International Science & Technology Engagement Advisor (Interdisciplinary Position)

DEPARTMENT OF THE NAVY
Office of Naval Research
Office of Naval Research Global (ONRG)

Overview

Open & closing dates
11/16/2017 to 12/01/2017

Salary
$86,735 to $134,776 per year

Pay scale & grade
NP 4

Work schedule
Full-Time

Appointment type
Temporary - 36 Months

Locations
Arlington, VA
Few vacancies

Relocation expenses reimbursed
Yes Relocation expenses MAY be authorized in accordance with applicable regulations and available command funding

This job is open to

Federal employees
Current or former competitive service employees, including:
- Merit promotion
- Career Transition (CTAP, ICTAP, RPL)
- Transfer

Announcement number
Duties

Summary

The Office of Naval Research (ONR) is the Navy’s Science & Technology (S&T) organization with a mission to discover, develop, and deliver Naval capabilities through promising scientific research and innovative technology. The Office of Naval Research Global (ONR-Global) is the international arm of ONR. ONR-Global supports the ONR mission by identifying emerging S&T from outside the US, and by facilitating mutually beneficial collaboration and partnerships on S&T. There is a need to fill 1 or more ONR-Global International S&T Engagement Advisor temporary assignment(s) with a duration of 36 months. During this period, applicant(s) will be temporarily assigned to ONR-Global and will remain on the rolls of their home command/activity. A nominal reporting date of January/February 2018 and/or June/July 2018 is required for these positions.

These positions are interdisciplinary in the NP-04 pay band (GS-14/15 equivalent) and may be filled in any of the following occupational series: 0401-Biological Sciences; 0801-Engineering; 1301-Physical Sciences; 1515-Operations Research; 1520-Mathematics; or, 1550-Computer Science.

A command/activity endorsement letter is required for an applicant to be considered for the International Science and Technology Engagement Advisor position(s). Letters should be addressed to the ‘Hiring Manager’ and include the following statements: why the applicant should be considered; short summary of what the candidate will bring to the job; and a statement agreeing that upon successful completion of the assignment, the selectee will be able to return to the home command/activity to a position of equivalent or greater responsibility as the one he/she left. The command/activity endorsement letter MUST be signed by the home command/activity’s Technical Director/Commanding Officer to be considered for this position.

For a sample endorsement letter, please contact Vicky Rahamatali: ONRG.TALENTMANAGER@mail.mil or 703-696-4124

Command/Activity Endorsement Letters are due to ONR-Global at the address below within five business days after the closing date of this USAJOBS announcement. If the Command/Activity Endorsement Letter is not received by this date, the applicant may be disqualified from further consideration.

Letters should be mailed to:
Vicky Rahamatali
ONRG, One Liberty Place
875 N. Randolph St, Suite 1425C Arlington, VA 22303-11995
Attn: OLC Room 1425

*Letters can also be e-mailed to: ONRG.TALENTMANAGER@mail.mil

Responsibilities

Int’l Advisors support the ONR-G Director of the International S&T Engagement Office (ISTEO) in assisting and advising the Chief of Naval Research (CNR), the Executive Director (ED) of ONR, and ONR/ONR-G leadership in the identification of mutually beneficial, cooperative technology opportunities to address Warfighting Capability; and serve as the primary interface between ONR leadership and foreign defense organizations in finding and implementing successful engagement solutions. As an Int’l Advisor, you must have a specific understanding of the current DoN S&T planning and experimentation process as well as an understanding of the current DoD and DoN international security cooperation process, with an emphasis on cooperative technology development.

1) Assist the Director, ISTEO, in all aspects of managing international S&T partnerships for the Chief of Naval Research (CNR), the Vice Chief of Naval Research (VCNR), and the Executive Director (ED) of ONR. For international engagements, the Int’l Advisor will draft point papers and read-ahead materials, facilitate meetings, and coordinate follow-up actions. The Int’l Advisor may be required to travel with ONR leadership or independently to partner nations to attend meetings (expected travel of 4-6 weeks per year).

