

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE POSITION	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
FFR21-0071-OC	CY Program Assistant	CY-1702-01/02 FLEX	\$10.63 - \$13.03	Child and Youth Program (Main Base / Hario)	SOFA Sponsored	Close: 12/31/2021
https://www.usajobs.gov/GetJob/ViewDetails/590908300						
FFR21-0072-OC	CYP Leader	CY-1702-02 RFT	\$14.57 - \$16.52	Child and Youth Program (Main Base / Hario)	SOFA Sponsored or Seeking SOFA	Close: 12/31/2021
https://www.usajobs.gov/GetJob/ViewDetails/591057900						
FFR21-0073-OC	CY Program Assistant	CY-1702-01/02 RFT	\$10.63 - \$13.03	Child and Youth Program (Main Base / Hario)	SOFA Sponsored or Seeking SOFA	Close: 12/31/2021
https://www.usajobs.gov/GetJob/ViewDetails/590908100						
FFR21-0090C	Waiter/Waitress	NA-7420-03 FLEX	\$10.79	Harbor View Club	SOFA Sponsored	Close: 11/04/2021 First Cut-off: 10/22/2021
https://www.usajobs.gov/GetJob/ViewDetails/613699700						
FFR21-0111B	Recreation Assistant (Lifeguard)	NF-0189-02 RFT	\$10.00 - \$13.00	Aquatics	SOFA Sponsored	Close: 10/15/2021
https://www.usajobs.gov/GetJob/ViewDetails/608384300						
FFR21-0132B	Club Operations Assistant (Duty Manager)	NF-1101-02 RFT	\$10.00 - \$14.00	Galaxies Club	SOFA Sponsored	Close: 10/15/2021
https://www.usajobs.gov/GetJob/ViewDetails/612977300						
FFR21-0150	Club Operations Assistant (Duty Manager)	NF-1101-02 FLEX	\$10.00 - \$14.00	Galaxies Club	SOFA Sponsored	Close: 11/25/2021
https://www.usajobs.gov/GetJob/ViewDetails/593361500						
FFR21-0219D	Recreation Aid (Liberty Center)	NF-0189-01 FLEX	\$8.50	Auto Hobby Shop	SOFA Sponsored	Close: 12/31/2021 First Cut-off: 10/15/2021
https://www.usajobs.gov/GetJob/ViewDetails/614953300						
FFR21-0373	Tools and Parts Attendant	NA-6904-05 FLEX	\$12.59	Auto Hobby Shop	SOFA Sponsored	Close: 12/31/2021
https://www.usajobs.gov/GetJob/ViewDetails/613136800						
FFR21-0391A	Bartender	NA-7405-05 FLEX	\$12.59	Galaxies Club	SOFA Sponsored	Close: 10/13/2021
https://www.usajobs.gov/GetJob/ViewDetails/612679500						

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
		POSITION				
FFR21-0392	Recreation Specialist (Physical Fitness)	NF-0188-03 RFT	\$12.00 - \$15.00	Fleet Fitness Complex	SOFA Sponsored	Close: 10/17/2021
https://www.usajobs.gov/GetJob/ViewDetails/613137800						
FFR21-0399A	Recreation Aid (Liberty)	NF-0189-01 RFT	\$8.50	Liberty	SOFA Sponsored	Close: 11/24/2021 First Cut-off: 10/26/2021
https://www.usajobs.gov/GetJob/ViewDetails/617021500						
FFR21-0405	Sales Clerk	NF-2091-02 FLEX	\$10.00	Paws & Claws	SOFA Sponsored	Close: 12/31/2021
https://www.usajobs.gov/GetJob/ViewDetails/608838900						
FFR21-0441A	Recreation Aid (Sports & Fitness)	NF-0189-01 RFT	\$8.00 - \$9.00	Fleet Fitness Complex	SOFA Sponsored	Close: 11/17/2021 First Cut-off: 10/19/2021
https://www.usajobs.gov/GetJob/ViewDetails/616393700						
FFR21-0464A	CYP Operations Clerk	NF-0303-02 RFT	\$12.57	Child and Youth Program (Main Base / Hario)	SOFA Sponsored	Close: 10/14/2021 First Cut-off: 09/30/2021
https://www.usajobs.gov/GetJob/ViewDetails/614291600						
FFR21-0524	Bar Assistant	NA-7405-02 FLEX	\$9.98	Galaxies Club	SOFA Sponsored	Close: 12/31/2021
https://www.usajobs.gov/GetJob/ViewDetails/615128300						
FFR21-0543	Front Desk Associate	NF-0303-02 RFT	\$9.00 - \$11.00	NGIS	SOFA Sponsored	Close: 11/05/2021 First Cut-off: 10/21/2021
https://www.usajobs.gov/GetJob/ViewDetails/615117500						
FFR21-0548	Recreation Assistant (FSA Support)	NF-0189-02 RFT	\$9.00 - \$11.00	Fleet Fitness Complex	SOFA Sponsored	Close: 11/05/2021 First Cut-off: 10/21/2021
https://www.usajobs.gov/GetJob/ViewDetails/615117200						
FFR21-0550	Recreation Assistant (ITT)	NF-0189-02 RFT	\$10.00	Information Tours & Travels	SOFA Sponsored	Close: 11/16/2021 First Cut-off: 10/18/2021
https://www.usajobs.gov/GetJob/ViewDetails/616252400						
FFR21-0588	Public Affairs Specialist	NF-1035-03 RFT	\$12.98 - \$15.38	Administrative Office - Marketing	SOFA Sponsored	Close: 11/24/2021 First Cut-off: 10/26/2021
https://www.usajobs.gov/GetJob/ViewDetails/617020300						

