

**MWR NAF HUMAN RESOURCES OFFICE
WEEKLY JOB LISTING**

<http://navymwrsasebo.com/directory-more/job-opportunities>

Updated 08 February 2019

MWR NAF HUMAN RESOURCES is located at Bldg. PW47 2nd floor RM# 210.

Open Mon-Fri, 0830-1630. Closed Sat, Sun and Holidays.

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
		POSITION				
FFR19-0032	Tools and Parts Attendant	NA-6904-05	\$11.83	Auto Hobby Shop	SOFA Sponsored	First Cut-Off: 2/1/2019 Open Until Filled
		FLEX				
FFR19-0034	Recreation Aid (Liberty)	NF-0189-01	\$8.00	Liberty Center	SOFA Sponsored	First Cut-Off: 2/8/2019 Open Until Filled
		FLEX				
FFR19-0035	Recreation Aid (Liberty)	NF-0189-01	\$8.00	Liberty Center	SOFA Sponsored or Seeking SOFA	First Cut-Off: 2/1/2019 Open Until Filled
		RFT				
FFR19-0036	Cook	NA-7404-04	\$11.06	Galaxies Club	SOFA Sponsored or Seeking SOFA	First Cut-Off: 2/1/2019 Open Until Filled
		RFT				
FFR19-0038	Cashier	NF-0530-01	\$8.17	Hario Gaming	SOFA Sponsored	First Cut-Off: 2/1/2019 Open Until Filled
		FLEX				
FFR19-0039	Library Aid	NF-1411-01	\$8.50	Library	SOFA Sponsored or Seeking SOFA	First Cut-Off: 2/1/2019 Open Until Filled
		RFT				
FFR19-0040	Sales Clerk	NF-2091-02	\$10.00	Paws & Claws	SOFA Sponsored	First Cut-Off: 2/1/2019 Open Until Filled
		FLEX				
FFR19-0062	CYP Cook	NA-7404-08	\$14.13	MAIN BASE CDC	SOFA Sponsored or Seeking SOFA	First Cut-Off: 2/22/2019 Open Until Filled
		RFT				
FFR19-0068-OC	CY Program Assistant	CY-1702-01/02	\$10.12 - \$12.47	CYP (MAIN BASE/HARIO)	SOFA Sponsored or Seeking SOFA	Open Continuous
		RFT				
FFR19-0069-OC	CYP Leader	CY-1702-02	\$13.87 - \$18.03	CYP (MAIN BASE/HARIO)	SOFA Sponsored or Seeking SOFA	Open Continuous
		RFT				
FFR19-0070-OC	CY Program Assistant	CY-1702-01/02	\$10.12 - \$12.47	CYP (MAIN BASE/HARIO)	SOFA Sponsored	Open Continuous
		FLEX				
FFR19-0071	CYP T&C Specialist *Only Online: www.usajobs.gov	NF-1701-04	\$44,000 - \$56,000	CYP (HARIO VILLAGE)	Open: Worldwide SOFA Sponsored or Seeking SOFA	2/20/2019
		RFT				
FFR19-00106	CYP Operations Clerk	NF-0303-02	\$12.40	HARIO VILLAGE CDC	SOFA Sponsored or Seeking SOFA	First Cut-Off: 2/22/2019 Open Until Filled
		RFT				

NOTES:

Position which this activity recruits locally; will **NOT** be granted Transportation Agreement or any other benefits normally paid to a "Stateside" Hire. Eligible spouses of active military personnel will be provided preferential consideration. Attach a copy of Sponsor's PCS Orders and Family Entry Approval.

If claiming Veteran Employment Preference, official documents issued by the Uniformed Services, or the Veteran Administration, are required to establish compliance with the requirements for active duty and for separation under honorable considerations.

Management reserves the right to fill the vacancy by methods other than the merit staffing procedures (i.e. non-competitive placements in lieu of, or as exceptions to competitive procedures), or cancel vacancy announcement at any time during the recruitment process.

Mandatory participation in Direct Deposit Program.

Once submitted, applications and all attached become the property of MWR Sasebo NAF HRO and **WILL NOT** be returned or copied.

Email contact: MWR_RECRUITMENT@fe.navy.mil.

Interested Family Members of Active Military and DoD Civilian Personnel including active enlisted military personnels who desire employment during off duty hours are encouraged to submit MWR Employment Application to MWR NAF HRO. For additional information, please call 252-3328 or visit MWR NAF HRO on the 2nd floor at Bldg. PW 47.

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor.



JOB TITLE	CYP Operations Clerk
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs / Hario Village CDC
JOB ANNOUNCEMENT NUMBER	FFR19-0106
SALARY RANGE	\$12.40 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, February 8, 2018
CLOSING DATE	Friday, February 22, 201
SERIES & GRADE	NF-0303-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Operations Clerk is to serve as a contact point for information and perform clerical and administrative tasks in support of the CYP, which includes Child Development Centers (CDCs), Child Development Homes (CDH), School Age Care (SAC) programs, Youth Programs (YP), Resource and Referral (R&R) Program, and the US Department of Agriculture (USDA) Food Program.

