

Overview

- Agency: Office of the Under Secretary of Defense (Policy)
- Pay scale & grade: GS-11 to -15
- Salary: \$74,950 to \$173,232 per year
- Appointment type: Direct Hire
- Work schedule: Multiple Schedules
- Location: Pentagon or nearby office spaces, Arlington, Virginia
- Telework eligible: Yes
- Relocation expenses reimbursed: No
- Open to: U.S. citizens, nationals or those who owe allegiance to the U.S.

Summary

This position is located in the Defense Technology Security Administration (DTSA). The DTSA serves a vital role in the international transfer of military and commercial (dual-use) goods and technology and in protecting critical information in support of U.S. national security.

[Learn more about this agency](#)

Selectees will serve as a FOREIGN AFFAIRS ANALYST in the OFFICE OF THE DEFENSE TECHNOLOGY SECURITY ADMINISTRATION.

THIS IS A DIRECT HIRING AUTHORITY (DHA) ANNOUNCEMENT. Section 1109 of the National Defense Authorization Act for Fiscal Year 2020 amended section 9905 of title 5, United States Code (U.S.C.), to permit the Secretary of Defense to noncompetitively appoint qualified candidates to certain positions in the competitive service in the DoD without regard to chapter 33, subchapter I of title 5, U.S.C., other than sections 3303 and 3328. For purposes of this policy, sections 3321, 3323, and 3326 of chapter 33, subchapter I of title 5, U.S.C., and corresponding Code of Federal Regulations provisions will continue to apply.

Duties

Incumbent typical work assignments vary according to the grade level and may include the following:

- Identifies and focuses senior policy attention on issues with major defense policy, national security, detention affairs, or international security implications
- Participates in the study, review, and adjustment of the programs and budgets needed to support Department strategies, concepts, and plans
- Initiates independent analyses of highly complex policy, strategy, concept, and program issues, force posture alternatives, and implications of broad changes to the international environment and defense programs
- Participates and assists in the presentation of OSD policies and budgets to the DOD, Congress, other USG agencies, and the general public

- Prepares communications for the Director, both orally and in writing, to a wide variety of audiences on complex issues, both nationally and internationally, in and outside of government

Conditions of Employment

- U.S. Citizenship is required
- Males born after 12-31-59 must be registered or exempt from Selective Service (see <https://www.sss.gov/Home/Registration>)
- Total salary varies depending on location of position
- May be required to successfully complete a probationary/trial period
- Must be determined suitable for federal employment
- Required to participate in the direct deposit program
- This position is subject to pre-employment and random drug testing
- The employee must be able to obtain and maintain a Financial Management certification within two years of entrance of this position IAW Public Law 112-81 and DoD Policy.
- The employee must be able to obtain and maintain a Secret security clearance
- This position may be eligible for 100% Remote Work. Salary will be adjusted after selection is made and will be based on the employee's residence and work location

Qualifications

For qualifications determinations, your resume must contain hours worked per week and the month and year of employment for each position listed on your resume (i.e., hours per week and month/year to month/year or month/year to present).

Basic Requirement:

A. Degree: Bachelor's degree (or higher degree) with a major or equivalent, or a combination of courses totaling at least 24 semester hours, in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; OR 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods. OR B. Combination of Education and Experience: Courses equivalent to a major, or a combination of related courses totaling at least 24 semester hours, as shown in A above, plus appropriate experience or additional education. OR C. Experience: Four years of appropriate experience in one or more of the fields, as shown in A above, in work associated with international organizations, problems, or other aspects of foreign affairs.

