

NASA
OFFICE OF INSPECTOR GENERAL

300 E STREET, SW
WASHINGTON, DC 20546

VACANCY ANNOUNCEMENT

POSITION: Program Support Specialist
GS-301-11/12

ANNOUNCEMENT NO: DEU-IG-99-04

LOCATION: Office of Inspector General
NASA Headquarters,
Washington, DC

OPENING DATE: 12/10/98

CLOSING DATE: 12/22/98

AREA OF CONSIDERATION: All Sources

PROMOTION POTENTIAL: GS-12

UP TO 30% TRAVEL MAY BE REQUIRED.

PERMANENT CHANGE OF STATION COSTS WILL NOT BE PAID.

DUTIES: Serves as a Program Support Specialist in the Resources Management Division (RMD), NASA Office of Inspector General (OIG), and provides administrative, editorial, and paralegal support to the various components of the OIG as needed. Provides editorial support through the review of various OIG reports and publications. Provides paralegal support on Freedom of Information Act (FOIA) matters. Provides administrative/paralegal support in litigation matters. Assists in the production of legal briefs and other legal documents. Conducts research to obtain legal precedents such as case law, statutes, and regulations. Serves as a team member with specific assignments and is routinely called upon to backup or substitute for colleagues who principally manage other assignments. Serves as backup to other RMD staff and may perform duties in supply and equipment management, travel, training, directives management, budget, and other resources management areas.

QUALIFICATIONS: Candidates must meet the qualifications as stated in OPM Qualification Requirements Standards Handbook. Copies of these standards are located in local personnel offices.

SPECIALIZED EXPERIENCE: Must include experience performing varied administrative functions such as editing complex reports and publications, conducting legal research and performing required functions in preparation for litigation, and/or performing resources management functions. Candidates must have one year of specialized experience equivalent to the next lower grade.

CONDITIONS OF EMPLOYMENT: INCUMBENT MUST BE WILLING TO TRAVEL AND RELOCATE AS NECESSARY. Candidates appointed to professional positions in the Office of Inspector General are expected to be willing to travel, be mobile, and may be reassigned to different duty locations throughout the U.S. dependent upon Office of Inspector General program needs.

POSITION SENSITIVITY: This position has been designated Non-Critical Sensitive. The selectee may be subject to preappointment security investigation.

DUAL CONSIDERATION:

All status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered for the merit promotion announcement only.

GULF WAR/BOSNIA SERVICE: The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. The law also authorized the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 20, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the Vets Guide that may be found on the Internet at www.opm.gov.

BASIS OF RATING: Applicants will be rated on knowledge, skills, abilities, and other characteristics and supervisory appraisals, and potential as evidenced by supervisory assessment of potential, awards, and self development efforts.

1. Comprehensive knowledge of editorial practices gained through training and experience.
2. Comprehensive knowledge of legal practices and principles to perform paralegal duties and support functions.
3. Knowledge of research methodologies as applied to legal research and reference activities.
4. Knowledge of desktop microcomputer systems hardware and software to facilitate their use in editing, conducting legal research, managing operational areas, and performing analyses and evaluations.
5. Ability to communicate and express ideas clearly and concisely, both orally and in writing and to deal with people in a professional manner.

Applicants are urged to submit a supplemental statement addressing these factors.

HOW TO APPLY:

Applicants may submit "Optional Application for Federal Employment (OF-612), a resume or other type of application.

HOWEVER, ALL APPLICATIONS MUST CONTAIN THE INFORMATION LISTED BELOW. FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE VACANCY. NO ATTEMPTS WILL BE MADE BY THE PERSONNEL OFFICE TO OBTAIN ANY MISSING DOCUMENTS OR INFORMATION.

- (1) The announcement number, title and grade of the job for which you are applying
- (2) Social Security Number
- (3) Country of citizenship
- (4) Veterans' preference (to claim 5-point veterans' preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. To claim 10-point veterans' preference, attach a SF-15, Application of 10-point Veterans' Preference, plus the proof required by that form. If proof of 10-point preference is not received, the application will be processed with credit given for 5-point preference if appropriate.)

