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

Job Title: Supervisory General Engineer, GS-0801-13	**Job Announcement Number:** OK-13-003
Salary: $71,674 to $93,175 per annum	**Opening Date:** 01-14-2013
Agency: Plans Section, Futenma Replacement Facility (FRF) Program Management Office (PMO), Defense Policy Review Initiative (DPRI), Marine Corps Installations Pacific (MCIPAC), Okinawa, Japan (Camp Foster)	**Closing Date:** 01-22-2013

WHO MAY BE CONSIDERED: Current permanent Department of Navy appropriated fund civilian employees only.

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 is located with the Plans Section, Futenma Replacement Facility (FRF) Program Management Office (PMO), Defense Policy Review Initiative (DPRI), Marine Corps Installations Pacific (MCIPAC) in Okinawa, Japan. As Position title Supervisory General Engineer, you will supervise the detailed studies, area development plans, and the progressive refinement of all components of the FRF Master Plan.

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 obtain and maintain a Secret security clearance.

DUTIES:
Supervises all FRF PMO Plans Section planners and facility analysts, engineers, and contractor. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of employees. Provides technical oversight; develops performance plans; recommend hiring, promotion and reassignments; take disciplinary actions. Represents the FRF PMO in all areas of planning at meetings, conferences, and hearings. Serves as a representative of MCIPAC in discussions with Host nation, prefecture, and federal level officials and professionals on issues related to FRF Planning. Plans all FRF master planning functions and develops operating concepts and methods to meet the organizations goals and objectives. Serves as the focal point for end users regarding master planning and planning related studies. Responsible for the adequacy of negotiations for and administration of contracted work efforts and Statements of Work for contracted efforts. Plans and advises the FRF PMO on annual budget submission requirements to fund planning studies and contracted subject matter expert support. Oversees the development of planning options for the review by Initiative stakeholders. Identifies trends, emerging technologies, and changes to mission, organizational structure, or doctrine that will impact planning and execution of the FRF Initiative. Evaluates site-civil development plans and makes recommendations on complex problems related to coordination with subsequent utility systems, road and building development.

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.

Basic Requirements:

A. Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

B. Combination of education and experience -- college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:
    1. *Professional registration* -- Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
    2. *Written Test* -- Evidence of having succesfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.

       Applicants who have passed the EIT examination and have completed all the requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A.

       Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the

possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.

3. *Specified academic courses* -- Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.
4. *Related curriculum* -- Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

In addition to meeting the basic entry qualification requirements, applicants must have:

One year of specialized experience equivalent to the GS-12 grade level or pay band in Federal Service or equivalent experience in the private or public sector managing, supervising, leading, and/or performing professional engineering and scientific work; supervised the development of detailed studies, and area development plans.

Additional qualification information can be found from the following Office of Personnel Management web site: http://www.opm.gov/qualifications/Standards/IORs/gs0800/0801.htm

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.

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.

A Secret security clearance is a requirement of this position. Failure to obtain and maintain the required level of clearance may result in the withdrawal of a position offer or removal. If you possess a security clearance, please indicate the level and termination date in your resume.
Dual citizenship: If you have Dual Citizenship and possess a foreign passport, you will be required to surrender it to the proper authorities to be able to obtain and maintain a Secret/Top Secret clearance

Driver's License Requirement: You must have a valid driver's license to qualify for this position.

Travel: You may be required to make occasional travel to remote locations. Incumbent may be required to fly military transport aircraft with non-standard seating and amenities.

Work Conditions: The position requires routine visits to project sites to examine problem areas. During such site investigations, incumbent may be exposed to noise, adverse weather conditions, high temperature, dust, blast hazards, confined spaces, etc.

Supervisory: This is a supervisory position. If appointed to this position you must serve a one year supervisory probation period, unless you have already completed one as a manager. **This position has been identified as supervisory. As such you are required to document any work experience, on your application, that provided you the ability to supervise (including knowledge and support of EEO programs and leadership skills).

Medical/Physical: Satisfactory completion of a medical examination may be required prior to assignment to the position.

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. Ability to supervise.
2. Knowledge of Facilities Engineering concepts, principles and practices.
3. Skill in managing facilities engineering projects/programs.

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.

A final determination for overseas benefits will be made at time of tentative selection based on both position and personal eligibility.

Overseas allowances may be authorized in accordance with Department of State Standardized Regulation (DSSR), DoDI 1400.25, and applicable Department of the Navy policies.

A service agreement may be negotiated in accordance with the Joint Travel Regulation (JTR), applicable Department of the Navy policies

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.

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

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

Interagency Career Transition Assistance Program (ICTAP) Eligible:
ICTAP applicants must be well qualified for the position to receive consideration for special priority selection. A well-qualified ICTAP applicant is one whose knowledge, skills, and abilities clearly exceed the minimum qualification requirements; however, the individual would not necessarily be considered highly or best qualified. For more information about ICTAP eligibility please review the following link:
http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/ICTAP_Statement.pdf

Veteran's Employment Opportunities Act (VEOA):
http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/VEOA_Eligible.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

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 (2nd 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

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

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 AN ICTAP ELIGIBLE? You must provide the following with your application package:

- A copy of your agency notice; **AND**,

- A copy of your most recent annual performance appraisal; **AND**,
- A copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.

For additional information, click here: ICTAP Information.

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 A CURRENT NAFI/AAFES EMPLOYEE? You must provide a copy of your last or most recent Form-500, "Notice of Personnel Action" or Personnel Action Request (PAR) that provides the type of appointment and proof that you have completed one year of continuous service; or documentation that you have been involuntarily separated from such appointment without personal cause within the preceding year and have completed one year of continuous service.

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 or Overseas Family Member Preference 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.
- 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:
  - Veteran's Employment Opportunities Act (VEOA)
  - Veteran's Recruitment Act (VRA)
  - 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