



Department: **Department Of Health And Human Services**

Agency: **Program Support Center**

Sub Agency: **Department of Health and Human Services**

Job Announcement Number:

HHS-PSC-2008-0033

Overview

 **CLOSE**

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Freedom of Information Officer

Salary Range: 110,363.00 - 143,471.00 USD per year **Open Period:** Monday, November 19, 2007 to Monday, December 10, 2007

Series & Grade: GS-0301-15/15

Position Information: Full-Time Permanent

Promotion Potential: 15

Duty Locations: 1 vacancy - Rockville, MD

Who May Be Considered:

All Sources - Open to All United States Citizens
Additional selections may be made from this announcement

Position Details:

Tenure: Career/Career Conditional Appointment

Bargaining Unit Position: No/Yes

Merit Promotion Position: No/Yes

Recruitment Bonus: No/Yes

Relocation Paid: No/Yes

Salary range listed includes locality pay

Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, state, and country by making a difference in the lives of Americans everywhere. Join HHS and help to make our world healthier, safer and better for all Americans.

This position is located in the Office of the Director of Operations, Office of the Deputy Assistant Secretary for Program Support, Program Support Center, Assistant Secretary for Administration and Management, Department of Health and Human Services (HHS). The Program Support Center (PSC) is a customer service center with a unique mission to provide cost-effective, efficient and responsive administrative support services on a service-for-fee basis to HHS components, other Federal agencies, and

public and private organizations.

This position is also responsible for administering and implementing the Freedom of Information Act (FOIA) for all component office of the Program Support Center (PSC); the Office of Public Health and Science (OPHS); the Public Health Service (PHS) Regional Offices; and ensuring PHS-wide agency compliance.

Key Requirements:

- U.S. Citizenship

Duties**Major Duties:**

If selected for this position you will:

Develop and administer a positive program for implementation of the FOIA and the Department's implementing public information regulations within PSC, OPHS and PHS-wide.

Plan, design and execute FOIA activities for PSC, OPHS and the PHS Regional Offices. Formulates long-and short-range plans for development of a positive program of information supply. Develop guidelines for use by PHS agencies, PSC, and OPHS components, and Regional Offices.

Serve as advisor to PSC, OPHS, and other PHS officials on FOIA matters. Meet with other Department representatives who have specific responsibilities with respect to the FOIA, Privacy Act, and provides advice and guidance and interpretation of regulations and guidelines.

Conduct and/or attend meetings and discussion with representatives of the various components of PHS, HHS, PSC, OPHS, and Office of General Counsel (OGC), as it involves the specific responsibilities of each agency with respect to implementation of FOIA.

Qualifications and Evaluation**Qualifications:**

GS-15:

You must have one (1) year of specialized experience that has equipped you 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 to be filled. To be creditable, specialized experience must have been equivalent to at least the GS-14 level in the Federal government.

If selected for this position, you may be subject to a background investigation.

How You Will Be Evaluated:

Your resume and responses to the self-assessment job questions are an integral part of the process for determining your basic and specialized qualifications for the position. Therefore, it is important to support your responses to the applicant assessment questions by providing examples of past and present experience when requested.

There are several parts of the application process that affect the overall evaluation of your application:

1. Your resume which is part of your USAJOBS profile
2. Your responses to the core questions
3. Your responses to the self-assessment job-specific questions
4. Your supporting documents

High self-assessment in the vacancy questions that is not supported by information in your resume, essay responses, and/or supporting documents may eliminate you from best-qualified status or result in a lowered score.

Additional details on the application process can be found at the "How to Apply" section of this announcement.

Please be sure to allow yourself adequate time to apply for this vacancy. We recommend that you preview the questions for this announcement before you start the application process using the "*click here*" link below.

To preview questions please [click here](#).

Benefits and Other Information

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer.

[More Info](#)

Life insurance coverage is provided.

[More Info](#)

Long-Term Care Insurance is offered and carries into your retirement.

[More Info](#)

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program.

[More Info](#)

You will earn annual vacation leave.

[More Info](#)

You will earn sick leave.

