

**VACANCY ANNOUNCEMENT  
FEDERAL MARITIME  
COMMISSION**

Announcement No.: 2008-10  
Issue Date: 04/28/08  
Closing Date: 05/28/08  
Area of Consideration: All Sources\*

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**POSITION:** Supervisory Transportation Specialist, GS-2101-13/14  
(Director, Office of Service Contracts and Tariffs)

**ORGANIZATION LOCATION:** Bureau of Trade Analysis  
Office of Service Contracts and Tariffs

**PROMOTION POTENTIAL:** GS-14

**GEOGRAPHIC LOCATION:** 800 North Capitol Street, NW  
Washington, D.C. 20573-0001

**SALARY RANGE:** GS-13 - \$82,961 - \$107,854 Per Annum  
GS-14 - \$98,033 - \$127,442 Per Annum  
[Locality Pay Area of Washington, D.C.]

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**\*CONSIDERATION WILL BE GIVEN TO STATUS AND NON-STATUS CANDIDATES (RESIDING IN THE LOCAL COMMUTING AREA) AND TO INDIVIDUALS ELIGIBLE FOR NONCOMPETITIVE APPOINTMENT, e.g., INDIVIDUALS WITH DISABILITIES ELIGIBLE FOR APPOINTMENT UNDER SCHEDULE A, CERTAIN VETERANS OF THE VIETNAM ERA AND VETERANS OF THE POST-VIETNAM ERA WHO ARE QUALIFIED FOR EMPLOYMENT UNDER THE VETERANS READJUSTMENT APPOINTMENT AUTHORITY, AND DISABLED VETERANS RATED AT 30% OR MORE. VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF SUBSTANTIALLY CONTINUOUS ACTIVE SERVICE MAY ALSO APPLY (VETERANS EMPLOYMENT OPPORTUNITIES ACT).**

**APPLICANTS WILL BE EVALUATED ON THE BASIS OF EXPERIENCE AND THE QUALITY RANKING FACTORS DESCRIBED BELOW. THEREFORE, IT IS CRITICAL THAT ALL INFORMATION CONCERNING EXPERIENCE PERTINENT TO THESE FACTORS BE ADDRESSED IN THE APPLICATIONS SUBMITTED FOR CONSIDERATION FOR THIS VACANCY. APPLICANT MUST SHOW CLEARLY THE EXTENT TO WHICH HE/SHE POSSESSES THE KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.**

The Federal Maritime Commission (FMC) is an independent regulatory agency tasked with the regulation of oceanborne transportation in the foreign commerce of the United States, whose mission is to (1) develop and administer policies and regulations that foster a fair, efficient and secure maritime transportation system; (2) protect U.S. maritime commerce from unfair foreign trade practices and market-distorting activities; (3) facilitate compliance with U.S. shipping statutes through oversight and outreach; and (4) assist in resolving disputes. More information about the Commission and its programs is available at <http://www.fmc.gov>.

**DUTIES AND RESPONSIBILITIES:** Incumbent serves as Director, Office of Service Contracts and Tariffs. As such, plans, develops and supervises operations of the Office which is responsible for the oversight of the filing of service contracts and the publishing of tariffs by common carriers by water in the foreign commerce of the United States, conferences of such carriers, and terminal operators, under the Shipping Act of 1984 and sections of the Ocean Shipping Reform Act of 1998. More specifically, the Director oversees a program to ensure that all common carriers and conferences are properly filing an FMC-1 and publishing tariffs that are accessible and accurate; directs the review of service contracts, service contract amendments and essential terms publications filed by ocean common carriers and conferences of such carriers; provides that major carrier automated tariff systems are examined to ensure that shippers, as a result of tariff publications, are not subject to unjust, unfair or unreasonably discriminatory practices in the movement of cargo in the U.S. foreign commerce; approves or disapproves special permission applications involving requests to deviate from tariff publishing rules; initiates recommendations for formal action and proceedings by the Commission in collaboration with other offices of the Commission as warranted; and serves as consultant to, and meets with, officials and the staff of the Commission and representatives of other government agencies and the industry with respect to tariff and service contract matters.

