



**National Science Foundation**  
**4201 Wilson Boulevard Arlington, Virginia 22230**

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DATE: October 30, 2008

TITLE: The Arctic Sciences Division, Office of Polar Programs (OPP)  
**Employment Opportunity for Division Director- Dear Colleague Letter**

Dear Colleague:

The Office of Polar Programs (OPP) announces a nationwide search for the Director, Arctic Science Division at the National Science Foundation (NSF).

The Division Director bears overall responsibility for the planning, management, and budget execution for the NSF Arctic research and logistics portfolio (~90 million in FY2008). As such, the incumbent will develop and maintain scientific programs at the forefront of Arctic research and coordinate and supervise the work of science program managers in Arctic Natural Sciences, Arctic Social Sciences, Arctic System Science, and Arctic Logistics.

To discharge this responsibility requires not only knowledge in the appropriate disciplines, but also a commitment to high standards, a considerable breadth of interest and receptivity to new ideas, a strong sense of fairness, good judgment, and a high degree of personal integrity.

Appointment to this Senior Executive Service (SES) position may be on an SES Career or one to three year SES Limited Term basis. Alternatively, the incumbent may be assigned under the provisions of the Intergovernmental Personnel Act (IPA).

**Senior Executive Service Career Appointment:** The Senior Executive Service (SES) covers managerial positions above GS-15 in the Federal Service. Persons appointed to the SES are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participation in the Federal leave system. Career appointees are eligible for bonuses based on performance in addition to base pay. Competitive status is not required, veteran's preference does not apply and there are no grade restrictions. New appointees to the SES are required to serve a one-year probationary period. Final selection of career appointees requires the approval of the U.S. Office of Personnel Management (OPM). OPM approval will be based on the selectee's background in the following 5 executive core qualification areas: (1) Leading Change, (2) Leading People, (3) Results Driven Leadership, (4) Business Acumen, and (5) Building Coalitions/Communication. These areas are incorporated in the 5 executive/managerial requirements for the position. Information about the leadership requirements for SES-level positions is available on the National Science Foundation website at [http://www.nsf.gov/about/career\\_opps/careers/senior.jsp](http://www.nsf.gov/about/career_opps/careers/senior.jsp) and U.S. Office of Personnel Management website at [https://www.opm.gov/ses/about\\_ses/index.asp](https://www.opm.gov/ses/about_ses/index.asp).

**Senior Executive Service (SES) Limited Term Appointment:** SES Limited Term appointments may be made for one to three years and do not require prior OPM approval. Persons appointed on an SES Limited Term basis are eligible for health benefits, life insurance, social security, Federal retirement and thrift savings plan coverage, and participation in the Federal leave system. Competitive status is not required, veterans' preference does not apply and there are no grade restrictions.

**Intergovernmental Personnel Act (IPA) Assignment:** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such

assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period of up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits. Initial IPA assignments are made for a one-year period and may be extended by mutual agreement. Further information regarding IPA positions is available at [http://www.nsf.gov/about/career\\_opps/rotators/ipa.jsp](http://www.nsf.gov/about/career_opps/rotators/ipa.jsp).

Announcement S20090005, with position qualification requirements and application procedures are posted at: [http://www.nsf.gov/about/career\\_opps/vacancies/executive.jsp](http://www.nsf.gov/about/career_opps/vacancies/executive.jsp).

General inquiries should be directed to:

Dr. Karl A. Erb  
Director, Office of Polar Programs  
(703) 292-8030  
kerb@nsf.gov

**Applications must be received by the closing date on the posted announcement (12/04/08)** and may be transmitted electronically to [execsrch@nsf.gov](mailto:execsrch@nsf.gov) or mailed or delivered to the following address:

National Science Foundation  
Executive and Visiting Personnel Branch  
Division of Human Resource Management  
4201 Wilson Boulevard, Room 315  
Arlington, VA 22230  
ATTN : S20090005

Inquiries or questions should be directed to Executive Personnel staff at 703-292-4376; hearing impaired individuals should call TDD 703-292-8044.

Sincerely,

Karl A. Erb  
Director, Office of Polar Programs

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