



## HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

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### MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT

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**ANNOUNCEMENT NUMBER:** NV-OKI-04-028  
**TITLE/SERIES/GRADE:** Community Health Nurse, GS-0610-09/11  
**SALARY:** \$36,478 to \$47,422 Per annum  
\$44,136 to \$57,375 per annum

**OPEN DATE:** 06-25-04                      **CLOSING DATE:** Open until Filled  
(1<sup>st</sup> cut off 7/9/04, and then every 2 weeks thereafter until filled)

**LOCATION:** Directorate for Medical Services, U.S. Naval Hospital, Okinawa, Japan  
**RPA NUMBER (HRO use only):** G086198

**NOTE:** All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

**NOTE:** All requirements including but not limited to experience, time-in-grade, and education must be met by the closing date of the announcement.

#### **AREA OF CONSIDERATION: OKINAWA-WIDE**

- Current permanent DoD appropriated fund employees.
- Reinstatement eligibles: Attained Career status on a permanent, competitive Federal appointment; or Career-Conditional with reinstatement eligibility, generally within 3 years of separation.
- Transfer eligibles: Current permanent, competitive non-Navy/Marine Corps Federal employee.
- Veterans' Employment Opportunity Act of 1998 (VEOA) eligibles: Preference eligible veterans and veterans who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service may apply for jobs through a merit promotion announcement or through an open competitive announcement. This is an external appointing authority **that does not allow** for preference in referral.
- Spouse and family members of military or civilian personnel of the Federal government residing in the commuting area **with SOFA status**, and other U.S. citizens residing on Okinawa.
- Compensable veterans with service connected disability of 30 percent or more; preference eligible veterans; and veterans who have been separated from the armed forces under honorable conditions after 3 or more years of continuous service.
- Employment Program for People with Disabilities: Have a physical or mental impairment which substantially limits one or more major life activities.
- Interagency Career Transition Assistance Plan (ICTAP) eligibles: Current or former employees displaced from non-DOD agencies.

- Military spouses within 30 days of PCSing to Okinawa. Military spouses will not be referred to the selecting official until arriving on Okinawa. Applications must be received by the cutoff or closing date. It is the responsibility of the military spouse to notify CHRO upon arrival on island, and to provide all information concerning positions for which they have applied (e.g., announcement numbers).

**NOTE:**

- This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized. However, anyone on a transportation agreement with LQA entitlements may be granted continuance.
- Applications will be accepted from U.S. citizens residing on Okinawa who do not have SOFA status. However, referral for selection consideration will only be made if there are no qualified SOFA applicants.
- Position is subject to the provisions of the DoD Priority Placement Program.
- This recruitment provides promotion opportunity without further competition. However, promotion is not guaranteed and no promise of promotion is implied. Promotion will depend upon the applicant meeting all eligibility requirements, administrative approval, and continuing need for the position.
- This announcement may also be used to fill temporary/permanent positions. Applicants should reflect availability for such positions.
- This announcement may serve to provide a supply of qualified applicants for this vacancy or for any other similar vacancy, which may occur within 6 months of closing date.

**SUMMARY OF DUTIES:** Conduct evaluations of the health patterns and health-related needs of children with disabilities and their families, including in-home visits. Collect and analyze health, development and social information and make inferences using appropriate theory and research findings to develop and prioritize nursing diagnoses. Conducts a sequence of activities with child and parent in order to determine child's level of performance in developmental tasks; makes appropriate referrals; and documents results in appropriate medical, clinical and educational records. Assist the family in determining their priorities, concerns, and goals for the child relating to health, development. Serves as a liaison to school-based or other community-based service delivery programs, to the Child Development Center.

**METHOD OF EVALUATION:** Qualified candidates will be evaluated based on the following knowledge, skills, and abilities:

- 1) Knowledge of health and development of children with disabilities.
- 2) Ability to take medical histories, conduct medical screening tests and understand and communicate results of tests.
- 3) Ability to supervise, direct/guide corps staff in providing a high level of nursing care to patients.
- 4) Skill in oral and written communication.