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. please 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 CNRJ NAF HRO, via email at MWR_Recruitment@fe.navy.mil and CFAS NAF HRO, M-SA-MWRHROOffice@fe.navy.mil.

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	Child and Youth Programs Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs /Various
JOB ANNOUNCEMENT NUMBER	FFR21-0071-OC
SALARY RANGE	\$10.63 - \$13.03 Hourly (Entry Level – Target Level)
OPENING DATE	Monday, February 01, 2021
NEXT CUT OFF DATE	Tuesday, July 20, 2021 (subsequent cut-offs every 20 days)
CLOSING DATE	Friday, December 31, 2021
SERIES & GRADE	CY-1702-01/02
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	Various
DUTY LOCATION(S)	Commander 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

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Mentor

- 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.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development 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.

Curriculum

- 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 for bulletin boards.
- Arranges for and/or services appropriate snacks or meals where applicable

Indoor and Outdoor Environment

- 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 area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

Supervision of Children and Youth

- 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.
- Maintains control of and accounts for 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.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. 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.

Compliance

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

Additional Responsibilities

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

A qualified candidate possesses the following:

Entry Level (CY-1702-01)

- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all Department of the Navy (DoN) training requirements within the specified timeframe.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Intermediate Level (CY-1702-01)

Entry Level abilities plus:

- Knowledge of basic child and youth development principles to meet the physical, emotional, social, and intellectual development needs of children and youth.
- Ability to implement developmentally appropriate principles and practices to provide high-quality direct care and education and development.
- Ability to interpret a curriculum or activity plan.
- Ability to follow written instructions.
- Ability to plan and organize, and work cooperatively as a member of a team.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Target Level (CY-1702-02)

Entry and Intermediate Levels' knowledge and abilities plus:

- Knowledge of child and youth development principles in order to appropriately inform the efficient and effective program response to meet the needs of children and youth.
- Skill to implement developmentally appropriate child and youth development principles, practices, and services in order to provide high-quality direct care and education for children and youth, either individually or within groups.
- Skill to promote and foster effective working relationships with children, youth, and coworkers.
- Skill to work cooperatively as a member of a team.
- Skill in verbal communication in order to provide basic program information and explain CYP processes and procedures.

EDUCATION

****Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. ****

Entry Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent.

Note: Prior experience working with children and/or youth is preferred.

Intermediate Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, have six (6) months of experience working with children or youth in a child and youth setting AND have the following:

Completion of Navy Entry Level training requirement (Army, Air Force, and Marine equivalent accepted).

Target Level (CY-1702-02)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting AND have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

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 Cont.:

This is a designated position and Random Drug Testing required

Additional Information**Conditions of Employment Cont.:**

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a 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.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

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 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 of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

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 apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwrsasebo.org/jobs>.

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

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

REQUIRED DOCUMENTS

- Resume and 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 (such as high school diploma/GED, clinical licensure, 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

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

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.**



JOB TITLE	Child and Youth Programs Leader
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs/ Various
JOB ANNOUNCEMENT NUMBER	FFR21-00720C
SALARY RANGE	\$14.57 - \$16.52, Depending on Experience Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Monday, February 1, 2021
NEXT CUT OFF DATE	Monday, July 19, 2021 (subsequent cut-offs every 20 days)
CLOSING DATE	Friday, December 31, 2021
SERIES & GRADE	CY-1702-02
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

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Mentor

- 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.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development 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.

Curriculum

- 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 for bulletin boards.
- Arranges for and/or services appropriate snacks or meals where applicable

Indoor and Outdoor Environment

- 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 area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

Supervision of Children and Youth

- 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.
- Maintains control of and accounts for 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.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. 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.