Grade Level Requirement:

In addition to meeting the Basic Requirement above, to qualify for the position you must also meet the specialized experience requirements listed below:

You may qualify at the GS-11 level, if you fulfill the following qualification requirement:

One year of specialized experience in the same or similar work equivalent to at least the next lower grade level (GS-09) requiring application of the knowledge, skills, and abilities of the position being filled. Candidates for this position must clearly demonstrate in their resume that they possess specialized experience in: Advising senior DoD civilian leadership (e.g. Director, Principal Director, Deputy Assistant Secretary, Assistant Secretary, Under Secretary, Secretary) on political-military matters affecting U.S. national security interests; supporting the preparation of papers, memos, briefings, and/or messaging for senior Defense civilian leadership; supporting the development of policy options and recommendations for senior DoD civilian leadership to support the U.S. National Security Council-led interagency decision-making process; supporting the preparation of senior U.S. Government civilian leadership for engagements with their counterparts; supporting the coordination of policy positions with other DoD, U.S. Government, and/or non-USG entities; supporting Congressional engagement by preparing materials and/or briefings.

OR

Have a 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

Have some specialized or general experience as described above but less than one year, and have more than two years but less than three years of graduate education as described above. Compute the percentage of the requirements met. (To compute the percentage, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education beyond two years by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify.)

You may qualify at the GS-12 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-11 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability in: Advising senior DoD civilian leadership (e.g. Director, Principal Director, Deputy Assistant Secretary, Assistant Secretary, Under Secretary, Secretary) on political-military matters affecting U.S. national security interests; supporting the preparation of papers, memos, briefings, and/or messaging for senior Defense civilian leadership; supporting the development of policy options and recommendations for senior DoD civilian leadership to support the U.S. National Security Council-led interagency decision-making process; supporting the preparation of senior U.S. Government civilian leadership for engagements with their counterparts; supporting the coordination of policy positions with other DoD, U.S. Government, and/or non-USG entities; supporting Congressional engagement by preparing materials and/or briefings.

You may qualify at the GS-13 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-12 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability in: Advising senior DoD civilian leadership (e.g. Director, Principal Director, Deputy Assistant

Secretary, Assistant Secretary, Under Secretary, Secretary) on political-military matters affecting U.S. national security interests; supporting the preparation of papers, memos, briefings, and/or messaging for senior Defense civilian leadership; supporting the development of policy options and recommendations for senior DoD civilian leadership to support the U.S. National Security Council-led interagency decision-making process; supporting the preparation of senior U.S. Government civilian leadership for engagements with their counterparts; supporting the coordination of policy positions with other DoD, U.S. Government, and/or non-USG entities; supporting Congressional engagement by preparing materials and/or briefings.

You may qualify at the GS-14 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-13 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability in: Advising senior DoD civilian leadership (e.g. Director, Principal Director, Deputy Assistant Secretary, Assistant Secretary, Under Secretary, Secretary) on political-military matters affecting U.S. national security interests; preparing papers, memos, briefings, and/or messaging for senior Defense civilian leadership; developing policy options and recommendations for senior DoD civilian leadership to support the U.S. National Security Council-led interagency decision-making process; preparing senior U.S. Government civilian leadership for engagements with their counterparts; crafting and coordinating policy positions with other DoD, U.S. Government, and/or non-USG entities; supporting Congressional engagement by preparing materials and/or briefings; supporting the review and adjustment of the programs and budgets needed to support DoD national security objectives.

You may qualify at the GS-15 level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the GS-14 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability in: Advising senior DoD civilian leadership (e.g. Deputy Assistant Secretary, Assistant Secretary, Under Secretary, Secretary) on complex political-military matters affecting U.S. national security interests; preparing and providing papers, memos, briefings, and/or messaging for senior Defense civilian leadership; developing policy options and recommendations for senior DoD civilian leadership to support the U.S. National Security Council-led interagency decision-making process; preparing senior U.S. Government civilian leadership for bilateral and/or multilateral engagements with their foreign counterparts; crafting and successfully negotiating consensus policy positions with other DoD, U.S. Government, and foreign entities; shaping Congressional engagement through the preparation of materials and/or briefings; participating in the review and adjustment of the programs and budgets needed to support DoD national security objectives; taking a lead role in managing team projects and serving as a mentor for junior team members.

Writing Sample: If you are invited for an interview, you will be required to provide a writing sample, which will be a timed writing exercise you will turn in at the end of a scheduled session.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

HOW TO DETERMINE CURRENT AND PAST “GRADE LEVEL”: Current Federal employees have a current grade level that is easily determined. For private sector experiences, salary levels may provide an initial indication. You can find pay – by grade – for DC-area employees at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf> .