DUTIES AND RESPONSIBILITIES

Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA). Ensures child registration and enrollment paperwork is complete and current. Ensures that all USDA food program records are accurate, up-to-date, and readily available. Reviews and submits completed paperwork for background checks. Maintains office files and records. Provides required information to requesting agencies that include but are not limited to Family Advocacy, Naval Investigative Services, Environment, Safety and Fire personnel, and USDA. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Conducts research of records and follows up in order to resolve discrepancies and problems. Notifies supervisor of any discrepancies and informs supervisor of any issues/problems that cannot be resolved. Provide front desk coverage, logs children in and out of the facility, and informs and answers question regarding programs and services, patron financial obligations, waiting lists, events, and policies and procedures. Assists with dissemination of information to CDH providers regarding training schedules, certification process, application status, and USDA reporting requirements. Takes telephone calls and responds to inquiries, referring calls to supervisor or other personnel when appropriate. Performs assigned resource and referral duties and assists in maintaining current waiting list. Collects fees and charges and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures. Responsible for monitoring all supplies and resources. Notifies supervisor of items that need to be ordered. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Performs other duties as assigned.

QUALIFICATIONS PREFERRED

Incumbent must be at least 18 years of age. Must have a High School Diploma or equivalent AND 2 years of administrative experience is preferred. Knowledge of general office automation software, practices and procedure in order to accomplish various work assignments. Knowledge of military CDC, CDH, SAC, YP, R&R AND THE USDA Food programs. Ability to maintain a computerized database and a working knowledge of computer keyboard and Child and Youth Management System (CYMS) or equivalent database system. Ability to maintain accurate reports and records and military style documents. Ability to communicate effectively in English, both verbally and in writing. Skill in cash handling is required.

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must pass a pre-employment physical, provide evidence of immunization, and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DoD's Child and Youth Programs.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

"Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test."

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building 91.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.



JOB TITLE	CY Program Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs
JOB ANNOUNCEMENT NUMBER	FFR19-0070-OC
SALARY RANGE	\$10.12 - \$12.47 Hourly
OPENING DATE	Friday, February 8, 2019
CLOSING DATE	Open Continuous
SERIES & GRADE	CY-1702-01/02
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	Various
DUTY LOCATION(S)	Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Assistant is to provide appropriate specialized developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs.

DUTIES AND RESPONSIBILITIES

Entry Level: Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.). Assists with developing a list of needed supplies and equipment for submission to the supervisor. Helps establish a program environment that promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Performs other related duties as assigned.

Intermediate Level: Assists in planning and coordinating activities for program participants, including group as well as individual activities. Implements daily schedules and activity plans to ensure age and/or stage appropriateness. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Assists children and youth with special projects and homework. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Target Level: Develops schedules and activity plans. This may include reviewing and providing input into schedules and activity plans developed by the entry level and intermediate level Educational Aids (CY Program Assistants), CY-1702-I. Ensures that program plans and activities incorporate the observed needs of individual children and youth. Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Cares for children and youth with special needs as directed by the supervisor. Demonstrates, instructs, leads, and facilitates planned and spontaneous program activities. Role models developmentally appropriate practice and classroom or activity area management techniques. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Interacts with children and youth using approved child guidance and youth development techniques. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

QUALIFICATIONS PREFERRED

Entry Level: In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. Prior experience working with children and/or youth preferred. Ability to communicate effectively in English, both orally and in writing. Ability to follow verbal and written instructions. Ability to complete all DoN training requirements within the specified time frames, including orientation, initial, Standardized Module Training, and ongoing training requirements. Ability to promote and foster effective working relationships with children and youth and coworkers. Ability to work cooperatively as a member of a team.

Intermediate Level: In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. DoDI 1400.25-v14-5 requires completion of prerequisite training and education before advancing to the next level with or between paybands. In accordance with the CYP Pay band incumbents must: Have six (6) months experience working with children or youth in a child or youth setting. AND Have completed child abuse modules and modules 1, 2, and 10 of the DoN Standardized Module Training. Knowledge of basic child and youth development principles as they relate to children and youth's physical, social, emotional and intellectual development. Ability to implement developmentally appropriate child and youth development principles and practices under immediate supervision to provide direct care, education and development for children and youth, individually or with groups of children and youth. Ability to interpret a curriculum or activity plan and follow written instructions. Ability to plan and organize work. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to promote and foster effective working relationships with children and youth and coworkers. Ability to work cooperatively as a member of a team.

