

NOTICE: REQUEST FOR RESUMÉS ATTORNEY ADVISOR, GS-905-11/12/13/14/15

(Schedule A, Excepted Service)

****THIS IS NOT A VACANCY ANNOUNCEMENT****

This is a request for resumés from interested persons. Resumés received will be held in a resume file maintained by the Office of the General Counsel, Department of Defense (DoD), and may be used to fill future vacancies for positions in the Office of the General Counsel or positions within the Defense Legal Services Agency (DLSA), when vacancies occur.

Interested persons may mail a resumé to the following address:

OFFICE OF THE DEPUTY GENERAL COUNSEL
(PERSONNEL & HEALTH POLICY)
DEPARTMENT OF DEFENSE
ATTN: RESUME FILE, Room 3B747
1600 DEFENSE PENTAGON
WASHINGTON, DC 20301-1600

Alternatively, resumés may be emailed to kimberly.m.guy.civ@mail.mil. The subject line should state "Resume File." Individuals possessing a valid Pentagon building pass may submit their resumés in person to the Resume File, ODGC(P&HP), Room 3B747, Pentagon. All materials become the property of the Office of the DoD General Counsel and will not be returned.

The Office of the General Counsel of the Department of Defense is headed by the General Counsel, DoD. Appointed by the President with the advice and consent of the Senate, the General Counsel is by law the Chief Legal Officer of DoD. The General Counsel provides legal policy oversight and direction throughout the Department and oversees, as appropriate, legal services delivered by the military and civilian attorneys in all DoD components. In addition, the General Counsel provides legal advice to the Secretary of Defense, the Deputy Secretary of Defense and other senior DoD officials. The Office of General Counsel, under the General Counsel's direction, delivers legal services to the Office of the Secretary of Defense (OSD) and, as appropriate, other DoD components. In this regard, the General Counsel is assisted by a Principal Deputy General Counsel and eight Deputy General Counsels, in the areas of International Affairs, Intelligence, Personnel and Health Policy, Fiscal Law, Environmental Law, Acquisition and Logistics, Legal Counsel, and Legislative Counsel.

The organizational elements of the DLSA covered by this request include the Standards of Conduct Office (SOCO), the Office of Litigation Counsel (OLC), the Defense Office of Hearings and Appeals (DOHA), the Office of Military Commissions (OMC), and the Offices of General Counsel of the Defense Agencies, DoD Field

Activities, and other organizational entities outside the Military Departments, and the Joint Staff.

Many vacant attorney positions in the Office of the General Counsel, DoD, and DLSA are filled through the resume file maintained for that purpose. The Office the General Counsel maintains a resumé file, which includes resumé from all sources, to assist in filling vacancies. For this reason, all individuals, whether or not currently employed as DoD civilian attorneys, interested in being considered for such positions are invited to submit resúms, for inclusion in the DoD General Counsel's resumé file.

Additional information about the duties and responsibilities of the General Counsel, DoD, and about the Defense Legal Services Agency is available on the World Wide Web through DefenseLINK, the official web site for the Department of Defense, or in DoD Directive 5145.1, "General Counsel of the Department of Defense," and DoD Directive 5145.4, "Defense Legal Services Agency." Qualification standards for attorney positions may be found in DoD Instruction 1442.02, "Personnel Actions Involving Civilian Attorneys." DoD Directives and Instructions are available through the World Wide Web <http://www.dtic.mil/whs/directives/index.html> .

NOTICE OF IMPORTANT INFORMATION

- I. All vacancies are filled without regard to political, religious, or labor organization affiliation or non-affiliation; marital status; race; color; national origin; sex; sexual orientation; age; non-disqualifying physical or mental handicap or any other non-merit factor.
- II. Individuals are advised that false answers or omissions of information in resumes, processing forms, or information provided, or inability to meet the following conditions may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed.
- III. A male selectee to an attorney position, born after December 31, 1959, will be required to complete a Pre-Employment Certification Statement for Selective Service Registration prior to appointment.
- IV. Individuals must meet time-in-grade, qualification, and other applicable requirements. Individuals selected for attorney positions must be active members, in good standing, of the bar of the highest court of a State, U.S. Territory, U.S. Commonwealth, or the District of Columbia. If selected, an individual will be required to provide proof of such active membership in good standing.
- V. For all attorney positions, selection is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (a) United States passport or (b) original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a raised seal, and a photo identification (e.g., drivers license).

- VI. Position may require eligibility for a sensitive national security position, including, but not limited to, access to classified information, in which case the selectee will be subject to a background investigation. Selectees must be favorably adjudicated as being eligible to hold a national security position or access to classified information at the level required for the position as a condition of employment.
- VII. All attorney positions require the selectee to submit to a urinalysis to screen for illegal drug use prior to appointment.
- VIII. Many attorney positions require submission of a financial disclosure statement.
- IX. Incumbents in applicable attorney positions may be promoted noncompetitively at a future date within an established career ladder.
- X. The General Counsel, DoD, reserves the right to fill vacancies in attorney positions located in the Office of the General Counsel and DLSA from any and all appropriate sources, consistent with merit system principles.