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Job Title: Executive Assistant

Department: Department of Defense

Agency: Washington Headquarters Services

Hiring Organization: Defense Logistics Agency, DHRS-D

Job Announcement Number: OSD-15-1454301-MP

SALARY RANGE: \$52,668.00 to \$82,840.00 / Per Year
OPEN PERIOD: Monday, July 13, 2015 to Friday, July 17, 2015
SERIES & GRADE: GS-0301-09/11
POSITION INFORMATION: Full Time - Permanent
PROMOTION POTENTIAL: 11
DUTY LOCATIONS: 1 vacancy in the following location:
 Fort Meade, MD [View Map](#)
WHO MAY APPLY: Status Candidates (Merit Promotion and VEOA Eligibles)
SECURITY CLEARANCE: Top Secret/SCI
SUPERVISORY STATUS: No
JOB SUMMARY:

Department of Defense (DoD)

Consolidated Adjudications Facility (CAF)

IMPORTANT NOTICE TO VETERANS CLAIMING PREFERENCE: PLEASE REFER TO THE OTHER INFORMATION SECTION FOR UPDATED INFORMATION ON VETERANS PREFERENCE CRITERIA.

Mission Statement

The Department of Defense (DoD) Consolidated Adjudications Facility (CAF) mission is to determine security clearance eligibility of non-Intelligence Agency DoD personnel occupying sensitive positions and/or requiring access to classified material including Sensitive Compartmented Information (SCI). These determinations involve all military service members, applicants, civilian employees, and consultants affiliated with the Department of Defense, to include DoD personnel at the White House and contractor personnel under the National Industrial Security Program. The DoD CAF also adjudicates security clearance eligibility for staff of the United States Senate and House of Representatives, the Congressional Budget Office, and the United States Capitol Police. Additionally, the DoD CAF renders favorable adjudicative determinations for employment suitability of DoD civilian employees and Common Access Card (CAC) or Fitness eligibility of non-cleared DoD contractors. This position will be assigned to the Director's Office of the DoD CAF.

WHO MAY BE CONSIDERED: This announcement is open to:

Current Permanent Civilian Federal Employees in the Competitive Service; Displaced employees (Interagency Career Transition Assistance Plan - ICTAP eligible) within the Local Commuting Area; and individuals eligible for the following Special Appointing Authorities approved by the Office of Personnel Management (OPM): Veterans with a disability rating of 30% or more, Veterans Employment Opportunities Act (VEOA) Eligible Veterans and Individuals with Disabilities. (Click on the links for more information regarding eligibility for these special appointment authorities: www.opm.gov/employ/veterans/html/vetguide.asp#6 or www.opm.gov/disability.)

This position may be filled at either **GS-09** or **GS-11** grade level, please indicate the grade for which you want to be considered. If selected at the lower grade level, incumbent may be non-competitively

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promoted to the next grade level in the time frame allowed by regulations and upon management's request. Promotion is contingent upon satisfactory completion of required training, regulatory requirements and demonstrated ability to perform the duties. Promotion is not guaranteed or implied.

TRAVEL REQUIRED

- Occasional Travel
- 5% Or Less

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- Must be a U.S. Citizen.
- Application materials must be received by 11:59PM EST on the closing date.
- This is a drug testing designated position.

DUTIES:[Back to top](#)

As a Executive Assistant you will be responsible for the following duties:

- Serve as a special assistant and key employee to the Director and Deputy Director, Providing administrative management and professional level analysis.
- Serve as the resident subject matter expert for all mandated administrative support programs.
- Perform other clerical and administrative work in support of the office/organization.
- Coordinate and schedules key leaders travel itineraries and creates DTS orders.
- Responsible for all aspects of administrative and operational support.
- Assist the Director in accomplishing all necessary internal operations to include administrative training, security, development of organizational operating instructions and regulations, and personnel assistance.

QUALIFICATIONS REQUIRED:[Back to top](#)

The experience described in your resume will be evaluated and screened from the Office of Personnel Management's (OPMs) basic qualifications requirements.