Target Level: In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. The Military Child Care Act requires national accreditation of CY programs. Minimum education requirements are required by the accrediting body DoDI 1400.25-v14-5 requires completion of prerequisite training and education before advancing to the next level with or between paybands. In accordance with DoD, accrediting body, and CY Payband requirements incumbents must have: Completion of the DoN Standardized Module Training AND 12 months of experience working with children and youth. OR A Child Development Associate (CDA) credential or Military School-Age (MSA) credential. OR 2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate. Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth. Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth. Skill to promote and foster effective working relationships with children and youth and coworkers. Skill to work cooperatively as a member of a team. Ability to follow verbal and written

instructions. Ability to communicate effectively in English, both orally and in writing. Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

Selecting officials reserve the right to offer selectees position levels based on training and experience. This announcement will cover vacancies in multiple areas/locations of CYP in Sasebo, Japan.

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003, this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

"Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test."

Must pass a pre-employment physical, provide evidence of immunization, and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DoD's Child and Youth Programs.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

OTHER INFORMATION

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The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age,

mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Bldg. 91.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.org/jobs> to find a sample format and information on Military Spouse Preference.

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REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

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JOB TITLE	CYP Leader
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs
JOB ANNOUNCEMENT NUMBER	FFR19-0069-OC
SALARY RANGE	\$13.87 - \$18.03 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, February 8, 2019
CLOSING DATE	Open Continuous
SERIES & GRADE	CY-1702-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	Various
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Leader is to provide appropriate specialized developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. This includes the provision of guidance, assistance, and mentoring for the CY Program Assistants. The incumbent works under the direction of the supervisor or other qualified higher graded employee, who provides guidance on scope of assignments and assistance on the more complex, non-routine problems encountered. Work is reviewed in terms of results achieved and adherence to established standards and procedures. Routine day-to-day assignments are normally performed independently with technical assistance available from supervisor when required. Routine assignments are spot-checked; the more technical assignments are closely reviewed for adherence to policies, procedures, and instructions.

DUTIES AND RESPONSIBILITIES

Mentors assigned CY Program Assistant team. Works with senior employees to provide instruction and training to lower-level employees. Assists lower-level employees in completing the Standardized Module Training. Assists the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional developmental training into practice by mentoring, guiding, and role-modeling. Models appropriate behaviors and techniques for working with children and youth. Provides suggestions and makes recommendations to credential practicum candidates. Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills. Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts. Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness. Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills. Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations. Sets up displays and bulletin boards. Arranges for and/or serves appropriate snacks or meals where applicable. Works with team members to prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity areas. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Encourages participant interest and establishes a program setting that promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques. Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation command policies, guidance, and standards. Maintains control of and

accounts for the whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions. Oversees arrival and departure of children and youth. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Interacts professionally with employees, parents, and local installation command personnel. Participates in conferences with parents, employees, school, representatives, and local installation command personnel. Briefs other employees and parents. Plans and conducts activities for parents in order to encourage parents to become involved. Observes children and youth and documents developmental progression and/or concerns and uses the information in planning. Assists CY Program Assistants with assessment tasks when needed. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools. Ensures assigned area achieves and maintains standards for DoD certification and national accreditation or equivalent. Ensures compliance with law, policies, and regulations applicable to DoD CY programs. Collects, maintains, and reports program participation data. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. Incumbents must have one of the following:

Completion of DoN Standardized Module Training AND 12-Months experience at the CY-II (GSE-04) Level.

OR

A Child Development Associate (CDA) credential or Military School-Age (MSA) credential AND completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth.

OR

A minimum of a 2-year degree in Youth Development, Child Development or a related field, which can include Recreation, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Early Childhood Education, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate.

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003, this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

"Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test."

Must pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DOD's Child and Youth Programs.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources>

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Bldg. 91.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement.)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).

- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.



JOB TITLE	CY Program Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs
JOB ANNOUNCEMENT NUMBER	FFR19-0068-OC
SALARY RANGE	\$10.12 - \$12.47 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, February 8, 2019
CLOSING DATE	Open Continuous
SERIES & GRADE	CY-1702-01/02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	Various
DUTY LOCATION(S)	Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Assistant is to provide appropriate specialized developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs.

DUTIES AND RESPONSIBILITIES

Entry Level: Assists in implementing and leading planned activities for program participants. Uses prepared curriculum and program materials. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Helps create adult-made games and play materials (mixing paint and play dough and assembling props for dramatic plays, activities, etc.). Assists with developing a list of needed supplies and equipment for submission to the supervisor. Helps establish a program environment that promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques as provided by supervisors. Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Performs other related duties as assigned.

Intermediate Level: Assists in planning and coordinating activities for program participants, including group as well as individual activities. Implements daily schedules and activity plans to ensure age and/or stage appropriateness. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Assists children and youth with special projects and homework. Cares for children and youth with special needs as directed by the supervisor. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange, and maintain indoor and outdoor activity areas and materials to accommodate daily schedule. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth, and adults. Interacts with children and youth using approved child guidance and youth development techniques. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings, and special events. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment

tools (as required), self-inspection materials, and national accreditation tools.