[More Info](#)

You will be paid for Federal holidays that fall within your regularly scheduled tour of duty.

[Mor Info](#)

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

Other Information:

ALL APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, RELIGION, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, POLITICAL AFFILIATION, AGE (WITH AUTHORIZED EXCEPTIONS) OR ANY OTHER NON-MERIT FACTOR.

Background Investigation:

If selected for this position, you may be subject to a background investigation.

More Employment Information:

1.

[Veterans Information](#)

2.

[Former Federal employee reinstatement eligibility](#)

3.

[Department of Health and Human Services \(DHHS\) Surplus or displaced Employees CTAP criteria.](#)

4.

[Displaced Federal employees ICTAP criteria.](#)

How to Apply

How To Apply:

Please read the ENTIRE vacancy announcement to ensure that you comply with the application procedures. Your application will be regarded as incomplete, if the Rockville Human Resources Center (RHRC) does not receive your application and all required supplemental documentation, as specified in the "Supporting documents" section of this vacancy announcement, by 11:59 PM Eastern Standard Time (EST) on the closing date of this vacancy announcement.

Your application and all required supplemental documents must be submitted in the manner specified in this section. Applications and supplemental documents that are submitted in any other manner without prior approval from the agency point of contact will be handled as incomplete and will not be considered.

You must complete the following three steps described below in order to apply for this position online.

STEP ONE - (Online Resume - USAJOBS)

You must create a user account and at least one Federal resume at USAJOBS. Information you provide in USAJOBS is general information completed by all applicants. The information you provide and your Federal resume will become part of your application and will automatically be transferred to the HHS Careers system when you apply on-line. After you finish submitting your resume from USAJOBS, you will automatically be taken to HHS Careers where you will be asked to complete the next step of the application process. You may edit your resume up until 11:59 PM EST of the announcement close date.

STEP TWO - (Vacancy Specific Questions - HHS Careers)

In HHS Careers, you will answer vacancy specific questions necessary to evaluate your qualifications for the specific job to which you are applying. When completed, the information you provided at USAJOBS and the answers to the HHS Careers questions will become your application. You may edit your answers by 11:59 PM EST of the announcement close date.

STEP THREE - (Submit Supporting Documents - HHS Careers)

After you have completed the vacancy specific

question and selected the "FINISH" button, a list of fax cover sheets will appear with instructions. A complete listing of the material that must be submitted to the HR office is provided in the "Supporting documents" section of this announcement. Review this section for which documents are applicable to you and how to submit. Most of these documents will be requested upon completion of the Vacancy Questionnaire. All applicable supplemental application material must be received at the appropriate fax number, shown on the fax cover sheet, by 11:59 Eastern Time on the closing date.

For additional information:

Rockville Center HelpDesk

Telephone 888-478-4340

quickquestions@psc.gov

[s@psc.gov](mailto:quickquestions@psc.gov)

Hours of operation: Monday through Friday 7:30AM to 4:00PM EST TTY/TDD 800-877-8339

Reasonable Accommodation:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact the Rockville Center HelpDesk Telephone (888)-478-4340, TTY/TDD (800)-877-8339; email quickquestions@psc.gov. The decision on granting reasonable accommodation will be made on a case-by-case basis.

If applying online poses a hardship to you, the Rockville Center HelpDesk listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. You must contact the Rockville Center HelpDesk prior to the closing date of this announcement to receive assistance. Hours of operation: Monday through Friday 7:30AM to 4:00PM EST.

Required Documents:

Your application will be considered INCOMPLETE if you do not FAX all required supporting documentation by 11:59 PM EST on the closing date of this vacancy announcement.

During the online application process, you will encounter a webpage which lists the available fax coversheets. There will be several options

available. However, you only need to print and submit the fax coversheets that are applicable to you as an applicant. You must submit a coversheet for each type of supporting documentation. Only the fax coversheet will ensure the proper receipt of your materials (s) and the coversheet **MUST** be page one (1) of the corresponding supporting documents. All supporting documents must be faxed before 11:59 PM EST on the closing date of the vacancy. You will receive an email confirming receipt of your faxed supporting documents within 24 hours.

