



CAREER OPPORTUNITY

ANNOUNCEMENT

Office of Inspector General

ANNOUNCEMENT#: 04-4113-14 OPEN: 9/2/04 CLOSE: 9/23/04 RECEIVED BY: 9/23/04

POSITION: Security Assistant, GS-086-5 (Promotion Potential to GS-6)

MINIMUM STARTING SALARY: GS-5, \$27,597 per annum

LOCATION: Office of Inspector General, Investigations Division, Security Operations, Washington, DC

TYPE OF APPOINTMENT: Permanent

WORK SCHEDULE: Full-Time

COMPETITIVE STATUS REQUIRED: Yes

AREA OF CONSIDERATION: Washington, DC Metropolitan Area

PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED

DUTIES AND RESPONSIBILITIES:

The incumbent of this position will provide administrative assistance in support of the Agency's Personnel Security Program and Name Check Program. The incumbent will be responsible for receiving and tracking all Statement of Personal History forms for processing through the Federal Bureau of Investigation (FBI). Participates in the review of criminal history information received from the FBI and, if necessary, obtains additional information or clarification from other Federal agencies and law enforcement entities. The incumbent will be responsible for assisting in the maintenance of an automated control system that contains FBI Fingerprint and Name Check results. The incumbent will also assist in a variety of other personnel security activities.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience that is equivalent to the next lower level in the Federal service. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, e.g., tracking and maintaining databases, reviewing forms for completeness, requesting additional information, maintaining control systems, etc. Time-in-grade requirement applies. Applicants must meet the time-in-

grade requirement within 45 days of the closing date of the vacancy announcement.

QUALITY RANKING FACTORS USED IN THE RATING PROCESS:

Applicants who meet the minimum qualification requirements will be ranked on the following quality ranking factors. Your ranking will be used to determine if you will be referred to the selecting official. Applicants must submit a narrative description of their experience, education, training, etc. relative to each QRF. Be specific and limit responses to no more than one page per factor. Applications submitted without the supplemental statement will not receive further consideration. Please provide information in the following order:

1. Skill in reviewing detailed information for completeness.
2. Skill in establishing and maintaining automated tracking systems.
3. Demonstrated experience in compiling and organizing data to produce reports.

EVALUATION PROCEDURES:

- Quality Ranking Factors
- Training completed in the last 5 years
- Awards received in the last 3 years
- Your most recent performance rating of record

THE FOLLOWING COMPLETED FORMS ARE REQUIRED:

You may use any written format you choose to apply for this position. However, your application or resume must include all of the items listed in Optional Form (OF) 612, Optional Application for Federal Employment (available at <http://www.opm.gov/forms/html/of.htm#of612>). Only your application or resume will be used to determine if you meet the minimum qualifications for the job and the grade level(s) for which you are qualified. If your application or resume does not include the required information, as outlined in the OF-612 and in this job vacancy announcement, you may lose consideration for the job. You must also submit:

- Supplemental statement addressing the Quality Ranking Factors (your knowledge, skills and abilities).
- Optional Form 306, Declaration for Federal Employment.
- Your most recent performance appraisal, if you are a current Federal employee.
- Your most recent SF 50, Notification of Personnel Action, if you are a current or former Federal employee.
- If you claim 5-point veteran preference, submit your DD Form 214, Certificate of Release or Discharge from Active Duty. If you claim 10-point veteran preference, submit a SF 15, Application for 10-Point Veteran Preference and proof required by that form. The SF 15 is available at <http://www.opm.gov/forms/html/sf/htm>.

CONDITIONS OF EMPLOYMENT:

- Appointment to this position is subject to completion of a full field background investigation with satisfactory results.
- Appointment to this position is subject to negative drug test results.

OTHER FACTS PERTINENT TO THE POSITION:

