



# National Science Foundation

## *Competitive Position Vacancy*

**ANNOUNCEMENT NO:** C20020062

**OPEN:** 01/08/02

**CLOSE:** 02/07/02

**POSITION VACANT:** Grant and Contract Policy Specialist, GS-1101-9/11/12. Salary ranges from \$36,656 to \$69,099 per annum. (2002 pay rates will apply if position is filled after January 13, 2002).

**PROMOTION POTENTIAL:** Grant and Contract Policy Specialist, GS-1101-12

**LOCATION:** Office of Budget, Finance and Award Management, Division of Contracts, Policy and Oversight, Policy Office Branch, Arlington, VA.

**BARGAINING UNIT STATUS:** This position is included in the bargaining unit and will be filled in accordance with the Merit Staffing provisions of the Collective Bargaining Agreement Article VII.

**AREA OF CONSIDERATION:** All Sources. This position is open to status and non-status candidates, as well as candidates eligible for appointment under special non-competitive appointing authorities.

**DUTIES AND RESPONSIBILITIES:** At the full performance level, the Grant and Contract Policy Specialist performs the following duties:

- Develops and maintains the NSF Grant Policy Manual, Grant Proposal Guide (GPG), Proposal and Award Manual (PAM) as well as other Policy Office issuances. Develops, maintains and updates standard award terms and conditions. Maintains and keeps abreast of current policies, procedures and standards that govern the NSF proposal and award process, as well as standards for the administration of awards for use by proposing organizations, awardee institutions, and NSF staff.
- Provides guidance to grant and contract specialists, NSF senior program and administrative officials, and the grantee community on complex policy issues. Interprets, explains and informs others regarding NSF policies and procedures.
- Serves on a variety of working groups as the NSF representative where development of significant new innovations are needed to create and implement major policies or procedures affecting scientific and educational granting and contracting programs.
- Develops and maintains standing operating guidance as regards contracts, and standard terms and conditions and other procurement policy issuances. Keeps abreast of current NSF policies, procedures and standards that govern the solicitation, and award/administration of contracts for use by NSF staff.
- Participates in the assessment of proposed and newly enacted legislation, regulations, and policies relating to the Federal assistance and acquisition arena. Provides advice on the impact of such legislation on NSF grants and contracts activities for BFA and other staff.
- Researches, and analyzes significant policy issues affecting all types of grants and contracts activities.
- Coordinates with other NSF staff responsible for institutional relations providing information on NSF activities and grant contract policies and procedures.
- Assists in development, planning, and conduct of NSF Regional Grants Conferences, seminars and other training and development programs on a variety of topics.
- Represent the Policy Office on development and maintenance of NSF corporate electronic systems such as Proposer and Reviewer System (PARS), FastLane, the NSF Award System, and the Program Information Management System (PIMS) to ensure systems are compliant with NSF proposal award policies, practices and procedures.

**QUALIFICATIONS REQUIRED:** The Qualification Standards Handbook for General Schedule Positions will apply. U.S. CITIZENSHIP IS REQUIRED. Qualification requirements for the GS-9 level are as follows: a.) Education - must possess a master's or equivalent degree or 2 full years of progressively higher level graduate education leading to such a degree OR b.) have 1 year of specialized experience equivalent to at least a GS-7 in the Federal service. For the GS-11 level: a.) Education – must possess Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related OR b.) have 1 year of specialized experience equivalent to at least a GS-9 level in the Federal service. Equivalent combinations of education and experience are qualifying for GS-9 and GS-11 levels. For the GS-12 level: Cannot qualify with education. Must possess 1 year of specialized experience at the GS-11 level in the Federal service. **Specialized experience:** Is experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the position to be filled (see quality ranking factors below). **Time-in-Grade Recruitment:** Completion of one year of service in a position no more than one grade lower than the grade for which you are applying (for government status employees only).

