HUMAN RESOURCES OFFICE
YOKOSUKA JAPAN
VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: NAVFAC-90-15

TITLE/SERIES/GRADE: Office Automation Assistant, GS-0326-05

SALARY RANGE: $27,982 - $36,379 per annum

NUMBER OF VACANCIES: 01

OPEN DATE: 10-22-2015
CLOSING DATE: 11-05-2015

LOCATION: Naval Facilities Engineering Command (NAVFAC) Far East, Yokosuka, Japan, Business Directorate (BD)

AREA OF CONSIDERATION:
Current Permanent DoN Employees, Military Spouse Preference/Family member eligible, VRA eligibles, who reside within 2 hours commuting distance, and VEOA may apply.

NOTES:

1. Living Quarters Allowance (LQA), Transportation or any other benefits normally paid to a "Stateside" hire will NOT be granted.
2. Military Spouse/Family member Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
3. Applicants who are not currently SOFA (Status of Forces Agreement) sponsored **MUST** be able to meet **JAPANESE IMMIGRATION** requirements and SOFA eligibility requirements prior to appointment
4. Must be a U.S. citizen
5. Must be a qualified typist who can **type 40 wpm**. Applicants who **do not indicate meeting this typing speed on their resume or application will be disqualified and not referred for positions** requiring typing/office automation skills.

DUTIES: This position is assigned to the Business Director and Operations Officer of Naval Facilities Engineering Command (NAVFAC) Far East, Yokosuka, Japan. The incumbent provides staff support in the areas of office automation software, personnel, equipment, and material needs required in the daily operations of the Business Office. Performs administrative support duties which includes making travel arrangements, composing complex but non-technical correspondence, locating and assembling information for various reports, briefings, conferences, etc., following-up with staff members to insure that various commitments made at conferences and meeting are met, designing and organizing filing systems, and organizing the flow of clerical process in the office. Gathers statistical data from various departments/offices within NAVFAC FE to develop execution reports. Prepare the reports and briefing materials in various forms of charts, graphics, and narratives that may require advance functions of office automated software.

QUALIFICATION REQUIREMENTS:

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 for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, we encourage you to submit a thorough resume that directly relates to this position.

In addition, **your resume must demonstrate at least one year of specialized experience at or equivalent to the GS-4 grade leve**l or pay band in the Federal service or equivalent experience in the private or public sector, OR **possess 4 years of education above high school.**

SPECIALIZED EXPERIENCE: Experience which equipped the applicant with the particular competencies to perform successfully the duties of the position and that is in or directly related to the position to be filled. To be creditable, specialized experience must be equivalent to at least the GS-4 grade level in the Federal service.

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

EDUCATION: When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST submit a copy of your college transcript** or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. If selected, you will be required to provide an official college transcript (with the college/ university's seal) prior to entrance on duty.

Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at http://www.opm.gov/qualifications and http://www.ed.gov/admins/finaid/accred/index.html.

TIME-IN-GRADE REQUIREMENTS (TIG): Applicants must meet OPM time-in-grade requirements for promotion to General Schedule positions in the competitive service. TIG restrictions apply to any candidate who within the previous 52 weeks held a General Schedule (GS) position under a non-temporary appointment in the competitive service.

SUPERIOR ACADEMIC ACHIEVEMENT (S.A.A.): S.A.A. is based on **(1)** Class standing - must be in the upper third of the graduation class in the college, university, or major subdivision **OR (2)** Grade-point average - a) 3.0 or higher out of a possible 4.0 as recorded on their official transcript, or as computed based on 4 years of education, or computed based on coursed completed during the final 2 years of the curriculum; or b) 3.5 or higher out of a possible 4.0 based on the average of the required coursed completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum **OR (3)** honor society. In order to be creditable under this provision, superior academic achievement must have been gained in a curriculum that is qualifying for the position to be filled and only applies to two-grade intervals position.

PAY RETENTION WILL BE GRANTED: Pay retention will be granted to the selectee who accepts a downgrade when there is no step in the lower grade that equals or exceeds his/her current rate of basic pay.

EVALUATION FACTORS: This position utilizes the following competencies:

1. Knowledge of various office automation software programs for communications and to produce completed documents such as letters, tables, spreadsheets and presentations.

2. Knowledge of the Navy Correspondence Manual as well as grammar, spelling, capitalization, punctuation and commonly used specialized terminology to prepare documents correctly.

3. Skill in providing administrative and clerical to an office.

INQUIRIES REGARDING THIS VACANCY: Call HRO at 243-5725

HRO YOKOSUKA VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

WHO MAY APPLY: Refer to the **Area of Consideration** for each vacancy announcement.

HOW TO APPLY: Application and forms must be **received** in the **Human Resources Office, (PSC 473 BOX 22, FPO AP 96349-0022)** by close **of business (4:00 pm)** of the closing/cut-off date of the announcement. Applications may be submitted by mail, through the drop box located at the front entrance of the HRO or at the **Customer Service Desk, HRO the hours of 8:00 am. to 4:00 p.m., Monday through Friday**. **Postmark dates will not be accepted**. All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and 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. Applicants must meet all eligibility and qualifications requirements (including time-in-grade requirements for GS-positions) as of the closing date/cut-off date of the announcement.