Compliance

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

Additional Responsibilities

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

A qualified candidate possesses the following:

- Knowledge of developmentally appropriate programs designed to meet physical, emotional, social and cognitive needs of children and youth from 6 weeks to 18 years of age.
- Knowledge of child and youth development principles, practices, and techniques.

- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Skill in understanding interests and motivation of individuals and groups in a CYP environment.
- Skill in program planning, organizing, and employee scheduling.
- Skills to provide leadership, mentoring, and guidance to CY Program
- Ability to identify and respond to emergency situations.
- Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.
- Ability to develop curriculum outlines and lesson plans/guides.
- Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal skills
- 1 year of experience at the CY-II (GSE-04) Level **OR** 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.

EDUCATION

****Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. ****

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting **AND** have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

Additional Information

Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a 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.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

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 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 of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

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: <https://www.nafhealthplans.com/enrollment/cnic/>

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- 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

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. ***If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s).** Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send your resume/application and required documents via email: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navywmrsasebo.com/directory-more/job-opportunities>.

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be

submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

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**.



JOB TITLE	CY Program Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs /Various
JOB ANNOUNCEMENT NUMBER	FFR21-0073-OC
SALARY RANGE	\$10.63 - \$13.03 Hourly (Entry Level – Target Level) Plus Non-Taxable Post Allowance
OPENING DATE	Monday, February 01, 2021
CUT OFF DATE	Cut-offs every 1st and 15th of each month
CLOSING DATE	Friday, December 31, 2021
SERIES & GRADE	CY-1702-01/02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	Various
DUTY LOCATION(S)	Commander 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

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). CYP Assistants perform entry level direct care duties while in training to advance to higher level duties. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the CY Program Assistant have been grouped into categories, including curriculum, indoor and outdoor environment, interactions and relationships, supervision of children and youth, parent and employee communication, assessment, compliance, and additional responsibilities. Each is described below.

Mentor

- 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.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development 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.

Curriculum

- 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 for bulletin boards.

- Arranges for and/or services appropriate snacks or meals where applicable

Indoor and Outdoor Environment

- 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 area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

- Encourages participant interest and establishes a program setting that promotes positive interaction with other children, youth and adults.
- Interacts with children and youth using approved child guidance and youth development techniques.

Supervision of Children and Youth

- 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.
- Maintains control of and accounts for 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.

Parent and Employee Communication

- Interacts professionally with employees, parents, and local installation command personnel.
- Participates in conferences with parents, employees, school representatives, and local installation personnel. Briefs other employees and parents.
- Plans and conducts activities for parents in order to encourage parents to become involved.

Assessment

- Observes children and youth and documents developmental progression and/or concerns. 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.

Compliance

- Ensures assigned area achieve and maintains standards for the DoD certification and national accreditation or equivalent.
- Ensures compliance with law, policies, and regulations applicable to DoD CY programs.

Additional Responsibilities

- Collects, maintains, and reports program participation data.
- Performs other related duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

A qualified candidate possesses the following:

Entry Level (CY-1702-01)

- Ability to communicate effectively in English, both orally and in writing.
- Ability to follow verbal and written instructions.
- Ability to complete all Department of the Navy (DoN) training requirements within the specified timeframe.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Intermediate Level (CY-1702-01)

Entry Level abilities plus:

- Knowledge of basic child and youth development principles to meet the physical, emotional, social, and intellectual development needs of children and youth.
- Ability to implement developmentally appropriate principles and practices to provide high-quality direct care and education and development.
- Ability to interpret a curriculum or activity plan.
- Ability to follow written instructions.
- Ability to plan and organize, and work cooperatively as a member of a team.
- Ability to promote and foster effective working relationships with children, youth, and coworkers.
- Ability to work cooperatively as a member of a team.

Target Level (CY-1702-02)

Entry and Intermediate Levels' knowledge and abilities plus:

- Knowledge of child and youth development principles in order to appropriately inform the efficient and effective program response to meet the needs of children and youth.
- Skill to implement developmentally appropriate child and youth development principles, practices, and services in order to provide high-quality direct care and education for children and youth, either individually or within groups.
- Skill to promote and foster effective working relationships with children, youth, and coworkers.
- Skill to work cooperatively as a member of a team.
- Skill in verbal communication in order to provide basic program information and explain CYP processes and procedures.

EDUCATION

****Must provide a copy of your H.S. Diploma, GED, or College Transcripts (showing degree awarded/conferred) when you apply. ****

Entry Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent.

Note: Prior experience working with children and/or youth is preferred.

Intermediate Level (CY-1702-01)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, have six (6) months of experience working with children or youth in a child and youth setting AND have the following:

Completion of Navy Entry Level training requirement (Army, Air Force, and Marine equivalent accepted).

