

Overview

- Agency: Washington Headquarters Services, Facilities Services Directorate
- Pay scale & grade: GS-9
- Salary: \$61,947 to \$80,532 Per Year
- Appointment type: Permanent
- Work schedule: Full-Time
- Location: Pentagon or nearby office spaces, Arlington, Virginia
- Telework eligible: No
- Relocation expenses reimbursed: No
- Open to: the Public (U.S. citizens, nationals or those who owe allegiance to the U.S.), Career transition (CTAP, ICTAP, RPL) (Federal employees who meet the definition of a "surplus" or "displaced" employee). Military Spouses, Veterans

Summary

This position is located in the Washington Headquarters Services Facilities Services Directorate (FSD), Federal Facilities Division (FFD), Pentagon Building Management Office (PBMO). The PBMO processes, distributes, and delivers food items throughout the Pentagon. The purpose of this position is to provide administrative supply management oversight for the Dockmaster and Supply operations for the Department of Defense (DoD).

The Washington Headquarters Services (WHS) is a world-class service organization, with a dynamic workforce and unwavering commitment to service excellence. WHS is the essential services provider for the Office of the Secretary of Defense (OSD), Department of Defense (DoD) agencies, and offices in the National Capital Region.

Selectees will serve as a SUPPLY MANAGEMENT SPECIALIST.

THIS IS A DIRECT HIRING AUTHORITY (DHA) ANNOUNCEMENT. Section 1109 of the National Defense Authorization Act for Fiscal Year 2020 amended section 9905 of title 5, United States Code (U.S.C.), to permit the Secretary of Defense to noncompetitively appoint qualified candidates to certain positions in the competitive service in the DoD without regard to chapter 33, subchapter I of title 5, U.S.C., other than sections 3303 and 3328. For purposes of this policy, sections 3321, 3323, and 3326 of chapter 33, subchapter I of title 5, U.S.C., and corresponding Code of Federal Regulations provisions will continue to apply.

Duties

Incumbent typical work assignments vary according to the grade level and may include duties such as the following, depending upon the sub-organization:

- Participates in systems analyses of programs and problems associated with the supply system.
- Analyzes specific facets of problems reported by tenants and database system users.

- Researches for new or replacement equipment is necessary to ensure specifications for new equipment meets the necessary requirements and specifications for the Pentagon Reservation.
- Ensures new and existing personnel are properly trained in Dockmaster Office procedures to include working in the temporary storage warehouse (TSW) and the receipt of freight deliveries to the tenant customers.
- Establishes policies and procedures for the safe handling and processing of food deliveries to the Pentagon Reservation.
- Engages knowledge of the supply policy and procedure requirements to function as technical authority on supply operations.
- Engages knowledge and skill in using automated supply databases for supply management programs.
- Applies analytical and evaluative methods and techniques and the impact of such approaches and guidance to meet supply program operations.
- Prepares and presents recommendations and solutions regarding supply management analysis and evaluation
- Independently analyzes and resolves day-to-day difficult supply processes, work methods, and supply data management issues/problems.

Conditions of Employment

- U.S. Citizenship is required
- Males born after 12-31-59 must be registered or exempt from Selective Service (see <https://www.sss.gov/Home/Registration>)
- Total salary varies depending on location of position
- May be required to successfully complete a probationary/trial period
- Must be determined suitable for federal employment
- Required to participate in the direct deposit program
- This position is subject to pre-employment and random drug testing
- The employee must be able to obtain and maintain appropriate security clearance or successful background clearance.
- Must successfully pass a pre-employment physical examination and an annual physical examination thereafter.

Qualifications

For qualifications determinations, your resume must contain hours worked per week and the month and year of employment for each position listed on your resume (i.e., hours per week and month/year to month/year or month/year to present).

One year of specialized experience equivalent to the GS-07 grade level in the Federal service (experience may have been gained in the private sector) that demonstrates your ability in 1) providing guidance on supply operations and supply policies and procedures AND 2) using automated supply databases for supply management programs.

