

Overview

- Agency: Office of the Under Secretary of Defense for Acquisition & Sustainment(OUSD(A&S))
- Pay scale & grade: NH-03 to NH-04
- Salary: \$89,834 to \$176,300 per year
- Appointment type: Permanent
- Work schedule: Full-Time
- 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

The Office of the Secretary of Defense (OSD) is the principal staff element of the Secretary of Defense in the exercise of policy development, planning, resource management, fiscal, and program evaluation responsibilities. OSD includes the immediate offices of the Secretary and Deputy Secretary of Defense, Under Secretaries of Defense, Director of Defense Research and Engineering, Assistant Secretaries of Defense, General Counsel, Director of Operational Test and Evaluation, Assistants to the Secretary of Defense, Director of Administration and Management, and such other staff offices as the Secretary establishes to assist in carrying out assigned responsibilities.

The position is located in the Office of the Under Secretary of Defense for Acquisition & Sustainment(OUSD(A&S)). Analysts initiate programs, actions, and taskings to ensure adherence to DoD policies and procedures, and ensures that programs accommodate operational requirements and promote the readiness and efficiency of the armed forces.

Selectees will serve as a MANAGEMENT AND PROGRAM ANALYST.

This Job Is Open To

The public

Duties

This is a Direct Hire Public Notice, under this recruitment, applications will be accepted for each location and/or installation identified in this Public Notice and selections are made for vacancies as they occur. There may or may not be actual/projected vacancies at the time you submit your application.

This Public Notice is to gather applications which may or may not result in a referral or selection.

This position is being filled under Direct Hire Authority (DHA) in accordance with Section 1109 of FY 2020 NDAA; P.L. 116-92 and Section 9905 of title 5, U.S.C.

Please read this Public Notice in its entirety prior to submitting your application for consideration.

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

- Develops and initiates management techniques and practices to facilitate the critical review and analysis of programs.
- Participates in the various stages of the DoD Planning, Programming and Budgeting System for programs.
- Conducts economic research and analyses to solve urgent, practical management problems, and for providing forecasting study results.
- Directs development and collection of data on requirements and resources.
- Drafts presentations, testimony and justifications for delivery to senior officials and congressional committees.
- Responsible for developing, analyzing, coordinating, and recommending Directorate, DASD, OUSD(A&S) positions and views for a portfolio.
- Evaluates methods and techniques for assessing program development or execution to independently and in collaboration with stakeholders.
- Analyzes complex enterprise systems to ensure they are fully responsive to all essential performance, compatibility, and interoperability requirements; cost-effective; and not duplicative of one another.
- Applies results to improve organizational effectiveness and efficiency.
- Coordinates and collaborates with appropriate stakeholders to achieve necessary program balance of requirements, funding, and acquisition strategy and execution required to successfully enable delivery of capability to the warfighters IAW DoD budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives.

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).

Grade Level Requirement:

You may qualify at the NH-III level (equivalent to GS-12/13), if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the NH-II grade level, generally GS-11, in the Federal service (experience may have been gained in the private sector).

You may qualify at the NH-IV level (equivalent to GS-14/15), if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the NH-III grade level, generally GS-13, in the Federal service (experience may have been gained in the private sector).

Specialized experience for NH-III and NH-IV includes the following:

Nuclear Command, Control, and Communications Analyst

Knowledge of and/or proficiency with:

- Nuclear Command, Control, and Communications (NC3) mission area, statutory regulations, policy directives, and issues.
- System acquisition and/or program management of NC3 systems.
- DoD acquisition and life cycle management policies, procedures, and practices.
- Ability to perform detailed analysis of cost, schedule and technical risks analysis.
- The Planning, Programming, Budgeting, and Execution process (or its equivalent).

Space Control Acquisition Oversight Analyst

Knowledge of and/or proficiency with:

- DoD space domain awareness, command and control, offensive space control, defensive space control, and mission assurance activities, research and development.
- DoD acquisition and life cycle management policies, procedures, and practices.
- Systems engineering principles, test and evaluation, and life-cycle support as it applies to weapon system development and production).
- Space Control system(s) modernization & sustainment programs & special access programs.
- The Planning, Programming, Budgeting, and Execution process (or its equivalent).

