

## **VACANCY ANNOUNCEMENT**

**Personnel Notice:** 02-17  
**Closing Date:** October 31, 2017  
**Grade:** GS-13  
**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 Institution Building (DIB) 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 DIB attorney serves as the focal point for DIILS legal capacity-building efforts in assigned regions. Under the direction and supervision of a Regional Program Director (RPD), will develop, coordinate and execute long-term defense legal capacity-building engagement programs, ensuring that such programs are consistent with applicable guidance from DoD or, when applicable, the Department of State. This attorney will coordinate with other DIILS elements to ensure that planned rule-of-law capacity-building efforts are integrated with other focus areas of capacity-building with the respective partner nations.

This attorney will develop and maintain, through research, networking, and education/conference attendance, regional expertise in Rule of Law matters relevant to DIILS programs and engagements in such areas as military operations law, international humanitarian law, human rights, military justice, peacekeeping, and combating corruption, terrorism and narcotics trafficking.

This DIB attorney will research and analyze applicable regional security cooperation policies and objectives and engagement guidance. Incumbent will coordinate the planning and execution of DIILS programs with appropriate U.S. Government stakeholders.

This attorney will research and advise on regional and bilateral legal and operational issues relevant to DIILS engagements. Based on broad guidance, will conceive and develop tailored engagement tools designed to support professional military legal education, training, and institutional capacity-building programs. Incumbent will review and analyze treaties and international agreements and arrangements with the objective of incorporating relevant material into DIILS presentations and other instructional aids.

Assessment Monitoring and Evaluation. As directed, incumbent will participate in legal assessments and program scoping missions with partner nations. Based on the results of these assessments, incumbent will advise on country-engagement strategy and develop alternative courses of action for complex engagement efforts tailored to the legal, military, operational, historical, social, cultural and political characteristics of the partner nations. Incumbent will monitor the progress of defense institutional capacity-building programs and report on same using standard accepted qualitative assessment techniques.

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 level of the General Schedule, which currently has a pay range of \$94,520 to \$122,875 (which includes a locality adjustment for the Newport, RI area). Pay will be commensurate with qualifications.

To be considered for the GS-13 level, the successful candidate must demonstrate a minimum of three-and-one-half years' successful experience in defense legal capacity-building engagement programs with international audiences, to include Law of Armed Conflict and Human Rights, as well as an aptitude for international program building, engagement, and legal training. Familiarity with the organization of DoD, DoS, DHS and, in particular, 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; 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. Attorneys who have graduated from law school after 2005 must provide a copy of their law school transcripts including class rank. All applicants must provide 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. Materials should be sent to Mrs. Lisa Clay at [lisa.j.clay.civ@mail.mil](mailto: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, Tuesday, October 31, 2017 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> .