OR

Education: Have a Master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree that is related to the knowledge, skills, and abilities necessary to do the work of the position. (NOTE: You must provide a copy of your transcript)

OR

Combination of Education and Experience: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) beyond the first year (total graduate semester hours minus 18) by 18. Add the two percentages.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

HOW TO DETERMINE CURRENT AND PAST “GRADE LEVEL”: Current Federal employees have a current grade level that is easily determined. For private sector experiences, salary levels may provide an initial indication. You can find pay – by grade – for DC-area employees at: <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf> .

Factor descriptions at <https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-schedule-positions/standards/1100/gs1176.pdf> provide descriptions of duties associated with various grade levels.

Overall, it makes understanding your resume easier if you include past/current salary information for each experience and/or an indication of your estimate of GS level given duties alongside the hours and month/year information required for each experience in your resume. Further, while not required or a guarantee of success, including language from requisite Factor sections can help certification of your resume.

Education

You must provide transcripts to support your educational claims. Education must be accredited by an accrediting institution recognized by the U.S. Department of Education. Unless otherwise stated: (1) official or unofficial transcripts are acceptable, or (2) you may submit a list with all of your courses, grades, semester, year, and credit for the course. All materials must be submitted by the closing date of the announcement.

How You Will Be Evaluated

Ongoing reviews of submitted résumés and supporting documentation will be used to determine whether applicants meet the qualification requirements listed on this announcement. If, after reviewing your résumé and/or supporting documentation, a determination is made that you have inflated your qualifications and/or experience, you may lose consideration for this position. Please follow all instructions carefully when applying, errors or omissions may affect your eligibility.

All qualified candidates will be documented and categorized for review by hiring managers. The category assignment is a measure of the degree in which your background matches the competencies required for this position.

REQUIRED DOCUMENTS

YOU ARE REQUIRED TO DOCUMENT IN YOUR APPLICATION PACKAGE EVIDENCE THAT SUPPORTS YOUR ELIGIBILITY AND QUALIFICATION CLAIMS. You MUST upload the applicable documents with your application package. If you fail to provide these documents, you will be marked as having an incomplete application package and you will not be considered any further.

1. Your resume may be submitted in any format that includes your name and contact information (telephone number and/or email).

If you submit more than one copy of your resume, only the most recent version will be reviewed. The latest timestamp will be used to determine which version of your resume is "most recent."

If your resume includes a photograph or other inappropriate material or content, it will not be used to make eligibility and qualification determinations and you will not be considered for this vacancy.

2. Other supporting documents:

- Cover Letter: Indicate 1) the grade level (e.g. GS-13) for which you believe you are qualified; 2) the minimum grade level you are willing to accept; and 3) limit further content in the required "cover letter" to a one-sentence description of why you are a good fit for this occupation.
- Most recent SF-50, "Notification of Personnel Action" showing you are/were in the Federal government competitive service and the highest grade held, if applicable.
- College Transcript(s), if qualifying based on education.
- DD-214, SF-15 Form and VA letter, or certification of expected discharge or release from active duty from Veterans for consideration under Veteran hiring authorities, if applicable.
- Noncompetitive appointment authority documentation, if applicable (e.g. military spouse, veteran of Peace Corps, have a disability qualifying for "Schedule A," etc.)

How To Apply

To apply for this position, you must complete and submit the documentation specified in the Required Documents section, above, ALL COMBINED INTO A SINGLE PDF DOCUMENT (single PDF document is necessary to facilitate sharing of application with more hiring managers).

A complete application package must be submitted by 11:59 PM (EST) on the closing date of the announcement (September 22, 2022) to receive consideration.

It is your responsibility to verify that all information in your resume and documents are legible and accurate.

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. If, and only if, you have not received an email confirming receipt of your application after one week of submission, contact james.w.dillon6.civ@mail.mil. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive general or targeted notifications regarding the status of your application. Multiple position openings will be filled by this announcement, so you may receive many status updates as the process progresses.