(5) Reinstatement eligibility (Attach a copy of your most recent SF-50)

- (6) Highest Federal civilian grade held (including job series and dates held)
- (7) High school (date of diploma or GED)
- (8) Colleges and universities (majors and types of degrees received)
- (9) Work experience, training, skills, certificates/licenses and awards related to the position for which you are applying. Include series and grade if work experience was with the Federal government. Also, for each position listed, provide your duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates, hours worked per week and salary. Please indicate if we may contact your current supervisor. Applicants are requested to submit the following additional documentation. While it is not mandatory, your qualifications may not be clearly represented unless you provide this supplementary information:
 - (A) A copy of your most recent performance appraisal
 - (B) Your personal description of how you meet the rating factors.

Separate applications and supporting documentation must be submitted for each position for which you are applying. These documents will not be returned.

Address Applications to:

NASA Office of Inspector General
Code W (RM8V69)
300 E Street SW.
Washington, DC 20546

For further information contact:

Lek Terrell
202/358-2584

INFORMATION TO APPLICANTS:

Selecting Officials have the right to select from all appropriate sources including: reinstatement eligibles; noncompetitive lateral reassignments; nonstatus candidates within reach on an OPM certificate of eligible; veterans readjustment appointment eligible; qualified, noncompetitive status applicants with handicapping conditions who are eligible for appointment under Schedule A, Section 213.3102(t) or (u); and noncompetitive applicants who are 30 percent or more disabled veterans who have been certified as such by the Veterans Administration or state vocational rehabilitation office.

Eligibles will be rated based on documentation supporting their possession of the qualification rating factors listed above, as well as the most recent performance appraisal and applicable training and awards.

Applicants who do not meet the time-in-grade, qualifications, or time-after-competitive-appointment requirements, may be considered if they meet the particular requirement within 30 days of the closing date of the Vacancy Announcement.

Applicants are assured of equal consideration regardless of race, sex, age, religion, national origin, political affiliation, physical handicap, marital status, or membership or non-membership in an employee organization.

OPM considers the filing of job applications to be a personal matter, not official government business. Such personal mail is therefore subject to the payment of postage by the applicant, and use of official postage paid envelopes for this purpose is a violation of OPM and postal regulations and 5 U.S.C. 735.205; 39 U.S.C. and 18 U.S.C. Applications submitted in official government postage paid envelopes will not receive consideration. Envelopes with postage due cannot be accepted and will be returned to sender.

All statements on employment forms are subject to investigation including a check of fingerprints, police records, and former employers.

If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must, subject to certain exemptions, be registered in the Selective Service System.

CAREER TRANSITION ASSISTANCE PLAN (CTAP) AND INTERAGENCY CAREER TRANSITION ASSISTANCE PLAN (ICTAP): Priority consideration will be given to surplus and displaced Federal employees as set forth in the Office of Personnel Management guidelines, 5 CFR part 330, Career Transition Assistance for Surplus and Displaced Federal Employees. To receive this special selection priority, applicants must be within the local commuting area of the vacancy, have a current (or last) performance rating of at least fully successful or equivalent and submit the following with their application:

CTAP:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function outside the local commuting area; or
- (2) Certificate of expected separation or other official notice from the agency indicating that the applicant is surplus or eligible for discontinued service retirement; or
- (3) Other official agency certification identifying the applicant as being in a surplus organization or occupation.

ICTAP:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area; or
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that the applicant was separated as a result of a RIF, or for declining a transfer of function or directed reassignment to another commuting area; or
- (3) Official certification from an agency stating that it cannot place the applicant whose injury compensation has been or is being terminated; or

- (4) Official notification from OPM that the applicant's disability annuity has been or is being terminated; or
- (5) Official notification from a Military Department or National Guard Bureau that the applicant has retired under 5 U.S.C. 8337(h) or 8456.

In addition applicants must be determined to be well-qualified: (1) have a score of at least 85 or equivalent when ranked against the applicable knowledge, skills and abilities (KSA's); (2) meet all KSA's at least one level above fully satisfactory or equivalent: or (3) meet an equivalent standard as defined in writing and consistently applied that supports the level of well-qualified.

ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.