

Revised March 2015	<b>DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT</b>			
	<b>Announcement No.</b>	<b>LR-47-16MJ</b>		<b>Number of Vacancies</b>   1
	<b>Position Title</b>	SUPV. IT PECIALIST (NETWORK), GS-2210-12		
	<b>Opening Date</b>	<b>11 FEBRUARY 2016</b>	<b>Closing Date</b>	<b>19 FEBRUARY 2016</b>
	<b>Salary Range (DOLLAR)</b>	\$68,311-88,804 PER ANNUM		<b>Work Schedule</b>   FULL TIME PERMANENT
	<b>Job Location</b>	NCTAMS; ROTA, SPAIN		
<b>How To Apply</b>	Please read <b>Instructions For U.S. Citizen Local Announcements</b> located at <a href="http://www.cnic.navy.mil/rota">http://www.cnic.navy.mil/rota</a> . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to <a href="mailto:rotahro@eu.navy.mil">rotahro@eu.navy.mil</a> . Emails containing application/attachments cannot exceed a maximum of 10MB. 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.			
<b>Who May Apply</b>	<p>U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those domiciled in the Rota, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel who meet one or more of the following conditions:</p> <ul style="list-style-type: none"> <li>(a) Applicants with career/conditional status,</li> <li>(b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6),</li> <li>(c) Veterans Recruitment Authority (VRA)</li> <li>(d) Veterans Employment Opportunities Act (VEOA)</li> </ul> <p>Referral of qualified candidates will be based on respective hiring authorities for which eligible. <b>NOTE:</b></p> <ul style="list-style-type: none"> <li>(1) Family members who have less than 6 months remaining in an area are not entitled to family member preference when a position is filled without time limitation.</li> <li>(2) The <b>NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States</b> 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. <b>ORDINARILY RESIDENT: Applicants determined to be "ordinarily resident" in Spain cannot be appointed to positions designated for U.S. occupancy.</b></li> <li>(3) <b>TOURIST:</b> Spanish law defines tourists as "Foreigners who have entered Spain with proper documentation, for the purpose of touring, recreation, non-professional sporting, health-care, attend family matters, pilgrimage, or short term studies, and who may stay in Spanish territory <b>without executing any professional or labor activity</b> whatsoever, for a period of three months or for the duration granted in the Visa. (COMNAVACTSPAININST 1900.1F)</li> </ul>			
<b>About the Job</b>	<p>The incumbent of this position serves as the N3 Department Head for the NCTAMS LANT Det Rota. This position provides technical, managerial, and supervisory controls. The employee is responsible for the overall Information Technology (IT) mission area of the detachment and oversees the OCONUS Navy Enterprise Network (ONE-Net), consisting of ONE-Net Local Area Network (LAN) and Wide Area Network (WAN) Century (IT-21) pier networks administration and management and Information Technology for the 21<sup>st</sup> Century (IT-21) pier networks administration and management. Employee manages operations of 24/7 technical control facility and DISA node site coordination; advises and provides guidance to management officials of supported customers regarding their IT requirements. Provides support and direction for strategic, operational and technical projects that are assigned; conducts local surveys as necessary to evaluate validated IT projects requested by users in an effective and timely manner using FCC/C10F, DoD, DISA and DoN policy and procedures. Performs duties as the Technical Assistant (TA) for Operation and Maintenance support for ONE-Net. Represents the detachment in meetings, conferences, review boards, etc. and chairs or serves on IT working groups. Advises on matters pertaining to operational plans and programs, studies, policies, and procedures for network and telecommunications services. Liaisons and coordinates with officials of higher echelons, other commands, and non-government organizations on ONE-Net, DISA, and STRATCOM requirements. Advises and assists customers with the technical and managerial aspects of the requirements determination, documentation, and justification process. Oversees general facilities management, and coordinates requirements and support. Supervises the maintenance and management of critical power. Performs first and second level supervisory responsibilities for civilian and military personnel, and provides oversight to the ONE-Net contractor. Assigns work to subordinates based on priorities, difficulty of assignments, and the capabilities of the employees, providing technical oversight. Develops performance plans, evaluates work performance of subordinates, and provides recommended ratings of records. Conducts interviews for candidates for subordinates positions, recommends hiring, promotions, or reassignments. Initiates appropriate disciplinary measures such as warning and reprimands. Identifies developmental and training needs of subordinates; provides and/or arranges for needed developmental and training. supports and carries out EEO policies assuring equality in determining qualifications, selections, assignments, training, promotions, discipline and awards; oversees and manages contractors who support the equipment and systems managed by the Detachment.</p>			

<p><b>OPM Qualification Requirements</b></p>	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2200/information-technology-it-management-series-2210-alternative-a/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2200/information-technology-it-management-series-2210-alternative-a/</a></p> <p><b><u>SPECIALIZED EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to at least <b>GS-11</b> level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience is experience that has equipped the applicant with the particular competencies/knowledge, skills, and abilities (KSA's) to perform the duties of the position and is typically in or related to the work of the position to be filled. Such experience is typically gained in the IT field or through the performance of work where the primary concern is IT. Specialized experience must demonstrate the following:</p> <ul style="list-style-type: none"> <li>- Experience on a wide variety of applications, operating systems, protocols and equipment to provide necessary operational, plans and process recommendations, and ensures stringent program reviews.</li> <li>- Experience recovering, adjusting, modifying, and improving IT systems sufficient to evaluate system performance of hardware, system software, and application programs.</li> <li>- Experience planning, designing solutions, evaluating and installing network equipment, systems and network based on requirements analysis, topologies, protocols, and Information Assurance (IA) requirements in order to provide technical direction and resolve system and network issues; and</li> <li>- Experience on estimate resources, costs, plan milestones for completion, review progress, coordinate and integrate the work of others and make adjustments to planning to ensure project completion.</li> </ul> <p><b><u>NOTE:</u></b> Experience must be IT related; the experience may be demonstrated by paid or unpaid experience and/or completion of specific, intensive training (for example, IT certification), as appropriate.</p> <p>For all positions individuals must have IT-related experience demonstrating each of the four competencies listed below. The employing agency is responsible for identifying the specific level of proficiency required for each competency at each grade level based on the requirements of the position being filled.</p> <ol style="list-style-type: none"> <li>1. <b><u>Attention to Detail:</u></b> is through when performing work and conscientious about attending to detail.</li> <li>2. <b><u>Customer Service:</u></b> works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.</li> <li>3. <b><u>Oral Communication:</u></b> expresses information (for example, ideas or facts) to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.</li> <li>4. <b><u>Problem Solving:</u></b> Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.</li> </ol> <p>This information must be supported in your resume to be considered for the position.</p>
<p><b>Pertinent Information</b></p>	<ol style="list-style-type: none"> <li>1. Selectee is required to participate in the Department of Defense direct deposit of pay program.</li> <li>2. This position is a Non-Critical Non Sensitive/IT Level II position and requires successfully obtain and maintain a Secret Clearance based on a favorably completed and adjudicated ANACI or PRS and will be required to successfully complete a background investigation.</li> <li>3. May be required to complete a one-year supervisory probationary period.</li> <li>4. This position is a Cybersecurity Workforce (CSFW) IAM Level II position as described in the DoD 8140.01. Upon request of the Information Systems Security Manager (ISSM), the employee shall provide documentation supporting the cyber security certification status. The employee must obtain certification status within six months of filling the position and then maintain it in accordance with DoD 8140.01. Employees not meeting DoD 8140.01 certification requirements within six months of hire shall be removed from the position until certifications is attained.</li> </ol>
<p><b>Application Status</b></p>	<p>For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, <b>Monday through Friday, 0800-1600</b>, at least <b>7 business days</b> after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.</p>
	<p style="text-align: center;"><b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b></p>

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

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

**HIRING AUTHORITIES:**

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of members of the U.S. Armed Forces or dependents of a U.S. Civilian employee of a U.S. Government Agency. The family member appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area of the separation of the appointee's sponsor.

REINSTATEMENT: Applicants with personal competitive status may be reinstated to a career/career-conditional appointment.

VETERANS RECRUITMENT APPOINTMENT: Disabled veterans; veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which they received an authorized campaign/expedition badge/medal; veterans who while serving on active duty in the Armed Forces participated in a U.S. military operations for which they received an Armed Forces Service Medal; and recently separated veterans from active service under honorable conditions within the last three years.

VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA): Veterans must be a preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

**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) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.  
Your resume must include the following for each 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. Applicant Questionnaire "Revised Nov 2014 – CNRE HRO ROTA" (**Mandatory, submit 2 of 2 pages**).
  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 or current Statement of Service dated w/in 120 days from separation (**if claiming Veteran's Preference**)
  7. Copy of all pages of U.S. Passport (**May be required at time of selection**)

**GENERAL INFORMATION**

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, 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.

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

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.