

Personnel Notice Number: 30-24
Announcement Date: 02/14/2024
Closing Date: 2/26/2024
Command & Location: MSC - Norfolk, VA
Grade: GS-12/13/14
Position Title: Assistant Counsel

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. The Department of the Navy Office of the General Counsel (DON OGC) has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted. DON OGC also offers a great place to build a career. Based on the DON OGC annual employee survey, DON OGC attorneys consistently report the highest marks for workforce collegiality, cooperation, and meaningful, high quality work.

There is an anticipated vacancy for an attorney to serve as an Assistant Counsel within the Office of Counsel, Military Sealift Command (MSC) headquarters office located in Norfolk, VA. This position will be located in Norfolk, VA. The MSC Office of Counsel provides legal services to MSC headquarters and field activities. MSC is a major Navy Command and the Navy component of the joint service United States Transportation Command. MSC is responsible for a variety of missions, including providing strategic sealift for the Department of Defense, direct fleet support to the Navy combatant fleet, and conducting special missions involving the operation of ships for Department of Defense components. MSC is unique in that it is both a fleet operational agency and a procurement activity. MSC operates a fleet of approximately 125 vessels including both Government-owned and privately-owned chartered dry cargo vessels, tankers, naval auxiliary ships, and special mission ships. MSC's Government-owned ships are operated either by civil service mariners or contract operators who employ private sector mariners. The Office of Counsel has a varied workload covering the full range of the DON OGC practice areas, with emphasis on federal acquisition law, civilian personnel law, maritime law, fiscal law, ethics and standards of conduct, and information law.

The anticipated vacancy will generally be in the Federal acquisition law practice area, but successful applicants may be required to provide legal services across the full range of OGC practice areas relevant to the MSC mission. The position has a full performance level of GS-14, but may be filled at the GS-12, GS-13 or GS-14 level, depending on the qualifications of the successful applicant. To be eligible for selection at the GS-12 level, the applicant must have two years of relevant professional legal experience at the GS-11 (or equivalent) level or be a current GS-12 (or equivalent) attorney within the Federal government. Note that for GS-12 position only, a second professional law degree (LL.M.) that required at least one full academic year of graduate study may be substituted for one year of professional legal experience. To be eligible for selection at the GS-13 level, the applicant must have more than two years of recent, substantial and relevant professional legal experience. To be eligible for selection at the GS-14 level, the applicant must have at least three and-one-half years of recent, substantial, and relevant professional legal experience. The grade level offered will be based upon the successful applicant's qualifications and funding availability.

Applicants will be evaluated on (1) the depth, breadth and quality of their experience in acquisition law; (2) their research, analytical and writing skills; (3) their oral communications skills; and (4) their interpersonal skills, including their ability to establish effective attorney-client relationships and work independently and as part of a team. Experience with the Department of the Navy and/or OGC is not required but may be considered a plus. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day-to-day legal practice are desired. The successful applicant must have graduated from a law school accredited by the American Bar Association; 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 be admitted to practice before a state or federal court. U.S. Citizenship is a requirement of the position, and the successful applicant must be able to obtain and maintain a SECRET level security clearance. Occasional travel may be required.

Applicants must submit a resume, a cover letter that addresses the evaluation criteria for this position and their interest in the position; two brief legal writing samples (no more than 10 pages each) that demonstrate analytical and/or advocacy abilities (excerpts of larger pieces may be submitted); the two most recent performance appraisals with rating official narrative, if available; and the names and phone numbers of at least three references who may be contacted. Attorneys who have graduated from law school less than 5 years prior to the announcement closing date must provide a copy of their law school transcripts, including class rank. Current federal employees must also provide a copy of their most recent SF-50 form. Please redact social security numbers from any submitted documents.

Interested attorneys are encouraged to contact Deputy Counsel, Mr. Trevor A. Rush at (757) 341-5599 or by e-mail at trevor.a.rush.civ@us.navy.mil for more information.

Electronic applications should be sent to Deputy Counsel, Mr. Trevor A. Rush at trevor.a.rush.civ@us.navy.mil. The subject line of the message should state the Personnel Notice Number. Hard copy applications are not being accepted at this time.

This personnel notice will close on February 26, 2024, at 11:59:59 PM EST. Applications must be received by this date and time 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 at <https://www.secnav.navy.mil/OGC/>).

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter or resume and attach supporting documentation (e.g., DD Form 214, "Certificate of Release or Discharge from Active Duty") to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF-15, which lists the types of 10-

point preference and the required supporting documents, is available from the Office of Personnel Management Website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx>, <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans>, and see the Veterans' Preference Advisor, operated by the Department of Labor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm>.

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 Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.