

VACANCY ANNOUNCEMENT

Personnel Notice: 03-18
Closing Date: April 28, 2018
Grade: GS-13/14
Type: Attorney-Advisor (International/Military)

The Defense Institute of International Legal Studies (DIILS) is recruiting for an attorney-advisor (international/military) position focused on defense partner capacity building programs at Naval Station Newport, RI. DIILS is a joint agency activity under the functional direction of the Defense Security Cooperation Agency (DSCA).

DSCA manages the implementation of worldwide security cooperation (SC) programs, including Foreign Military Sales and Financing programs and Department of Defense (DoD)-appropriated SC programs which implement the Secretary of Defense's SC plan.

DIILS is the Defense SC resource for professional legal education, training, and engagement with international military and related civilians globally. DIILS develops and implements effective mobile education teams, resident, and other international and CONUS-based engagements to support National Security Strategy and Defense Strategy goals and objectives to enhance the Rule of Law among partner nations, including the development of equitable and accountable security and justice institutions, civilian control of the military, compliance with international humanitarian law (IHL) and international human rights standards, and democracy. DIILS staff includes active duty and reserve officers, Government Service (GS) civilian employees, and contractors.

This attorney position serves as a focal point for DIILS defense partner capacity building programs, which includes human rights (HR), humanitarian, civilian control of the military, and rule of law training efforts which comprise part of DSCA security cooperation programs and are aimed primarily at international military audiences. This attorney oversees the development, execution, assessment, monitoring, and evaluation of DIILS HR, humanitarian, and rule of law training, ensuring that DIILS completes all incoming requirements within prescribed timelines and within budget. This attorney coordinates with other DIILS elements to ensure that planned training efforts are integrated with other areas of defense capacity-building engagement with the respective partner nations.

This attorney serves as subject matter expert (SME) of international HR law, humanitarian law, and rule of law, sufficient to provide authoritative managerial and legal advice and assistance on complex legal issues; identifies and defines major issues, reviews appropriate sources, and prepares command policy documents as they pertain to significant large scale training and education issues, initiatives, programs, policies, and plans.

This attorney maintains direct communications with DSCA elements responsible for administration of military Train and Equip authorities to ensure that cost and time required for HR, humanitarian law, and other rule of law training is integrated into the planning and Congressional notification processes.

This attorney develops an annual report to Congress on DIILS implementation of statutory partnership capacity building "elements" in accordance with applicable statutes. Reports regularly to the DIILS leadership on the status of DIILS's execution of requirements for training required for partnership capacity building programs. This attorney presents detailed briefings on DIILS's HR, humanitarian law, and other rule of

law training programs in relevant U.S. Government and international meetings.

This attorney oversees the daily activities of civilian or contract personnel assigned to arrange for the implementation of individual training events. Monitors the DIILS HR, humanitarian law, and other rule of law training curriculum in coordination with other DIILS staff to ensure it meets the intent of Congress. Submits curriculum updates for DoD General Counsel review as required. Reviews cost estimates for individual events and develops an annual budget for the defense partner capacity training program (includes HR, humanitarian law, and other rule of law training) and/or serves as Contracting Officer's Representative for contract personnel assigned to facilitate execution of this DIILS training program.

This attorney monitors the execution of DIILS mobile and resident programs. Reviews information made available through conferences, meetings and various publications from DoD, DSCA, Department of State (DoS), Combatant Commands (COCOMs), and embassy country teams, to assess the degree to which current programs support U.S. strategic priorities and to integrate future programs to support evolving strategic priorities.

This attorney drafts and edits educational materials on all aspects of HR, humanitarian law, and other rule of law materials in conjunction with the DIILS Curriculum Department. These educational materials involve complex legal issues requiring precise interpretation of U.S. Federal law, as well as international law and agreements; interprets international agreements on a broad range of issues, including HR, Law of Armed Conflict (LOAC), military operations law (OPLAW), military support of civilian authorities, etc.; formulates legal theory and policy to meet requirements imposed by specific situations as it relates to the preparation of case studies and practical learning materials.

Work will require travel away from the normal duty station on military or commercial aircraft.

The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays and/or overtime.

