



## DEPARTMENT OF ARMY JOINT INTERAGENCY TASK FORCE SOUTH

**\*\*APPLICATIONS WILL ONLY BE ACCEPTED DURING THE CAREER FAIR\*\***

**ANNOUNCEMENT NUMBER:** JIATFS-CF-J1-015

**PD NUMBER:** ST544107

**JOB TITLE:** Program Coordinator – 0303

**SERIES & GRADE:** GG-0303-09

**SALARY RANGE:** \$60,863 - \$79,119 Per Year

**OPEN PERIOD:** 15 May – 29 May 2023 – Applications Only Accepted During CF

**POSITION INFORMATION:** Full Time - Excepted Service Term May be Converted To Perm

**DUTY LOCATION:** Multiple vacancies in the following location: Key West, Florida

**TELEWORK ELIGIBLE:** No

**RELOCATION EXPENSES REIMBURSED:** No

**SUPERVISORY STATUS:** No

**TRAVEL REQUIRED:** TDY travel will required no more than 5% of the time.

### **Recruitment or Relocation Incentive May Be Authorized**

**Job Summary:** Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

**About the Position:** This position is in the Defense Civilian Intelligence Personnel System (DCIPS). Employees occupying DCIPS positions are in the Excepted Service and must adhere to U.S. Code, Title 10, as well as [Department of Defense Instruction 1400.25](#). This position is located at the J2 Intelligence and Security Directorate in Joint Interagency Task Force South in Key West, Florida.

This announcement is for a term position. Permanent employees who apply, are selected for, and ultimately accept this position will be converted to a term appointment. Term positions in DCIPS may be extended up to six years; however, they may be extended an additional two years with Agency approval. A DCIPS term employee may be eligible for

non-competitive conversion to a DCIPS permanent appointment. To be converted to such an appointment, the employee must: 1. Be initially selected from an announcement that specifically stated that the individual could be eligible for noncompetitive conversion to a permanent DCIPS appointment at a later date; 2. Have completed at least two years of continuous service with at least a "Successful" overall evaluation of record; and 3. Be converted to a permanent DCIPS position in the same work level or grade for which hired may be converted to a higher work level or grade.

**WARNING:** Application packages that contain Classified information **WILL NOT** receive consideration for this position. Should you submit a resume or any other document as part of your application package and it is confirmed that any of the information is Classified, in addition to being found ineligible for consideration for this position, your Security Office will be notified to determine if any further action is warranted.

**Who May Apply:** U.S. Citizens

Army DCIPS positions apply Veteran's Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with Department of the Army (DA) policy Volume (AP-V) 2005, DCIPS Employment and Placement.

#### **SUPPORTING DOCUMENTATION:**

**Current Federal employees:** You are **required** to submit acceptable documentation of your appointment eligibility, by submitting a copy of your last or most recent SF-50, Notification of Personnel Action.

**Veterans:** You are **required** to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 or 2 copy of your DD Form 214 is required as well as any documentation concerning a disability (SF-15 and Veterans Affairs Notification of Preference).

#### **HOW YOU WILL BE EVALUATED:**

Your application package (resume, supporting documents) will be used to determine your eligibility, qualifications, and quality ranking for the position. Errors or omissions may affect your rating or consideration for employment.

All Department of the Army job applications require:

- A copy of your RESUME showing relevant experience. Your resume may be

submitted in any format. Your resume must include your first and last name, current address, current email address, current phone number, job title, duties and accomplishments. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for the vacancy. You are encouraged to include your employer's name and address, and your supervisor's name and phone number, as selecting officials frequently check references before scheduling interviews. If you are a Federal Civil Service employee you should include your job title, pay plan, series and grade level (e.g., Human Resource Specialist, GS-0201-09).

- Documentation which proves you are eligible to apply for the vacancy. The "Proof of Eligibility" attachment describes eligibility categories and what document(s) are required as proof. You must meet the requirements of at least one eligibility category, specified in the "Who May Apply" section of the job opportunity announcement, to receive further consideration. In addition, some jobs also require:
  - Transcripts, if applicable
  - Copies of job-related Licenses or Certificates, if applicable

This is a Career Program Position (CP) 51

**Duties:**

Obtain specialized and non-specialized information for use in preparing correspondence, developing policies and procedures.

Prepare non-technical correspondence and messages on own initiative and composes more complex correspondence when requested.

Determine the necessary steps to perform the full range of administrative functions associated with personnel actions, assignments, promotions, and performance evaluations.

**Experience required:** Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities, and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. You will receive credit for all qualifying experience, including volunteer experience.

To qualify based on your experience, your resume must describe at least one year of experience equivalent to the next lower grade (GG/GS-07) level in the Federal Service, or equivalent to the (GG/GS-08) grade level outside the Federal Service which prepared

you to do the work in this job. Specialized experience is defined as experience demonstrating clerical and administrative support functions (i.e., personnel actions, writing orders for travel, drafting letters, time, and attendance, scheduling meetings, etc.) of an office, to include managing office property accountability.

For this position, you may qualify if your education meets the definition below:

A Master's degree or equivalent graduate degree or 2 full years of progressively higher-level graduate education leading to such a degree in Business Administration, Human Resources, or related field of study. (NOTE: You must attach a copy of your transcripts for verification).

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, divide your total months of qualifying experience by 12. Then divide your semester hours of graduate education above 1 year by 18. Add the two percentages. The total percentage must equal at least 100 percent to qualify. (Note: You must attach a copy of your transcripts.)

You will be evaluated on the basis of your level of competency in the following areas:

- Manages and Organizes Information
- Organizational Awareness
- Technical Competence
- Writing

NOTE: Creditable experience may include previous military experience, experience gained in the private sector, or experience gained in another government agency so long as it was at a level at least equivalent to the next lower grade in the series.

## **CONDITIONS OF EMPLOYMENT**

1. Must be able to obtain and maintain a Top Secret (TS) security clearance based on a T5 investigation/Single Scope Background Investigation (SSBI) with eligibility for sensitive compartmented information (SCI).

2. In accordance with Change 3 to AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter.

3. Requires Temporary Duty (TDY) travel up to 5% of the time.

**Additional information:**

You will be required to provide proof of U.S. Citizenship.

Two year trial/probationary period may be required.

Direct Deposit of Pay is required.

Salary includes applicable locality pay or Local Market Supplement.

**Benefits:** A career with the U.S. Government provides employees with a comprehensive benefits package. AS a Federal employee you and your family will have access to a range of benefits that are designed to make your Federal career very rewarding. For more information go to [www.abc.army.mil](http://www.abc.army.mil).

**EEO Policy Statement**

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The United States Army does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and 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.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of this application hiring process, please notify the Hosting HR Specialist for assistance. Your requests for reasonable accommodation will be addressed on a case-by-case basis.