Program Analyst (Assistant Director for Facility Asset Management)

Knowledge of and/or proficiency with:

- Policy and guidance to enhance the energy resilience of DoD facilities, installations, and bases to all-hazard threats (kinetic, cyber, climate, accidents, equipment failure).

Program Analyst (Assistant Director for Military Construction (MilCon) (Electrification Lead)

Knowledge of and/or proficiency with:

- DoD (or similar) installations related to electric non-tactical vehicles (NTV), vehicle charging infrastructure, and related services (i.e. electric vehicle charging-as-a-service).
- DoD (or similar) installation energy de-carbonization and efficiency efforts (i.e., electrification of heating, demand reduction initiatives, facility envelope energy improvements).

Program Analyst (Assistant Director for MilCon (Sustainability)

Knowledge of and/or proficiency with:

- Analytic tools that aid the in assessing and mitigating energy resilience risks at DoD military (or similar) facilities, installations and bases.

Program Analyst (Operational Energy Procurement)

Knowledge of and/or proficiency with:

- Energy resilience risks to operation plans and concepts of operation.
- Role of energy requirements in future capabilities.
- The inclusion of energy resilience in DoD (or similar) wargames and exercises.
- The effects of energy in influencing force readiness.

Program Analyst (Assistant Director for MilCon (Sustainability))

Knowledge of and/or proficiency with:

- Analytic tools that aid the in assessing and mitigating energy resilience risks at DoD military (or similar) facilities, installations and bases.
- Plan and implement climate change planning and adaptation for DoD military (or similar) facilities, installations and bases.

Program Analyst (Sustainable Procurement & Supply Chain)

Knowledge of and/or proficiency with:

- Planning, developing and directing policy and guidance related to climate preparedness and resilience and its integration with energy resilience, climate mitigation, and sustainability.
- Utility industry and DoD utility infrastructure both inside and outside DoD installation (or similar) fence lines to increase energy resilience and security.

Management and Program Analyst (Housing)

Knowledge of and/or proficiency with:

- DoD (or similar) housing programs, to include government-owned, government-controlled and privatized family and unaccompanied housing, privatized lodging, and the Homeowners Assistance Program.
- DoD (or similar) housing authorities, to include military construction, operations and maintenance, leasing, the Military Housing Privatization Initiative (MHPI) (or its equivalent), and MHPI budget scoring, project financing, and federal credit program requirements.

Lead Management and Program Analyst (Housing)

Knowledge of and/or proficiency with:

- Budget scoring and credit re-estimates in support of the Military Housing Privatization Initiative (or its equivalent).
- MilCon, Sustainment, Restoration and Modernization, Family and Unaccompanied Housing (or its equivalent).

Industrial Policy Analyst – Strategic Communications

Knowledge of and/or proficiency with:

- Analyzing the DoD strategy, capabilities, and policies concerning the defense industrial base.
- Developing and implementing standardized strategic communication planning tools and plans.

Industrial Policy Analyst – Industry Engagements

Knowledge of and/or proficiency with:

- The Defense Industrial Base (DIB); the relationship between industry and trade associations and the Department of Defense.
- Translating the objectives into specific policies and programs, develop measurable goals and an implementation strategy, and then effectively execute the strategy.

Industrial Policy Analyst – Industrial Base Development

Knowledge of and/or proficiency with:

- Supply chains for legacy and emerging military systems, key producers of products and components relevant to the defense industrial base, priority DoD program industrial base development and resilience requirements and suppliers; current and emergent threats to the industrial base and supply chains; and diverse risk mitigation options (e.g., industrial base investment, policy, stockpiling, business strategy, supply chain management, and other industrial base resiliency measures).
- Supply chain management best practices in government and industry to improve the resiliency of DoD's supply chain.

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.

Education

Education cannot be substituted for experience.

Additional Information

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. These positions are being filled via various Direct-Hire Authorities tied to individuals, organizations and occupational series.

PPP PILOT: The Washington Headquarters Service is currently operating under an approved reengineered Priority Placement Program (PPP) pilot for all positions in its serviced workforce. This pilot is application based and current PPP registrants who are registered for activity codes 293A and 295A (regardless of the location) are required to apply to the job announcement via USAJobs in order to exercise their priority placement status. This pilot permits priority candidates to be assessed with other competitive applicants. Anyone claiming priority status must provide a copy of their PPP registration and supporting documentation (e.g. RIF notice, Certification of Expected Separation) at the time of application to verify priority placement and eligibility.

