

## *Vacancy Details*

**Personnel Notice:**

15-16

**Date Announced:**

1/28/2016

**Closing Date:**

6/6/2016

**Command:**

NAVFAC

**Grade:**

GS-12/13/14

**Type:**

Attorney-Advisor (General)

\*\* Note: Individuals who previously applied for this position do not need to re-apply, but should express continued interest in being considered for this position. \*\*\*

There is a vacancy for an attorney to serve as Assistant Counsel, Naval Facilities Engineering and Expeditionary Warfare Center, NAVFAC (EXWC), located at Port Hueneme, California. This is one of four attorney positions that comprise the EXWC Office of Counsel. The incumbent reports to Counsel, EXWC, who in turn reports to the Deputy Counsel NAVFAC in the NAVFAC Headquarters Office of Counsel in Washington, D.C. EXWC provides specialized engineering, research and development, test and evaluation services in a wide variety of capability areas. EXWC also provides information technology services and logistic services for NAVFAC. The primary practice area of the selected attorney will be acquisition of a variety of supplies and services that are often of a non-mainstream nature including the purchase of renewable energy and energy production capabilities. The attorney will also serve as an ethics counselor for EXWC and provide advice on Freedom of Information Act and Privacy Act matters, and fiscal law matters.

This position has a full performance level of GS-14 and will be filled at the GS-12, GS-13, or GS-14 level, depending on the qualifications of the successful applicant. To be considered for selection at the GS-12 level, applicants must have at least one year of relevant experience and an LL.M or at least two years of relevant experience, preferably in federal acquisition law. To be eligible for selection at the GS-13 or GS-14 level, an applicant must have in excess of two years or three and one half years of successful legal experience, respectively, a meaningful portion of which is in federal acquisition law.

Applicants will be evaluated on 1) the depth and quality of their relevant legal experience and knowledge; 2) their research, analytical, and oral and written communication skills; and 3) their interpersonal skills. Experience in the other areas of practice identified above is desirable but not mandatory.

To be eligible for selection, an applicant must (1) be a U.S. citizen; (2) have graduated from a law school accredited by the American Bar Association; (3) be an active member in good standing of the bar of the highest court of a State, U.S. commonwealth, U.S. territory, or the District of Columbia; and (4) be eligible to obtain and

maintain a Secret security clearance.

Interested attorneys may contact Mr. Craig Haughtelin, Counsel, EXWC, at 805-982-3011 for additional information.

Submission by e-mail to [craig.haughtelin@navy.mil](mailto:craig.haughtelin@navy.mil) is preferred. Otherwise, submission by Federal Express or similar means is recommended due to potential problems with regular mail deliveries. Such submission should be made to:

Craig Haughtelin  
Office of Counsel  
Naval Facilities Engineering and Expeditionary Warfare Center.  
NAVFAC EXWC/09C  
1000 23rd AVE  
Port Hueneme, CA 93043-4301

Applicants should submit a resume, SF-171, or OF-612; two legal writing samples; and the two most recent performance appraisals (if available). Attorneys outside of the Navy Office of General Counsel who have graduated from law school after December 2010 must also provide a copy of their law school transcripts, including class rank. Applicants selected for interviews may be required to provide additional information at or after the time of the interview, including the names and telephone numbers of at least three references (other than current supervisors) who may be contacted.

This personnel notice will close on June 6, 2016 at 11:59 PM EST, and applications must be received by that date to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter, identify the basis for the claim, and include supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit [www.opm.gov/veterans](http://www.opm.gov/veterans) and review the "Vets Info Guide" and the "Vets Guide." There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy or gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Reasonable Accommodation Policy Statement:

[https://help.usajobs.gov/index.php/Reasonable\\_Accommodation\\_Policy\\_Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Legal and Regulatory Guidance: [https://help.usajobs.gov/index.php/Legal\\_and\\_Regulatory\\_Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

A relocation incentive may be available but is not guaranteed.

PCS allowances may be authorized but are not guaranteed. Applicants selected for an interview will be notified of the decision to pay or not pay PCS allowances.

#### THE DEPARTMENT OF THE NAVY IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

The Department of the Navy is an Equal Opportunity/ Reasonable Accommodation Employer. All hiring and advancement in the Office of the General Counsel is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

The Department of the Navy provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should inform the individual identified in the personnel notice. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

#### VETERANS PREFERENCE IN HIRING

Department of the Navy attorney positions are in the excepted service, not the competitive civil service. There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy considers veterans' preference eligibility as a positive factor in attorney hiring. If you are eligible for veterans' preference in hiring, you are encouraged to include that information in your application along with the supporting documentation, e.g., DD 214. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.