Target Level (CY-1702-02)

A successful candidate must be at least 18 years of age with a high school diploma or equivalent, possess one (1) year of experience working with children or youth in a child and youth setting AND have one of the following:

Completion of the DoD standardized training courses;

OR

A valid Child Development Associate (CDA) credential or Military School-Age (MSA) credential;

OR

A minimum of a 2-year degree in degree in Early Childhood Education (ECE), Child Development, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Youth Development, or other field related to Pre-K or Primary Education.

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 Cont.:

This is a designated position and Random Drug Testing required

Additional Information

Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

Pass a pre-employment physical, provide evidence of immunization, be free of all communicable

diseases, and obtain appropriate immunization against communicable diseases.

Undergo pre-employment and random drug testing. A positive drug test, or failure to submit for testing, is a 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.

Complete required training certificates, and maintain certifications or credentials required by Federal, State, and/or national accreditation institutions used as part of DoD's Child and Youth Programs.

Ability to sustain considerable walking, standing, bending and stooping, and lifting up to 40 pounds.

Pass all applicable records and background checks.

Incumbents must satisfactorily complete all background checks for child care positions, including fingerprint checks, a Tier 1 with Child Care check, and a State Criminal History Repository (SCHR) check. All individuals involved in the provision of child care services on a Department of Navy (DON) installation or in a DON-sanctioned program must complete the Installation Records Check (IRC). The IRC includes a check of the Substance Abuse Rehabilitation Program (SARP) records in the Alcohol and Drug Management Information Tracking System (ADMITS) database, a check of the Family Advocacy Program (FAP) records in the Fleet and Family Support Management Information System (FFSMIS), and an installation security/base check via the Navy Justice Information System (NJIS) database and/or other law enforcement systems. This information will be used to determine suitability for the applicant in accordance with criteria for automatic and presumptive disqualifiers, per DoDI 1402.05.

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 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 of or serious injury to a child or dependent person entrusted to the individual's care.

Some positions have special requirements. Selectee may be required to complete a one (1) year probationary period. Participation in Direct Deposit/Electronic Fund Transfer within the first 30 days of employment is required.

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 apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <http://www.navymwrsasebo.org/jobs>.

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

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

REQUIRED DOCUMENTS

- Resume and 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 (such as high school diploma/GED, clinical licensure, 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

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

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.**



JOB TITLE	Waiter/Waitress
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Harbor View Club
JOB ANNOUNCEMENT NUMBER	FFR21-0090C
SALARY RANGE	\$10.79 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, September 10, 2021
FIRST CUT-OFF	Friday September 24, 2021 (subsequent cut-off every 20 days)
CLOSING DATE	Thursday, November 4, 2021
SERIES & GRADE	NA-7420-03
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)

This is a re-advertisement of announcement FFR21-0090B which closed on 09/01/21

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fleet Readiness Branch; Fleet and Family Readiness (FFR) Programs; Commander, Navy Installations Command (CNIC).

DUTIES AND RESPONSIBILITIES

Performs necessary preparations in assigned area prior to opening the dining room such as; setting the tables with cloths, silverware, glasses, condiments, napkins, and decorations. Prepares back-up tables with such supplements as butter, ice, coffee, fruits, juices, salads, and breads. Must be familiar with the menu for the day, offer suggestions if requested, record desired selections from guests and turn in the order for preparation to the kitchen. Serves side dishes such as salads, fruit dishes, bread, wine or other beverages. When meal is completed, clears and cleans table and the immediate area, and resets the table in preparation for the next guests. Performs other related duties as required. Must meet minimum age requirement.

QUALIFICATIONS REQUIRED

Skill to serve beverages and meals in the proper manner and sequence. Knowledge of proper food handling techniques such as the correct side to serve from and the correct side to remove from. Knowledge of the composition of all food items on the menu, whether American or foreign; the available beverages and wines and which wines complement specific meals and their proper serving temperatures. Skill in proper table setting techniques. Knowledge of simple math calculations in order to tabulate checks. Ability to recognize intoxicated patrons when serving alcohol.

Ability to do the work of the position without more than normal supervision.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

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

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.

Must be at least 20 years of age.

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 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.

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- 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

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navy.mwr.sasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd floor, Bldg. PW 47, Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

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**.



JOB TITLE	Recreation Assistant (Lifeguard)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports, & Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR21-0111B
SALARY RANGE	\$10.00 - \$13.00 Hourly, Depending on Experience Plus non-taxable Post Allowance, if eligible
OPENING DATE	Thursday, September 2, 2021
FIRST CUT-OFF DATE	Thursday, September 16, 2021
CLOSING DATE	Friday, October 15, 2021
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-time
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)

****This is a re-advertisement of announcement FFR21-0111A which closed on 08/22/2021. Applicants who previously applied NEED TO REAPPLY****

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Forces Branch of Commander, Fleet Activities Sasebo, as a Water Safety/Swim Instructor for the Aquatics Program. The primary function of this position is to instruct swimming and water safety classes at the Aquatics facility for patrons of all ages.

