

**MERIT PROMOTION PROGRAM  
CIVILIAN HUMAN RESOURCES OFFICE  
UNIT 35020  
CAMP SMEDLEY D. BUTLER**

<b>Job Title:</b> Human Resources Assistant Recruitment/ Placement, (OA), GS-0203-05/06/07	<b>Job Announcement Number:</b> OKI0203-07-857195N9571706-O
<b>Salary: For GS-05:</b> \$27,431 to \$35,657 per annum <b>For GS-06:</b> \$30,577 to \$39,748 per annum <b>For GS-07:</b> \$33,979 to \$44,176 per annum	<b>Opening Date:</b> 3-12-2013
<b>Agency:</b> Civilian Human Resources Office (CHRO) , U.S. Employment and Classification Section, Marine Corps Base, Camp Smedley D. Butler, Okinawa, Japan (Camp Foster)	<b>Closing Date:</b> 3-22-2013

**WHO MAY BE CONSIDERED:** Current Permanent DoD appropriated fund civilian employees, Military Spouse Preference and Family Members in the local commuting area.

**JOB SUMMARY:**

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. Department of the Navy provides competitive salaries, comprehensive benefits, and extensive professional development and training. From pipefitters to accountants, scientists to engineers, doctors to nurses- the careers and opportunities to make a difference are endless. Civilian careers-where purpose and patriotism unite!

This position located with the U.S. Employment and Classification Section, Civilian Human Resources Office (CHRO), Marine Corps Base Camp Butler, Okinawa, Japan. The incumbent will provide technician support to include developing new vacancy announcements, applying classification and qualification standards, and ranking procedures for a wider variety of clerical and technical positions for external and internal recruitment actions. In addition this position assists with the Priority Placement Program (PPP). This position also provides support in the use of electronic systems using word processors, personal computers and workstations linked to a computer.

**KEY REQUIREMENTS:**

Must be registered for Selective Service, see Legal & Regulatory Guidance.  
Suitable for Federal employment as determined by background investigation.  
Selectee may be required to successfully complete a probationary period.  
You must be a U.S. Citizen to hold this position.  
A qualified typist is required.

**DUTIES:**

Performs the full range of tasks in filling positions. Exercises considerable independence in performing recruitment and placement tasks involved in filling a variety of lower-grade clerical, administrative, technician, and semi-skilled wage grade positions. Analyzes vacant positions to establish the knowledge, skills, and abilities required for effective work performance. Determines and utilizes recruitment sources known to produce qualified candidates. Ensures the accuracy of the effective dates, presence of supporting documentation, and validity of nature of action codes for personnel actions. Write recurring and new vacancy announcements for clerical and technical positions for predetermined areas of consideration. Writes announcements by abstracting a duties statement from the job description and the minimum years of general and specialized experience required to qualify from the qualification standard. Rates application for external and internal placement in or promotion to positions covered by qualification standards. Assists Human Resources Specialists with reviewing the classification of a variety of non-controversial, lower-graded clerical and administrative, technician, and semi-skilled wage grade positions. Performs miscellaneous administrative work to support the U.S. Employment and Classification section including PPP; requiring the practical use of electronic systems. Uses word processors, personal computers, work

stations keyboard and visual displays linked to a computer and associated equipment. Uses Defense Civilian Personnel Data System (DCPDS), Automated Stopper and Referral System (ASARS), word processing, electronic mail, data base management, Excel, graphics, spreadsheets, and other types of software. Serves as Summer Hire Program Coordinator responsible for establishing publicity for the program. Serves as MCB Camp Butler Drug Program Coordinator (DPC) for U.S. appropriated civilian employees as mandated by the Department of the Navy Drug-Free Workplace Program (DFWP) and DoD regulations. Provides the full range of support and coordination for drug testing of new employees into Testing Designated Positions (TDPs) as well as meet the requirements of random drug testing of current employees in TDPs.

**QUALIFICATIONS REQUIRED:**

In order to qualify for this position, your resume must provide sufficient experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your resume is the key means we have for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to be clear and specific when describing your experience.

**Experience:**

Your resume must demonstrate at least **one year of specialized experience at or equivalent to the grade level or pay band** in the Federal service or equivalent experience in the private or public sector.

**For GS-05,** generally, an employee may advance to a position no more than two grade levels above the lowest grade held within the preceding year under non-temporary employment

Or Education: 4 years of education above high school.

