

Personnel Notice

Notice Number

2026-119

Announcement Date

08/12/2026

Closing Date

8/24/2026

Command & Location

NAVSUP - Philadelphia or Mechanicsburg, Pennsylvania

Grade

GS-11, GS-12, GS-13, GS-14

Position Title

Assistant Counsel

The Department of the Navy (DON) Office of the General Counsel (OGC) invites qualified attorneys to apply for the position of Assistant Counsel, Naval supply Systems Command (NAVSUP) Weapon Systems Support (WSS). The position is located at/in Philadelphia or Mechanicsburg, Pennsylvania. Multiple vacancies may be filled under this announcement.

NAVSUP WSS Office of Counsel is a field office of the Office of Counsel, NAVSUP, Mechanicsburg, Pennsylvania. NAVSUP WSS is one of eleven subordinate commands in the NAVSUP Enterprise. NAVSUP WSS provides program and supply support for the weapon systems that keep our naval forces mission ready by exercising centralized control of repair parts, components, and assemblies and providing global logistics support to our Navy's ships, aircraft, submarines, and weapon systems. The NAVSUP WSS Office of Counsel consists of sixteen attorneys and one legal administrative specialist and is located in Philadelphia and Mechanicsburg, Pennsylvania.

The NAVSUP WSS Office of Counsel has a varied workload covering the full range of DON OGC practice areas. This position will be primarily focused on federal acquisition law and/or civilian personnel law and related litigation. The incumbent will also advise on a

wide range of legal issues in other OGC practice areas including labor-management relations, arbitration, ethics, Freedom of Information Act, Privacy Act, and fiscal law.

POSITION OVERVIEW

This position will be filled at the General Schedule (GS) GS-11, GS-12, GS-13, and GS-14 level.

A relocation incentive may be available but is not guaranteed.

Permanent Change of Station (PCS) funding may be available to eligible applicants but is not guaranteed.

This Personnel Notice will close on August 24, 2026 at 11:59:59 PM Eastern Time. Complete application packages must be received by this closing date and time to be considered.

QUALIFICATIONS

At the time of application, you must:

Have a Juris Doctorate (J.D.) from a law school accredited by the American Bar Association.

Be admitted to, eligible to practice in, and 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 a U.S. citizen able to obtain and maintain a Secret security clearance.

GS-11 Qualifications

At least one year of recent professional legal experience; or

The second professional law degree (Master of Laws (LL.M.)), provided it required one full academic year of graduate study.

If you are a recent law school graduate and/or have less than one year of professional legal experience, you must have superior law school credentials as demonstrated by: academic standing in the top third of your law school's graduating class, work or achievement of significance as a member of an official law review or journal, a special high-level honor for academic excellence, e.g., membership in the Order of the Coif, winning a moot court

competition, membership on the law school's official moot court team, or other evidence of clearly superior accomplishment or achievement.

GS-12 Qualifications

At least two years of recent professional legal experience at or equivalent to the GS-11 level; or

The second professional law degree (LL.M.) plus one year of recent and relevant professional legal experience at or equivalent to the GS-11 level.

GS-13 Qualifications

More than two years of recent and relevant professional legal experience commensurate with the duties and responsibilities of the position.

GS-14 Qualifications

At least three-and-one-half years of recent and relevant professional legal experience commensurate with the duties and responsibilities of the position.

EVALUATION CRITERIA

You will be evaluated on:

The depth, breadth, and quality of your experience in relevant DON OGC practice area(s) as specified above;

Your research, analytical, and communication skills (both oral and written);

Your interpersonal skills, including your ability to establish effective attorney-client and professional relationships; and

Your experience advising clients.

APPLICATION PACKAGE

You must submit:

A cover letter that explains why you are interested in and qualified for the position.

If applicable, you must include any requests for a relocation incentive or PCS funding in your cover letter.

A current resume, no more than two (2) pages in length, that shows relevant experience, including:

Job titles (with GS level(s), if applicable);

Dates of employment (month/year); and

Bar membership, stating jurisdiction(s).

Two brief legal writing samples (no more than ten (10) years old and no more than ten (10) pages each) that demonstrate analytical and advocacy abilities (excerpts of lengthier written work products are acceptable).

Your two most recent performance evaluations, including performance ratings and rater comments. (Mid-year assessments are not acceptable.) If performance evaluations or ratings and rater comments are unavailable, please explain.

The names, email addresses, and telephone numbers of at least three references, including a supervisor, who may be contacted.

Current and former Federal employees must also provide a copy of their most recent Standard Form-50 (SF-50) showing title, series, grade, and current salary information (if unavailable, please explain). Do not submit SF-50s for performance awards.

If you are not currently a member of DON OGC, you must also submit a copy of your law school transcript(s) for all legal degrees held, showing award of the degree, final GPA, and final class rank where available. Unofficial transcripts will be accepted, but official transcripts will be required before the applicant is selected.

Social security numbers and dates of birth should be redacted from all documentation submitted.

Send your application package electronically to Ms. Norma Crowther, norma.a.crowther.civ@us.navy.mil. Include your surname and this Personnel Notice Number in the subject line of your transmittal e-mail and in the file names of any attachments. Hard copy applications will not be considered.

Interested attorneys should contact Mr. Timothy Lorenzi at 215-510-9184 or timothy.j.lorenzi.civ@us.navy.mil for more information.

Interested attorneys who are not currently members of DON OGC should review the posting at <https://www.secnave.navy.mil/OGC/Pages/Careers.aspx> for additional information.

NOTICE OF VETERANS' PREFERENCE

There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of the Navy Office of the General Counsel considers veterans' preference eligibility a positive factor for attorney hiring. Applicants eligible for veterans' preference must specifically claim such eligibility in their cover letter or resume and attach supporting documentation (e.g., Department of Defense (DD) Form 214, "Certificate of Release or Discharge from Active Duty" or other supporting documentation) to their submissions.

Although the point-preference system is not used, applicants eligible to claim a 10-point preference must submit a Standard Form (SF) 15, "Application for 10-Point Veteran Preference," and supporting documentation required for the specific type of preference claimed. (SF 15, which lists the types of 10-point preference and the required supporting documents, is available from the Office of Personnel Management (OPM) website at www.opm.gov.)

Not all veterans are preference eligible. For a summary of time periods, campaigns, and conditions that entitle an applicant to preference eligibility, please visit OPM's [Feds Hire Vets](#) webpage, [USAJOBS' Dedicated Veterans Website](#), and the Department of Labor's [Veterans' Preference Advisor](#).