete a Confidential Financial Disclosure Report (OGE 450), prior to entering on duty and annually thereafter.
- A 2-year probationary period is required for permanent positions.

EQUAL EMPLOYMENT OPPORTUNITY

All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.