Factor descriptions at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/standards/0100/g0132pa.pdf> provide descriptions of duties associated with various grade levels. Look at factors one through three, per the table below, to help judge associated grade levels of your past/current experiences.

FACTOR LEVELS	GS-05	GS-07	GS-09	GS-11	GS-12	GS-13	GS-14	GS-15
Knowledge	1-5	1-6	1-6	1-7	1-7	1-8	1-8	1-9
Supervisory Controls	2-1	2-2	2-3	2-4	2-4	2-4	2-5	2-5
Guidelines	3-1	3-2	3-3	3-3	3-4	3-4	3-5	3-5

Overall, it makes understanding your resume easier if you include past/current salary information for each experience and/or an indication of your estimate of GS level given duties alongside the hours and month/year information required for each experience in your resume. Further, while not required or a guarantee of success, including language from requisite Factor sections can help certification of your resume.

Education

ARE YOU USING YOUR EDUCATION TO QUALIFY? You **MUST** provide transcripts to support your educational claims. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?

You must provide sufficient documentation of your education in your resume. You are strongly encouraged to provide a copy of transcripts or degrees in your application package. It is also acceptable to document your applicable course listing in your resume (course number, credits earned, etc.). Education must be accredited by an accrediting institution recognized by the U.S.

Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency. If selected, an official/sealed transcript will be required prior to appointment.

PASS/FAIL COURSES: If more than 10 percent of your undergraduate course work (credit hours) were taken on a pass/fail basis, your claim of superior academic achievement must be based upon class standing or membership in an honor society.

GRADUATE EDUCATION: One academic year of graduate education is considered to be the number of credits hours your graduate school has determined to represent one academic year of full-time study. Such study may have been performed on a full-time or part-time basis. If you cannot obtain your graduate school's definition of one year of graduate study, 18 semester hours (or 27 quarter hours) should be considered as satisfying the requirement for one year of full-time graduate study

FOREIGN EDUCATION: If you are using education completed in foreign colleges or universities to meet the qualification requirements, you must show the education credentials have been evaluated by a private organization that specializes in interpretation of foreign education programs and such education has been deemed equivalent to that gained in an accredited U.S. education program; or full credit has been given for the courses at a U.S. accredited college or university. For further information, visit: <https://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

All qualifications, education, and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.

How You Will Be Evaluated

Ongoing reviews of submitted résumés and supporting documentation will be used to determine whether applicants meet the qualification requirements listed on this announcement. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

All qualified candidates will be documented and categorized for review by hiring managers. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

REQUIRED DOCUMENTS

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You MUST upload the applicable documents with your application package. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume may be submitted in any format that includes your name and contact information (telephone number and/or email).

If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.

2. Other supporting documents:

- Cover Letter: Indicate 1) the grade level (e.g. GS-13) for which you believe you are qualified; 2) the minimum grade level you are willing to accept; and 3) limit further content in the required "cover letter" to a one-sentence description of why you are a good fit for this occupation.
- Most recent SF-50, "Notification of Personnel Action" showing you are/were in the Federal government competitive service and the highest grade held, if applicable.
- College Transcript(s), if qualifying based on education.
- DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities, if applicable.
- Noncompetitive appointment authority documentation, if applicable (e.g. military spouse, veteran of Peace Corps, have a disability qualifying for "Schedule A," etc.)

How To Apply

To apply for this position, you must complete and submit the documentation specified in the Required Documents section, above, ALL COMBINED INTO A SINGLE PDF DOCUMENT (single PDF document is necessary to facilitate sharing of application with more hiring managers).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement (September 30, 2022) to receive consideration.

It is your responsibility to verify that all information in your resume and documents are legible and accurate.

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. If, and only if, you have not received an email confirming receipt of your application after one week of submission, contact james.w.dillon6.civ@mail.mil. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive general or targeted notifications regarding the status of your application. Multiple position openings will be filled by this announcement, so you may receive many status updates as the process progresses.