



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20050137
THIS IS A PERMANENT POSITION.

OPEN: 9/9/05

CLOSE: 10/21/05

POSITION VACANT: Interdisciplinary position: General Engineer, AD-0801-04, Mechanical Engineer, AD-0830-04, Aeronautical Engineer or Electrical Engineer, AD-0850-04. Annual salary ranges from \$88,369 to \$137,713.

PROMOTION POTENTIAL: None

LOCATION: Office of the Director, Office Polar Programs (OPP), Arlington, VA.

RELOCATION: Expenses will be paid.

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 VIII.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year. Disabled veterans with 30% service-connected disabilities as well as other applicants with severe disabilities will be considered without regard to the closing date if applications are received prior to final selection.

DUTIES AND RESPONSIBILITIES:

The Office of Polar Programs (OPP) supports research in all areas of fundamental science and engineering in the polar regions through research grants and awards to universities and other research organizations, and through the provision of logistics support and infrastructure in Antarctica. Its responsibilities also include interagency coordination of Arctic research and management of the U.S. Antarctic Program (USAP).

Within OPP, the Polar Research Support Section (PRSS) is responsible for planning, budgeting, and overseeing the logistics and operations support for the USAP. This includes: direct field and laboratory support for 150-180 Antarctic research projects each year; operation, engineering and construction needed to maintain three permanent Antarctic stations, including 3 airfields and a seaport; development of specialized computer, communications, and aircraft navigation infrastructure; oversight for the operation and maintenance of NSF's fleet of LC-130 aircraft; and coordinating the airlift and sealift capabilities that comprise the Antarctic logistics system.

This position serves as the Aviation Programs Manager with overall responsibility and technical oversight for planning and development of airfield and in-flight navigation systems that support flight operations in Antarctica;

planning and oversight for the maintenance of NSF's fleet of LC-130 aircraft; assisting in the development of the annual aviation program for Antarctica; providing technical expertise in the development of aviation support and procurement contracts; integrating requirements into aviation support contracts; conducting risk assessments for the use of other types of aircraft in Antarctica; coordinating with other organizations within the Federal government for use or oversight of other aircraft in Antarctica; conducting assessments of the feasibility and utility of proposed emergency landing sites in Antarctica; and providing aviation expertise to the Antarctica and Arctic Science Sections. The incumbent is responsible for the management and oversight of procurements for new polar-capable aircraft, airframe modifications, aviation-related support equipment (e.g., navigational aids), spare parts, and associated manuals. The incumbent executes studies and analyses to determine aircraft asset requirements and configurations. Conducts operations research as required, to develop and implement strategies for the efficient utilization of fixed/rotary wing aircraft that support science and logistics in both Polar Regions. Develops and implements long-range plans for systems engineering, modification and utilization of airborne science-capable aircraft and associated sensors. Coordinates with other government agencies and research and development (R&D) organizations in the application/installation of ground and/or airborne science instruments. In addition to the internal managerial responsibilities, the incumbent will deploy to the Antarctic to perform oversight responsibilities.

This position requires extensive travel aboard commercial or military aircraft and vessels. Occasionally work will be required in remote sites, on board research vessels, or in areas that will expose the employee to many different kinds of occupational (e.g., construction sites; unprepared sites) and environmental (e.g., extreme hot or cold, high altitudes) conditions. In these instances the incumbent is required to wear protective clothing and gear and to observe safety precautions.

QUALIFICATIONS REQUIRED: For AD-4:

Applicants must have a Ph.D. or equivalent experience in engineering plus six or more years of research, research administration and/or managerial experience pertinent to the position. Aviation management and aeronautical engineering experience is highly desirable.

Incumbent must be able to pass a physical examination according to the standards for USAP medical screening for travel to Antarctica.

QUALITY RANKING FACTORS:

1. Proven ability to plan, conduct, coordinate, and evaluate major and complex aviation programs and contracts.
2. Proven ability to conduct critical analyses and where necessary initiate and execute independent and/or group studies.
3. Proven ability to plan and develop annual and long-range plans including budget estimation, budget development, and expenditure accounting.
4. Proven ability to negotiate and resolve critical issues with equivalent or higher ranking levels of management in the military, civilian Federal service, and private sectors.
5. Proven ability to function as an active participant in a wide range of academic, industrial and government agency endeavors {Working Groups; Integrated Process Team; etc.} involved in polar research and logistics support activities. This includes all facets of aircraft maintenance and aviation systems engineering.

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 specified in the Quality Ranking Factors. Current performance appraisal, letter(s) of recommendation, and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year trial 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). You must also submit a current Performance Appraisal or letter(s) of recommendation from professionals who can comment on your capabilities. 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 Quality Ranking Factor listed on this announcement.

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 they are 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.

You may submit your application via e-mail to ywoodwar@nsf.gov or submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20050137. 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 is used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward, on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

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HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION**

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