

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
SENIOR EXECUTIVE SERVICE
VACANCY ANNOUNCEMENT

OFFICE OF INSPECTOR GENERAL

Vacancy Announcement Number: **HQ-IG-02-01-SES**

Position: Director, Technical Services Office
ES-1811 (Career Reserved)
Location: Washington, DC

Opening Date: 11/16/2001
Closing Date: 12/04/2001

Salary Range: \$120,261 - 133,700 PA

Area of Consideration: All Qualified Federal Employees

Duties: The Director, Technical Services Office manages the highly technical examinations of both routine and cutting-edge electronic media to ensure that NASA Office of Inspector General (OIG) investigations are technically and legally sufficient to detect, investigate, and ultimately prosecute individuals who criminally misuse or violate the critical, network, and other telephony infrastructures of the Agency and its various partner organizations. Designs, implements, and manages the critical OIG technical computer infrastructure ensuring sufficient security for classified and sensitive law enforcement and other OIG critical infrastructure operations. Leads research and development efforts that create, fully validate and verify, and deploy forensic media analysis tools and methodologies to detect and combat hostile activity against NASA, the Federal Government, the U.S., and related international information infrastructures. Works closely with key Federal and private sector organizations including various Department of Defense forensic laboratories, the Department of Justice Computer Crime and Intellectual Property Section, the National Security Agency, Central Intelligence Agency, and other Federal OIG units.

QUALIFICATIONS REQUIRED:

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 demonstrate experience in the managerial and technical areas noted below:

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.

LAUTENBERG AMENDMENT:

This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U.S.C., Section 922(g)(91)). Candidates who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U.S.C., Section 1001).

EXECUTIVE CORE QUALIFICATIONS:

1. Leading Change-

Encompasses the ability to develop and implement an organizational vision that 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 that 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 that 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.

For further information and guidance in addressing the five Executive Core Qualifications visit OPM's web site at <http://www.opm.gov/ses/handbook.html>.

TECHNICAL QUALIFICATIONS:

1. Directs and ensures sound implementation of organization-wide secure information systems including appropriate communications networks and data storage and retrieval systems.
2. Extensive knowledge of principles, theories, practices, and techniques of modern criminal investigation, including Federal statutes, regulations, criminal procedures, and rules of evidence.
3. Extensive knowledge of and experience in managing criminal investigations of intrusions (including devising and deploying novel automated approaches and solutions to investigative challenges) into EDP, telecommunications, Internet, or other network communication systems.
4. Extensive knowledge in the use of EDP capabilities (network communications hardware, their related software operating systems, communication protocols, popular computer programming and scripting languages) as a tool to analyze and evaluate investigative evidence and to conduct intrusion investigations.
5. Extensive experience in managing the recovery of evidence through legally sufficient "forensic" media analysis examinations of file structures created on a wide variety of ADP,

telecommunications, network-based and other operating systems or other forms of electronic media as litigation support of OIG criminal investigations.

6. Experience formulating and implementing an investigative work plan and program, and providing Agency-level policy, leadership, and general direction of assigned investigative functions and activities.

**IMPORTANT: CANDIDATES MUST FULLY ADDRESS ALL ITEMS
UNDER 'EXECUTIVE CORE QUALIFICATIONS' AND "TECHNICAL QUALIFICATIONS" ABOVE.**

Evaluation Method: _____

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

If you have career status in the SES or are a certified OPM graduate of an SES Candidate Development Program, you will be evaluated against the technical requirements only.

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 X_ _) (is not _ _) subject to random drug testing.

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.

NOTICE - NOTICE - NOTICE – NOTICE – NOTICE –

AT THE DATE OF THIS ANNOUNCEMENT, U.S. MAIL DELIVERIES ARE NOT BEING RECEIVED BECAUSE OF THE POTENTIAL FOR ANTHRAX CONTAMINATION. WE DO NOT KNOW WHEN REGULAR MAIL DELIVERIES WILL RESUME. HOWEVER, MAIL DELIVERY SERVICES SUCH AS FEDERAL EXPRESS AND UPS ARE BEING RECEIVED. AS AN OPTION TO MAILING YOUR APPLICATION, YOU MAY FAX (202-358-2988), EMAIL (WTERRELL@HQ.NASA.GOV OR YGILMORE@HQ.NASA.GOV), OR HAND DELIVER YOUR APPLICATION TO OUR OFFICE.

Applications should be sent to:

**NASA Office of Inspector General
Attn: Lek Terrell
Code W
300 E Street, SW
Washington, DC 20546**

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

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.

