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

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| **Job Title:** Lead Transition Specialist, GS-0301-09/11 | **Job Announcement Number:** OK-14-032 |
| **Salary: For GS-09:** $41,979 to $54,570 per annum<br>**For GS-11:** $50,790 to $66,027 per annum | **Opening Date:** 3-11-2014 |
| **Agency:** Transition Assistant Management Program (TAMP) Unit, Personal Services Section, Marine & Family Services Branch, Marine Corps Community Services Division, Marine Corps Base, Camp Smedley D. Butler, Okinawa, Japan (Camp Foster) | **Closing Date:** 3-17-2014 |

***WHO MAY BE CONSIDERED:*** Military Spouse Preference and Family Members in the local commuting area.

*** Note: Other eligible candidates may apply under announcement number SW40301-11-1059368N9746822O on www.usajobs.gov . Please ensure that you read each vacancy announcement (SW40301-11-1059368N9746822O and OK-14-032) due to them having different closing dates and different areas of consideration of applicants.***

***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 Transition Assistant Management Program (TAMP) Unit, Personal Services Section, Marine & Family Services Branch, Marine Corps Community Services Division, Marine Corps Base, Camp Smedley D. Butler, Okinawa, Japan (Camp Foster). As an Lead Transition Specialist, you will serve as team leader and design, plan, implement, and administer Transition Assistance Management Program (TAMP) programs for patrons at six geographically separated locations. You will also provide career coaching services for an effective job search, resume/employment applications development, and delivering informational transitioning benefits and services.

***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.

***DUTIES:***
Conduct pre-retirement seminars for patrons who are approaching retirement to prepare them for the transition. Provide transition assistance services to patrons who are retiring or separating to inform them of federal benefits available (e.g. Department of Defense, Department of Veteran's Affairs, Department of Labor, Social Security Administration benefits). Assess transition assistance services to recommend improvements for work processes (e.g. changes in course curriculums, literature, workbooks, presentations, one-on-one coaching skills, etc.). Prepare reports on transition assistance services to inform management of developments and maintain records for historical purposes.

***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.

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.

**MINIMUM QUALIFICATIONS FOR GS-09**

Your resume must demonstrate at least one year of specialized experience at or equivalent to the **GS-07** grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: providing career coaching services to patrons who are transitioning into different careers (e.g. due to retirement, Base Realignment and Closure, Permanent Change of Station, etc.).

**OR**

Have a Master's degree or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LLB., or J.D. (if related). Education must demonstrate the knowledge, skills, and abilities necessary to do the work of the position.

**OR**

Possess a combination of specialized experience and education that equates to one year of experience. The percentage of the required education plus percentage of the required experience must equal to 100 percent.

**MINIMUM QUALIFICATIONS FOR GS-11**

Your resume must demonstrate at least one year of specialized experience at or equivalent to the **GS-09** grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience must demonstrate the following: planning and coordinating transition assistance programs as well as designing public relations programs to promote program services.

**OR**

Have a PhD or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., (if related).

**OR**

Possess a combination of specialized experience and education that equates to one year of experience. The percentage of the required education plus percentage of the required experience must equal to 100 percent.

Additional qualification information can be found from the following Office of Personnel Management web site: https://opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards

**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.

**EDUCATION:**

***Are you using your education to qualify?*** For positions requiring positive education requirements, or if you are using education to meet all or part of the qualification requirements, you must submit a copy of your transcripts or an itemized list of college courses which includes equivalent information from the transcript (course title, semester/quarter hours, and grade/degree earned). See OPM's General Policies for information on crediting education.

Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying for further information, visit: http://www.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html

***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 who have not yet satisfied the time-in-grade requirements may be considered provided they meet the requirement by the date the referral for selection is issued.

Selectee is required to participate in the Department of Defense direct deposit of pay program.

Position requires the employee to drive a motor vehicle. An appropriate, valid driver's license is required for the position.

Work requires some physical exertion such as long periods of standing, up to seven hours per shift.

Travel is required to attend meetings, conferences, and training seminars.

Selectee must be able to lift and carry items up to 25 pounds is required.

The work includes everyday risks and discomforts typical of offices and meeting rooms. Work areas are adequately lighted, heated and ventilated.

Use of computerized equipment is required.

Duties require some travel to different offices and camps on the island of Okinawa.

***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. **KNOWLEDGE OF TRANSITION ASSISTANCE PROGRAMS**
2. **ABILITY TO PROVIDE CAREER COACHING SERVICES**
3. **ABILITY TO DESIGN MARKETING STRATEGIES AND PUBLIC RELATIONS 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.

This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized.

***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.

**Current Permanent Department of Defense (DOD) Civilian Employee**
http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/Current_Perm_DOD_Civ_Emp.pdf

**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

**Veterans Recruitment Appointment (VRA) eligibles**
http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/vra_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.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/CHROJobAnnouncements.aspx

**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 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 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 Area Clearance if dependent name is not listed on PSC orders; or letter of employment with dependent name) as noted with your application package: http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/CHROJobAnnouncements.aspx

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**