This vacancy will be filled at the GS-13 or GS-14 level of the General Schedule, which currently has a pay range of \$96,411 to \$148,108 (which includes a locality adjustment for the Newport, RI area). Applicants must clearly identify the grade level(s) for which they wish to be considered in either a cover letter or within the resume. Candidates will only be considered an applicant for the position(s) identified.

To be considered for the GS-13 level, the successful candidate must demonstrate a minimum of three-and-one-half years of successful experience in legal, instructional, managerial, military or other international experience relevant to the mission of DIILS in order to conceive, manage and assess a portfolio of complex education programs. Must possess the expertise to develop, administer and evaluate a program of international HR law, law of armed conflict, and the rules of law. The candidate must demonstrate attention to detail and the ability to effectively administer multiple simultaneous projects with global reach. Familiarity with the organization of DoD, DoS, and Geographic Combatant Command and Component Command staffs is also desirable.

To be considered for the GS-14 level, the successful candidate must demonstrate a minimum of four-and-one-half years of successful experience in legal, instructional, managerial, military or other international experience relevant to the mission of DIILS in order to conceive, manage and assess a portfolio of complex education programs. Must

possess the expertise to develop, administer and evaluate a program of international HR law, law of armed conflict, and the rules of law. The candidate must demonstrate attention to detail and the ability to effectively administer multiple simultaneous projects with global reach. Familiarity with the organization of DoD, DoS, and Geographic Combatant Command and Component Command staffs is also desirable.

Applicants will be evaluated on: (1) the depth, breadth and quality of their relevant, successful legal experience; (2) analytical, oral, and written communication skills; and (3) interpersonal skills, including the ability to work independently and as part of a team. Experience in the areas of practice identified above, and within DoD, is a positive factor.

The successful candidate must be a U.S. citizen, a fully qualified attorney who has active membership in the bar of the highest court of a State, U.S. commonwealth, U.S. territory, or the District of Columbia and be permitted to engage in the active practice of law, and be eligible to obtain and maintain a Secret security clearance.

This position is identified as a Testing Designated Position (TDP) under the civilian drug-testing program. As a mandatory requirement for employment in this TDP, the incumbent is to (a) refrain from the use of illegal drugs and (b) if required, submit to urinalysis testing. The selectee must sign statements acknowledging the position is identified as a TDP. Any individual tentatively selected that does not currently occupy a TDP will be required to submit to urinalysis to screen for illegal drug use prior to appointment.

Only complete applications will be considered. Applicants should submit an OF-612, SF 171, or resume. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., hours per week and month/year to month/year or month/year to present); two recent performance appraisals, if available; and the names, telephone numbers, and e-mail addresses of at least three (3) references who may be contacted. All applicants must provide a complete copy of their law school transcripts including class rank and evidence of active membership in good standing in the bar of a state or territory of the United States or the District of Columbia or the Commonwealth of Puerto Rico. Acceptable evidence may be a copy of your bar card or letter from the bar.

Electronic submission of applications is preferred. Clearly identify the grade level(s) for which you wish to be considered in either a cover letter or within your resume. Candidates will only be considered an applicant for the position(s) identified.

Materials should be sent to Mrs. Lisa Clay at lisa.j.clay.civ@mail.mil. Applicants submitting by U.S. mail or other delivery services are strongly encouraged to consider using expedited services, such as USPS Express Mail. Send applications to:

Defense Institute of International Legal Studies
Attn: Mrs. L. Clay, Executive Assistant
441 Elliot Ave
Newport, RI 02841-1531

Complete applications must be received by midnight, Saturday, April 28, 2018 to be considered.

Relocation expenses will not be paid.

DIILS IS AN EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

All hiring and advancement at DIILS is based on merit without regard to race, color, national origin, religion, age, sex, sexual orientation, disability, political affiliation or marital status.

DIILS 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.

VETERAN'S PREFERENCE IN HIRING

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., DD 214, Certificate of Release or Discharge from Active Duty, or other supporting documentation) with their submission. Applicants who do not claim and do not provide adequate supporting documentation for Veterans' Preference will not receive the positive factor consideration.

DoD 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, DoD 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. Not all veterans are eligible for veterans' preference. To find out if you are, you may visit the Department of Labor Veterans' Preference Advisor at <http://www.dol.gov/elaws/vets/vetpref/vetspref.htm> or the Office of Personnel Management's Feds Hire Vets site at <https://www.fedshirevets.gov/job/vetpref/index.aspx> .