Office of the Chief Information Officer: Business Management Division

Detail Assignment: OCIO Document Configuration Management Lead

The NASA Office of Chief Information Officer (OCIO) provides leadership, planning, policy direction, and oversight for management of NASA information and all NASA information technology (IT) in accordance with the responsibilities required by the Clinger-Cohen Act of 1996, FITARA, the Paperwork Reduction Act of 2002, and the Privacy Act of 1974. The CIO is the senior Agency advisor on all matters pertaining to management of IT, the NASA IT Enterprise Architecture, IT security and application portfolio management.

Under the guidance and direction of the CIO, the Business Management Division (BMD); Technology, Data and Innovation Division (TDID); Cybersecurity and Privacy Division (CSPD) and Enterprise Services and Integration Division (ESID) are responsible for supporting OCIO requirements to provide critical IT services for the agency and require contractor support to meet current requirements. With the rapidly changing IT environment, collaboration and awareness of emerging technologies and threats are of paramount importance to the proper execution of the CIO’s responsibilities and direction to the staff.

The detail assignment involves work in various areas of the Business Management Division including:

Work directly with the current Agency Program and Project Management Office (APMO) Lead to establish and implement the OCIO Document Configuration Management principles and policies by leveraging the OCIO Review and Disposition process as well as NASA Standards Procedures (https://standards.nasa.gov).

Plan, organize, and carry-through to completion, benchmarking and analytical studies involving the various Agency Configuration Management procedures.

Identify and collect OCIO Owned Products (documents, handbooks, standards, etc.) into centralized repository with recommendations for controlling authority for each item. Must provide and foster integration of products across all OCIO organizations.

Analyze factors affecting the review cycle of each item and provide integrated plan for scheduling OCIO Owned Products for review, disposition, and comment disposition agreements.

Create and implement the OCIO Document Configuration Management Plan and Procedures to document how OCIO shall conduct all five phases of Configuration Management:

Step 1: Build Out Internal Structure
Step 2: Define Work Roles
Step 3: Take Full Inventory of Existing Assets
Step 4: Create Full List of Configuration Items
Step 5: Develop Process Framework and Automate
Processes must be defined and documented to be repeatable with quality checks throughout process steps to align schedules and eliminate duplication.

Establish business rules for content of specifications, standards, handbooks, etc.

Capture OCIO Portal requirements for tracking and reporting of Document Configuration Management items.

Collect metrics on the OCIO Document Configuration Management Procedures to identify issues and recommend solutions for process improvements.

Attend CIO governance meetings, working groups, and various IT committees.

**Grade levels:** GS-14
**Location** Detail-in-Place
**Duration:** 12 months
**Who will be considered:** Civil Servants only

**Skills required:**

It is important that the candidate's resume demonstrate the following general skills and abilities:

- Experience at the GS-14 level in Configuration and Data Management process
- Strong written and interpersonal communication skills
- Ability to juggle multiple assignments with varying due dates
- Ability to understand issues at an Agency level and the consequences of various courses of action
- Results and solutions oriented
- Independent, self-starter
Office of the Chief Information Office: Business Management Division

Detail assignment: Resources Management Support

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Under the guidance and direction of the CIO, the Business Management Division (BMD), Technology, Data, and Innovation Division (TDID), Cybersecurity and Privacy Division (CSPD), and Enterprise Services and Integration Division (ESID) are responsible for supporting OCIO requirements to provide critical IT services for the agency and require contractor support to meet current requirements. With the rapidly changing IT environment, collaboration and awareness of emerging technologies and threats are of paramount importance to the proper execution of the CIO's responsibilities and direction to staff.

The detail assignment may involve work in various areas of the budget team within the Business Management Division, which include the following:

The incumbent work directly with the current (Operational IT) Business Manager and be responsible to manage the portfolio of Operational IT projects (~$240M/annually)

Plan, organize, and carry-through to completion, analytical studies involving the substance of key agency IT programs.

Analyze factors affecting the costs of IT programs such as past, present and projected utilization of program resources, and provides data, reports, analysis, and proprietary advice. Coordinate and support the formulation and execution of the Agency IT Services (AITS) budget.

Conduct assessments and reviews of programs and projects and assist in the development of trade studies and cost/benefit analysis in support of program/project alternatives. Conduct assessment and reviews of factors affecting the costs of IT programs (such as past, present, and projected utilization of program resources) and provide data, reports, and associated analysis.
Provide guidance in the resolution of problems or issues impacting Agency IT programs. Work in a team environment in conducting reviews of IT project issues or programs impacting most Agency IT organizations.