Other priority consideration programs will continue under their current operating procedures.

This vacancy announcement serves as a resume repository for various positions with differing, but similar, position descriptions that may or may not be filled from this announcement. This vacancy announcement may be used to fill other similar vacant positions. Additional vacancies may be filled by this announcement.

Positions filled under this vacancy announcement may be professional or administrative occupations. Positions may be filled as permanent or term with a full-time or part-time work schedule. Pay will vary by geographic location.

Vacancies filled from this announcement may be filled at any grade level listed and in equivalent pay systems. Selectees may be appointed to a position with promotion potential (e.g. selected at the NH-3 grade with potential to the NH-4). If selected below the full performance level,

incumbent may be noncompetitively promoted to the next higher grade level after meeting all regulatory requirements, and upon the recommendation of management. Promotion is neither implied nor guaranteed.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

Washington Headquarters Services uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, visit: <http://www.dhs.gov/E-Verify>

If you are unable to apply online, you must request an alternative application. Please view the following link for information on how to obtain an alternative application

https://help.usastaffing.gov/Apply/index.php?%20title=Alternate_Application_Information

Appointment Authorities: For more information on appointment authority eligibility requirements:

- <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/individuals-with-disabilities/>
- <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/>
- <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/military-spouses/>
- Other Special Appointment Authorities <https://www.usajobs.gov/>
- Interchange Agreements <https://www.opm.gov/policy-data-oversight/hiring-information/competitive-hiring/#url=Types-of-Appointments>

Career Transition Assistance Programs: These programs apply to employees who have been involuntarily separated from a Federal service position within the competitive service or Federal service employees whose positions have been deemed surplus or no longer needed. To receive selection priority for this position, you must: (1) meet CTAP or ICTAP eligibility criteria; (2) be rated well-qualified for the position with a score of 85 or above; and, (3) submit the appropriate documentation to support your CTAP or ICTAP eligibility. For more information visit:

<https://www.opm.gov/policy-data-oversight/workforce-restructuring/employee-guide-to-career-transition/>

Employed Annuitants (Reemployed Annuitants): Applicants in receipt of an annuity based on civilian employment in the Federal Service are subject to the DoD Policy on The Employment of Annuitants. www.esd.whs.mil/DD/DoD-Issuances/140025/

Nepotism: Under the provisions of 5 USC 3110, an individual may not be appointed into a position if the position is under the supervisory chain of command of a relative.

Benefits Link: <https://www.usajobs.gov/Help/working-in-government/benefits/>

How You Will Be Evaluated

Traditional rating and ranking of applications does not apply to this vacancy. Your application (resumes and supporting documentation) will be evaluated to determine if you meet the minimum qualifications required as listed in this announcement.

Note: Under this DHA, veteran's preference does not apply.

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.)
- PPP Registrants/Eligibles: Must submit the following applicable documents: 1) PPP registration 2) PCS orders (if applicable)

How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement (September 25, 2022) to receive consideration.

- To begin, click Apply to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.
- Follow the prompts to select your résumé and/or other supporting documents to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.
- After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and click to continue with the application process.
- You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.
- To view the assessment questionnaire, click here:

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>) all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

You are encouraged to apply online. Applying online will allow you to review and track the status of your application.

Failure to submit a complete application package will result in an ineligible rating and loss of consideration.

It is the applicant's responsibility to verify that all information in their resume and documents are legible and accurate. HR will not modify answers/documents submitted by an applicant.

Washington Headquarters Services provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please view the "Alternate Application" method listed in the "Other Information"

section of this announcement. Your requests for reasonable accommodation will be addressed on a case-by-case basis. Please visit the following link for more information
http://http://www.esd.whs.mil/Directives/issuances/admin_inst/

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. 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 another notification regarding the status of your application. If you are determined to be ineligible or not qualified, your application will receive no further consideration. You will be contacted if further evaluation or interviews are required.

Some, none, or all candidates may be interviewed with respect to this announcement.

Your application will remain active through the open period of this Public Notice. Once this Public Notice closes, you must reapply.