

## Overview

- Agency: Office of the Secretary of Defense (CIO)
- 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 Office of the Secretary of Defense, DoD Chief Information Officer (DoD CIO). The DoD CIO is the Principal Staff Assistant (PSA) and advisor to the Secretary and Deputy Secretary of Defense for information technology (IT), including national security systems (NSS), information resources management (IRM) matters.

## [Learn more about this agency](#)

Selectees will serve as an IT SPECIALIST in the OFFICE OF THE SECRETARY OF DEFENSE (CIO).

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:

- Serves as an IT Reform analyst with the Enterprise Capabilities (EC) Directorate for planning and analyses of IT Reform within DoD and between DoD and its non-DoD mission partners.
- Provides strategic advice and recommendations to the Director, EC and the DCIO IE regarding IT Reform approaches, capability enhancements, information technology systems; information assurance; and related fields to support warfighting outcomes.
- Provides resource management aspects of the annual Planning, Programming, Budgeting, and Execution (PPBE) cycle as it relates to the DoD CIO IT reform efforts, acquisitions, investments and execution.

- Provides analysis on cost, schedule and performance of the DoD IT Reform environment.
- Provides programming inputs to the Secretary's Strategic Planning Guidance.

## 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 IT occupation has specific requirements which apply to all positions. To qualify, applicants must meet the following Basic Requirement:

### **Basic Requirement:**

Applicants must have IT-related experience demonstrating each of the four competencies listed below:

- Attention to Detail - Is thorough when performing work and conscientious about attending to detail.
- Customer Service - Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.
- Oral Communication - Expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

- Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Specialized Experience:**

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

One full year of specialized experience equivalent to the GS-9 grade level in the Federal government or equivalent in: Significantly altering standard practices, equipment devices, processes and techniques; executing projects representing an important segment of the agency's operating programs and/or methods. OR

One full year of specialized experience equivalent to the GS-9 grade level in the Federal government or equivalent in: Applying experimental theories and/or new applications or developments to extend or modify theories, concepts, and assumptions; significantly altering standard practices, equipment, devices, processes, and known techniques; providing expert advice to senior colleagues and/or agency officials responsible for broad program operations.

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 providing strategic advice and recommendations regarding IT Reform approaches, capability enhancements, information technology systems; information assurance; and related fields to support Enterprise Capabilities.

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 providing strategic advice and recommendations regarding IT Reform approaches, capability enhancements, information technology systems; information assurance; and related fields to support Enterprise Capabilities.

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 providing technical advice at an operational level regarding the development and implementation of agency (or equivalent) policies and programs delivering cloud based solutions (i.e., Infrastructure as a Service (IaaS), Platform as a Service (PaaS), and Software as a Service (SaaS)) in denied, disconnected, intermittent bandwidth, low-latency operational environments. Experience includes establishing policies and assessing cloud based solutions for both enterprise and tactical networking environments.

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 military or private sector) demonstrating:

- Experience providing technical expertise and guidance on the development and establishment of architectures and technical standards for information systems and communications infrastructure at a command level;
- Experience developing agency (or equivalent level) policies and programs for information systems (e.g. satellite communication systems, precision navigation and timing, etc.);
- Experience managing, directing or overseeing the implementation of communications systems;
- Experience developing and implementing concepts for modernizing communication systems; and
- Experience demonstrating IT related experience in each of the four competencies: attention to detail, customer service, oral communication and problem solving.

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.

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 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/2200/gs2200a.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](mailto: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.