



Steps to a Federal Job

- ◆ Find your local One-Stop Career Center at www.servicelocator.org and take advantage of all the services it has to offer.
- ◆ Search federal job postings at Maryland Workforce Exchange (mwe.dllr.state.md.us) and USA Jobs (www.usajobs.opm.gov)
- ◆ Create your resume and have it available as you search for government jobs. Use language from the job announcements if you match the skills and experiences required. Get assistance from your One-Stop Career Center in converting your resume to a basic federal resume.
- ◆ Read the job announcements carefully and review all of the requirements for application submission.
- ◆ Apply competitively, or consider applying under Schedule A if you are eligible. (See the back page of this fact sheet.)

This fact sheet and others can be found at www.mdod.maryland.gov and www.mdworkforcepromise.org.

Questions?

Contact Maryland Department of Disabilities

Base Realignment and Closure (BRAC)

Overview

The 2005 federal Base Realignment and Closure, known as BRAC, is the congressionally authorized process used to reorganize Department of Defense base structure to more efficiently and effectively support our forces and increase operational readiness. The impact on Maryland:

- ◆ BRAC is expected to bring as many as 60,000 new government, military and private jobs to Maryland in the coming years.
- ◆ Almost all positions coming to Maryland as a result of BRAC will require a security clearance. See the "Security Clearances" fact sheet for information on this topic.
- ◆ The BRAC process started in 2005 and must be completed by September 2011.
- ◆ The major areas of impact in Maryland are Aberdeen Proving Ground, Andrews Air Force Base, Fort George G. Meade, Fort Detrick, and National Naval Medical Center.

What Types of Jobs Will be Available?

According to the BRAC Higher Education Study (Maryland Higher Education Commission), the 60,000 jobs moving to Maryland as a result of BRAC can be broken into three main categories:

- ◆ Primary - military and government employees located on a military installation.
- ◆ Secondary - indirect jobs consisting of government contractors, located around a military installation.
- ◆ Tertiary - jobs that result from increased income or population growth (i.e. retail or hospitality) or other support areas (lab technicians, data entry, administrative support, logistical support) located in and around a military installation.

Many, although not all, of these positions will require high skill levels and a college education. More specifically, the positions will be in the STEM fields (science, technology, engineering, math). Below are examples of the needs for the areas of impact:

- ◆ Aberdeen Proving Ground: budget analysts and clerks, clerical, computer engineers, electronics engineers, equipment specialists, information technology managers, safety technicians and managers, administrative assistants, security specialists, supply managers, and technical writers.
- ◆ Andrews Air Force Base: human resources, network administrators, and intelligence analysts.
- ◆ Fort George G. Meade: similar to Aberdeen Proving Ground, but also data transcribers, equipment operators, financial management, human resource personnel, mail and file clerks, operations research, and program management.
- ◆ Fort Detrick: engineering and logistics.
- ◆ National Naval Medical Center: positions will include those similar to general and medical hospitals. However, many workers will relocate directly from Walter Reed Army Medical Center.

How Do I Find BRAC Jobs?

Maryland Workforce Exchange

Maryland Workforce Exchange provides information about jobs, training and workforce support throughout Maryland. For more information:

- ◆ Go to <https://mwe.dllr.state.md.us>. Click on the "BRAC Jobs" button on the upper navigation.
- ◆ Type in your zip code.
- ◆ Expand the "Maryland BRAC Regions" list by clicking on the + sign. Next, expand the region you would like to search (Aberdeen Proving Ground, Andrews Air Force Base / National Naval Medical Center, Baltimore City / Baltimore County, Fort George G. Meade, or Fort Detrick).
- ◆ Click on "Looking for a Job and Job Search Links".
- ◆ From there, you can search for BRAC openings in the government and the private sector. There are additional links to learn about internships and security clearances.

Jobseeker Resources for BRAC Areas of Impact

Aberdeen Proving Ground (Harford County, MD)

- ◆ Susquehanna Workforce Network
BRAC Information - www.swnetwork.org/brac.php
- ◆ Aberdeen Proving Ground - Chesapeake Science and Security Corridor Regional BRAC Office -
<http://apg-cssc.com>

Andrews Air Force Base (Prince George's County, MD)

- ◆ 24-hour job information recording: 800-616-3775
- ◆ Joint Base Andrews - www.andrews.af.mil/index.asp

Fort George G. Meade (Anne Arundel County, MD)

- ◆ Defense Information Systems Agency (DISA)
BRAC Information Portal - www.disa.mil/brac
- ◆ Careers@Disa
www.disa.mil/careers/

Fort Detrick (Frederick County, MD)

- ◆ Fort Detrick Employment Guide
www.frederickworks.com/FtDetrick/index.php

National Naval Medical Center (Montgomery County, MD)

- ◆ www.bethesda.med.navy.mil/Careers/
- ◆ BRAC Hotline - 301.319.BRAC (2722)

"Schedule A" for Jobseekers with Disabilities

What is Schedule A?

- ◆ The Schedule A provides jobseekers with disabilities an alternative to the federal competitive process.

Who is eligible for Schedule A?

- ◆ Job ready applicants who meet all of the required qualifications for a given position and who can provide proof of having an intellectual disability, a severe physical disability, or a psychiatric disability.

What is considered proof of disability?

- ◆ Each agency decides what will be accepted as proof of disability. Documentation might be a statement or letter from a doctor, a federal agency (i.e. Social Security Administration), the Division of Rehabilitation Services, etc.

Who provides the proof of job readiness?

- ◆ This certification of job readiness may be obtained from the same entity that provides the proof of disability.

Who should I talk to about being considered?

- ◆ You should connect with the agency-appropriate Selective Placement Program Coordinator. You can run a search for Coordinators by agency at apps.opm.gov/sppc_directory.

Additional Resources

BRAC Skill Sets

www.swnetwork.org/brac_jobs.php

Maryland Department of Disabilities

www.mdod.maryland.gov

Maryland Workforce Exchange

<https://mwe.dllr.state.md.us/default.asp>

USA Jobs

[FederalEmploymentInformationFactSheets
media.newjobs.com/opm/www/usajobs/pdf/ei-11.pdf](http://FederalEmploymentInformationFactSheets.media.newjobs.com/opm/www/usajobs/pdf/ei-11.pdf)

U.S. Office of Personnel Management

Federal Employment of People with Disabilities

[www.opm.gov/disability/
PeopleWithDisabilities.asp](http://www.opm.gov/disability/PeopleWithDisabilities.asp)