DUTIES AND RESPONSIBILITIES

- Instructs various levels of swimming including various strokes (e.g., front crawl, back crawl, elementary backstroke, breaststroke, sidestroke, butterfly, etc.).
- Teaches students from age groups of infant through adult. Instructs basic diving, safety and survival skills to students. Works with lifeguards to ensure swim lessons are safe at all times.
- Enforces pool safety standards and facility operational rules for all individuals using the facilities.
- Plans and organizes instruction methods and goals that support the general teaching outlines provided by the Aquatics Program Manager and the certifying organization.
- Organizes and directs activities of students in order to provide a high level of quality instruction for all pool patrons.
- Develops swim program according to student's ability and promotes students to higher levels of swimming according to their skills.
- Provides individual feedback to parents/guardians regarding student's swimming developments and achievements.
- Provides introductory equipment orientations, when needed.
- Inspects equipment used for swim instruction, ensuring they are within the condition required by environmental health standards and informs supervisor of deficiencies.
- Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy.
- Completes and submits records and documentation of completed lessons to the Aquatics Program Manager and the American Red Cross office.
- Works with the Aquatics Program Manager on an on-going basis to upgrade, improve and refine individual teaching skills related to teaching effective swimming lessons to various age groups and various skill levels.
- Prepares and completes accident/incident reports during emergency situations. Notifies management of all emergencies immediately.
- Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).
- Completes regular cleaning and tidying of equipment used for swim lessons to ensure the maintenance of a safe environment for staff and patrons.

- Answers telephone providing information in regards to facility hours of operation, upcoming special events and programs, etc.
- Completes the Daily Activity Reports, handling cash where fees apply, verifying the amount of money collected and dropping the cashier bag in the drop safe.

QUALIFICATIONS REQUIRED

- Knowledge of the organization's instructional methods and goals. Knowledge of DoD, DON, and CNIC aquatic assessment and testing policy.
- Knowledge of basic water safety equipment utilized for various age groups.
- Knowledge of basic first aid procedures to include automated external defibrillator and blood-borne pathogens.
- Knowledge of basic arithmetic and cash handling procedures to compute charges, disperse change accurately, and prepare reports.
- Ability to complete a 300 yard swim in less than 10 minutes.
- Ability to assess and provide instruction on various swimming skills, basic diving, and water safety skills to various age groups ranging from infant through adult.
- Ability to plan and organize appropriate skill- and age-based swimming instruction.
- Ability to handle/rescue persons in the water of various sizes, who may panic or be unconscious.
- Ability to enforce rigid safety regulations to ensure maximum protection of swimmers.
- Ability to communicate effectively both orally and in writing.
- Approved and current nationally recognized certification as a Lifeguard/First Aid/ and CPR Certification.

CONDITIONS OF EMPLOYMENT

- Must be able to satisfactorily complete background investigation - National Agency Check with Written Inquiries (NACI), upon hiring and renew every 5 years or a Child Care National Agency Check with Inquiries when there is regular contact with children under the age of 18.
- Must be able to lift 50 lbs.
- Must be able to work varied work schedules to include nights, weekends and holidays.
- Must be able to work with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).
- Must possess or be able to obtain the following certifications: Water Safety Instructor (in accordance with CNICINST 1710.3); Lifeguard Training Certification (in accordance with CNICINST 1710.3); Cardiopulmonary Resuscitation for the Professional Rescuer and Healthcare Providers; First Aid, to include Automated External Defibrillator Certification; and Blood Borne Pathogens.

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: <https://www.nafhealthplans.com/enrollment/cnic/>

HOW TO APPLY

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212.

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 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 (such as a high school diploma/GED, clinical licensure, 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	Club Operations Assistant (Duty Manager)
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division /Galaxies
JOB ANNOUNCEMENT NUMBER	FFR21-0132B
SALARY RANGE	\$10.00 - \$14.00 Hourly, Depending on Experience Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Thursday, September 2, 2021
FIRST CUT-OFF DATE	Thursday, September 16, 2021
CLOSING DATE	Friday, October 15, 2021
SERIES & GRADE	NF-1101-02
POSITION INFORMATION	Regular Full-Time
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