Target Level: Develops schedules and activity plans. This may include reviewing and providing input into schedules and activity plans developed by the entry level and intermediate level Educational Aids (CY Program Assistants), CY-1702-I. Ensures that program plans and activities incorporate the observed needs of individual children and youth. Implements activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program. Prepares and implements program options for children and youth with special requirements. Cares for children and youth with special needs as directed by the supervisor. Demonstrates, instructs, leads, and facilitates planned and spontaneous program activities. Role models developmentally appropriate practice and classroom or activity area management techniques. Promotes and models safety, fitness, health, and nutrition practices. Helps arrange for and/or serve appropriate snacks or meals where applicable. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Sets up displays and bulletin boards. Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies. Secures supplies, equipment, and facilities. Establishes a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Interacts with children and youth using approved child guidance and youth development techniques. Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings, and special events. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions. Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning. Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

QUALIFICATIONS PREFERRED

Entry Level: In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. Prior experience working with children and/or youth preferred. Ability to communicate effectively in English, both orally and in writing. Ability to follow verbal and written instructions. Ability to complete all DoN training requirements within the specified time frames, including orientation, initial, Standardized Module Training, and ongoing training requirements. Ability to promote and foster effective working relationships with children and youth and coworkers. Ability to work cooperatively as a member of a team.

Intermediate Level: In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. DoDI 1400.25-v14-5 requires completion of prerequisite training and education before advancing to the next level with or between paybands. In accordance with the CYP Pay band incumbents must: Have six (6) months experience working with children or youth in a child or youth setting. AND Have completed child abuse modules and modules 1, 2, and 10 of the DoN Standardized Module Training. Knowledge of basic child and youth development principles as they relate to children and youth's physical, social, emotional and intellectual development. Ability to implement developmentally appropriate child and youth development principles and practices under immediate supervision to provide direct care, education and development for children and youth, individually or with groups of children and youth. Ability to interpret a curriculum or activity plan and follow written instructions. Ability to plan and organize work. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to promote and foster effective working relationships with children and youth and coworkers. Ability to work cooperatively as a member of a team.

Target Level: In accordance with DoDI 6060.2, must be at least 18 years of age with a high school diploma or equivalent. The Military Child Care Act requires national accreditation of CY programs. Minimum education requirements are required by the accrediting body DoDI 1400.25-v14-5 requires completion of prerequisite training and education before advancing to the next level with or between paybands. In accordance with DoD, accrediting body, and CY Payband requirements incumbents must have: Completion of the DoN Standardized Module Training AND 12 months of experience working with children and youth. OR A Child Development Associate (CDA) credential or Military School-Age (MSA) credential. OR 2-year degree in Early Childhood Education (ECE), Child Development or related field of study, which can include Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate. Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth. Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth. Skill to promote and foster effective working relationships with children and youth and

coworkers. Skill to work cooperatively as a member of a team. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

Selecting officials reserve the right to offer selectees position levels based on training and experience. This announcement will cover vacancies in multiple areas/locations of CYP in Sasebo, Japan.

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Test Designated Position: In accordance with the Department of the Navy Test Designated Position listing issued 7 October 2003, this position is subject to both pre-employment and random drug testing as a condition of employment. A positive drug test, or failure to submit for testing, may become the basis for removal from this position.

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Must pass a pre-employment physical, provide evidence of immunization, and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DoD's Child and Youth Programs.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Bldg. 91.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
 NAF Human Resource Office (N941)
 PSC 473 Box 12
 FPO AP 96349-0001

Please visit our webpage at <http://www.navymwrsasebo.org/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.



JOB TITLE	CYP Cook
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs / MB CDC
JOB ANNOUNCEMENT NUMBER	FFR19-0062
SALARY RANGE	\$14.13 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, February 8, 2019
FIRST CUT-OFF DATE	Friday, February 22, 2019
CLOSING DATE	Open Until Filled
SERIES & GRADE	NA-7404-08
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Cook position is to perform a variety of food preparation and food service tasks for the CYP. This position is located in a child Development Center (CDC) but may assist with food preparation for the School Age Care (SAC) Program.

