

Animal & Plant Health Inspection Service (APHIS),
Veterinary Services (VS)
3001 Coolidge Road, Suite 300
East Lansing, MI 48823

www.aphis.usda.gov
Phone - 517-324-5295

Agriculture Research Service (ARS)
Avian Disease and Oncology Lab
3606 East Mount Hope Road
East Lansing, MI 48823

Phone - 517-337-6828

Farm Service Agency (FSA)
3001 Coolidge Road, Suite 350
East Lansing, MI 48823

www.fsa.usda.gov
Phone - 517-324-5124

Food, Nutrition, and Consumer Services (FNCS)
3260 Eagle Park Dr. NE S102
Grand Rapids, MI 49525

www.fns.usda.gov
Phone - 616-954-0319

Food Safety and Inspection Service (FSIS)
2549 Kodiak Drive, P.O. Box 4827
East Lansing, Michigan 48823

www.fsis.usda.gov
Phone - 517-332-7181

Forest Service (FS)
1755 S. Mitchell Street
Cadillac, Michigan 49601

www.fs.fed.us
Phone - 414-297-3342

National Agricultural Statistics Service (NASS), Michigan Field Office
3001 Coolidge Road., Suite 400
East Lansing, MI 48823

www.nass.usda.gov
Phone - 517-324-5300

Michigan State University Extension (MSUE)
108 Agriculture Hall
Michigan State University
East Lansing, MI 48823-1039

e-mail - sue@msue.msu.edu
Phone - 517-355-2308

Natural Resources Conservation Service (NRCS)
3001 Coolidge Rd., Suite 250
East Lansing, MI 48823

www.mi.nrcs.usda.gov
Phone - 517-324-5134

Risk Management Agency (RMA)
3500 West Wabash Avenue
Springfield, IL 62711

www.rma.usda.gov
Phone - 217-241-6600

Rural Development (RD)
3001 Coolidge Road, Suite 200
East Lansing, Michigan 48823

www.rurdev.usda.gov
Phone - 517-324-5149

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Michigan State Outreach Council

July 2005

Applying for careers in USDA

Announcements for all vacancies within USDA agencies are posted on the USAJOBS website at <http://jobsearch.usajobs.opm.gov/a9ag.asp>. This website also provides all the forms necessary to apply.

Benefits Available to USDA employees

USDA seeks to attract, motivate, develop, retain, and reward the best and brightest people by providing a great benefits program. You may participate in:

- The **Federal Employees Retirement System** provides a portable retirement system with contributions by your employer. See <http://www.opm.gov/retire/index.asp>
- The **Federal Employees Health Benefits System** provides health insurance with costs shared by your employer. See <http://www.opm.gov/insure/health/index.asp>
- **Federal Employee Group Life Insurance Program** provides life insurance. See <http://www.opm.gov/insure/life/index.asp>
- **Federal Long Term Care Insurance** provides long-term care options. See <http://www.opm.gov/insure/ltc/index.asp>
- **Flexible Spending Accounts** enable eligible employees to pay for certain medical and dependent care expenses with pre-tax dollars. See <http://www.opm.gov/insure/pretax/fsa/index.asp>
- You will earn **annual vacation leave**. See <http://www.opm.gov/oca/leave/html/ANNUAL.asp>
- You will earn **sick leave**. See <http://www.opm.gov/oca/leave/html/sicklv.htm>
- There are 10 paid **Federal holidays**. You will receive pay for those that fall within your regularly scheduled tour of duty.
- **Tele-work/Telecommuting** may be made available after you have come on board. See <http://www.telework.gov>

For general information for new employee benefits see http://www.opm.gov/insure/health/new_employees.asp

Tips for preparing your application

- Type your application. Make sure it and supporting materials are neat and clean, and proofread.
- Address each of the required evaluation criteria (the knowledges, skills and/or abilities or KSA's) in a separate section.
- Write clearly and concisely. Use words wisely.
- Don't be afraid to use the word "I". Avoiding the use of the first person leaves the reviewer to wonder who really did the work.
- List actions, results, and how you were involved.
- Use examples to best illustrate your point whenever possible.
- Express accomplishments in specific terms.
- Show increases in production over previous years, it indicates progress.
- Use strong action verbs and the active voice.
- Show case your role. Did you work on your own? As part of a team? As a team leader?
- Don't be modest. If you don't tell them, who will?
- Use bullets, not prose. Don't be verbose, wordy, or needlessly repetitive. NOTE: This **does not** say "use incomplete sentences." It says use bullets with appropriate grammar.
- If you lack certain experience, say so, but mention pertinent training and say that you would like the chance to apply it.