****This is a re-advertisement of announcement FFR21-0132A which closed on 08/20/2021****

JOB SUMMARY DUTIES AND RESPONSIBILITIES

- Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends.
- Responsible for the issues, receipts, and control of cash.
- Makes unscheduled cash counts.
- Prepares reports of significant occurrences during the shift. Assures patron satisfaction by resolving complaints and other customer issues.
- Inspects and secures facility at the end of the shift.
- Maintains and enforces security for funds, merchandise, supplies, equipment, and property in accordance directives and regulations.
- Must be alert to alcohol abuse and take appropriate action.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- A minimum of one year experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required.
- Familiarity with cash handling procedures and sales operation.
- Ability to communicate both orally and in writing, and to provide work direction to other employees.
- General experience of 0 to 6 months and progressively responsible clerical, office, or other work that indicates the ability acquire the knowledge and skills needed to perform the duties of the of the position to be field.
- Must have a high school diploma or equivalent.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

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

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

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

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BENEFITS

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REQUIRED DOCUMENTS

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- 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 (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- 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

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

HOW TO APPLY

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Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd floor, Bldg. PW 47, Room 210.

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AGENCY CONTACT INFO

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Commander, Navy Installation Command
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JOB TITLE	Club Operations Assistant (Duty Manager)
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR21-0150
SALARY RANGE	\$10.00 - \$14.00 Hourly, Depending on Experience
OPENING DATE	Thursday, February 25, 2021
NEXT CUT-OFF DATE	Tuesday, June 22, 2021 (subsequent cut-offs every 20 days)
CLOSING DATE	Thursday, November 25, 2021
SERIES & GRADE	NF-1101-02
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 a 50 mile radius)

JOB SUMMARY DUTIES AND RESPONSIBILITIES

- Monitors operations of a club or assigned area, normally during absence of the club manager and/or assistant manager, and normally at night or on weekends.
- Responsible for the issues, receipts, and control of cash.
- Makes unscheduled cash counts.
- Prepares reports of significant occurrences during the shift. Assures patron satisfaction by resolving complaints and other customer issues.
- Inspects and secures facility at the end of the shift.
- Maintains and enforces security for funds, merchandise, supplies, equipment, and property in accordance directives and regulations.
- Must be alert to alcohol abuse and take appropriate action.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- A minimum of one year experience which provides knowledge of club, restaurant, business operations, or equivalent leadership experience is required.
- Familiarity with cash handling procedures and sales operation.
- Ability to communicate both orally and in writing, and to provide work direction to other employees.
- General experience of 0 to 6 months and progressively responsible clerical, office, or other work that indicates the ability acquire the knowledge and skills needed to perform the duties of the of the position to be field.
- Must have a high school diploma or equivalent.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

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CONDITIONS OF EMPLOYMENT

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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.

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
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- 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

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

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Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navywmrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd floor, Bldg. PW 47, Room 212.

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AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12

Commander, Navy Installation Command
Tel: 315-243-5446 / 046-816-5446

WHAT TO EXPECT NEXT

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JOB TITLE	Recreation Aid (Liberty Center)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty Center
JOB ANNOUNCEMENT NUMBER	FFR21-0219D
SALARY RANGE	\$8.50 Hourly
OPENING DATE	Wednesday, September 22, 2021
FIRST CUT-OFF DATE	Wednesday, October 06, 2021
CLOSING DATE	Thursday, November 04, 2021
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	Flex (Flexible working hours, including evenings and weekends)
NUMBER OF VACANCIES	3
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)

*** This is a re-advertisement of announcement FFR21-0219C which closed on 09/09/2021, to reflect the new hourly rate \$8.50***

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fleet Readiness Branch; Fleet and Family Readiness (FFR) Programs; Commander, Navy Installations Command (CNIC). Position performs a variety of duties in support of the Recreation Program that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies, fitness and sports.

DUTIES AND RESPONSIBILITIES

- Performs assigned duties and provides necessary services to authorized patrons, including general information and support of recreation programs.
- Provides information concerning facilities and operation. Ensures adherence to regulations, safety and security procedures.
- Assists in maintaining routine reports and/or performs clerical, custodial and/or general maintenance duties.
- Performs functions in support of recreation and fitness program delivery to include inventory control, equipment inspection, restocking, point of sale system operation and cash handling.
- Operates a cash register, Point of Sale (POS) system, processes product or service transactions including equipment loan, rentals, resale, and program registration; receives payments and makes change.
- Greets patrons in person, answers the telephone, takes messages, handles customer requests, makes referrals to the appropriate staff member.
- Adheres to NAVMED P-5010 sanitation requirements. Provides support for recreation event set up and break down.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- Ability to learn MWR policies, rules and regulations, standard operating procedures, checklists and other guides.

- Skilled in keyboarding to include operation of point of sale systems as well as desktop computers. Ability to perform basic computer operations.
- Ability to perform basic custodial tasks (e.g., sweeping, mopping, vacuuming, wiping, dusting, etc.).
- Ability to perform basic arithmetic calculations (e.g., addition, subtraction, multiplication, and division).
- Ability to identify customer needs, deliver expected service and/or resolve routine customer issues.
- Ability to communicate effectively both orally and in writing.
- General experience of 0–3 months.

