

Overview

- Agency: Washington Headquarters Services, Facilities Services Directorate
- Pay scale & grade: GS-11 to -13
- Salary: \$74,950 to \$138,868 Per Year
- Appointment type: Permanent
- Work schedule: Full-Time
- Location: Pentagon or nearby office spaces, Arlington, Virginia
- Telework eligible: No
- Relocation expenses reimbursed: No
- Open to: the Public (U.S. citizens, nationals or those who owe allegiance to the U.S.), Career transition (CTAP, ICTAP, RPL) (Federal employees who meet the definition of a "surplus" or "displaced" employee). Military Spouses, Veterans

Summary

This position is located in the Washington Headquarters Services Facilities Services Directorate (FSD) within the National Capital Region (NCR) Space Management & Planning Branch, Space Portfolio Management Division (SPMD), Assistant Director, Operations. SPMD is responsible for developing policy, administering and managing space assignment and rent billing programs within the jurisdiction of WHS.

The Washington Headquarters Services (WHS) is a world-class service organization, with a dynamic workforce and unwavering commitment to service excellence. WHS is the essential services provider for the Office of the Secretary of Defense (OSD), Department of Defense (DoD) agencies, and offices in the National Capital Region.

Selectees will serve as a SPACE MANAGEMENT SPECIALIST.

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 duties such as the following, depending upon the sub-organization:

Business Analysis:

- Space Requirements Review/Validation - Performs thorough evaluation and validation of space requirements packages received from DoD organizations for new space requests or

alteration/repair of leased or government-owned space. Performs evaluations in accordance with government instruction, policies, laws and regulations; processes designated protocol when thresholds are exceeded.

- Written Documentation - Prepares formal written documentation to include memorandums, letters, and information/action/decision papers to respond to requests from customers, partners and/or leadership. Prepares formal relocation and/or space acquisition proposals for higher-level review and approval.
- Space Utilization Analysis - Conducts space utilization surveys and studies to evaluate and recommend the optimization of office space to resolve the customer's space needs and promote efficient operations.
- Subject Matter Expertise - Assesses, validates and provides guidance on requested space alterations, in regards to the build-out of unclassified, classified, administrative and storage space. Evaluates and identifies technical impacts to ventilation, lighting, electrical, furniture, data, security and infrastructure. Evaluates in accordance with regulatory guidance, such as ICD 705 Technical Specifications for SCIF construction and CNSSAM TEMPEST 1-13.

Project Management:

- Project Planning - Independently investigates related technical factors and devises plans to adjust space to meet the needs and requirements of the operating agencies. Develops required scopes of work and conceptual floor plans. Controls and manages project milestones and budgets. Gathers project team with required subject matter expertise to perform the required work.
- Project Execution - Facilitates and monitors project elements that may include design, construction, IT, furniture, personnel movement, and security infrastructure and accreditations. Acquires/validates vendor costs proposals, maintains financial records and requests funding, when applicable. Leads routine project status meetings and maintains all-encompassing project schedules. Forecasts risk and independently develops innovative solutions to address unanticipated project complications.
- Site Visits and Walkthroughs - Attends onsite meetings. Conducts periodic site visits to ensure quality of work being accomplished. Attends site walkthroughs for punch list creation and completion.
- Project Closeout - Ensures quality of project deliverables and performs assignment of space. Closes project documents, financial and space management records; makes certain they are uploaded into systems of record to track established performance metrics and historical trends. Conducts After Action Reviews (AAR) to foster efficiency.

Relationship Management:

- Customer - Negotiates and coordinates project plans, budget objectives and schedules with customer agencies to establish and/or manage customer expectations. Provides technical expertise and advice in all project elements and processes. Maintains constant communication with customer to inform of project status.
- Stakeholders - Engages, coordinates and ensures continuous contact with project stakeholders to reach project completion within established deadlines that meets the

customer's requirements. This may include stakeholders internal and external to the organization.

- Leadership - Briefs key leadership on costs, impact, feasibility, alternatives, issues, recommendations and status of project development.

Overall:

- Possess
 - knowledge of the laws, regulations, policies and procedures validating facilities management, correcting building deficiencies and problems;
 - knowledge of Federal State, and local regulations pertaining to specific building management programs such as custodial services, building maintenance and repair, protection, fire and safety codes;
- Interprets, monitors and assures compliance with contractual and agreements.
- Manages day-to-day building management operations in one or more of the following program areas: energy conservation, building inspections, building tenant moves, efficient building services, preventative maintenance, space management, acquisition, occupant emergency program, security, safety, recycling and/or joint space parking.

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 appropriate Secret security clearance or successful background clearance.
- Must successfully pass a pre-employment physical examination and an annual physical examination thereafter.

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).

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

One year of specialized experience equivalent to the GS-09 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability in: working with a team and receiving guidance from senior team members in utilizing project management practices and tools to simultaneously manage multiple projects that may consist of space acquisition, construction and/or repair and alterations in a real estate environment.

OR

Education: Have a Ph.D. or equivalent doctoral degree; OR 3 years of progressively higher level graduate education leading to such a degree in a closely related field of study (e.g. finance, accounting, management, or actuarial science degree) from an accredited college or university. (NOTE: You must submit a copy of your transcript.)

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the second year (total graduate semester hours minus 36) by 18. Add the two percentages.

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: independently utilizing project management practices and tools to simultaneously manage multiple projects that may consist of space acquisition, construction and/or repair and alterations in a real estate environment, with minimal guidance.

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: leading a team, advising junior team members, and/or being independently responsible in utilizing project management practices and tools to simultaneously manage multiple complex and high risk projects that may consist of space acquisition, construction and/or repair and alterations in a real estate environment.

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/1100/gs1176.pdf> provide descriptions of duties associated with various grade levels.

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

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.

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 22, 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.