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## Personnel Notice

**Notice Number**

92-19

**Announcement Date**

08/19/2019

**Closing Date**

11/25/2019

**Command & Location**

CMC - Quantico, VA

**Grade**

NH-II-III (GS-11/12/13 equiv.)

**Position Title**

Assistant Counsel (Acquisition Law)

This is a re-advertisement; persons must apply during this open period in order to be considered for the expected vacancy.

The Navy and Marine Corps team offers innovative, exciting and meaningful work linking military and civilian talents to achieve our mission and safeguard our freedoms. The Department of the Navy Office of the General Counsel has been serving the Department since 1941 and is committed to developing innovative legal solutions to the business and other challenges facing the Navy and Marine Corps to enhance the war fighting capability of the Naval Service. You will find our attorneys stationed across the United States and worldwide, working with Navy and Marine Corps personnel wherever the Department's business is conducted.

There is a vacancy for the position of Assistant Counsel, for the Quantico Area Counsel Office (QACO), Marine Corps Systems Command (MCSC), located at Marine Corps Base, Quantico (MCBQ), Quantico, Virginia. QACO is a field office of the Office of the Counsel for the Commandant, United States Marine Corps, Washington, DC and the Office of the General Counsel for the Department of the Navy (OGC). The Office of the Counsel for the Commandant is part of the Navy OGC and provides legal advice to the Commandant of the Marine Corps and other Senior Marine Corps leadership. MCSC is the Commandant of the Marine Corps' agent for acquisition and sustainment of systems and equipment. More information is available at: <http://www.marines.mil/unit/marcorsyscom/Pages/MCSC-Level01.aspx>. QACO anticipates filling this position during the August-September 2019 timeframe.

The MCSC Office of Counsel supports the MCSC acquisition and sustainment missions. The successful candidate for the position will be expected to concentrate primarily on Federal acquisition law and fiscal law, but will also be called upon to provide legal services in Freedom of Information and Privacy Act law, ethics and standards of conduct, and other Navy Office of General Counsel (OGC) areas of practice. Under the supervision

of the Counsel (MCSC), Quantico Area Counsel's Office, the responsibilities of this non-supervisory position will include advising clients and rendering legal opinions on a variety of Federal acquisition law-related matters to include: contractual interpretation; drafting and reviewing contractual modifications; contract disputes and claims; responding to bid protests; drafting and reviewing solicitations, acquisition strategy and planning documents, as well as other acquisition-related documents; competitive and sole source selections; statutory interpretation; and preparing or reviewing responses to Congressional, Government Accountability Office (GAO), Inspectors General, and Naval Audit Service requests, as may be required. On cases delegated for trial by the Office of Counsel for the Commandant, OGC, the successful candidate will represent the Marine Corps before administrative forums such as the GAO and Armed Services Board of Contract Appeals (ASBCA), and will participate in complex negotiations with contractors, subcontractors, and their attorneys, on legal matters arising in connection with acquisitions.

The successful candidate will actively engage clients as early in the acquisition processes as practicable to provide advice, recommend alternatives, and inform the clients about applicable law, regulation and policy including Secretarial acquisition initiatives such as maintaining robust competition, using appropriate contract types, and using appropriate incentive structures. The successful candidate will review and evaluate proposed legislation and provide advice on their effect on the Marine Corps and Department of the Navy programs, policies, and regulation. The successful candidate will advise MCSC officials on extremely complex and difficult problems with legal implications. Problems of unusual delicacy and sensitivity are common, and legal courses of action may be recommended that have major impacts on the Marine Corps or defense procurement and allied industries whose technology and economic position affects the health and stability of the national economy and national defense. The successful candidate must be a U.S. citizen, must have graduated from a law school accredited by the American Bar Association, be an active member in good standing of the bar of the highest court of a State, U.S. Commonwealth, U.S. Territory, or the District of Columbia, be admitted to practice before a state or federal court, and be eligible to obtain and maintain a SECRET security clearance. Applicants with a record of making significant contributions to the advancement of the DON OGC or equivalent Office of the General Counsel or Law Firm/Office beyond the day to day legal practice are desired.

Occasional travel will be required.