**For GS-06:** Candidates must have completed 52 weeks of service at the GS-05 level for promotion to GS-06 level.

**For GS-07:** Candidates must have completed 52 weeks of service at the GS-06 level for promotion to GS-07 level.

Applicants must meet the time-in-grade requirements as of the closing date of the announcement to be eligible for consideration.

**Specialized experience:**

This series covers one-grade interval administrative support positions that supervise, lead, or perform human resources (HR) assistance work requiring substantial knowledge of civilian and/or military HR terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions.

Specialized experience must demonstrate the following:

- Experience in performing recruitment and placement tasks involved in filling a variety of lower-grade clerical, administrative, technical, and semi-skilled wage grade positions.
- Experience determining and utilizing recruitment sources to produce qualified candidates.
- Experience with the use of Defense Civilian Personnel Data System (DCPDS) to process personnel actions and to obtain needed information.
- Experience with the use of the ASARS to obtain data.

Additional qualification information can be found from the following Office of Personnel Management web site: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

**PART-TIME OR UNPAID EXPERIENCE:** Credit will be given for appropriate unpaid and or part-time work. You must clearly identify the duties and responsibilities in each position held, starting and end dates (Month/Year) and the total number of hours per week.

***Are you using your education to qualify?*** For positions requiring positive education requirements, or if you are using education to meet all or part of the qualification requirements, you must submit a copy of your transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours, and grade/degree earned). See OPM's General Policies for information on crediting education.

**EDUCATION: (For GS-5 ONLY): To qualify based on education or combination of experience and education, applicant must submit a copy of the college transcript.** At the time the education was obtained, the entire institution, applicable school within the institution, or the applicable curriculum was appropriately accredited by the U.S. Department of Education. Application materials will not be returned. **If selected, original official transcript must be submitted prior to entrance on duty.**

Education completed outside the U.S. must have been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

**Combined Exp & Education (For GS-5 ONLY):** A combination of education and experience may qualify you for this position.

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying for further information, visit: <http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

**REQUIREMENTS:**

Generally, current Federal employees applying for GS jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications must be met by the closing date of this announcement and clearly documented in your resume.**

Applicants must meet the time-in-grade requirements as of the closing date of the announcement to be eligible for consideration.

Selectee is required to participate in the Department of Defense direct deposit of pay program.

**Citizenship:** You must be a U. S. citizen (not dual citizen) to qualify for this position due to security clearance requirements.

**Background Investigation:** If selected you will need to successfully complete a background security investigation.

**Typing Certification:** You must be able to type at least 40 words per minute. You can self-certify by submitting a statement that you can type this speed.

**Special Employment Programs:** If claiming 5-point veterans' preference, a DD 214 must be submitted. If claiming 10 point veterans' preference, both a DD 214 and SF 15 must be submitted.

**Travel: Some travel:** You will be required to travel occasionally for training attendance.

**Work Conditions:** The work is primarily sedentary. The employee is required to obtain records from files, and carry files, manuals and other light objects.

**HOW YOU WILL BE EVALUATED:**

When the application process is complete, your application package will be reviewed to determine if you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and your supporting documentation to determine your ability to demonstrate the following knowledge, skills, and abilities/competencies:

1. Knowledge of staffing policies, practices, principles, and processes.
2. Knowledge of evaluation techniques for applying a wide variety of qualification standards to screen candidates.
3. Knowledge of Defense Civilian Personnel Data System (DCPDS) and Automated Stopper and Referral System (ASARS).

**BENEFITS:**

Department of the Navy offers a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays and a 401K-type retirement plan.

This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized.

**OTHER INFORMATION:**

This Position is subject to Department of Defense Priority Placement Program.

This announcement may be used to fill additional vacancies.

Recruitment incentives may or may not be authorized.

A tentative offer of employment will be rescinded if the selectee fails to meet the pre-employment requirements, including failure to report to any of the scheduled appointments.

Initial tour of duty is **24** months. Family members are tied to the sponsor's tour.

In the overseas areas, access for civilian employees and their families to military medical and dental treatment facilities is on a space-available and reimbursable basis only. Medical care may be provided by host nation providers. The availability and level of care at host nation medical facilities will vary by location. Movement overseas may require you to initiate a change in your health benefits plan to ensure coverage.

The Department of the Navy uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

**Dual citizenship:** If you are a dual citizen, please identify the countries of citizenship. The NATO Status of Forces Agreement prohibits employment in the U.S. Civilian Component in a host nation of any person who holds dual citizenship of the U.S. and that host nation. For example: A person who holds both Italian and U.S. citizenship may not be employed in the U.S. Civilian Component in Italy;

however, that person is not prohibited by the NATO Status of Forces Agreement from employment in the U.S. Civilian Component in another NATO host nation of which (s)he does not hold citizenship.