Review program and financial information for OMB and Congressional budget hearings. Attend CIO governance meetings and various IT committees.

**Grade levels:** GS-14
**Location:** Detail-in-place
**Duration:** Detail-in-place 12 months
**Who will be considered:** Civil Servants only

**Skills required:**

It is important that the candidate's resume demonstrate the following general skills and abilities:

- Experience at the GS-14 level in the Federal budget process
- Strong written and interpersonal communication skills
- Ability to juggle multiple assignments with varying due dates
- Ability to understand issues at an Agency level and the consequences of various courses of action
- Results and solutions oriented
- Independent, self-starter
Office of the Chief Information Officer: Business Management Division

Detail assignment: Capital Planning and Investment Control Support

The NASA Office of Chief Information Officer (OCIO) provides leadership, planning, policy direction, and oversight for management of NASA information and all NASA information technology (IT) in accordance with the responsibilities required by the Clinger-Cohen Act of 1996, FITARA, the Paperwork Reduction Act of 2002, and the Privacy Act of 1974. The CIO is the senior Agency advisor on all matters pertaining to management of IT, the NASA Enterprise Architecture, IT security and application portfolio management.

Under the guidance and direction of the CIO, the Business Management Division (BMD), Technology, Data, and Innovation Division (TDID), Cybersecurity and Privacy Division (CSPD), and Enterprise Services and Integration Division (ESID) are responsible for supporting OCIO requirements to provide critical IT services for the agency and require contractor support to meet current requirements. With the rapidly changing IT environment, collaboration and awareness of emerging technologies and threats are of paramount importance to the proper execution of the CIO's responsibilities and direction to staff.

The detail assignment may involve work in various areas of the budget team within the Business Management Division, which include the following:

Help to develop and implement IT investment policies to ensure compliance with plans, standards, infrastructures, and architectures that establish the framework for the management of all IT programs.

Assist in the execution of the enterprise IT portfolio management and execution of all IT investments (Exhibit 300 and Exhibit 53) for reporting requirements.

Solicit and consider feedback from internal and external stakeholders to identify improvements to the agency's IT planning process and coordinate with appropriate parties to maximize input from the widest range of appropriate stakeholders.

Coordinate the reporting of policies and procedures related to creating a successful, predictable, and repeatable investment control process for a complex and cross-functional agency portfolio.

Establish and implement portfolio management processes and methodologies, ensuring portfolios, programs, and projects are within budget/resource allocations and adhere to OMB and NASA directives.

Lead training classes in order to communicate to multiple audiences the changes in the IT planning policies making sure that the information conveyed to each audience is clear and to develop sponsors ability to understand the IT planning process and submit quality proposals.
Review program and financial information for OMB and Congressional budget hearings.

Attend CIO governance meetings and various IT committees.

Provide guidance in the resolution of problems or issues impacting Agency IT programs. Work in a team environment in conducting reviews of IT project issues or programs impacting most Agency IT organizations.

Review program and financial information for OMB and Congressional budget hearings. Attend CIO governance meetings and various IT committees.

**Grade levels:** GS-14  
**Location:** Detail-in-Place  
**Duration:** 12 months  
**Who will be considered:** Civil Servants only

Skills required:

It is important that the candidate's resume demonstrate the following general skills and abilities:

- Experience at the GS-14 level in the Federal budget process  
- Experience in investment management/CPIC and portfolio management  
- Strong written and interpersonal communication skills  
- Ability to juggle multiple assignments with varying due dates  
- Ability to understand issues at an Agency level and the consequences of various courses of action  
- Results and solutions oriented Independent, self-starter
Office of the Chief Information Officer: Business Management Division

Detail assignment: IT Strategy, Performance Management, and Governance

The NASA Office of Chief Information Officer (OCIO) provides leadership, planning, policy direction, and oversight for management of NASA information and all NASA information technology (IT) in accordance with the responsibilities required by the Clinger-Cohen Act of 1996, FITARA, the Paperwork Reduction Act of 2002, and the Privacy Act of 1974. The CIO is the senior Agency advisor on all matters pertaining to management of IT, the NASA Enterprise Architecture, IT security and application portfolio management.

Under the guidance and direction of the CIO, the Business Management Division (BMD), Technology, Data and Innovation Division (TD&I), Cybersecurity and Privacy Division (CSPD) and Enterprise Services and Integration Division (ES&I) are responsible for supporting OCIO requirements to provide critical IT services for the agency and require contractor support to meet current requirements. With the rapidly changing IT environment, collaboration and awareness of emerging technologies and threats are of paramount importance to the proper execution of the CIO's responsibilities and direction to her staff.