- The incumbent will be required to travel.
- Individuals who are eligible for noncompetitive consideration under a special appointing authority (e.g., 30 percent compensable veterans, severely disabled persons, etc.) may apply. Information on special appointing authorities is available at <http://www.usajobs.opm.gov/> (disabled), <http://www.usajobs.opm.gov/b2b.htm> (veterans), <http://www.usajobs.opm.gov/ei52.htm> (veterans).
- If you are applying for special selection priority under SBA's Career Transition Assistance Plan (open to surplus SBA employees only) or the Interagency Career Transition Assistance Program (see <http://www.opm.gov/ctap/html/egct.htm#ICTAP> for eligibility requirements), you must submit one of the following as proof of your eligibility: reduction-in-force (RIF) separation notice; Notification of Personnel Action (SF 50) showing separation by RIF or removal for declining a directed reassignment or transfer of function outside the local commuting area; certificate of expected separation or other notice that you are surplus employee or eligible for discontinued service retirement; notice from a Federal agency that your injury compensation has been or is being terminated and that it cannot place you; notice from the Office of Personnel Management terminating your disability annuity; or notice from the military or National Guard that you retired under 5 USC 8337(h) or 8456.
- If you are eligible for special selection priority based on RIF, declining a directed reassignment or transfer of function outside the commuting area, retiring on the effective date of a RIF or retiring under the discontinued service retirement option, you must also submit a copy of a Notification of Personnel Action (SF 50) which shows the promotion potential of the career or

career-conditional position from which you have been or will be separated and a copy of your last performance rating or record.

- If you are applying for special selection priority under the Federal Employment Priority Consideration Program for Displaced Employees in the District of Columbia Department of Corrections or Interagency Career Transition Assistance for Displaced Panama Canal Zone Employees, you must submit a copy of your RIF separation notice.
- To be found well-qualified for special selection priority by the Small Business Administration, you must meet the minimum qualification requirements for the positions, including any selective factors and receive at least two-thirds of the total possible points for the quality ranking factors (knowledge, skills and abilities).
- If you wish to be considered under a special appointing authority (e.g., disabled, Veterans Employment Opportunity Act, etc.) you must indicate on your application or resume the authority under which you are applying and include proof of your eligibility.
- The Defense Authorization Act of November 18, 1997, extends 5-point preference to veterans who served on active duty during the Gulf War from August 2, 1990 through January 2, 1992 (if service requirements were met and discharge was honorable). Preference will also be granted if you entered the military service prior to October 14, 1976, or served in a military action for which you received a campaign badge or expeditionary medal. However, you may be entitled to 10 point veteran preference if you are a disabled veteran; you have received a purple heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow or widower or the mother of a deceased veteran. Proof of your eligibility for veteran's preference must be provided at the time of the application.
- The U.S. Small Business Administration provides reasonable accommodation to job applicants and employees with disabilities unless the accommodation would impose an undue hardship on the Agency. If you need a reasonable accommodation for any part of the application or interview process, please contact Betty Mackall, Human Resources Specialist, at 202-205-7372 (telephone), 202-205-7382 (fax), or (email) betty.mackall@sba.gov. If you are hearing impaired, you may call the Federal Information Relay Service at 1-800-877-8339 for assistance in contacting the person named above. Decisions for granting reasonable accommodations are made on a case-by-case basis.
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- Your application contains information subject to the Privacy Act (P.L. 93-579, 5 USC 55A). The information is used to determine qualifications or employment, and is authorized under Title 5 of the United States Code Sections 3302 and 3361.
- If selected, you will be required to provide documents proving that you are eligible to work in the U.S.
- Only material required by this announcement will be used to rate your application. Your application will not be returned to you.
- The use of U.S. Government postage-paid envelopes for the filing of job applications is a violation of the U.S. Office of Personnel Management and U.S. Postal Service regulations. Penalties include fines of up to \$300.00 and/or disciplinary action.
- All qualified applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, political affiliation, or any other characteristics not bearing on job performance.

OTHER FACTS PERTINENT TO THE POSITION:

- **MAIL:** You may mail your application to the following address:

Small Business Administration
Office of Inspector General
409 Third Street SW, Suite 7150
Washington, DC 20416
ATTN: Betty Mackall

Applications received beyond the closing date will not be considered. SBA has experienced delays through regular mail over recent months and we cannot be responsible for such delays. Therefore, we encourage you to apply for this position using one of the following alternative methods.

- **E-MAIL:** You may apply for this position by E-mail at: SBAOIGJobs@SBA.GOV
- **FAX:** You may apply to this position by fax on 202-205-7382.
- **PERSONAL DELIVERY:** You may submit your application in person at the address listed above.

No matter which of these methods you choose to utilize – mail, E-mail, fax, or personal delivery – your application package must be received by close of regular business (5:00 p.m. EDT) on the closing date of the announcement. Be sure to include your name and the vacancy announcement number on your correspondence. Illegible applications will not be considered, nor will you be contacted to submit another application. In addition, we are not responsible for errors in fax or e-mail. Therefore, it is recommended that you call or email to verify that your application has been received on or prior to the closing date. You may call on (202) 205-6580.