DUTIES AND RESPONSIBILITIES

The CYP Cook performs various tasks or a sequence of tasks in food service preparation. Tasks consist of several steps that require attention to work operations and follow an established sequence of work. These tasks are related to food preparation and service, kitchen maintenance, and food storage. Prepares all types of meats, poultry, seafood, vegetables, fruit sauces, and gravies for menus. Prepare, cook, season, and portion food for all meals by following standardized recipes at different levels of difficulty and plan, regulate, and schedule cooking procedures so that numerous completed food products are ready at the appropriate temperature and time. Plan and prepare or coordinate the preparation of an entire meal. Prepare menu items using special or difficult recipes that require numerous interrelated steps, many ingredients, lengthy preparation time. Prepare a variety of menu items using several different and complex methods of preparation such as cool or chill. Designs, implements and maintains specialized and general office. Monitor temperatures and steam pressures, evaluate the condition of food being cooked at frequent intervals, and turn and baste meat to add flavor and to prevent uneven cooking and drying out. Modify recipes for ingredient quantities, the number of servings, and the size of the equipment available. May perform the following: cleaning serving carts, food preparation areas, cupboards, drawers, and dishwashing areas; set up and operate a mechanical dishwasher; scrapes, soaks, scours, and scrubs the heavier cooking utensils such as mixing bowls and pots; performs heavy-duty cleaning tasks throughout the food service and related areas, such as cleaning ceilings; cleaning exhaust hoods; cleaning spaces under and behind kitchen equipment, including moving the equipment; washing floors and walls with powered cleaning equipment; cleaning walk-in refrigerators and freezers; and sanitizing garbage room. Maintains work area in a clean and orderly manner, adhering to NAVMED P5010 and all local policies and procedures. Labels and dates all items in refrigerators and freezers and stores leftovers in accordance with sanitation and health standards. Stores canned, boxed, and/or frozen items in food storage area. May unload food and supplies from delivery trucks. Responsible for complying with security, fire and sanitation rules, policies, procedures, and regulations. Ensures compliance with U.S. Agriculture (USDA) Child and Adult Care Food Program (CACFP), and all pertaining standards, policies, and regulations. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

Incumbent must be at least 18 years of age with a High School Diploma or equivalent.

Knowledge and understanding of food handling techniques, personal hygiene standards, and safe work procedures. Thorough knowledge of the full range of food preparation principles including the

techniques and procedures necessary to develop new or revise current recipes and to prepare and cook food in large quantities.

Working knowledge of sanitation standards and procedures to prevent contamination, such as the need to clean equipment previously used for raw food before further use and the need to use a chemical sanitizer or maintain proper water temperature when cleaning dishes.

Skill to perform tasks involving several procedures to prepare and cook food in large quantities.

Skill to overcome practical production problems, evaluate final food products, and initiate corrective action when an item does not meet established quality standards.

Skill to develop standardized recipes for quantity cooking; able to expand and modify recipes according to the capacity of the equipment in the kitchen as well and in response to adjustments in the number of servings required.

Skill to manage various cooking processes so that food items are served at their peak taste, texture, and appearance with minimum holding periods and so that safe and critical temperature and time control points are met.

Ability to coordinate a full range of food preparation activities involving quantity food production where a number of items are cooked simultaneously and require varied cooking methods, timing requirements, many ingredients, and numerous interrelated steps.

Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skill.

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

Position is subject to special inoculation and immunization requirements as a condition of employment for working with children. Employee is required to obtain appropriate immunization against communicable diseases in accordance with recommendations from the Advisory Committee on Immunization Practices (ACIP), which includes the influenza vaccine.

Must pass a pre-employment physical, provide evidence of immunization, and be free from communicable disease.

Must satisfactorily obtain or complete required training certificates and maintain certifications or credentials required by federal, state or National Accreditation institutions utilized as part of DoD's Child and Youth Programs.

Incumbents must satisfactorily complete all background checks, including a fingerprint check, a National Agency Check with Inquiries (NACI), and a State Criminal History Repository (SCHR) check for childcare positions. Incumbents must also meet all requirements for military base access, and satisfactorily complete a Local Law Enforcement Agency Check (LEAC), as well as the following components of an Installation Record Check (IRC): a check of the Alcohol and Drug Management Information System (ADMITS), a check of the Family Advocacy Program (FAP) records, and a check of the Naval Criminal Investigative Service (NCIS) Consolidated Law Enforcement Operations Center (CLEOC).

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, incumbents will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the incumbent will be automatically disqualified if he/she has been held to be negligent in

a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

"Marijuana is a Schedule I drug under the Controlled Substances Act and therefore use of marijuana is illegal under Federal law regardless of State laws. A positive drug test result for marijuana (or any other drug tested for) will result in withdrawal of the tentative job offer and ineligibility to apply for a position within the Department of Defense for 6 months from the date of the drug test."

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building 91.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
NAF Human Resource Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

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Please direct inquiries to: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s))
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: (315) 243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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JOB TITLE	Sales Clerk
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Paws & Claws
JOB ANNOUNCEMENT NUMBER	FFR19-0040
SALARY RANGE	\$10.00 Hourly
OPENING DATE	Friday, January 18, 2019
FIRST CUT-OFF DATE	Friday, February 1, 2019
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-2091-02
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

JOB SUMMARY

This position is located in Facilities Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The purpose of this position is to provide assistance to the Facilities Manager by attending the Animal Holding Facility (Paws & Claws) and performing administrative, operational and resale duties to its operation.