**Important Information For Applicants With Family Members With Special Medical or Educational Needs:**

[http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Fam\\_Members\\_Special\\_Medical\\_Educational\\_Needs.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Fam_Members_Special_Medical_Educational_Needs.pdf)

**Federal Annuitant Information:**

The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at:

<http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/FedCivAnnuitants.pdf>

**Overseas Military Spouse Preference (MSP):**

[Overseas Military Spouse Preference](#)

**Overseas Family Member Preference:**

[Overseas Family Member Preference](#)

**Veteran's Preference Information:**

[http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Vet\\_%20Preference\\_Statement.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Vet_%20Preference_Statement.pdf)

**HOW TO APPLY:**

To apply for this position, you must provide a complete Application Package which includes:

- Complete Resume.
- Other supporting documentation as required. Please see the "REQUIRED DOCUMENTS" section to determine if there are other documents you are required to submit.

Please follow all instructions carefully as missing application information will not be requested. Errors or omissions may affect your rating and/or appointment eligibility.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you submit with your application will not be returned. Extraneous material will be removed and destroyed. Submit only those materials needed to evaluate your application. Please do not place your application in a notebook or binder.

Application packages may be submitted by mail or dropped off at the HRO Customer Service Desk at Building 495 (2<sup>nd</sup> Floor):

**Director, Civilian Human Resources Office  
Unit 35020  
FPO, AP 96373-5020**

It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications.

**\*\*\*\*Emailed or faxed applications will not be accepted. All unsolicited documents will be discarded\*\*\*\***

The documents you are required to submit vary based on what authority you are using to apply (i.e., applying as a veteran, applying as a current permanent Federal employee, applying as a reinstatement, etc). Please review the following link to see if there are any documents you need to provide: [http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicantChecklist\\_Merit.pdf](http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ApplicantChecklist_Merit.pdf)

When the application process is complete, your application will be reviewed to determine if you meet the hiring eligibility and qualification requirements listed in this announcement. You will be rated based on the information provided in your resume and your supporting documentation to determine your level of knowledge, skill, and ability, related to the job requirements.

Best qualified applicants will be referred to the hiring manager. The selecting official may choose to conduct interviews, and once the selection is made, you will receive a notification of the decision.

Failure to submit a complete application package (Current resume, Applicant Questionnaire (MCB Butler CHRO 12300), Military and Family Member Preference Claim Form, Declaration of Federal Employment (Of-306) and applicable required documents, as noted below) may result in an ineligible rating and loss of consideration. Be sure to read and follow the instructions carefully, as missing application information will not be requested.

**REQUIRED DOCUMENTS:**

**RESUME** showing relevant experience (cover letter optional). Your resume must include the following: Your First and Last Name, Current address, Current email address, Current phone number, Where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Month/Year), hours per week & salary. If you are a current Federal employee or previous Federal employees provide your pay plan, series and grade level i.e. GS-0201-09.

**APPLICANT QUESTIONNAIRE** (MCB Butler CHRO 12300 (Rev 7-10)) – The applicant questionnaire form must be completed, signed and submitted with your application package: <http://www.mcipac.marines.mil/Portals/28/butler/mcipac/butler/Questions.pdf>

**DECLARATION OF FEDERAL EMPLOYMENT (OF-306)** – The OF-306 must be completed, signed and submitted with your application package: [http://www.opm.gov/Forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/Forms/pdf_fill/of0306.pdf)

**DOES THIS POSITION REQUIRE A LICENSE OR CERTIFICATE?** Please follow the announcement instructions for identifying or including a copy of your license or certificate in your application package.

**ARE YOU A CURRENT OR FORMER FEDERAL EMPLOYEE?** You must provide a copy of your last or most recent SF-50, "Notice of Personnel Action." DOD employees can access their SF-50 at: [My Biz](#). For additional information, click here: [Current Perm DOD Federal Civilian Employee or Reinstatement Eligible](#). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.