[https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards)

See: [standards/#url=Group-Standards](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards)

for OPM qualification standards, competencies and specialized experience needed to perform the duties of the position as described in the **MAJOR DUTIES** and **QUALIFICATIONS** sections of this announcement by Friday, July 17, 2015.

For the GS-09: You must have one year Specialized Experience equivalent to the **GS-07** level in the Federal service (experience may have been gained in the private/military sector) giving the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position. Experience must be reflected in your resume.

For the GS-11: You must have one year Specialized Experience equivalent to the **GS-09** level in the Federal service (experience may have been gained in the private/military sector) giving the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position. Experience must be reflected in your resume.

Specialized experience required for this position is:

- Defined as providing administrative management and professional level analysis, advice and assistance related to administrative and operational support; Administrative operational support consist of preparing reports and correspondence, coordinate/schedule meetings, and maintaining effective working relationships with personnel and higher level officials.

Specifically you will be evaluated on the following competencies:

1. Knowledge of the principles, policy, procedures of administration.
2. Knowledge of applied security and administration principles, concepts, and methodologies.
3. Ability to communicate orally and in writing.

Time-in-Grade Requirements: Federal employees must meet time-in-grade requirements for merit promotion consideration. Time-in-grade is the 52-week requirement Federal employees in competitive service, General Schedule (GS) positions at GS-5 and above must serve before they are eligible for promotion (advancement) to the next grade level. Applicants must meet eligibility requirements including time-in-grade, time-after-competitive appointment, minimum qualifications, and any other regulatory requirements by the closing date of this announcement: Friday, July 17, 2015

Please review the General Application Information and Definitions at:

<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>

If substituting education for experience at the **GS-09 level**, you must possess a masters or equivalent degree OR 2 full years of progressively higher graduate education leading to such a degree, OR LL.B. or J.D., if related.

If substituting education for experience at the **GS-11 level**, you must possess a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher graduate education leading to such a degree, OR LL.M., if related.

If substituting or combining education for experience, transcripts MUST be provided. Failure to provide transcripts will result in you being rated ineligible for this position.

Foreign Education: For further information, click on the following link:

<http://www2.ed.gov/about/offices/list/ous/international/usnei/us/edlite-visitus-forrecog.html>

WORK SCHEDULE: Full Time

OVERTIME: Occasionally

TOUR OF DUTY: Flexible

RECRUITMENT INCENTIVES: Not Authorized

FAIR LABOR STANDARDS ACT (FLSA): Non-Exempt

FINANCIAL DISCLOSURE: Not Required

TELEWORK ELIGIBILITY: This position is telework eligible

SELECTIVE SERVICE REQUIREMENT: Please visit <https://www.sss.gov> for more information.

Please review the General Application Information and Definitions at:

<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>

Other Notes:

All applicants must meet qualifications and eligibility criteria by the closing date of the announcement.

HOW YOU WILL BE EVALUATED:

How You Will Be Evaluated:

Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. To determine if you are qualified for this job, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on your responses to the questionnaire. The score is a measure of the degree to which your background matches the knowledge, skills and abilities

required of this position. If, after reviewing your resume and or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, your score can and will be adjusted to more accurately reflect your abilities. Please follow all instructions carefully. Errors or omissions may affect your rating.

BENEFITS:[Back to top](#)

The Federal government offers a number of exceptional benefits to its employees. The following Web address is provided for your reference to explore the major benefits offered to most Federal employees:

https://help.usajobs.gov/index.php/Pay_and_Benefits

OTHER INFORMATION:

Please review the General Application Information and Definitions at:

<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>

IMPORTANT NOTICE TO VETERANS: The Office of Personnel Management has published the end date for Operation Iraqi Freedom (OIF) as August 31, 2010. To receive veterans' preference for service during the Enduring Freedom/Iraqi Freedom era, you must have served for more than 180 days between September 11, 2001 and August 31, 2010 OR be in receipt of a campaign badge or expeditionary medal. The updated CFR language is available at: <http://www.ecfr.gov/cgi-bin/retrieveECFR?> Other qualifying eligibility for preference (e.g., disability) remains unchanged.