The detail assignment may involve work in various areas of the strategy, performance, and governance team, which include the following:

Support the update of the NASA IT Strategic Plan;

Support the execution of IT and its alignment to the NASA IT Strategic Plan;

Help to develop and implement IT policies to ensure compliance with plans, standards, infrastructures, and architectures that establish the framework for the management of all IT programs;

Support the development and implementation of effective and efficient Agency-wide IT governance, in coordination with Senior OCIO leadership and the Agency Program management Office;

Manage the assessment and reporting of IT strategy, goals, and objectives through Performance Management;

Support and advise governance boards to improve the decision making process; Manage two senior IT governing boards: Information Technology Council (ITC) - the Agency's senior decision-making body regarding the Agency IT portfolio;

CIO Leadership Team (CLT) - the advisory body to the NASA CIO;

Prepare and provide reports and executive presentations;

Provide guidance in the resolution of problems or issues impacting Agency IT programs;
Work in a team environment in conducting reviews of IT project issues or programs impacting most Agency IT organizations;

Attend CIO governance meetings and various IT committees.

**Grade levels:** GS-14  
**Location:** Detail-in-Place  
**Duration:** 12 months  
**Who will be considered:** Civil Servants only  

Skills required:

It is important that the candidate's resume demonstrate the following general skills and abilities:

- Strong written and interpersonal communication skills
- Ability to manage time to handle multiple assignments with varying due dates
- Ability to understand issues at an Agency level and the consequences of various courses of action
- Results and solutions oriented
- Independent, self-starter
Office of the Chief Information Officer: Technology, Data and Innovation Division

The Office of the Chief Information Officer provides leadership, planning, policy direction and oversight for the management of NASA information and information technology (IT). The CIO is the principal advisor to the Administrator and other senior officials on matters pertaining to IT, the NASA IT Enterprise Infrastructure and services, technical innovation, IT Security, and all aspects of data provisioning. The Office of the CIO assures the quality of common IT services and activities Agency-wide, ensures consistency of approach, and eliminates duplication of services through collaborative means, centralization, and/or consolidation of services between and within NASA Headquarters and the NASA centers.

Detail assignment (2): Technology and Innovation Division, Data Team

We seek two candidates who can fill the role as Data Scientist's working with a team of other Data Scientists at OCIO/NASA. A good candidate will have two or more of the following qualities: a good understanding of statistics and mathematical modelling, capable of programming in a high level computer language such as Python or R, knowledge of either relational and/or nosql databases, possess good interpersonal skills and is comfortable researching and learning new techniques and technology. We have a number of exciting projects and need someone who can help us discover and implement clever solutions to hard agency-wide data-based problems at NASA. Areas in which we are engaged include agency-wide document classification and tagging, deployed application and security analytics, developing a PaaS/cloud architecture to generally support data analytics and financial analytics and advanced visualization projects involving AR/VR/3D modelling.

The incumbent will work with the civil servant and contract team to accomplish the following:

- Work with our team and clients to develop on data science related projects.
- Help guide and manage junior data science team members in technical work.
- Work with domain experts to identify requirements and define technical solutions.
- Work to develop insightful reports and visualizations.
- Work to help understand how to successfully integrate multiple data sources.
- Work to help develop crowd-sourced solutions to problems.
Grade levels: GS-14 or GS-15
Location: NASA Headquarters
Duration: 1 year; with possible extension.
Who will be considered: Civil Servants only

Skills required:

It is important that the candidate's resume demonstrate the following general skills and abilities:

• Independent, self-starter

• Results and solutions oriented

• Strong written and interpersonal communication skills Strong technical and/or business analysis skills

• Ability to express non advocate views, give constructive criticism, and be able to maintain a healthy skepticism

• Ability to understand issues at an Agency level and the consequences to NASA of various courses of action

• Experience in performing IT project planning and management

• Understanding of technology issued

• Basis understanding of resource and data management

• Innovative; creative
Office of the Chief Information Officer, Enterprise Services and Integration Division, End User Services Program, Platform Engineer

The Office of the Chief Information Officer’s (OCIO) End User Services Program Office (EUSO) supports NASA’s IT requirements for providing consistent service and performance, facilitating collaboration across the Agency, and maintaining confidentiality, integrity, and availability of NASA’s IT resources. The End User Services Program is responsible for the Agency’s Enterprise and Center managed workstations, mobile devices, printers, and office productivity solutions. We are looking for a self-starter to assist with implementing new technology solutions and creating new processes and procedures that will enhance and streamline end user data management and enable transformation to a more data-centric operating environment.

