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 GENERAL ENGINEER.

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:

- Coordinates with appropriate Command, Control and Communications stakeholders to achieve necessary program balance of requirements, funding and acquisition strategy and execution required to successfully enable delivery of capability to the warfighters.

- Produces timely reports and presentations intended to influences Planning, Programming, Budgeting, and Execution decision and processes.
- Provides technical advice, technical assessments, technical oversight, and staff support on the formulation of overall architecture, systems engineering objectives, design, policy and acquisition for DoD command, control and communications systems, for all domains, including ground, maritime, aerial, and satellite systems.
- Leads and/or supports congressionally directed studies related to Command, Control and Communications technical requirements, capabilities and architectures.
- Manages the OSD acquisition program oversight and review process for assigned programs and activities in the areas of system acquisition and program management.
- Provides guidance and feedback to military departments during and after the DoD review of program documentation.
- Provides technical, engineering, and programmatic review of DoD acquisition programs, and other major defense acquisition programs.
- Reviews and evaluates monthly and quarterly status reports on assigned major acquisition programs including Selected Acquisition Reports (SAR) and Defense Acquisition Executive Summary (DAES).
- Reviews the annual Defense Authorization and Appropriations acts and any special legislation for provisions which specifically and directly affect assigned program areas.

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).

The Engineering occupation has specific educational requirements which apply to all positions.

Basic Requirement:

A. Degree: Engineering. To be acceptable, the program must: (1) lead to a bachelors degree in a school of engineering with at least one program accredited by ABET; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience -- college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

> 1. Professional registration or licensure -- Current registration as an Engineer Intern (EI), Engineer in Training (EIT)1, or licensure as a Professional Engineer (PE) by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.

> 2. Written Test -- Evidence of having successfully passed the Fundamentals of Engineering (FE) 2 examination or any other written test required for professional registration by an engineering licensure board in the various States, the District of Columbia, Guam, and Puerto Rico.

> 3. Specified academic courses -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and that included the courses specified in the basic requirements under paragraph A. The courses must be fully acceptable toward meeting the requirements of an engineering program as described in paragraph A.

> 4. Related curriculum -- Successful completion of a curriculum leading to a bachelor's degree in an appropriate scientific field, e.g., engineering technology, physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a bachelor's degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of

prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

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 NH-III Pay Band level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the NH-II pay band or equivalent grade level, generally GS-9/11 in the Federal service (experience may have been gained in the private sector) Candidate for this position must clearly demonstrate in their resume that they possess specialized experience in: 1) using non-traditional acquisition pathways and innovative prototyping to develop prototype capabilities that address warfighter needs; or 2) systems engineering concepts, theory, and practical application.

You may qualify at the NH-IV Pay Band level, if you fulfill the following qualification requirement:

One year of specialized experience equivalent to the NH-III pay band or equivalent grade level, generally GS-13 in the Federal service (experience may have been gained in the private sector) Candidate for this position must clearly demonstrate in their resume that they possess specialized experience in: 1) using non-traditional acquisition pathways and innovative prototyping to develop prototype capabilities that address warfighter needs; or 2) systems engineering concepts, theory, and practical application.

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

Nuclear Command, Control, and Communications Analyst

Knowledge of and 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.
- The 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).

Command, Control, Communications, Computers (C4) Intelligence, Surveillance & Reconnaissance (ISR) Analyst

Knowledge of and proficiency with:

- The DoD acquisition and life cycle management policies, procedures, and practices.
- Command & control and communications networks and datalinks.
- Joint All Domain Command and Control; Joint C2.

- The Planning, Programming, Budgeting, and Execution process (or its equivalent).

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/0800/gs0800p.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.