DUTIES AND RESPONSIBILITIES

Opens Animal Holding Facility as set in regular operational hours. Inspects facility for damage or malfunctioning equipment, reports findings that require attention. Determines the general condition of pets and contacts owners or alternate in case of obvious distress or discomfort to animal. Completes overall inspection of facilities, including; trash pickup, trash cans emptying as needed, floor sweeping, window washing, and general cleaning as needed. Police grounds and recover and dispose of litter and trash. These tasks are to be completed on a daily basis, or more often as needed. Greets customers, provide tour of facility and explain services. Directs customer to U.S. Army Veterinary Services for initial pet examination. Fully explains MWR policy and contract to customer. Fills out contract and properly files information as directed by local procedure. Fills out sales receipts by recording description of item, unit retail price, number of items, and total retail price. Reaches grand total for merchandise or services through use of a calculator or multi-function cash register. Answer phones calls and inquiries for facility services. Maintains daily records as required or directed. Monitors general condition of pets and contacts appropriate person/persons as needed. Secures Animal Holding Facility as set in regular operational hours. Assures all animals are safe and secure in assigned pens, (visually check for each animal, physically check pen door latch and confirm security). Completes final daily policing of facility; sweep floors, empty trash, etc. Completes Daily Activity Record (DAR). Provides each animal with water for the night. Assures security of windows and doors. Makes DAR and cash sales drop. May be tasked to provide assistance to U.S. Army Veterinary Services technicians and vets. This may include accepting and recording sales receipts by recording description of item, unit retail price, number of items, and total retail price, etc.; answering phone calls and inquiries for facility services; maintaining daily records as required or directed; receiving stock shipments; stocking or re-stocking shelves as needed; conducting inventories of stock and providing information to management on a monthly basis. Maintains neat and orderly facility by vacuuming or sweeping the floors, emptying trash cans, and general cleaning as required. Incumbent must present a neat, well-groomed appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Possesses experience and background in the use of cash register and other related office equipment. Requires basic word processing, accounting and computerized spreadsheet skills on a personal computer. Ability to meet and deal with the public effectively and efficiently and dealing with difficult situations in customer service is a must. Must present a neat and pleasant demeanor when dealing with the public. Experience working with and around animals, preferably in a kennel or veterinary environment is required. Must have the ability to work harmoniously with supervisors and other

employees of MWR. Must work to assist in achieving the goals and objectives of the MWR Department and Commander Fleet, Sasebo. Must obtain rabies preventive shot series within 90 days of appointment. Must possess the skills in dealing with the public in a polite and courteous manner.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must be able to work varied work schedules to include evenings, weekends, and holidays.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

HOW TO APPLY

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Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

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REQUIRED DOCUMENTS

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- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
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- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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JOB TITLE	Library Aid
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Library
JOB ANNOUNCEMENT NUMBER	FFR19-0039
SALARY RANGE	\$8.50 Hourly
OPENING DATE	Friday, January 18, 2019
FIRST CUT-OFF DATE	Friday, February 1, 2019
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-1411-01
POSITION INFORMATION	RFT
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

JOB SUMMARY

This position is located in the Community Recreation Division of the Fleet Readiness (FR) Department, Fleet Activities, Sasebo, Japan. The purpose of the position is to provide administrative and clerical support to the Librarian and patrons of the library.

DUTIES AND RESPONSIBILITIES

Shelves books, magazines, and other library materials according to the various systems used in libraries and ensures all materials are re-shelved in correct order. Reviews library's collection to ensure library materials are maintained in correct order in their assigned areas. Checks condition of books in designated areas, removes obsolete/damaged materials for review by a librarian, and performs minor mending. Processes new, rebound, and reconditioned library materials for circulation and reference according to established procedures. Assists with annual inventory of collection. Assists with automated and manual circulation duties, registering and deleting users, charging and discharging library materials, taking requests for reserves and interlibrary loans, and checking to ensure those requests are filled. Assists with processing overdue books. Following established procedures, assists with the library procurement/acquisition process. Explain library rules to users and ensures that users observe library rules. Assists users in locating books and information in card catalogs, databases, and on the shelves, referring difficult questions to higher staff members. Performs routine clerical task such as answering the telephone, taking messages, and referring callers or visitors to the appropriate staff member. Assists in maintaining and updating library statistics and filing. Uses a variety of word processing software to prepare and print a variety of letters, reports, memos, and other text documents. Assists in implementing programs, publicity, and the marketing of library services.

QUALIFICATIONS REQUIRED

Incumbent must have a practical knowledge of library or related information services, tools, and methods and procedures. Must possess a high school diploma or equivalent. Must possess good customer service skills. Ability to communicate with patrons by phone and in person. Ability to operate a personal computer. Ability to make decisions, resolve problems or discrepancies based on knowledge of rules, regulations, and procedures.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

OTHER INFORMATION

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

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Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan
 NAF Human Resource Office (N941)
 PSC 473 Box 12
 FPO AP 96349-0001

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REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

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JOB TITLE	Cashier
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Hario Gaming
JOB ANNOUNCEMENT NUMBER	FFR19-0038
SALARY RANGE	\$8.17 Hourly
OPENING DATE	Friday, January 18, 2019
FIRST CUT-OFF DATE	Friday, February 1, 2019
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0530-01
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

JOB SUMMARY

This position is located in various divisions of the Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent of this position is to provide basic money exchange services to patrons.