Failure to submit required forms/information or to meet the closing/cut-off date will result in a loss of consideration for the position for which you are applying. E-mailed and FAXED applications will not be accepted. Unsolicited documents will be discarded.

FORMS/INFORMATION REQUIRED:

1. Optional Application for Federal Employment (**OF 612**) **OR** Resume. Required Forms are available at HRO Website **http://www.cnic.navy.mil/regions/cnrj/om/human_resources/US_Jobs/US_Forms.html**
2. **Resume 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; 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 worked per week**, & salary. Include all relevant experience, whether it was paid or unpaid 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 so clearly on the resume or application.
   - Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
3. ***SF-50 copy** - **If current or previous federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR)**.
4. **DD-214** indicating type of discharge or character of service (Honorable condition). If claiming 10 point Veterans' Preference, submit an SF-15 and VA letter or certificate. If you are currently in terminal leave or other leave status and can not obtain a copy of your DD214, you must ensure that you submit **a statement of service** or any official document which shows your military service period, Campaign Badges and/or Expeditionary Medals and Character of Service.
5. Copy of Official College Transcript (if applicable). **Please refer to "Education"** information above.
6. **Applicant Questionnaire:** http://www.cnic.navy.mil/content/dam/cnic/cnrj/cnrj_hro_yokosuka/cnrj_hro_yokosuka_forms/cnrj_hro_yokosuka_forms_us/N131_AppQues_Sep2014.pdf
7. **Military Spouse/Family member Supplement:** http://www.cnic.navy.mil/content/dam/cnic/cnrj/cnrj_hro_yokosuka/cnrj_hro_yokosuka_forms/cnrj_hro_yokosuka_forms_us/N131_AppQues_Sep2014.pdf

8. Male candidates born after December 31, 1959 must submit **PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE REGISTRATION** form. For further information visit: http://www.sss.gov

9. **Copy of Sponsor's**: PCS orders and Family Entry Approval for military family members
   Civilian Travel orders and Letter of Employment for civilian family members

10. All other forms and information required in the specific vacancy announcement, including any additional forms or information applicable to your specific situation as outlined below.

*****MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):** Candidates claiming MSP/FMP must include a copy of sponsor's permanent change of station orders authorizing movement of spouse to the overseas command, or other appropriate documentation that supports that preference. **Applicants claiming MSP must be best qualified.** Military Spouses may file applications for employment with overseas civilian personnel offices 30 days before their anticipated arrival within the command. However, spouses may not receive preference until actually arriving at the overseas location. Additional documentation may be required prior to granting preference. Please indicate in your application if you are claiming MSP.

SPOUSE/FAMILY MEMBER OF DOD CIVILIAN EMPLOYEES: Spouses/Family members of locally hired DoD civilian employees are not eligible for family member appointment. Stateside hired DoD civilian spouses/family members must include the sponsor's permanent change of station orders and an official document to show the projected rotation date.

DISPLACED FEDERAL EMPLOYEES: Interagency Career Transition Assistance Program (ICTAP) applicants receive special priority consideration. 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. Federal employees seeking ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your ICTAP eligibility clearly on your application.

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

VETERANS' PREFERENCE: A 5-point preference is granted to veterans who entered military service prior to October 14, 1976, or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. However, you may be entitled to 10-point veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. **If you are claiming 10-point veteran preference, you will need to submit an SF 15, Application for 10-point Veterans' Preference, plus proof required by that form.**

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia. More information on veterans' preference is available in the Vet Guide that may be found on the United States Office of Personnel Management website: http://www.opm.gov

On January 6, 2006, the President signed into Public Law 109-163, the Defense Authorization Act for FY 2006. This law has expanded the definition of veterans' preference, which now includes those individuals who served on active duty for a period of more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001, and ending as of the close of Operation Iraqi Freedom. If you believe you meet this requirement, you must ensure that your resume and supplemental data reflect your active duty service dates accordingly and submit a DD-214.

OTHER PERTINENT INFORMATION:

- The filling of positions is subject to referrals and placement from regulatory placement programs.

- Management reserves the right to fill these positions by the most appropriate method. At management's discretion, the area of consideration indicated in the announcement may include noncompetitive eligibles that may be referred to the selecting official at any point during the recruitment process. Acceptance of applications under this procedure does not guarantee referral. 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.
- Applications from this announcement may be referred for future vacancies of the same title, series, and grade which occur at the same activity within 90 days of the selection/closing date of the announcement.
- It is a violation of 18 USC 1719 to use a postage paid government envelope to mail job applications. Facsimile applications will not be accepted, unless otherwise authorized.
- Selectee will be required to participate in Direct Deposit Electronic Fund Transfer as a condition of employment.
- Initial tour of duty is 36 months. Family members are tied to the sponsor's tour.
- Benefits and allowances afforded in Japan are administered by the Department of State and are subject to change at anytime without advance notification.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying physical handicap or age. Applicants with Disabilities who have questions regarding accommodations available in the overseas area should contact the Disability Program Manager at COMM 011-81-46-816-8163, DSN 315-243-8163

REVISED: 05-OCT-2015