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. If college degree is not conferred, you **MUST** provide a copy of your high school diploma or equivalent with your college transcripts. 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

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

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.

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- 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

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts **MUST** show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and

submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <https://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212, Sasebo Naval Base, Japan.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
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Commander, Navy Installation Command
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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	FFR21-0373
SALARY RANGE	12.59 Hourly
OPENING DATE	Friday, September 3, 2021
FIRST CUT-OFF DATE	Friday, September 17, 2021 (cut-offs every 1 st and 15 th of each month)
CLOSING DATE	Friday, December 31, 2021
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 50 miles 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.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

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.

EDUCATION

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REQUIRED DOCUMENTS

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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**.



JOB TITLE	Bartender (Galaxies Club)
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR21-0391A
SALARY RANGE	\$12.59 Hourly
OPENING DATE	Tuesday, August 31, 2021
FIRST CUT-OFF DATE	Tuesday, September 14, 2021
CLOSING DATE	Wednesday, October 13, 2021
SERIES & GRADE	NA-7405-05
POSITION INFORMATION	Flex (Flexible working hours, including evenings and weekends)
NUMBER OF VACANCIES	3
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)

****This is a re-advertisement of announcement FFR21-0391 which closed on 08/19/2021, applicants who previously applied NEED TO REAPPLY****

JOB SUMMARY

This position is located in the Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The position assists in the operation of a full service bar from which all types of alcoholic and non-alcoholic drinks are mixed and served.

DUTIES AND RESPONSIBILITIES

- Prepares and serves all types of alcoholic and nonalcoholic beverages from a full service bar.
- Mixes a wide variety of drinks to order, following a variety of established recipes.
- Receives payment or charges to member's account.
- Makes change and is accountable for cash fund.
- Assists in taking inventory and maintaining records.
- Keeps bar area clean and keeps area stocked properly at all times.
- Washes bar equipment, glassware, and utensils.
- May perform other sanitation duties within assigned work area as required.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- Ability to mix and serve a wide variety of beverages by combining ingredients such as liquors, soda, water, sugar, bitters and fruit garnishes.
- Serves liqueur, beer, and wine, and is skillful in mixing such beverages as an Alexander, Margarita, Zombi, Singapore Sling, etc.
- Skill to completely set-up a bar and to recognize impending shortages of supplies based on the volume of business and insure their timely replacement.
- Ability to collect tabs, chits or cash in appropriate amounts and is accountable for cash and inventory for the period worked.
- Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed.
- Ability to do the work of the position without more than normal supervision.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

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

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

Must walk or stand for prolonged periods of time. Frequent light to moderate lifting and carrying objects weighing 5 to 15 pounds, pushing and pulling objects weighing 10 to 20 pounds and occasionally lifting up to and over 40 pounds.

Must be at least 20 years of age.

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

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

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- 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

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <http://www.navymwrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd Floor of Building PW 47 Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

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JOB TITLE	Recreation Specialist (Physical Fitness)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & DFS / Fleet Fitness Complex
JOB ANNOUNCEMENT NUMBER	FFR21-0392
SALARY RANGE	\$12.00 - \$15.00 Hourly, Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Friday, September 03, 2021
FIRST CUT-OFF DATE	Friday, September 17, 2021
CLOSING DATE	Sunday, October 17, 2021
SERIES & GRADE	NF-0188-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	2
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 in the Athletics Department of the Fitness, Sports & Deployed Forces Support Division, Morale, Welfare and Recreation (MWR) department, Fleet Activities Sasebo, Japan. The incumbent will serve as a Recreation Specialist (Physical Fitness).

DUTIES AND RESPONSIBILITIES

- Plans, organizes, and conducts a physical fitness program that provides conditioning programs for authorized patrons.
- Instructs individuals and groups in the proper implementation and maintenance of conditioning and training programs for aerobic fitness, muscular fitness, body composition, and flexibility training.
- Conducts micro-fit testing, which includes measuring individuals aerobic capacities, their body fat percentage, recommended height/weight ratios, strength, flexibility, muscular endurance and blood pressure.
- Works with various command representatives in developing and implementing physical fitness programs for military personnel.
- Instructs patrons in the proper use of all equipment for training and self-monitored progress by preparing written instruction and procedures for the performance of work, use of equipment, safety and well-being of all involved.
- May train/lead other employees in various recreation/physical fitness-related positions. Registers students, collects fees, maintains attendance and appropriate accounting records.
- Ensure all safety measures are observed.
- Responsible for care of equipment and security of facilities. Performs other related duties as assigned.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- A degree from an accredited college/university in a related field may be substituted for two years of experience.
- Certification in CPR and First Aid is required.
- One year specialized experience: Experience that demonstrated the ability to apply the principles of one or more specialty areas of recreation.