***NOTE:** If you submit a resume but no questionnaire, you cannot be considered for the position. If you submit a questionnaire but no resume, you cannot be considered for the position. Your application will be appropriately documented and you will be removed from further competition against this announcement.

Declining to be interviewed or failure to report for a scheduled interview will be considered as a declination for further consideration for employment against this vacancy.

This announcement may be used to fill additional vacancies.

HOW TO APPLY:[Back to top](#)

To apply for this position, you must provide a complete Application Package as described in **REQUIRED DOCUMENTS.**

Click 'Apply Online' to create an account or log in to your existing USAJOBS account.

1. Follow the prompts to complete the assessment questionnaire and upload required documents.
2. Please ensure you click the Submit My Answers button to submit your application.
3. Applications must be received by the closing date of the announcement to receive consideration.

To review the status of an application through USAJOBS:

1. Log into your USAJOBS account
2. Click Application Status within your profile to expand your application
3. Locate the job announcement and click the more information link under the Status column for this position. You will be routed to Application Manager. The Details tab displays by default. The Details tab displays comprehensive information about the selected Application Package including: assessment(s) and the status, supporting documents and their status, correspondence sent to you by the hiring agency, and your application processing status.

To fax supporting documents you are unable to upload, complete this cover page

<http://staffing.opm.gov/pdf/usascover.pdf>. Fax your documents to 1-478-757-3144. You are highly encouraged to submit your application package and complete your assessment questionnaire on-line.

If you cannot apply online:

1. Click to view and print the assessment questionnaire [View Occupational Questionnaire](#)
2. Print this 1203FX form to provide your response to the assessment questionnaire
http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf
3. Fax the completed 1203FX form along with any supporting documents to 1-478-757-3144. Your 1203FX will serve as a cover page for your fax transmission.

REQUIRED DOCUMENTS:

Please review the General Application Information and Definitions at:

<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDGenAppInfo.pdf>

- Résumé: If multiple resumes are submitted by an applicant, only the last resume submitted will be reviewed for the qualifications and referred for selection consideration if eligible.
- Assessment Questionnaire
- Transcripts: REQUIRED--We accept unofficial transcripts, as long as they contain the applicant's name, the name of the school, the date and degree that was awarded, and the list of classes and credits earned. Transcripts must be received in this office by 11:59PM EST on **Friday, July 17, 2015** in order to be considered.
- Additional documents you may be required to submit vary based on what authority you are using to apply (i.e., applying for one of the categories such as a veteran, a current or former permanent Federal employee, ICTAP, etc.).

PLEASE REVIEW the following LINK for additional documents you need to provide.

<http://www.hr.dla.mil/downloads/ApplicationInfo/DoDFourthEstateRequiredSupportingDocumentation.pdf>

If selected, additional documentation may be required prior to appointment.

AGENCY CONTACT INFO:

*WHS HR Servicing Team
Phone: (614)692-0252
Fax: (614)693-1689
Email: DHRS-DWHS@DLA.MIL*

*Agency Information:
Washington Headquarters Service
Human Resources Directorate
4800 Mark Center Drive
Suite 03D08
Alexandria, VA
22350-3200 Fax: (614)693-1689*

WHAT TO EXPECT NEXT:

Once you successfully complete the application process, you will receive a notification of receipt. Your application package will be reviewed to ensure you meet the basic eligibility and qualifications requirements, and you will receive a notification. A review will be made of your online questionnaire and the documentation you submitted to support your responses. A list of qualified applicants will be created and sent to the selecting official. All applicants reviewed and/or referred will receive a notification letter.

The selecting official may choose to conduct interviews, and once the selection is made, you will receive a notification of the decision.

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USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.