

## Expression of Interest

### United States Department of Agriculture Agricultural Research Service (ARS)

### Development Opportunity Placement Program (DOPP)

**Opportunity Identification Number:** ARS-07-DOPP-001

**Opening Date:** April 13, 2007

**Closing Date:** April 27, 2007

**Position Title:** Agricultural Administrator

**Series & Grade:** N/A (Detail to set of Duties)

**Duty Location:** Agricultural Research Service (ARS)  
Northern Plains Area  
Office of the Director  
Fort Collins, Colorado

**Duration of Assignment:** 60 Days (Approximate dates August 1 through September 30, 2007)

**Remarks:** This is an Expression of Interest, not a competitive vacancy announcement. Priority consideration will be given to eligible and qualified Class Agents under the Basu Settlement Agreement for the first eighteen (18) months of the program.

#### **Who Is Eligible for Consideration**

This Expression of Interest is limited to USDA permanent employees who meet the requirements described below under "Qualification Requirements."

#### **Development Opportunity Assignment**

The Northern Plains Area Office provides scientific and administrative oversight to 14 ARS research locations in an eight state area. This assignment will provide the detailee with an overview of Area Office Operations in a busy time of year. Desired time period for this assignment is August through September 2007

The incumbent serves in the Office of the Director, Northern Plains Area, and will provide assistance with reviewing programs, Research Position Evaluation System (RPES) submissions, annual reports, and planning workshops with newly hired scientists.

### **Major Duties:**

The incumbent oversees and reviews CRIS project proposals and annual reports. The incumbent must have a working knowledge of the Office of Scientific Quality Review (OSQR) or comparable reporting system. The incumbent also develops information by writing and editing of materials in preparation for the workshop. The incumbent will be responsible for identifying prospective workshop attendees, contacting potential speakers, assisting with local arrangements and draft and solicit input for the workshop agenda with field offices. The incumbent will also be responsible for other assigned projects.

### **Eligibility Requirements:**

Must have knowledge, skills or abilities in scientific processes and/or experience conducting or leading research. Experience with the OSQR process is desirable.

### **Submission Requirements** (Incomplete packages will not be considered)

Interested candidates who meet the basic eligibility requirements may file for consideration by sending the following **MANDATORY** documents to the address indicated on the last page of this announcement:

- \* Resume or OF-612.
- \* Latest RPES case write-up or similar documents that detail scientific accomplishments.
- \* Most recent Notification of Personnel Action (SF-50).
- \* Most recent performance appraisal.
- \* Narrative (not to exceed one page) of how the assignment will be commensurate with your interests, background and developmental needs and will enhance your career goals.
- \* Description (not to exceed one page) of skills and knowledge you will bring to the assignment.
- \* Development Opportunity Placement Program Coversheet.

**\*\*Your submission must be received by 5:00 p.m. Eastern Time on the closing date of this Expression of Interest. Please submit your documents to the following address:**

U.S. Department of Agriculture  
Office of Human Capital Management (OHCM)  
Attention: Office of Special Projects  
1400 Independence Avenue, S.W.  
Room 302-W  
Washington, D.C. 20250-9892  
Fax: (202) 720-9148

**For more information:** Please direct questions on the administrative process to the OHCM, Office of Special Projects at (202) 720-0822, and questions regarding the nature of the assignment to Dr. Mickey McGuire, Office of the Director, Northern Plains Area, Fort Collins, Colorado. The contact telephone number is 970-492-7058.

**Information on Status, Benefits and Relocation Expenses**

Travel expenses associated with the temporary assignment will be reimbursed in accordance with applicable Government travel regulations.

**Reasonable Accommodation Statement**

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

**THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.**