

Revised May 2013	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT				
	Announcement No.	LR-26-13MJ	Number of Vacancies	1	
	Position Title	Supervisory Supply Management Specialist, GS-2003-11			
	Opening Date	23 May 2013	Closing Date	30 May 2013	
	Salary Range (DOLLAR)	\$50,287-\$65,371 Per annum	Work Schedule	FULL TIME PERMANENT	
	Job Location	Naval Supply Systems Command (NAVSUP), Fleet Logistics Center, Sigonella, Italy, Rota. U.S. Naval Station Rota, Spain			
How To Apply	Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.				
Who May Apply	<p>U.S. citizens residing in the Rota commuting area who meet one or more of the following conditions:</p> <p>1) Military Spouse and DoD Family members of active duty military and civilian employees officially assigned to NAVSTA Rota and tenant commands and eligible for Schedule A 213.3106(b)(6) appointment</p> <p>2) Current Federal employees serving under career/career conditional appointment and Reinstatement Eligible</p> <p>3) Veterans who have been discharged or released from active duty in the Armed Forces (as defined in 5 U.S.C. 2101 (2)), under honorable conditions, who are eligible for Veterans' Recruitment Appointment (VRA) or Veterans Employment Opportunities Act (VEOA) appointment(s).</p> <p>NOTE: The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable, when determining eligibility. If you have resided in Spain more than ninety (90) days as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities.</p>				
About the Job	<p>This position is located on in the Supply Management Department, Hazardous Materials (HAZMAT) Management Branch, Fleet Logistics Center (FLC), Sigonella site Rota. The purpose of this position is to support installation tenant commands, squadrons, and Forces Afloat in development, implementation, and management of Hazardous Materials in accordance with (IAW), Consolidated Hazardous Material Reutilization and Inventory Management Program (CHRIMP). The incumbent serve as the Hazardous Material Manager for all HAZMAT related matters, concerning afloat and ashore CHRIMP. Adapts methods, procedures, and standards as needed to achieve established goals. Utilizes Enterprise Resource Planning (ERP) to manage collecting, recording, and analyzing transaction data, cost information and generation sources to identify program improvements, target new initiatives, keep the financial data for user activities and comply with regulatory environment that drives a program. Develops yearly operating budget to allocate resources to maximum use of available assets. Implements a consistent hazardous material management program in accordance with organizational guidelines. Develops education program to ensure potential customers are aware of the availability of material through the system and the availability of material through the system and the advantages of using the excess material.</p>				
OPM Qualification Requirements	<p>http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards</p> <p>BASIC REQUIREMENTS – EDUCATION AND TRAINING: Ph.D. or equivalent doctoral degree OR; Three (3) full years of progressively higher level graduate education leading to such a degree OR; LL.M., if related (include transcripts).</p> <p>OR</p> <p>EXPERIENCE: One (1) year of specialized experience at or equivalent to GS-9. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position. Specialized experience must demonstrate the following:</p> <ul style="list-style-type: none"> • Experience maintaining hazardous material inventory control records in an automated system. • Experience monitoring hazardous material usage transactions. • Experience tracking the timing of critical hazardous material reorder actions. • Experience applying knowledge of Hazardous Material (HM) storage requirements. 				
Pertinent Information	<ol style="list-style-type: none"> 1. Selectee is required to participate in the Department of Defense direct deposit of pay program. 2. Suitable for Federal employment as determined by background investigation. Incumbent is required to obtain and maintain a Secret Security Clearance. 3. Selectee must successfully pass a Pre-Employment Occupational Health Screening. 4. Selectee may be required to successfully complete a probationary period. 5. Tour of duty will be 36 months (if applicable) and Relocation expenses are authorized (if applicable). 6. The time-in-grade restrictions, qualifications, and any other regulatory requirements for placement must be met by the announcement closing date. 7. This position is also being recruited worldwide. Applicants no within the area of consideration under this local announcement may apply through USAJOBS at https://usajobs.gov 8. Posses valid US Drivers license and obtain/possess Government vehicle operator permit. 9. A forklift license is required. 10. Frequent and extended travel may be required. 				
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, Monday through Friday, 0800-1600 , at least 7 business days after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.				
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DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnic.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Social Security number; (5) Mailing address; (6) Day and Evening phone number; (7) Country of Citizenship; (8) Veteran's preference; (9) Reinstatement Eligibility; (10) Highest Permanent Federal Civilian grade held; (11) Education (highest level); (12) High School name/ mailing address of High School/ Date of Diploma or GED; (13) Accredited colleges and universities attended with total credits earned, major and/ or minor.

Give the following information for your paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).

2. Family Member Status Form (**Mandatory**)
3. Sponsors PCS orders – **Navy orders MUST include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (Mandatory)**
4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action (**SF-50**) (if claiming federal status)
6. DD-214 Record of Discharge, Member-4 copy (**if claiming Veteran's Preference**)
7. Copy of all pages of U.S. Passport (i.e. tourist) (**Mandatory** if not command sponsored)

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- Qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

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Applications will receive consideration without regard to political, labor organization affiliation/ non-affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.