DUTIES AND RESPONSIBILITIES

The incumbent is responsible to verify all cash received, to include the Yen change fund and Dollar change fund. Cash checks (limit \$100.00 per person per day); ensuring that checks are correctly filled out and legible; and assure that proper identification is furnished by all patrons to assure that the patron is eligible to cash checks. Makes Yen exchange for patrons. Wrap coins for all slot machine sales. Assure that all patrons furnish proper identification when situation warrants such action. Accountable for all slot machines malfunction payouts. Complete appropriate paper work and maintain accurate records. Maintain necessary records and prepare required reports for each shift. Answer incoming phone calls and answer inquiries, paging customers, etc. Maintain the work area in a presentable condition. Incumbent must present a neat, well-groomed, professional appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Cashier experience is highly desirable. Must be familiar with Yen currency. Basic arithmetic and cash handling procedures are required. Must be able to work day, evening and weekend shifts, including holidays. Must be reliable, courteous and have the ability to deal and converse with the public in a friendly and courteous manner.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must be able to work varied work schedules to include evenings, weekends and holidays.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

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BENEFITS

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HOW TO APPLY

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REQUIRED DOCUMENTS

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AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
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Tel: 315-243-5446 / 046-816-5446
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JOB TITLE	Cook
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR19-0036
SALARY RANGE	\$11.06 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, January 18, 2019
FIRST CUT-OFF DATE	Friday, February 1, 2019
CLOSING DATE	Open Until Filled
SERIES & GRADE	NA-7404-04
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

SUMMARY OF DUTIES AND RESPONSIBILITIES

Performs a full range of cooking tasks by preparing and cooking items fulfilling a fast-casual American cuisine menu, including Burgers, Sandwiches, Rotisserie Chicken and other specialty items. Broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings. Prepares convenience items such as frozen French fries, fish fillets, and chicken nuggets. May prepare and bake pizza. Prepares foods by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, and breading. Weighs, measures, and dispenses foods in accordance with portion controls. Mixes ingredients according to precisely written recipes. Sets up and replenishes assigned work station. Covers, dates, and stores leftovers according to established procedures. Cleans and maintains equipment and work areas. Maintains accurate food inventories and rotates stock items to prevent spoilage. Assists with on and off-site catering and special events. Performs other related duties as required.

QUALIFICATIONS REQUIRED

Working knowledge of the methods and procedures relating to food preparation, and the skill to apply such information to cook a variety of foods. Ability to read and understand written food service material such as food labels, standardized recipes, etc. Ability to perform basic arithmetic computations in multiplying ingredients for a recipe and calculating how many servings. Knowledge of the characteristics of various foods such as color, flavor, consistency, texture, and temperature and cooking time required. Skill in planning, coordinating and timing sequence of steps required to have all menu items ready for serving at specified time. Knowledge of sanitation principles, and passing grade in Food Handler Safety Class.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must be able to work day, night and weekend shifts, including holidays.

OTHER INFORMATION

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HOW YOU WILL BE EVALUATED

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BENEFITS

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HOW TO APPLY

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REQUIRED DOCUMENTS

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- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
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AGENCY CONTACT INFO

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JOB TITLE	Recreation Aid (Liberty)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty Center
JOB ANNOUNCEMENT NUMBER	FFR19-0035
SALARY RANGE	\$8.00 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, January 18, 2019
FIRST CUT-OFF DATE	Friday, February 1, 2019
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

JOB SUMMARY

This position is located in the Liberty Center, Fleet Recreation Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The purpose of this position is to issue and control the issuance and maintenance of recreational equipment and to provide control and assistance in the operation and maintenance of the Liberty Center facility.

DUTIES AND RESPONSIBILITIES

Incumbent ensures that the facility is prepared for events as scheduled. Ensures that the facility equipment is maintained in clean and orderly condition. Duties include issuing of recreational equipment to authorized personnel. Maintains an inventory on all equipment. Keeps a daily record of all delinquent equipment and assists in a follow-up by phone or in writing to personnel who have checked-out equipment and have not returned it on time. Receives recreation equipment from patrons after use. Returns equipment to proper storage. Estimates needs and suggests actions to supervisor for restocking and replacing items. May operate a cash register. Assists in planning a schedule of events for young adult oriented programs. May participate in brainstorming sessions to determine those activities that would meet the social and recreational needs of young adults at CFAS. Provides information to patrons about offered programs and upcoming events. Assists in overall publicity campaigns to promote specific programs. May serve as tour guide/facilitator on program trips. May perform clerical duties in preparation for specific programs, i.e., telephone communication, filing, typing, etc. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Must be a mature individual with a pleasant, responsible attitude who is capable of controlling people and applying good judgment in assessing the equipment used. Must present a neat, clean and presentable appearance at all times. Must have the ability to work harmoniously with co-workers and other employees of the MWR Department.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must be able to work day, evening and weekend shifts, including holidays.