This is an excepted service position and will be filled at the NH-II/III (GS-11/12/13 equiv). This opening will be filled under the Acquisition Demonstration pay system. The Assistant Counsel position has a full performance level of NH-III (comparable to GS-12/13) which currently has an associated pay range of \$79,720 to \$123,234 inclusive of locality pay. Pay will be set commensurate with the successful candidate's qualifications and funding availability. To be considered for the NH-II level, the applicant must have at least one year of legal experience. Recent law school graduates and applicants with less than one year experience must have graduated in the top third of their law school class or must present other evidence of clearly superior accomplishments or achievement such as work or achievement of significance on an official law school review or journal, winning a moot court competition, membership on the law school's official moot court team, or membership in the Order of the Coif. To be considered for the NH-III level, the successful candidate must have a minimum two years of experience in defense acquisition and procurement law, in addition to other general legal experience, and corresponding experience demonstrating the ability to work well with a variety of senior level clients and officials. Work as a contracting specialist or contracting officer may be considered relevant for defense acquisition experience. An LLM may qualify as one year of relevant legal experience.

Applicants will be evaluated on the following factors: (1) length of professional legal experience of fiscal law and contract law and the quality of their relevant experience in other OGC practice areas listed above; (2) analytical, research, and writing skills; (3) oral communication and interpersonal skills; (4) ability to establish relationships and work effectively with senior military and civilian clients, including general officers and members of the Senior

Executive Service; and (5) ability to respond quickly, accurately, and creatively in a fast-paced environment with little direct supervision. Familiarity with the Department of the Navy, OGC, and the United States Marine Corps is not required but is desirable.

Applicants should submit a cover letter; resume; two writing samples that demonstrate analytical and/or advocacy abilities (each less than 10 pages; portions of longer work products are acceptable, preferably in the areas of procurement or fiscal law); the two most recent performance appraisals, if applicable; and the names and telephone numbers of at least three references who may be contacted.

Current Federal employees should indicate in their application their present GS level or equivalent, and salary.

Electronic transmission of applications is preferred and should be sent to Mrs. Bobbie Cave at:

[bobbie.cave@usmc.mil](mailto:bobbie.cave@usmc.mil).

Applications may also be mailed via Parcel Service (e.g., FedEx)

Federal Express:

MARINE CORPS SYSTEMS COMMAND OFFICE OF COUNSEL (LAW)

2200 LESTER STREET

QUANTICO, VA 22134-5010

PHONE: (703) 432-3925

This announcement will close on November 25, 2019, at 11:59 PM EDT, and applications must be received by that time to be considered.

If the successful applicant is not currently a member of the Department of the Navy Office of the General Counsel, processing of the hiring action can only commence after submission of those items identified in the "Instructions for New OGC Attorneys" (see Careers section of [www.ogc.navy.mil](http://www.ogc.navy.mil)).

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., the DD 214, Certificate of Release or Discharge from Active Duty or other supporting documentation) with their submission. Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit <https://www.fedshirevets.gov/index.aspx> and <https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/veterans/>. There is no formal rating system for applying veterans' preference for attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor in the attorney hiring process. Applicants who do not claim and do not provide adequate supporting documentation for veterans' preference will not receive the positive factor consideration.

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

Reasonable Accommodation Links:

<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>

<https://www.opm.gov/policy-data-oversight/disability-employment/hiring/#url=Schedule-A-Hiring-Authority>

Legal and Regulatory Guidance Links:

Financial suitability Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>

Social security number request Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>

Privacy Act Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>

Signature and false statements Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>

Selective Service Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>

New employee probationary period Link:

<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>

If relocation expenses are a requirement, the applicant should state their requirement for this expense in the application package. Relocation expenses may be paid, but are not guaranteed.

Permanent Change of Station (PCS) funding may be available to those eligible.

**Restrictions and PII Disclosure**

All information posted to this website is considered Controlled Unclassified Information (CUI) and may not be released without authorization from the original author or the Deputy General Counsel. When you post Personally Identifying Information (PII) in your profile, postings, or other areas, you consent to disclosure of your PII within the legal community. The individual posting his/her PII must consent to release outside of the legal community. Content should be properly marked, professional, and related to OGC's practice of law. Copyrights need to be respected. Content in the forums is not necessarily authoritative. Please see the following documents for additional information: [Privacy Policy](#), [Accessibility/Section 508](#), [Avatar Policy](#), [NCIS Tips Program](#).