Value your experience.

Leadership positions. Were you president of your sorority? Did you lead a team either as part of your classroom experience or a volunteer group?

Extracurricular activities. Perhaps you volunteered or belong to a club that gave you valuable experience. Let the reviewers know specifics including projects, dates, and how your experience applies to the field.

Internships. Never underestimate the importance of hands-on education, especially internships whether during the summer or over an entire semester.

USDA Careers	FSA	FAS	RMA	FNS	FSIS	AMS	APHIS	GIPSA	FS	NRCS	ARS	CSREES	ERS	NASS	RBS	RHS	RUS	HRSD	OIG	NFC
Management																				
Accounting/Auditing	•	•		•	•	•	•	•	•	•	•					•	•	•	•	•
Budget	•	•		•	•	•	•	•	•	•						•		•	•	•
Contracting/Procurement	•			•		•	•		•	•	•					•		•	•	•
Criminal Justice						•	•		•	•									•	
Equal Opportunity	•	•	•	•	•	•	•	•	•	•						•		•	•	•
Management/Program Analysis	•	•	•	•	•	•	•	•	•	•						•		•	•	•
Personnel Management	•			•	•	•	•		•	•	•					•		•	•	•
Public Affairs	•	•	•	•	•	•	•		•	•						•		•	•	•
Computer Sciences				•	•	•	•	•	•	•			•	•				•	•	•
Agribusiness and Industry																				
Agricultural Business	•		•			•	•	•		•										
Agricultural Commodities	•					•	•	•												
Crop Insurance Administration			•																	
Crop Insurance Underwriting			•																	
Economics	•	•	•			•	•	•		•			•		•					
Agricultural Extension												•								
Agricultural Management	•					•	•	•		•										
Agricultural Marketing	•	•				•	•	•							•					
Food Program Management				•																
International Trade Economics		•				•							•							
Loan Management/Finance															•	•	•		•	
Science and Technology																				
Agronomy						•	•			•	•									
Animal Sciences						•	•	•		•	•	•								
Archaeology									•	•										
Biological Sciences					•	•	•		•	•	•	•								
Chemistry					•	•	•	•		•	•									
Engineering						•			•	•	•									
Food Inspection					•				•	•										
Food Technology				•	•	•					•	•								
Forestry									•	•										
Geology/Hydrology									•	•	•									
Landscape Architecture									•	•										
Mathematics/Statistics									•	•				•						
Nutrition				•																
Plant Pathology/Physiology						•	•		•	•	•	•								
Soil Sciences/Conservation									•	•	•	•								
Veterinary Medicine					•		•				•									
Wildlife Biology							•		•	•										

Key to USDA Agency Acronyms

Farm and Foreign Agricultural Services	
FSA	Farm Service Agency
FAS	Foreign Agricultural Service
RMA	Risk Management Agency
Food, Nutrition, and Consumer Services	
FNS	Food and Nutrition Service
Food Safety	
FSIS	Food Safety and Inspection Service
Marketing and Regulatory Programs	
AMS	Agricultural Marketing Service
APHIS	Animal & Plant Health Inspection Service
GIPSA	Grain Inspection, Packers and Stockyards Administration
Natural Resources and Environment	
FS	Forest Service
NRCS	Natural Resources Conservation Service
Research, Education, and Economics	
ARS	Agricultural Research Service
CSREES	Cooperative State Research, Education, and Extension Service
ERS	Economic Research Service
NASS	National Agricultural Statistics Service
Rural Development	
RBS	Rural Business Cooperative Service
RHS	Rural Housing Services
RUS	Rural Utilities Service
Departmental Administration	
HRSD	Human Resources Service Division
Office of the Inspector General	
OIG	Office of the Inspector General
Office of the Chief Financial Officer	
NFC	National Finance Center