**DUTY STATION:** Washington, D.C.

**U.S. CITIZENSHIP REQUIRED.**

**QUALIFICATION REQUIREMENTS:** All applicants are required to meet the qualification requirements listed in the OPM Operating Manual for Qualification Standards for General Schedule Positions (which is available for review in the Office of Human Resources).

**GS-13:** All applicants must possess 52 weeks of specialized experience equivalent to the GS-12 level. There is no substitution of education allowed at the GS-13 level.

**GS-14:** All applicants must possess 52 weeks of specialized experience equivalent to the GS-13 level. There is no substitution of education allowed at the GS-14 level.

Specialized experience is experience which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of that position.

**QUALITY RANKING FACTORS: Applicants who meet the qualification requirements described above will be further evaluated by determining the extent to which their education, work experience, or related training, awards and performance appraisals indicate they possess or have the potential to acquire the following knowledge, skills, and abilities. THESE QUALITY RANKING FACTORS SHOULD BE ADDRESSED IN ORDER TO BE GIVEN APPROPRIATE CONSIDERATION UNDER THIS ANNOUNCEMENT.**

1. Ability to plan, direct, and evaluate policy development, operating programs, special studies, and train and motivate personnel.
2. Skill in oral and written communications.
3. Skill in applying knowledge of ocean shipping laws and regulations.
4. Knowledge of and/or skill in using personal computers, data base applications and/or other software applications.

**HOW TO APPLY: All applicants should furnish the following (FAILURE TO SUBMIT ALL REQUIRED FORMS OR INFORMATION MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION):**

1. A current, **complete** application, e.g., an SF-171 (Application for Federal Employment), Optional Form 612 (Optional Application for Federal Employment), a resume, or any other application in written format (required).

**THE FOLLOWING INFORMATION MUST BE CONTAINED IN YOUR APPLICATION:**

- a. announcement number, title, and grade(s) - please indicate lowest grade acceptable
  - b. full name, mailing address, day and evening phone numbers
  - c. social security number
  - d. country of citizenship
  - e. Forms DD-214 and/or SF-15 as appropriate (proof of veterans' preference)
  - f. highest Federal civilian grade held (give job series and dates held)
  - g. education level:
    - (1) High school (name, city, state, and date of diploma or GED)
    - (2) Colleges or Universities (name, city, state, major field of study, and type and year of any degree received - if no degree(s), show total credits earned and indicate whether semester or quarter hours)
  - h. work experience (give the job title, duties, employer's name and address, supervisor's name and phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor)
  - i. job-related training courses (title and year)
  - j. job-related skills (e.g., other language skills, computer software/hardware skills)
  - k. job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, public speaking, etc.);
2. A copy of the most recent performance appraisal and performance plan (elements and standards for achievement) if not indicated clearly on the annual performance appraisal (**required of current Federal employees**);
  3. A copy of the last or latest SF-50, "Notification of Personnel Action." (**required of all current Federal employees and of candidates applying on the basis of their reinstatement eligibility**);
  4. Supplemental narrative statement addressing the quality ranking factors (**required, either on the application or on an attachment**).
  5. A current writing sample of less than 10 pages.

**OTHER INFORMATION:**

Applications must be received or postmarked\* no later than the closing date of the announcement and should be sent to the Federal Maritime Commission, Office of Human Resources, Room 924, 800 North Capitol Street, NW, Washington, DC 20573, Attn: Mary McPherson, Human Resources Specialist. Also, the following methods of receipt apply:

1. Applications can be e-mailed to: [humanresources@fmc.gov](mailto:humanresources@fmc.gov). All e-mailed applications **must** be sent as an attachment in MS Word or WordPerfect format. Applications included in the body of the e-mail or in other formats will **NOT** be considered. Applications submitted electronically should be received in our agency e-mail system by the closing date of the announcement. Additional application materials may be faxed to the agency at the number shown below by the closing date of the announcement.
2. Applications can be faxed to the FMC at : **202-523-7842**.
3. Applications can be sent to the FMC via a private delivery service such as UPS, FedEx, etc.

**\*PLEASE NOTE:** If you choose to use the USPS or private delivery service to mail your application, it must be received in our Office no later than one week following the closing date in order to be considered. No exceptions will be made to this requirement. Applications submitted become the property of the Federal Maritime Commission and will not be returned.

For further information regarding this announcement contact Mary McPherson on (202) 523-5773 or by e-mail at [humanresources@fmc.gov](mailto:humanresources@fmc.gov). **NOTE:** The filing of job applications is a personal matter, not official government business. Such personal mail is, therefore, subject to payment of postage by the employee. Applications received in official postage-paid or government franked envelopes will not be acknowledged or considered.

#### **ADDITIONAL INFORMATION**

**As a condition of employment, new appointees to the Federal service will be subject to a background investigation.**

**New appointments to the Federal Government are made at the minimum rate of the grade, e.g., step 1, except in certain rare instances as determined by OPM.**

**Relocation expenses will not be paid.**

**All status applicants must meet time-in-grade requirements.**

**Status candidates who wish to be rated under both merit promotion and OPM's competitive process must submit two complete applications. Please clearly indicate on your application or resume the procedure under which you are applying and include proof of your eligibility for any special appointing authority. If only one application is received, it will be considered under the merit promotion program.**

**If selected, applicants must complete an OF-306, "Declaration for Federal Employment." Failure to comply may be grounds for withdrawal of an offer of employment. Selectees will be required to provide documentation that establishes his/her identity and employment eligibility as required by the Immigration Reform and Control Act of 1986 (Public Law 99-103, dated November 6, 1986).**

**Male selectees born after December 31, 1959 must complete a Pre-Appointment Certification Statement for Selective Service Registration. Failure to comply may be grounds for withdrawal of an offer of employment or termination after employment.**

**Interagency Career Transition Assistance Plan (ICTAP)/Career Transition Assistance Plan (CTAP) eligibles must be well-qualified for the position in order to receive special selection priority. To be considered well-qualified, candidates must meet all eligibility and qualifications requirements and must meet the fully successful level using the established rating criteria. Documentary evidence, e.g., Reduction-in-Force (RIF) Notice, Certification of Expected Separation, SF-50 documenting separation by RIF, or a letter from OPM or your agency documenting your priority consideration status MUST accompany your application in order to receive special selection priority.**

**Displaced District of Columbia Government, Department of Corrections employees will be eligible for priority consideration and competitive appointment (Public Law 105-274). Eligible candidates are not restricted by geographic location or grade level in jobs for which they apply. Documentary evidence is the same as stated above.**

**This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and/or hiring process, please contact the Office of Human Resources on (202) 523-5773. The decision on granting reasonable accommodation will be made on a case-by-case-basis.**

**ALL ACTIONS WILL BE MADE WITHOUT REGARD TO POLITICAL, RELIGIOUS, LABOR ORGANIZATION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, RACE, COLOR, SEX, NATIONAL ORIGIN, AGE, NONDISQUALIFYING PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, OR ANY OTHER FACTOR THAT IS NOT JOB RELATED.**

**NOTE: THE FILING OF JOB APPLICATIONS IS A PERSONAL MATTER, NOT OFFICIAL GOVERNMENT BUSINESS. SUCH PERSONAL MAIL IS THEREFORE SUBJECT TO PAYMENT OF POSTAGE BY THE EMPLOYEE, AND USE OF POSTAGE-PAID OFFICIAL GOVERNMENT ENVELOPES FOR THIS PURPOSE IS A VIOLATION OF OPM AND POSTAL REGULATIONS. APPLICATIONS RECEIVED IN OFFICIAL POSTAGE-PAID ENVELOPES, IN GOVERNMENT FRANKED ENVELOPES, OR BY E-MAIL OR FAX WILL NOT BE ACKNOWLEDGED OR CONSIDERED.**