



## HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

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### MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT

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\*\*\*\*\*AMENDMENT\*\*\*\*\*

**ANNOUNCEMENT NUMBER:** OK-04-058A  
**TITLE/SERIES/GRADE:** Medical Technologist, GS-0644-9/11  
**SALARY:** GS-09 - \$36,478 to \$47,422 per annum  
GS-11 - \$44,136 to \$57,375 per annum

**OPEN DATE:** 6 May 2004

**CLOSING DATE:** Open Until Filled  
**1<sup>st</sup> Cut Off:** 17 May 04  
(Every two (2) weeks thereafter)

**LOCATION:** Directorate of Ancillary Services PACOM ASBBC WEST, U.S. Naval Hospital, Okinawa, Japan

**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.
- Current U.S. Naval Hospital 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 Recruitment Appointment (VRA) eligibles: Veterans who are not disabled and who do not have a campaign badge of AFSM may only be appointed within the first three years after their most recent separation. Referral as an external applicant with referral preference.
- Veterans' Employment Opportunity Act of 1998 (VEOA) eligibles: 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.
- NAFI/AAFES Interchange Agreement eligibles: Currently serving in a NAFI/AAFES position without time limitation or have been involuntarily separated from such position without personal

cause within the preceding year. In addition to being a current NAFI/AAFES employee in a position without time limitation, a NAFI/AAFES employee must have served continuously for at least one year in a NAFI/AAFES position without time limitation sometime during their career. May be appointed only to permanent positions based on this authority.

- 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 10 percent or more; non-compensable Veterans; and non-preference 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:**

- 1) 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.
- 2) 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.
- 3) Position is subject to the provisions of the DoD Priority Placement Program.
- 4) This announcement may also be used to fill temporary/permanent positions. Applicants should reflect availability for such positions.
- 5) 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:** The incumbent serves as the point of contact and advisor/consultant for installation, design, implementation, and management of data systems; specifically DBSS, CHCS and other computer and Information Management applications in the ASBBC and Transfusion. Serves as a member of the ASBBC management team and assists in the supervision of the technical staff by monitoring laboratory clinical testing performance and documentation. Reviews patient and donor test result for accuracy and clinical application, optimizing data quality, management, storage formats, mechanisms for search including validation criteria, data access, visualization tools, archiving, and compliance with regulatory standards. Serves as advisor regarding data and information management policy issues including compliance with federal requirements and participation in interagency efforts such as the DoD's Defense Blood Standard System Project Office, BUMED's Navy Blood Program Office, the Food and Drug Administration, civilian information management contractors.

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

- 1) Knowledge of established principles, concepts and methods of medical technology to include immunohematology, chemistry, hematology, serology, frozen blood technology, donor center operations, and advance technical skills to coordinate Inventory Control, Infectious Disease Testing, Blood Donor, Quality Assurance and Transfusion Service.

- 2) Knowledge of applications, information, and processing standards related to healthcare, manufacturing, scientific data dissemination and administering stand alone and networked multi-user computer system.
- 3) Knowledge of DON guidance, rules and regulations such as AABB, FDA, CAP, JCHAO, OSHA, Information Management System (IMS) and Defense Blood Standard System (DBSS) requirements and state and local laws pertaining to clinical laboratories.
- 4) Ability to design and implement support computer programs and data products on Defense Blood Standard System, Microsoft word processing, presentation programs, environment monitoring systems and Hematrix Label manufacturing computer system..
- 5) Ability to communicate effectively both orally and in writing.

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

**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:

**A.** Degree: medical technology, chemistry, or biology that included or was supplemented by at least (1) 16 semester hours of biological science of which one course was in microbiology and one course was in immunology. The remaining biology courses must have been in general biology or zoology; (2) 16 semester hours of chemistry of which one course was in organic or biochemistry. The remaining chemistry courses must have been in general chemistry, qualitative analysis, qualitative chemistry, quantitative chemistry, physical chemistry, or analytical chemistry; and (3) three semester hours of college mathematics.

**OR**

**B.** A full 4-year course of study that included or was supplemented by at least 12 months in a college or hospital-based medical technology program or medical technology school approved by a recognized accrediting organization. The professional medical technology curriculum may have consisted of a 1-year post-baccalaureate certificate program or the last 1 or 2 years of a 4-year program of study culminating in a bachelor's in medical technology.

**OR**

**C.** A combination of (1) at least 35 semester hours of biological science, chemistry, and mathematics as described in paragraph A above and (2) additional appropriate education and/or experience totaling 4 years.

2) For GS-09 level, in addition to meeting the basic requirement, applicant must have two (2) 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) For GS-11 level, in addition to meeting the basic requirement, applicant must have three years of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree **OR** one year of specialized experience equivalent to at least the GS-09 grade level.

**OTHER REQUIREMENTS:**

- 1) **Applicant must be currently registered by the American Society of Clinical Pathologists, or an equivalent organization (must provide documentation with application package).**
- 2) A one-year trial/probationary period is required if applicant selected has not previously met this requirement.
- 3) 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) Credentialing for Health Care Positions: Applicants must provide documentation necessary for credentialing.
- 6) 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.
- 7) **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.
- 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 (Navy HRO) 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) Application must be received on or before the closing date of the Vacancy Announcement.
- 10) Faxed applications and applications mailed in an official government envelope will not be considered. Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.
- 11) Inquiries concerning status of application may be made within two weeks after closing date.
- 12) Declaration of Federal Employment, OF-306.
- 13) Your current passport with SOFA stamp.

**WHERE TO APPLY:** Navy HRO Okinawa Satellite Office, Bldg. No. 3597, 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 non-affiliation, marital status, race, color, sex, sexual orientation, national origin, non-disqualifying 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**