The current EUSO team is comprised of civil servants and contractors located at Marshall Space Flight Center and Nasa Shared Services Center (NSSC), with the Program authority from OCIO in Washington, D.C. This detail assignment would support the end User Platform Engineering function that focuses on improving the end user technology experience by designing and developing innovative solutions that enhance work productivity and customer satisfaction, while to ensuring interoperability, security, regulatory standards are upheld. The detailee will report to the End User Services Program Manager and be responsible for collaboration with other EUSO team members and external stakeholders.

Detail Assignment Duties:

Responsible for researching, evaluating, testing, and designing platform configuration models for end user computers and mobile devices.

Assist in design of end user data management strategy and Microsoft OneDrive optimization, to include development of performance metrics and service levels.

Ensure reliable backup and recovery of necessary data.

Provide analytical support to the program management team regarding platform engineering capabilities, functions, and solutions.

Maintain an awareness of trends within the technology industry.

May perform other duties as assigned.

Grade levels: GS-14
Location: Detail-in-place
Duration: 1 year; with possible extension.
Who will be considered:  Civil Servants only

Skills required:

It is important that the candidate's resume demonstrate the following general skills and abilities:

- Strong written and interpersonal communication skills
- Ability to juggle multiple assignments with varying due dates
- Ability to understand issues at an Agency level and the consequences of various courses of action
- Results and solutions oriented Independent, self-starter

Technical Skills Summary:

Expert knowledge in installing and configuring Microsoft, Apple, and LINUX Operating Systems.

Knowledge of Microsoft Windows 2012 Server and Microsoft Active Directory functionality.

Skilled in configuration and maintenance of network and cloud storage devices and servers.

Familiar with common end user network applications and software distribution systems, such as System Configuration Center Manager (SCCM), BigFix, and Jamf.

Familiar with Virtual Desktop services.

Understanding of system security compliance requirements.

Ability to implement and maintain network standards.
Office of the Chief Information Officer, Enterprise Services and Integration Division

Communications Program, Procurement Development Team (PDT)/ Source Evaluation Board (SEB) Team Member

The Office of the Chief Information Officer's (OCIO) Communications Program (CP) is currently initiating an acquisition activity to re-compete its Agency-wide NASA Integrated Communications Services (NICS) contract. This major Agency acquisition activity is planned to conclude in 2021 with an estimated award scope exceeding one billion dollars. The follow-on contract will support CP services including the full range of telecommunications and network services and the connection and protection of all network attached endpoints used by NASA, regardless of the location, and the organization providing the service. This includes but is not limited to: mission, research, and corporate Wide Area Network (WAN) and Local Area Network (LAN); voice, video and data networking services; and Center unique services. Additionally, new and innovative concepts in network technologies, automation, software-defined networking (SDN), cyber and cloud technologies and services will be considered during the acquisition.

We're looking for a motivated self-starter who seeks hands-on Agency-level experience in this major NASA acquisition activity to serve in a key role as a leader or member of the procurement development team (PDT) and/or source evaluation board (SEB) for the acquisition. Your work as a part of the PDT and/or SEB for the acquisition will define how NASA provides critical network communications services for years to come.

Detail assignment:

Serve as a member or lead of the NICS Re-Compete PDT and/or SEB teams.

Develop, in coordination with HQ NASA OCIO Program, Center and other NASA Mission area stakeholders, communications services requirements for the NICS Re-Compete effort.

Lead or assist in the development of key procurement documents and briefings, to include the vendor request for information (RPI), performance work statement (PWS) and request for proposal (RFP).

Lead or assist in key acquisition activities, to include industry day and stakeholder briefings.

Work with IT communications services counterparts across relevant Centers and organizations to ensure validation of communications services requirements.

Incumbent must have an ability to learn applicable regulations and NASA policies and procedures related to a major NASA IT procurement activity.

Perform other duties as assigned.
Grade levels: GS-14 or GS-15
Location: Detail-in-place
Duration: 1 year; with possible extension.
Who will be considered: Civil Servants only

Skills required:

It is important that the candidate's resume demonstrate the following general skills and abilities:

- Knowledge of current and emerging data networking and telecommunications technologies and services
- Knowledge of NASA IT Cyber Security, Enterprise Architecture and Procurement Policies
- Ability to lead or work within a project
- Strong written and interpersonal communication skills
- Ability to juggle multiple assignments with varying due dates
- Ability to understand issues at an Agency level and the consequences of various courses of action
- Results and solutions oriented Independent, self-starter