



# National Science Foundation

## *Rotational Vacancy*

**OFFICE OF POLAR PROGRAMS  
ENVIRONMENTAL OFFICER  
ARLINGTON, VA 22230**

**ANNOUNCEMENT NO:** E20040048-Rotator

**OPEN:** 03/11/2004

**CLOSE:** 04/23/2004

**POSITION WILL BE FILLED ON A ONE OR TWO YEAR VISITING SCIENTIST APPOINTMENT, INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENT OR FEDERAL TEMPORARY APPOINTMENT.**

**Individuals wishing to apply to the Permanent position see vacancy announcement E20040049.**

The National Science Foundation's Office of Polar Programs (OPP) is seeking qualified candidates for the position of Environmental Officer and inviting individuals who might be interested in an Intergovernmental Personnel Act (IPA) assignment to submit an application. The Environmental Officer has overall responsibility for guiding the implementation of OPP research activities in Polar Regions from an environmental perspective that provides appropriate protection and stewardship of the environment. The incumbent will utilize current knowledge of environmental science and engineering, as well as national and international environmental policy directives and U.S. legislation to ensure that the research activities pursued by NSF funded research in Polar Regions are environmentally sound. Additional information about OPP and their programs can be found at [www.nsf.gov/od/opp/start.htm](http://www.nsf.gov/od/opp/start.htm).

This position will be filled on a one or two year Visiting Scientist Appointment, an IPA assignment, or as a Federal Temporary Appointment. Temporary and Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act with a current salary range of \$85,210 - \$132,791, depending on qualifications and experience. For Visiting Scientist appointments, individuals are in a non-pay leave status from the home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds FICA and provides reimbursement for fringe benefits. For Federal temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For IPA assignments, the individual remains an employee on the payroll of his or her home institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations. For more information regarding Visiting Scientist appointments, visit our website at [www.nsf.gov/jobs](http://www.nsf.gov/jobs).

**STATEMENT OF DUTIES:** The Environmental Officer works closely with the science programs managers and with OPP managers responsible for safety and health, facilities engineering, maintenance and construction, logistics, operations, science support, and information technology to ensure the incorporation of environmental policies and procedures. Additional duties and responsibilities include:

- Uses knowledge of policies and legislation related to environmental management, monitoring, protection and conservation in the Arctic and Antarctic to assist in developing policy responses to emerging issues, such as impacts from tourism in Antarctica, and for conducting special investigations of new technologies, materials, equipment and construction methods which may enhance environmental policies and programs.

- Provides guidance and technical direction concerning environmental issues to other staff, scientific grantees, support contractor, researchers funded by other U.S. Government agencies, and with counterparts in other national programs in Antarctica.
- Develop an annual plan for evaluating all components of OPP's activities that could impact the environment.
- Conduct comprehensive compliance audits and reviews and use the results to prepare analyses, planning and management documents, and special reports and directives that will further comply with environmental obligations.
- Serves as the Office of Polar Programs representative or liaison officer with national and international scientific, technical and engineering conferences, panels, and workshops that relate to environmental activities, responsibilities and interests.

**QUALIFICATIONS REQUIRED:** Applicants must possess a Ph.D. or equivalent experience in science or engineering. In addition, applicant must have at least six years of experience in developing, implementing and overseeing the incorporation of environmental policies and procedures into operational activities. Incumbent must be able to successfully pass a physical examination according to standards used for U.S. Antarctic Program medical/dental screening for travel to Antarctica.

**HOW TO APPLY:** Applications may be transmitted electronically to [rotator@nsf.gov](mailto:rotator@nsf.gov). Individuals may also submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: E20040048-Rotator. In addition, you are encouraged to submit a narrative statement that addresses your background and/or experience related to the Program of your interest. 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 is used for statistical purposes). Inquiries may be referred to Kim Tran at (703) 292-4364 or [ktran@nsf.gov](mailto:ktran@nsf.gov). For technical information, contact Pawnee Maiden, Office of Polar Programs at (703) 292-8030. Hearing impaired individuals may call TDD (703) 292-8044.

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.

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NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY

OMB No. 3145-0096  
Expiration: 7/31/2005

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

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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

7. 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.

FOR AGENCY USE

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

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER