

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

DIEGO GARCIA VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: DG-015-2016

TITLE/SERIES/GRADE: INSTALLATION UTILITIES COMMODITY MANAGER, OG-0301-11

SALARY: OG-11: \$21,843.00 - \$33,643.00 PER ANNUM

OPENING DATE: 22 Sep 2016

CLOSING DATE: 06 Oct 2016

LOCATION: Utilities Management (UM) Branch, Production Division, Public Works Department (PWD) Diego Garcia, Naval Facilities Engineering Command (NAVFAC) Far East, Japan

AREA OF CONSIDERATION: All eligible candidates on-island

RPA NUMBER (HRO USE ONLY): 493799

NOTES:

1. Appointment is temporary not to exceed one year. Appointment may be extended at management's discretion.
2. Initial tour of duty is 12 months. Employee will be eligible for return travel at the end of the tour, if granted an additional tour.
3. Grade shown is equivalent to GS-11.
4. Full performance level of this position is OG-11, which is equivalent to GS-11.
5. Overseas differential (25% of the base pay), meal allowance, laundry allowance, health benefits plan and year-end bonus are in addition to the base pay shown above.
6. Salary shown above includes Misc Benefits Allowance.
7. Minimum age is 21 years old.
8. Incumbent must file an OGE-450 "Confidential Statement of Affiliations and Financial Interests".
9. Incumbent must be able to obtain driver's license.

DUTIES: Implements installation criteria and requirements for the U.S. Navy Overseas Drinking Water quality program. Serves as the Utilities Management (UM) point of contact and reports critical information to the Installation Water Quality Board. Works with the Environmental Overseas Drinking Water Program Manager to address public health issues related to drinking water quality. Maintains the installation's drinking water project Plan of Action and Milestones and/or Priority Action Plan. Participates in the energy management program. Provides program management support to the Installation Energy Manager to identify potential energy projects at the installation level and investigates alternatives for financing such projects. Oversees the management of utility billing allocation and associated information technology systems. Identifies and develops metrics to measure commodity efficiency. Analyzes utility trends and proposes remedial actions. Performs commodity management, including budget oversight and development of utility commodity rates. Provides support in developing Utility Strategic Investment Plans that provide the long term recapitalization of utility systems in conjunction with future mission changes. Disseminates information about successful implementation of quality and cost initiatives. Provides oversight and management of utility information technology integration initiatives throughout the installation.

QUALIFICATION REQUIREMENTS: Your resume must clearly describe your relevant experience; if qualifying based on education, your transcripts will be required as part of your application. Additional information about transcripts is in this document. Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>. (Note: **Transcripts must be submitted with your application**). Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please submit your foreign education evaluation with your application.

Special Note:

- **Copy of College Diploma and Transcript of Records must be submitted with the application. Certified true copies must be submitted upon acceptance of job offer.**
 - **Submission of the foreign education evaluation report which could be within 60 to 70 calendar days from the job offer date is a pre-requisite to the hiring process.**
- (These requirements applies if qualifying based on education or combination of experience and education)**

IN ADDITION to meeting one of the basic qualifications requirements listed above, the applicant **MUST** have had 1 year of specialized experience that has equipped them with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the next lower grade level, OG-11.

Specialized Experience is defined as experience that equipped the applicant with the knowledge, skills, and abilities to successfully perform the duties of the position and that is typically in or related to the position to be filled.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community; student; social). You will receive credit for all qualifying experience, including volunteer experience.

(See specifics: OPM Qualification Standard for GS positions: (<http://www.opm.gov/qualifications/>) for GS positions Group Coverage Qualifications Standards for Administrative and Management Positions: <http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>)

SPECIAL REQUIREMENTS:

1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS.
2. **MUST ADDRESS KSAs**

EVALUATION FACTORS (Knowledge, Skills and Abilities (KSAs):

1. Knowledge of Utilities and Energy programs as they relate to social, political, economic, and technological developments both with and outside the government.
2. Ability to conduct business analysis, case studies, return on investment analysis, and be able to create models for key financial analysis and planning. This requires knowledge of financial management and types of funding found within the organization (General Fund and Navy Working Capital fund).
3. Ability to make recommendations or changes to new automated Utilities Management electronic information services and practices affecting the installation utility program by developing, changing and interpreting programs or policies.
4. Understanding of federal contracting regulations and policies and working knowledge of current business management strategies and techniques.
5. Skill in written and oral communication sufficient to prepare and present findings and recommendations. Working knowledge of computer-based applications.

INQUIRIES REGARDING THIS VACANCY: Call HRO Diego Garcia, DSN: 370-4140 or HRO Atsugi Satellite Office, DSN: 264-3626.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

TO APPLY: Application and forms must be received in the HUMAN RESOURCES OFFICE, GROUND FLOOR, BLDG. 136, U.S. NAVY SUPPORT FACILITY, PSC 466, BOX 2 FPO AP 96595-0002 (ATTN: MS. BABES CABACABA), by the **closing/cutoff date** of the announcement. All applications must show the announcement number and grades applying for. **Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested.** It is the applicant's responsibility to make a copy of the application attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying. Postmark date, faxed or emailed applications will not be accepted**

FORMS REQUIRED:

1. OF 612 - Optional Application for Federal Employment, resume, or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
2. **Resume and alternative forms of applications MUST contain the following:**
 - Announcement number, title and grade of the job for which you are applying.
 - Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
 - Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), hours per week, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
 - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
 - An original signature and date.
3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.
4. SF-50 copy – Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.

QUALIFICATION REQUIREMENTS:

Evaluation will be based on OPM approved qualification standards for the specific occupational series. **Selective Factors**, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **Applicants who do not meet a selective factor are ineligible for further consideration.**

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. A person desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institution's registrar, dean, or other appropriate official.) **Applicants may be required to include evidence that foreign education is comparable to education received at accredited educational institutions in the United States.**

EVALUATION METHOD: Information contained in the application to include KSAs and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

OTHER PERTINENT INFORMATION:

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The filling of positions is subject to referrals and placement from regulatory placement programs.
- If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.
- It is a violation of 181 USC 1719 to use postage paid government envelopes to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.