PLEASE NOTE: Not all of the document types listed will pertain to you; only submit documents needed to complete your application package. For example, the Schedule A Certification document must only be submitted by individuals applying based on eligibility for appointment due to a disability. The SF-50 is a form current and former Federal employees submit to document their Federal employment status.

Below is a list of supporting documents for this announcement. This is not an all-inclusive list of supporting documents. Please only submit the documents that are APPLICABLE to you as an individual applicant:

--STATUS APPLICANTS:

A Status Applicant is a current career or career-conditional Federal employee or former Federal employee who has reinstatement eligibility. As a status applicant, you must fax a copy of your Notification of Personnel Action, SF-50, or equivalent **showing your full performance level or career ladder**. The SF-50 **MUST** verify current grade, promotion potential, reinstatement eligibility or highest federal civilian grade. Please **DO NOT** send Awards or Pay Adjustment SF-50s.

You may obtain a copy of your SF- 50 from your Human Resources Office or HHS employees may download a copy from here [Electronic Personnel Folder](#)

If you have separated from Federal Government employment, you may obtain a copy of your SF-50 via: Federal Records Center National, Archives and Records Administration
111 Winnebago Street, St. Louis, MO 63118-4126 or
CPR.CENTER@NARA.GOV, or [VISIT the NATIONAL ARCHIVES WEBSITE](#)

--EDUCATION DOCUMENTS:

You must fax copies of your college transcripts if using education to qualify or if the position requires positive education. UNOFFICIAL COPIES ARE ACCEPTABLE at the application phase; however, you will be required to provide official transcripts upon entry on duty. (See paragraph under education if you are currently in series advertised.) All foreign degrees must be evaluated by a nationally recognized Accrediting Agency. You must submit proof of such evaluation and/or conversion. see the [National Association of Credential Evaluation Services website](#).

This list, which may not be all inclusive, is for informational purposes only and does not imply any endorsement of any specific agency.

--CTAP/ICTAP (FOR DISPLACED EMPLOYEES):

If you are applying under the Career Transition Assistance Program (CTAP) or under the Interagency Career Transition Assistance Program (ICTAP), please FAX a copy of your SF-50 and RIF Notice dated within one year.

Information regarding the CTAP can be found by clicking [CTAP INFO](#)

Information regarding the ICTAP can be found by clicking

[ICTAP INFO](#)

--VETERANS:

If you are a veteran, please FAX a copy of your DD214, which states the type of discharge received. If you are a disabled veteran, please FAX a copy of your DD214, SF-15, and a copy of your VA Disability Letter issued after 1991 or later documenting a service-related disability.

Information regarding the eligibility requirements for 5-point and 10-point veterans' preference can be found by clicking [HERE](#).

If you encounter technical difficulties during the faxing process please call the Rockville Center HelpDesk at 1-888-478-4340 Monday through Friday, 7:30AM to 4:00PM EST (excluding Federal holidays).

Contact Information:

Rockville Center HelpDesk

Phone: 888-478-4340
Fax: 301-562-8968
TDD: 800-877-8339
Email: quickquestions@psc.gov

Or write:
Department of Health and Human Services
DHHS Rockville HR Center
5600 Fishers Lane Room 7B-03
Rockville, MD 20857
Fax: 301-562-8968

What To Expect Next:

Once the online questionnaire is received, you will receive an acknowledgement email that your submission was successful. Once the announcement closes, we will review applications to identify the best qualified candidates. **Due to a high volume of phone calls and emails, please use [MYUSAJOBS WEBSITE](#) to check the status of your application.** The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

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.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

[The Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

 CLOSE

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Send Mail

Send Mail to:

Department of Health and Human Services
DHHS Rockville HR Center
5600 Fishers Lane Room 7B-03
Rockville, MD 20857
Fax: 301-562-8968



Questions?

For questions about this job:

Rockville Center HelpDesk
Phone: 888-478-4340
Fax: 301-562-8968
TDD: 800-877-8339
Email: quickquestions@psc.gov

USAJOBS Control Number: 1063805