**QUALITY RANKING FACTORS:**

1. Knowledge of the laws, regulations (i.e., OMB Circulars, statutes, and Executive Orders), and principles, processes and methods applicable to grants management activities within the Federal Government sufficient to perform key decision-making and policy-developing duties in very difficult and complex assignments.
2. Knowledge of the laws, regulations (i.e., Federal Acquisition Regulations, OMB Circulars, and Executive Orders), and principles, processes and methods applicable to contracts, procurement, and acquisition activities within the Federal Government and their application to perform key decision-making and policy-developing duties in very difficult and complex assignments.
3. Skill in written communication sufficient to draft and formulate new grant and/or contract policies or procedures, or develop position papers on impact of new legislation on grant and/or contract policies and practices.
4. Skill in oral communication sufficient to represent the division/agency on task forces and at critical meetings, to make presentations on grant proposal and award-related topics of interest to internal and external customers groups of various sizes, and to effectively represent the division/agency in discussions with senior academic, non-profit, business, industry, scientific and/or government officials.

**BASIS FOR RATING:** Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

**IMPORTANT - PLEASE READ**

Applicants who do not submit the required items to this personnel office by the closing date of this announcement will not be considered. It is the applicant's responsibility to provide documentation/proof of claimed qualifications, education, service, veteran's preference, status (SF-50) and/or verification of eligibility for non-competitive appointment. If you submit an electronic application via any means, you must follow-up with documents requested by the closing date of the announcement. Applicants will not be contacted for additional information if their applications are incomplete or determined not to be adequate.

**CONDITIONS OF EMPLOYMENT:** Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

**HOW TO APPLY:** You may apply for this position with the Optional Application *for* Federal Employment (OF-612), the older Application *for Federal Employment (SF-171)*, a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action (SF-50)*, showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

Status candidates who wish to be considered under both merit promotion and delegated competitive examining procedures must submit two complete applications. If only one application is received, it will be considered under the merit promotion program.

Applicants who are eligible for appointment under special non-competitive appointing authorities must clearly specify your specific eligibility and provide proof with your application. Otherwise, the application will be considered under competitive procedures.

Applicants applying for special selection priority under the Interagency Career Transition Assistance Program (ICTAP) must submit proof of eligibility (i.e., RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, OR a letter from your agency documenting your special selection priority status); copy of your current performance appraisal; and documentation of promotion potential in the position from which separated. To be determined well qualified to receive special selection priority for this position, you must meet all qualification and eligibility requirements, all selective factors, and be rated at the above average level or higher in each quality ranking factor.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD214; and, if applicable, Application for 10-Point Veterans' Preference (SF-1 5), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).**

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: \* Your country of citizenship. \* Your social security number. \* Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. \* Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. \* If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. \* The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number C20020062. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Myra Loyd, on (703) 292-4363. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: August 2002

Vacancy Ann. #: \_\_\_\_\_ Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_ 2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- |                                                                                         |                                                                           |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 01 - Newspaper (specify)                                                                | 10 - Federal, State or local job information center                       |
| 02 - Contact with NSF Personnel Office<br>(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or<br>Veterans Administration |
| 03 - NSF-initiated personal contact                                                     | 12 - State employment office                                              |
| 04 - Science Magazine, or other professional journal or magazine<br>(specify)           | 13 - School or college counselor or other official                        |
| 05 - Affirmative Action Register                                                        | 14 - Private job Information service                                      |
| 06 - Attendance at conference, meeting or job fair<br>(specify)                         | 15 - Private employment service                                           |
| 07 - NSF recruitment at school or college                                               | 16 - Friend or relative working at NSF                                    |
| 08 - Colleague referral                                                                 | 17 - Friend or relative not working at NSF                                |
| 09 - NSF Bulletin                                                                       | 18 - NSF website                                                          |
|                                                                                         | 19 - Internet or other website                                            |
|                                                                                         | 20 - Other (specify)                                                      |

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

- A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.
- C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.
- D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

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**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

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