

NASA
OFFICE OF INSPECTOR GENERAL
300 E STREET, SW
WASHINGTON, DC 20546
VACANCY ANNOUNCEMENT

POSITION: Staff Assistant
GS-303-5/6

ANNOUNCEMENT NO: HQ-IG-01-02

LOCATION: Office of Inspector General
Office of Inspections, Administrative
Investigations and Assessments
NASA Headquarters
Washington, DC

Opening Date: 10/30/00
Closing Date: 11/14/00

AREA OF CONSIDERATION: Competitive Status candidates including reinstatement eligibles AND Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service
Washington, DC Metropolitan Area Only

Promotion Potential: GS-7

Permanent Change of Station Costs (PCS) will not be paid.

DUTIES: Performs office support duties for the Office of Inspections, Administrative Investigations, and Assessments. Researches, interprets, and applies a variety of rules and regulations to assigned functions. Organizes and maintains files; prepares travel authorizations; and schedules meetings, videoconferences and teleconferences. Independently handles routine administrative support requests. Reviews office systems and recommends initiation of new or enhance of existing systems. Coordinates and distributes various Office of Inspector General reports. Prepares correspondence for signature ensuring correct punctuation, proper style, grammar, etc. Conducts database queries. Prepares graphics in support of reports and presentations.

QUALIFICATIONS: Candidates must meet the qualifications as stated in OPM Qualification Requirements Standards Handbook. Copies of these standards are located in local personnel offices. Candidates must have one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE: Experience which is in or directly related to the duties of the position and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

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

CONDITIONS OF EMPLOYMENT: INCUMBENT MUST BE WILLING TO TRAVEL AND RELOCATE AS NECESSARY. EXECUTION OF A MOBILITY AGREEMENT IS REQUIRED. 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.

HQ-IG-01-02

PRIORITY CONSIDERATION: 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.

POSITION SENSITIVITY: This position has been designated Non-critical Sensitive. The selectee will be subject to pre-appointment security investigation.

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. Knowledge of grammar, spelling, and punctuation, and or correspondence format and control procedures..
2. Ability to plan and coordinate administrative activities with a variety of individuals and offices.
3. Skills in using automated data processing software and systems for a variety of administrative processes..
4. Ability to communicate orally and in writing.

APPLICANTS ARE ENCOURAGED TO SUBMIT A SUPPLEMENTAL STATEMENT ADDRESSING THESE FACTORS.

HQ-IG-01-02

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 an 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 Quality Ranking 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 eligible; 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.

A complete description of Office of Personnel Management Qualification Requirements Standards Handbook for General Schedule positions is available in any Federal Personnel Office.

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.