OTHER INFORMATION

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physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building 91.

Or send your resume via email: MWR_RECRUITMENT@fe.navy.mil

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 NAF Human Resource Office (N941)
 PSC 473 Box 12
 FPO AP 96349-0001

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AGENCY CONTACT INFO

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PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
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JOB TITLE	Recreation Aid (Liberty)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty Center
JOB ANNOUNCEMENT NUMBER	FFR19-0034
SALARY RANGE	\$8.00 Hourly
OPENING DATE	Friday, January 25, 2019
FIRST CUT-OFF DATE	Friday, February 8, 2019
CLOSING DATE	Open Until Filled
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

JOB SUMMARY

This position is located in the Liberty Center, Fleet Recreation Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The purpose of this position is to issue and control the issuance and maintenance of recreational equipment and to provide control and assistance in the operation and maintenance of the Liberty Center facility.

DUTIES AND RESPONSIBILITIES

Incumbent ensures that the facility is prepared for events as scheduled. Ensures that the facility equipment is maintained in clean and orderly condition. Duties include issuing of recreational equipment to authorized personnel. Maintains an inventory on all equipment. Keeps a daily record of all delinquent equipment and assists in a follow-up by phone or in writing to personnel who have checked-out equipment and have not returned it on time. Receives recreation equipment from patrons after use. Returns equipment to proper storage. Estimates needs and suggests actions to supervisor for restocking and replacing items. May operate a cash register. Assists in planning a schedule of events for young adult oriented programs. May participate in brainstorming sessions to determine those activities that would meet the social and recreational needs of young adults at CFAS. Provides information to patrons about offered programs and upcoming events. Assists in overall publicity campaigns to promote specific programs. May serve as tour guide/facilitator on program trips. May perform clerical duties in preparation for specific programs, i.e., telephone communication, filing, typing, etc. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Must be a mature individual with a pleasant, responsible attitude who is capable of controlling people and applying good judgment in assessing the equipment used. Must present a neat, clean and presentable appearance at all times. Must have the ability to work harmoniously with co-workers and other employees of the MWR Department.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Must be able to work day, evening and weekend shifts, including holidays.

OTHER INFORMATION

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HOW YOU WILL BE EVALUATED

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BENEFITS

NAF Flexible (FLEX) employees are not eligible for benefits or leave accrual.

HOW TO APPLY

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JOB TITLE	Tools and Parts Attendant
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Auto Hobby Shop
JOB ANNOUNCEMENT NUMBER	FFR19-0032
SALARY RANGE	\$11.83 Hourly
OPENING DATE	Friday, January 18, 2019
FIRST CUT-OFF	Friday, February 1, 2019
CLOSING DATE	Open Until Filled
SERIES & GRADE	NA-6904-05
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius)

JOB SUMMARY

This position is located in the Facilities Division (Auto Hobby Shop), Morale, Welfare and Recreation Department, Fleet Activities Sasebo, Japan. The purpose of this position is to receive, store and issue the full range of tools and parts used by customers at the Auto Hobby Shop.

DUTIES AND RESPONSIBILITIES

Receives stores, identifies and issues the full range of available items used by customers at the shop. Items primarily consist of hand tools; small electric tools used for automotive repair and replacement parts. Receives, stores and inventories items. Checks incoming shipments of stock by comparing items names and identification numbers with receiving reports and by opening, counting and visually checking contents of containers. Reports overages, shortages or damaged items. Stores items in establishing locations and sets up specific locations for new items, considering such factors as the use, size, shape, weight and similar nomenclature of items. Tags locations and enter names, quantities and locations of stock onto locator records. Conducts inventories by counting items on hand, searching bins for missing items and taking recounts as necessary. Issues and processes returned items. Selects items based on specific identifying information, or by converting shop terms to standard nomenclature, stock or part numbers. Refers to locator files, issue and turn-in records and part number change lists to identify and locate items. Follows up to assure return of nonexpendable items and checks upon return for damage or maintenance needs. May perform minor maintenance such as cleaning stock and parts, applying protective coatings and replacing wooden handles on broken tools. Reports obviously damaged or inoperative tools used or excess stock or parts to the supervisor. Collects user fees, runs a cash register and fills out cash reports. Enforces shop safety precautions. Incumbent must present a neat, well-groomed appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

Requires skill in storing incoming items and verifying overages, storages or damaged items. Must be able to select and set up storage locations, considering such factors as the use, size, weight, shape and nomenclature of items.

Must be skilled in converting shop names to standard nomenclature and in determining the location, availability and specific identification of items by referring to locator files issue and turn-in records and part number change lists.

Requires skill in searching for missing items and taking recounts during physical inventories. Requires customer service skills and the ability to operate a cash register.

Must have the basic knowledge of automotive maintenance repairs and service. Knowledge of shop equipment, car lifts, tire changer, etc. required. Must have or be able to obtain a U.S. Government Vehicle Driver's License.

CONDITIONS OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

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