

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

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**POSITION:** Program Assistant  
(Office Automation)  
GS-303-7/8

**ANNOUNCEMENT NO:** HQ-IG-02-02

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

**Opening Date:** 10/30/2001

**Closing Date:** 11/13/2001

**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 METRO AREA ONLY

**Promotion Potential:** GS-8

**DUTIES:** Serves as a program assistant in the Office of Inspector General (OIG) and is responsible for providing a variety of technical and administrative support services. Provides assistance such as gathering factual information related to a specific audit of review. Analyses data for specific patterns or trends. Serves as the central point of contact for screening rough drafts of reports for proper formatting, grammatical correctness, punctuation, capitalization and clarity of expression. Performs electronic database searches using initiative to identify appropriate database areas in addition to those identified by management. Conducts file searches. Assists in maintaining file(s), which document the progress of the audit or review. Prepares routine correspondence transmitting information to other offices or agencies. Maintains a suspense system to ensure that all responses are received/provided in a timely manner and prepares status reports based on input from staff. Inputs initial data and updates all data placed in the management information system. Types a wide variety of materials from rough or final draft.

**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.

**HQ-IG-02-02**

**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..

**KSAOC'S (KNOWLEDGES, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS):\***

1. Knowledge of administrative policies, procedures, and regulations.
2. Ability to gather, assemble, correlate, and analyze facts and data.
3. Knowledge of and skill in using a variety of computer software, include word processing, spreadsheets, graphics, and database management/
4. Ability to communicate both orally and in writing.
5. Knowledge of correspondence rules/regulations including grammar, punctuation, spelling and proper English usage.

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

**HQ-IG-02-02**

**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 or current competitive status candidate(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.**