Detail Opportunity for STARS Project Officer with the NIMH STARS Branch
Office of Management
National Institute of Mental Health

This exciting detail opportunity to serve as a STARS Project Officer is located within the Scientific Talent and Recruiting Services (STARS) Branch, Office of Management, National Institute of Mental Health (NIMH), National Institutes of Health (NIH). The office location is 6101 Executive Blvd., Suite 392, Bethesda, MD.

This detail opportunity is for 120 days (with the option to extend every 120 days) and can be reimbursable or non-reimbursable. Funding and start date to be negotiated prior to finalized selection. Interested employees should email the STARS Branch Director, Gwen Shinko.

The NIMH STARS Branch manages the $747 Million STOPS (Scientific, Technical, and Other Professional Support Services) contract for the NIH. There are over 2,100 contractors working in the Institutes and Centers (ICs) and the NIH Office of the Director under the STOPS contract.

The STARS Branch:
- Receives requests for new or replacement contract workers from the ICs
- Coordinates requests with the IC’s and the STOPS contract vendor (Kelly Services)
- Works closely with the National Institute on Drug Abuse COAC Contracts team
- Produces reports and analyses in order to make data driven decisions

As a STARS Project Officer, you will:
- Receive and process Task Order and Travel/Training Requests from IC Project Officers
- Coordinate funding actions with the IC Project Officers
- Provide guidance to IC Project Officers and IC Task Leaders
- Coordinate employee relations issues with Kelly Services, the Contracting Officer’s Representative (COR), and the IC
- Maintain IC status reports and report on trends and anticipate future actions

What You’ll Gain from the Experience:
- An opportunity to develop relationships with staff at multiple ICs and in the STARS Branch
- An opportunity to provide input on an exciting new automated electronic workflow and reporting system
- A deeper understanding of NIH contracting processes as well as contract law, regulations and policies
- An understanding of what non-personal services means related to task orders

To be considered:
- Must be a Federal FTE
- Must have some experience with acquisitions (COR Level 1 or 2 certification preferred)
- Must be able to manage multiple priorities in a busy work environment
- Must have strong written and verbal communication skills
- Must have supervisor approval before applying for the detail

The NIH encourages the application and nomination of qualified women, minorities, and individuals with disabilities. HHS and NIH are Equal Opportunity Employers.