2) Advise ONR program officers on the process for establishing or utilizing international cooperation agreements (e.g., project agreements, information exchanges).
3) Synchronize with the Navy International Programs Office (NIPO), the Navy’s Senior National Representative office (OPNAV N94-SNR), and other Navy entities to ensure successful coordination and execution of international cooperation agreements.

4) Assist in the development of international cooperation engagement strategies, strategy documents, and program plans intended to encourage stronger international collaboration between the US Navy and foreign partners.

5) Assist with the planning, coordination and execution of various ONR and ONR Global outreach and communication efforts to internal and external audiences which help promote successful international collaboration.

6) Engage with foreign government personnel, attachés and counselors at foreign embassies, and scientists and engineers at foreign research organizations to facilitate international S&T collaboration.

7) Build a strong and consistent network with ONR-Global Science Directors and Science Advisors, ONR, the Naval Research Laboratory, the wider Naval Research and Development Establishment (NR&DE), NIPO, as well as Air Force, Army, Office of the Secretary of Defense, US Department of State, a range of foreign embassies, and others in order to build coalitions and/or leverage activities.

**Travel Required**

25% or less - Travel is dependent upon position description, priority of effort, and availability of funding

**Supervisory status**

No

**Who May Apply**

This job is open to…

Employees serving on a Career or Career-Conditional Appointment with a Department of the Navy (DON) Research, Development, Testing and Evaluation (RDT&E) command/activity. Selectee(s) may serve on a temporary reassignment, or temporary promotion depending on their qualifications and the human resources policies of their home command/activity

Questions? This job is open to 1 group.

**Job family (Series)**

- [0401 General Natural Resources Management And Biological Sciences](https://www.usajobs.gov/Search/?j=0401)
- [0801 General Engineering](https://www.usajobs.gov/Search/?j=0801)
- [1301 General Physical Science](https://www.usajobs.gov/Search/?j=1301)
- [1515 Operations Research](https://www.usajobs.gov/Search/?j=1515)
- [1520 Mathematics](https://www.usajobs.gov/Search/?j=1520)
- [1550 Computer Science](https://www.usajobs.gov/Search/?j=1550)

**Requirements**

**Conditions Of Employment**

- Must be a US Citizen.
- Males must be registered or exempt from Selective Service. www.sss.gov
- Must be determined suitable for federal employment.
- Must participate in the direct deposit pay program.
- May be required to successfully complete a probationary period.
• This position is a Drug Testing Designated Position (TDP).
• See Other Information and Requirements section for additional requirements.

Requirements:

Generally, current Federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. Generally, current Federal employees employed by a Personnel Demonstration Project may be required to meet time-in grade based on the demonstration project to which they belong (for most Science and Technology Reinvention Laboratories, STRLs, this is one year at the next lower pay band).

Position requires the ability to work with foreign defense/government counterparts. 10-20% of the Int’l Advisor’s time may be spent on foreign or domestic travel.

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

This position requires a TOP SECRET (TS) SENSITIVE COMPARTMENTED INFORMATION (SCI) security clearance. If the candidate holds a lower level clearance when selected, they must be eligible for an interim TS clearance at time of appointment. With ONR-Global pre-approval, the candidate may check into their new Int’l Advisor position and work at the lower security level until their TS SCI clearance has been fully adjudicated. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a position offer or removal. If you currently possess a security clearance, please indicate the level and effective date in your application materials.

Successful completion of a pre-employment drug test is required. A tentative offer of employment will be rescinded if the applicant fails to report to the scheduled drug test appointment. Incumbents of drug testing designated positions will be subject to random testing. Please Note: Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test.

Qualifications

Currently, ONR-Global is seeking applications from highly qualified candidates to serve as Int’l Advisor(s) in the ONR-Global Arlington, VA office. The candidate will have strong technical expertise in an area of Naval S&T (https://www.onr.navy.mil/en/our-research/naval-research-framework) and be able to serve as a technology generalist across all Naval S&T priority areas.

