In support of the Science Mission Directorate's (SMD) policy functions, the policy team manages SMD's relations with external groups, including Congress, the Office of Management and Budget (OMB), the Office of Science and Technology Policy (OSTP), the National Space Council, external advisory committees, domestic partners, and auditors. In partnership with other SMD Divisions, the policy team also supports the SMD Associate Administrator by providing integrated guidance, strategy, and focused advocacy for NASA's science program.

We are looking for a self-starter who wants policy experience at NASA HQ; details in place at the applicant's home Center will not be considered. SMD's policy team is looking for a NASA employee to do a 12- to 24-month detail in our office, starting as early as September 2019; prior policy experience is desirable but not required. This individual would join a seven-person team focused on providing policy support to SMD's nearly 100 missions (and over 120 satellites) that encompass five technical divisions: Astrophysics, Earth Science, Heliophysics, Planetary Science, and the Joint Agency Satellite Division that supports various reimbursable projects for other agencies.

Detail assignment:

The detail assignment may involve work in various areas of the policy branch activities, which include the following:

- Develop and coordinate review of testimony, congressional correspondence, white papers, congressional reports, staff briefings, and responses to congressional and Executive Branch review actions;
- Work with SMD science divisions to develop, manage, and monitor SMD's domestic agreements with other agencies and private and non-profit partners;
- Provide information about and analysis of policy, budget, and legislative activity, as well as of relevant developments across the stakeholder community, to one or more of the SMD science divisions;
- Coordinate interagency meetings, and prepare SMD leaders for meetings with interagency partners, including the National Space Council, OSTP and OMB;
- Support SMD international activities and relationships, including Agency and SMD international policy, through agreements review and status tracking, and preparation for international meetings;
- Manage the NASA Advisory Council's (NAC) Science Committee and support the SMD science divisions in the management of their respective advisory committees and subcommittees;
- Manage and coordinate special independent reviews, as needed; and,
- Oversee and coordinate SMD audit and review activities with the NASA Inspector General, the Government Accountability Office (GAO), and other auditors.
Grade levels: GS-14

Location: NASA Headquarters

Duration: 1 year; with possible extension, with an extended start date of early September 2019

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
Science Mission Directorate, Office of the Deputy Associate Administrator for Research

In support of efforts to assess and improve the quality of the research programs within the Science Mission Directorate (SMD), the Deputy Associate Administrator for Research (DAAR) is seeking a candidate to lead and perform analyses and evaluations of various programs. The detailee will be responsible for gathering data, conducting any needed interviews, analyzing both quantitative and qualitative data and interpreting all results. Based on the results of the analyses performed, the candidate will participate in policy formulation discussions with SMD senior leadership.

We are looking for a self-starter who wants an evaluation and policy experience at NASA Headquarters. SMD is looking for a NASA employee to do a 4- to 6-month detail in place, starting in the Fall 2019. This individual would join a small team working with the DAAR tasked with overseeing research policy and process -competited research as well as competed missions - for SMD. Expert-level mentoring in analysis, evaluation, and policy processes will be provided by the DAAR and the Research Programs team.

Detail assignment:

The detail assignment may involve work in various areas of the Directorate's activities, with focus on one of the following sets of projects:

**Data policy:** How compliant have grantees been to archiving requirements? How active have archives been in assisting grantees with meeting their archiving commitments. What should be the key aspects of an SMD-wide data policy going forward?

**Open science:** What would be the benefits of SMD mandating an open science approach to its grant-funded research? What should be the aspects of an open science approach that SMD should implement? How should SMD gain stakeholder buy-in to a move towards open science?

**Early Career Programs:** What are the stated goals of each SMD Division's early career program? How effective have those programs been in achieving their goals? What are the practices of other funding agencies and should they be adopted by SMD?

**Training and documentation:** What information do new Program Officers need to know? The detailee will lead the effort to create a reference containing this information. Reference should be accessible on-line and editable.

**Communities of Practice:** To aid early career researchers interested or participating in the Scientific Balloon Program, what information is needed and how can it best be conveyed? How can a community of practice be created and sustained to support emerging leaders?
Grade levels: GS-14 or GS-15
Location: NASA Headquarters
Duration: 4 to 6 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 juggle multiple assignments with varying due dates
- Ability to understand issues at an Agency level and the consequences of various courses of action
- Familiarity with SMD's research and analysis programs and processes.
- Familiarity with quantitative or qualitative analysis methods and tools or formal evaluation strategies.
- Results and solutions oriented
- Independent, self-starter
Science Mission Directorate, Science Engagement and Partnerships Division

The Science Engagement and Partnerships Division is responsible for managing the Science Activation program, external information technologies, and strategic communications for NASA’s Science Mission Directorate. The Division also supports the Directorate in the development, integration, archiving, and quality control of presentation materials used by leadership and Directorate personnel for external audiences.

Detail assignment:

We are looking for two (2) highly motivated individuals for the following two (2) opportunities. These opportunities can be tailored to support the detailees' career progression:

NASA’s Science Mission Directorate is requesting a detailee to perform science-communications duties to advance the broadest dissemination of information on SMD missions to intended audiences. Ability to work well in teams, aptitude in communicating complex technical and scientific content, and great writing skills are desirable.

NASA’s Science Mission Directorate is requesting a detailee to perform program analysis duties in support of its Science Activation (SciAct) program. SciAct is a collaborative network of partnerships across the Nation to enable learners of all ages through connections with NASA science content and experts. Ability to work well in teams, aptitude in understanding complex technical and scientific content, and great project management skills are desirable.

Grade levels: GS-14
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:

- 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
- Ability to work well in teams
- Aptitude in communicating complex technical and scientific content