

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION  
SENIOR EXECUTIVE SERVICE  
VACANCY ANNOUNCEMENT

OFFICE OF INSPECTOR GENERAL

Vacancy Announcement Number: **HQ-IG-99-01-SES**

Position: Counsel to the Inspector General  
ES-0905 (Career Reserved)

Location: Washington, DC

Opening Date: 06/22/99

Closing Date: 07/23/99

Salary Range: \$110,351 - 125,900 PA

Area of Consideration: Qualified Federal Employees Only

Duties: Serves as Counsel to the Inspector General (IG) and has primary responsibility for providing the full range of professional legal services and advice with respect to the formulation, coordination, and execution of the entire OIG program. Provides expert legal counsel to the IG and all other OIG officials in all legal matters covering a wide range of complex and difficult audit and investigative issues. Directs the OIG legal review of all proposed legislation and regulations affecting NASA programs and activities. Provides sensitive liaison with high-level policymaking and program officials of the OIG, NASA, the Department of Justice, and other law enforcement agencies, and the Congress. Participates in the preparation of Congressional and other testimony and related materials to be given by the IG or Assistant Inspectors General. Conducts extensive independent legal research and analysis into complex criminal, civil, and administrative law and procedures; prepares reports, motions, and responses, and issues appropriate legal guidance to the IG and OIG staff.

You may either submit a resume or form OF-612. The following information **MUST** be provided:

- Vacancy number and title of the job applying for
- Full name, mailing address, day and evening phone numbers
- Social Security Number
- Citizenship status
- Reinstatement eligibility
- Highest Federal civilian grade held (also give job series and dates held)
- Educational information for High School and above (give name, city, state, date of diploma, majors, and types of degrees)
- Work experience **RELATED** to the job applied for in the following format: Job title, duties and accomplishments, employer's name and address supervisor's name and work phone, starting and ending dates, hours per week, and salary
- Indicate if we may contact your current supervisor
- Training, skills, honors, awards, membership in professional/honor societies, that are **RELATED** to the job applied for

Applicants should keep copies of all application materials since they will not be returned. Applicants who do not provide all of the required information may lose consideration for the position for which they are applying. All internal NASA applicants currently in the SES need only submit a memorandum requesting consideration and any relevant supplemental information you wish the selecting official to consider.

Applications should be sent to:

NASA Office of Inspector General  
Attn: Lek Terrell  
Room 8V69  
300 E Street, SW  
Washington, DC 20546

For additional information, contact:

Yvette Gilmore 202-358-2590  
Lek Terrell 202-358-2584

The necessary forms are available at this address and at all Federal Job Information Centers.

**RESUMES OR APPLICATIONS MUST BE RECEIVED OR POSTMARKED NO LATER  
THAN THE CLOSING DATE**

## Qualification Requirements:

Candidates must demonstrate possession of responsible experience to perform the duties described above. Normally, this level of experience would have been gained at or above the GS/GM-15 level or its equivalent. Candidates must demonstrated experience in the managerial and technical areas noted below:

### **Managerial Qualifications:**

#### **1. Leading Change-**

Encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to the position is the ability to balance change and continuity--to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

#### **2. Leading People-**

Involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

#### **3. Results Driven-**

Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies

#### **4. Business Acumen-**

Involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making.

#### **5. Building Coalitions/Communication-**

Involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

### **Technical Qualifications:**

#### **MUST BE A MEMBER OF THE BAR.**

1. Experience in dealing with Federal laws, regulations, and legal issues.
2. Experience in dealing with appropriation, grant, and contract law.
3. Experience directing the work of attorneys or managing significant legal casework.
4. Experience providing legal and policy advice on complex personnel, EEO, budget, and administrative legal problems.
5. Experience dealing with Freedom of Information Act (FOIA) and Privacy Act requests.
6. Significant skill in writing and the ability to edit the work products of others in a high volume, high pressure environment.

**IMPORTANT: CANDIDATES MUST FULLY ADDRESS ALL ITEMS  
UNDER 'MANAGERIAL QUALIFICATIONS' AS WELL AS ALL ITEMS  
UNDER 'TECHNICAL QUALIFICATIONS' ABOVE.**

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**Evaluation Method:**

Applicants will be evaluated by an Executive Resources Panel based on the managerial and technical qualification requirements stated in this announcement, and eligible candidates will be placed in qualified and highly-qualified categories. Interviews and qualification and suitability inquiries may be requested. The highly-qualified will be referred to the appropriate official who will recommend selection.

**General Information:**

NASA is an equal opportunity employer, and all applications will be considered without regard to race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, membership in an employee organization, or other non-merit reason. This announcement is for a career appointment to a position in the NASA Senior Executive Service (SES). Persons entering the SES for the first time are subject to a one-year probationary period. A financial disclosure statement is required upon appointment into the SES. This statement will be used to avoid conflicting situations in employment through advice and counseling. This position (is ) (is not ) subject to random drug testing.