**TIME IN GRADE RESTRICTION:** Candidates must have completed 52 weeks of service at the GS-07 level for promotion to GS-09, level as applicable, 52 weeks of service at the GS-09 level for promotion to GS-11.

**QUALIFICATION REQUIREMENTS:** Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

- 1) **Basic Requirements:** **Education:** Degree or diploma from a professional nursing program approved by the legally designated State accrediting agency at the time the program was completed by the applicant. **Registration:** Applicants must have active, current registration as a

professional nurse in a State, District of Columbia, the Commonwealth of Puerto Rico, or a territory of the United States.

- 2) In addition to the basic requirements applicant must have two full years of progressively higher level graduate education or a Master's or equivalent degree **OR** one year of specialized experience equivalent to at least the GS-07 level.
- 3) Two years of experience as a community health nurse/case manager.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

#### **OTHER REQUIREMENTS:**

1) **Applicant must provide: a) official transcripts, b) copy of active registered professional nurse license, c) copy of diploma/certificate, and d) Credentialing for Health Care positions (Supplemental Application-Nurse).**

2) A one-year supervisory probationary period is required if applicant selected has not previously met this requirement.

3) If qualified based on education, applicant must provide official transcript.

4) Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.

5) Selected applicant will be subject to satisfactory completion of a medical examination prior to appointment.

6) Credentialing for Health Care Positions: Applicants must provide documentation necessary for credentialing.

7) **THIS IS A DRUG TESTING DESIGNATED POSITION.** An applicant tentatively selected for this position will be required to submit to urinalysis for illegal use of drugs prior to a final selection. The selection is contingent upon a negative drug test result and, thereafter the incumbent will be subject to drug testing on a random. Further, all Department of Navy employees may be subject to drug testing under certain circumstances such as reasonable suspicion and after an accident or unsafe practice. All individuals will have an opportunity to submit medical documentation that may support the legitimate use of a specific drug to a Medical Review Officer. An applicant's test results will be provided to the selecting official and the servicing Human Resources Office before a final selection is made. A verified positive drug test result of a current Department of Navy employee will also be provided to the employing activity/command.

8) Male applicants born after December 31, 1959 are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.

9) To meet qualification requirements when education is required or being substituted for experience when applicable, the following applies: At the time the education was obtained, the entire institution, applicable school within the institution, or the applicable curriculum was appropriately accredited by the U.S. Department of Education. Education completed outside the U.S. must have been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

#### **HOW TO APPLY:** Submit the following:

- 1) There is no specific format required. You may submit a resume, OF 612, or SF-171. However, if you submit a resume, it must contain all of the information required on the OF 612. All applications must have an original signature
- 2) Most recent Performance Rating if current federal employee.

**3) Separately list each KSA (Knowledge, Skill and Ability) in the order shown in this announcement and give examples of how and where you have demonstrated each.**

- 4) Current SF-50 (or current NAFI/AAFES personnel action) showing type of appointment (applies to all current and former employees of the Federal government). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.
- 5) NAFI/AAFES employees must submit proof that they are a current employee and have completed one year of continuous service; or documentation that they have been involuntarily separated from such appointment without personal cause within the preceding year and have completed one year of continuous service.
- 6) Veteran preference and non-preference veterans must submit member 4 copy of DD Form 214 (military discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and an official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, verifying to the veteran's present disability.
- 7) Supplemental Questionnaire (USMC CHRO) must be attached to application.
- 8) All applicants must attach a copy of sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.
- 9) Your current passport with SOFA stamp.
- 10) Race and National Origin Identification, SF-181 (Optional).
- 11) Declaration of Federal Employment, OF-306.
- 12) Self-Identification of Handicap, SF-256 (Optional).
- 13) Application must be received on or before the closing date of the Vacancy Announcement.
- 14) Faxed applications and applications mailed in an official government envelope will not be considered. **Military spouses within 30 days of PCSing to Okinawa may fax or mail their applications.** Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.
- 15) Inquiries concerning status of application may be made within two weeks after closing date.

**WHERE TO APPLY:** Civilian Human Resources Office, Building 3597, Okinawa Satellite Office, Kadena Air Base.

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency.

Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187.

**AN EQUAL OPPORTUNITY EMPLOYER**