**ARE YOU CLAIMING MILITARY SPOUSE OR FAMILY MEMBER PREFERENCE?** The Military and Family Member Preference Claim form must be completed, signed and include all applicable supporting documents (sponsor PCS orders and if dependent name is not on the orders Area Entry Clearance with dependent name) as noted with your application package:

<http://www.mcipac.marines.mil/Portals/28/butler/mcipac/butler/MFMBP.pdf>

For additional information, click here: [Overseas Military Spouse Preference](http://www.dtic.mil/whs/directives/corres/pdf/140025v315.pdf)

<http://www.dtic.mil/whs/directives/corres/pdf/140025v315.pdf> or [Overseas Family Member Preference](http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V1232.pdf) <http://www.dtic.mil/whs/directives/corres/pdf/1400.25-V1232.pdf>

**ARE YOU QUALIFYING BASED ON EDUCATION or A COMBINATION OF EDUCATION AND EXPERIENCE?** You must submit a copy of your college transcript or an appropriate course listing. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly. If selected, an official/sealed transcript will be required prior to appointment.

**ARE YOU A VETERAN or CLAIMING 5-POINT VETERANS' PREFERENCE?** Veterans' must provide legible copy/copies of the following:

- DD-214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.). The member 4 copy of your DD-214, "Certificate of Release or Discharge from Active Duty," is preferable.

**Or**

- Statement of Service/Proof of Service (in lieu of a DD-214) from your command or local Personnel Support Detachment (PSD). The Statement of Service/Proof of Service must provide all dates of service, the date of expected discharge and anticipated character of service (Honorable, General, etc.). Veterans must provide their DD-214 once they receive it upon separation.

**ARE YOU A DISABLED VETERAN or CLAIMING 10-POINT VETERANS' PREFERENCE?** Disabled veterans, veterans, widows, spouses or the mother of a veteran who are eligible for 10-point veterans' preference must provide legible copies of the following:

- Standard Form-15 (SF-15), an Application for 10-Point Veterans' Preference. To obtain a copy of SF-15, go to [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf).
- Applicable supporting documents (i.e. letter from VA) as noted on Standard Form-15 (SF-15).
- DD-214, "Certificate of Release or Discharge from Active Duty," showing all dates of service, as well as character of service (Honorable, General, etc.), member 4 copy of the DD-214 is preferable or a Statement of Service/Proof of Service, which includes service dates, nature of separation and character of service.

Additional Veteran's information:

- To obtain a copy of your DD-214 from the National Archives website:
  - <http://www.archives.gov/veterans/military-service-records>
- If you are not sure of your preference eligibility, visit the Department of Labor's website:
  - [Veterans' Preference Advisor](#)
- For more veterans' preference information click here:
  - [Veterans' Preference Information](#)
- For more veteran's information on veteran's appointing authorities click here:
  - [30% or More Disabled Veterans](#)

**IMPORTANT NOTES:**

\*Military spouses within 30 days of PCSing to Okinawa may mail their applications to the address in the announcement. It is the responsibility of the military spouse to notify CHRO upon arrival to Okinawa and must provide all information concerning positions for which they have applied to (e.g., announcement numbers, contact telephone number, PSC address, etc.). Failure to do so may result in ineligible rating or adversely affect your rating/ranking.

\*Applications must be received or postmarked on or before the closing date specified in the vacancy announcement. Applications will not be accepted from applicants after the closing date.

\*CHRO will not accept any applications that are faxed, emailed, or postage-paid government envelopes or guard mail. Applications received using any of the above mentioned methods will be destroyed and will not be considered.

\*Requests for reconsideration will not be made for applicants who fail to submit a complete application package.

\*Requests for Reasonable Accommodations must be received before the Job Opportunity Announcement closes to be considered for this job opening. Decisions on requests for Reasonable Accommodations are made on a case-by-case basis by notifying the Civilian Human Resources Office, Marine Corps Base, Camp S.D. Butler, DSN 315-645-2475 or 315-645-7547 or Commercial 011-81-98-970-2475.

\*Selection is to be made without discrimination for any non-merit reason such as race color, religion, sex, national origin, lawful political affiliation, marital status, physical handicap, age, sexual orientation, use of genetic information as part of Genetic Information Non-discrimination Act (GINA), or membership or non-membership in an employee organization.

\*Active-duty military members must be immediately appointable from the date of selection. Statement of Service/Proof of Service (in lieu of a DD-214) from your command or local Personnel Support Detachment (PSD) must be submitted with the resume. The Statement of Service/Proof of Service must provide all dates of service, the date of expected discharge and anticipated character of service (Honorable, General, etc.). Veterans should provide their DD-214 once they receive it upon separation. Veteran preference is not applicable until the military member has received an honorable or general discharge and has received a DD-214.

**AN EQUAL OPPORTUNITY EMPLOYER**