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

The candidate will have excellent communication skills. Candidate experience working with ONR is desired. Candidate experience briefing and supporting Flag/SES level is desired. Candidate training (e.g. DAU) and international experience with Security Cooperation programs, including cooperative S&T and R&D programs, is desired. Top candidates have experience with senior-level briefings and negotiations concerning the prioritization of technological requirements and engagement with international government officials. Top candidates will also have supervisory and/or management experience leading teams of people. While not a requirement, if candidates have any specific foreign language skills, they should note these in their application materials.

Applicants must meet the following positive education qualifications requirements of the Office of Personnel Management (OPM) Qualifications Standards Manual. Applicants must meet at least one of the following educational requirements:


In addition to the Positive Educational Requirements for this position, your resume must also demonstrate at least one year of specialized experience equivalent to the next lower grade level (NP-03 OR GS-13) or equivalent demonstration project level for which applying. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position. The applicant must have demonstrated experience with a broad spectrum of Naval Warfare areas or systems. This may have been gained through operational Research and Development (R&D), or acquisition program experience.

**Education**

**Education:**

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying for further information, visit: [http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html](http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html). See the Office of Personnel Management's General Policies for information on crediting education.

**Additional information**


This position is covered by the Department of Defense Priority Placement Program.

The salary range listed above reflects base pay only. Selectee(s) will be located in Arlington, VA.

Additional vacancies may be filled by this announcement.

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.

The Department of the Navy 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 [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).
If you are unable to apply online and request information about the Alternate Application process, please contact the Department of Navy’s Employment Information Center.

Federal annuitant information: The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at: http://www.secnav.navy.mil/donhr/Documents/CivilianJobs/FedCivAnnuitants.pdf

This position may be terminated at any time before the established not-to-exceed date.

Selectee(s) may serve on a temporary lateral reassignment, or temporary promotion depending on their qualifications and the human resources policies of their home command/activity.

### How You Will Be Evaluated

When the application process is complete, we will review your resume to ensure you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and responses to the Occupational Questionnaire, along with your supporting documentation to determine your ability to demonstrate the following competencies:

- INTERNATIONAL ENGAGEMENT POLICY DEVELOPMENT
- PARTNERING
- PROJECT MANAGEMENT
- RESEARCH AND DEVELOPMENT

You should list any relevant performance appraisals and incentive awards in your resume as that information may be taken into consideration during the selection process. If selected, you may be required to provide supporting documentation.

If selected, you may be required to provide supporting documentation.

If, after reviewing your resume and supporting documentation, a determination is made that you inflated your qualifications and/or experience, your score may be adjusted to more accurately reflect your abilities or you may be found ineligible/not qualified.

Please follow all instructions carefully. Errors or omissions may affect your rating or consideration for employment.

All eligibility, qualifications, and time-in-grade requirements must be met by the closing date of this announcement.

You will receive credit for all qualifying experience, including volunteer and part time experience. You must clearly identify the duties and responsibilities in each position held and the total number of hours per week.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (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.

### Background checks and security clearance

**Security clearance**

[Top Secret/SCI](https://www.usajobs.gov//Help/faq/job-announcement/security-clearances/)
Required Documents

A COMPLETE RESUME IS REQUIRED. Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer’s name and address, supervisor’s name and phone number, starting and end dates (Mo/Yr), hours per week & salary. If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e. GS-0201-09. Note: Only the last resume received will be reviewed.

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You are strongly encouraged to upload the applicable documents with your application package. These documents will assist the staffing specialist in determining your eligibility and qualifications, but are not required at the time of application. If you do not upload the suggested documents, then you must document in your resume the information needed to determine your eligibility. If you are selected, these documents will be requested at the time of tentative job offer to verify eligibility and qualifications. You will have 2 business days to submit these documents before a job offer is rescinded.

DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE? You are strongly encouraged to provide a copy of your license or certificate in your application package. It is also acceptable to document your license number and the name of the licensing authority in your resume.

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](http://www.ed.gov/admins/finaid/accred/index.html).

Education claimed by applicants will be verified by the appointing agency accordingly. If selected, an official/sealed transcript will be required prior to appointment.

If you are relying on your education to meet qualification requirements:

You MUST submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found “not qualified”.

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. [http://www.ed.gov/admins/finaid/accred/index.html](http://www.ed.gov/admins/finaid/accred/index.html).

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)


Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How to Apply
Before applying, speak to the Program Manager (PM) linked with ONR Global at your command/activity, regarding your eligibility to apply. If you do not know who your PM is at your command/activity, please email: ONRG.TALENTMANAGER@mail.mil to find out who that person is. Applicants MUST have a command/activity endorsement letter signed by a Technical Director/Commanding Officer to be considered for this position. See 'Command/Activity Endorsement Letter' section above for more details concerning the endorsement letter.

Click the Apply Online button to create an account or log in to your existing USAJOBS account.

To apply for this position, you must provide a complete Application Package which includes:
1. Complete resume with relevant experience where you worked, job title, duties and accomplishments, employer’s name and address, supervisor’s name and phone number, starting and end dates (Mo/Yr), hours per week and salary. If you are a current or previous federal employee, provide your pay plan, series and grade level (e.g. GS-0201-09).
2. Complete assessment questionnaire. For a quick preview of the assessment questionnaire click here: https://apply.usastaffing.gov/ViewQuestionnaire/10081264
3. Supporting documentation

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

Your complete application (resume, assessment questionnaire, and all supporting documents) must be received by 11:59 pm Eastern Standard Time (EST) on 12/01/2017. Applications received after 12/01/2017 may result in an ineligible rating and loss of consideration. If more than one resume is received, only the last resume received and processed will be reviewed.

NOTE: To check the status of your application or return to a previous or incomplete application, log into your USAJOBS account: https://mydon.usajobs.gov/Account/Login

select Application Status, and click on the more information link under the application status for this position. Your uploaded documents may take several hours to clear the virus scan process so please plan appropriately.

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

If you are unable to apply online or unable to upload your supporting documents contact Department of Navy EIC at DONEIC@navy.mil or 800-378-4559.

Do not email or send hard copy resumes/applications to the Contact Information or Agency Information listed in this vacancy announcement. All resumes/applications received at the addresses listed in the Contact Information or Agency Information will be destroyed and will not be considered for this vacancy announcement.

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.

Agency contact information

Department of Navy EIC

Phone
800-378-4559 (tel:800-378-4559)

Email
DONEIC@navy.mil (mailto:DONEIC@navy.mil)

Learn more about this agency (#agency-modal-trigger)

Visit our careers page
Learn more about what it's like to work at Office of Naval Research, what the agency does, and about the types of careers this agency offers.

http://www.secnav.navy.mil/donhr/Pages/Default.aspx/

Next steps

When the application process is complete, your application will be reviewed to determine if you meet the hiring eligibility and qualification requirements for which you requested consideration. You will be rated based on the information provided in your resume and responses to the questionnaire, along with your supporting documentation to determine your level of knowledge, skill, and ability related to the job requirements.

Best qualified applicants will be referred to the hiring manager. The hiring manager may choose to conduct interviews. Once the selection is made, you will receive a notification of the decision.

Stay informed of changes to your application status by signing up for automatic email alerts at https://www.usajobs.gov/Applicant/Application/ListApplications.

Fair & Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- Equal Employment Opportunity (EEO) office at OPM
- Office of Equal Opportunity
  (http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

- Disability Employment - Reasonable Accommodations
- How to contact an agency
  (https://www.usajobs.gov//Help/how-to/application/agency/contact/)

Legal and regulatory guidance

Financial suitability

Social security number request

Privacy Act

Signature & False statements
Selective Service

New employee probationary period