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

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

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/>

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- 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

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navymwryokosuka.com/jobs>.

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

AGENCY CONTACT INFO

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JOB TITLE	Recreation Aid (Liberty Center)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation
JOB ANNOUNCEMENT NUMBER	FFR21-0399A
SALARY RANGE	\$8.50 Hourly, Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Tuesday, October 12, 2021
FIRST CUT-OFF DATE	Tuesday, October 26, 2021
CLOSING DATE	Wednesday, November 24, 2021
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	Regular Full-Time
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)

This is a re-advertisement of announcement FFR21-0399 which closed on 08/19/2021

As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with CNIC, if after November 22. CNIC will provide additional information regarding what information or documentation will be needed and how you can request of CNIC a legally required exception from this requirement.

JOB SUMMARY

This position is located in the Single Sailor/LibertyFFR21-0399A Program, Athletics Division, of the Morale, Welfare and Recreation (MWR) department, Fleet Activities Sasebo, Japan. The purpose of this position is to provide assistance in the operation of the Liberty Center.

DUTIES AND RESPONSIBILITIES

- Position is responsible for assisting with the day-to-day operations of the Single Sailor Center.
- Greets and welcomes patrons in a friendly and courteous manner. Provides a casual and warm atmosphere.
- Enforces operating policies and procedures and ensures that all customers adhere to such policies and procedures.
- Places orders for supplies, material requests, marketing requests, and work requests.
- Promotes harmony with and between patrons of the facility, following prescribed customer relations techniques.
- Discusses patron problems and complaints and attempts to resolve them satisfactory.
- Keeps abreast of all MWR events and other recreational programs and informs patrons of available programs.
- Coordinates patron requests for reservations of tours and special events.
- Answers patrons' questions by phone and inquiries on site.
- Perform other duties as assigned.

QUALIFICATIONS REQUIRED

- Must possess good customer service skills, including the ability to identify customer needs, deliver expected service and resolve routine customer issues.
- Must have the ability to communicate with customers by phone and in person
- Ability to perform basic custodial tasks (e.g., sweeping, mopping, vacuuming, wiping, dusting, etc.).

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

- Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).
- The Liberty Center is open on weekends and at night to provide service to the Fleet. Incumbent 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

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.nafhealthplans.com/enrollment/cnic>

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- 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

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

HOW TO APPLY

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Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <https://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 212, Sasebo Naval Base, Japan.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

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JOB TITLE	Sales Clerk
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Paws & Claws
JOB ANNOUNCEMENT NUMBER	FFR21-0405
SALARY RANGE	\$10.00 Hourly
OPENING DATE	Tuesday, July 27, 2021
FIRST CUT-OFF DATE	Tuesday, August 10, 2021, (subsequent cut-offs every 29 days)
CLOSING DATE	Friday, December 31, 2021
SERIES & GRADE	NF-2091-02
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	2
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.

General experience of 0-6 months.

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

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 Building PW 47 Room 210.

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
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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 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 (such as a high school diploma/GED, clinical licensure, 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)

Commander, Navy Installation Command

PSC 473 Box 12
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Tel: 315-243-5446 / 046-816-5446
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JOB TITLE	Recreation Aid (Fleet Fitness Complex)
AGENCY	Commander, Navy Installations Command
BRANCH	N921C Fitness, Sports & DFS / Fleet Fitness Complex
JOB ANNOUNCEMENT NUMBER	FFR21-0441A
SALARY RANGE	\$8.00 - \$9.00 Hourly, Plus non-taxable Post Allowance, if eligible
OPENING DATE	Tuesday, October 5, 2021
FIRST CUT-OFF DATE	Tuesday, October 19, 2021
CLOSING DATE	Wednesday, November 17, 2021
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	Regular Full time
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)

This is a re-advertisement of announcement FFR21-0441 which closed on 09/03/2021

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fleet Readiness Branch; Fleet and Family Readiness (FFR) Programs; Commander, Navy Installations Command (CNIC). Incumbent performs a variety of duties in support of the Recreation Program that may include Morale, Welfare, and Recreation (MWR) special events, MWR information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, Library, Liberty, leisure skill classes and outdoor recreation or other similar MWR recreational services including grab-n-go, bowling and movies, fitness and sports.

DUTIES AND RESPONSIBILITIES

- Performs duties assigned and provides necessary services to authorized patrons, including general information and support of recreation and fitness programs. Provides information concerning facilities and operation.
- Ensures adherence to regulations, safety, and security procedures. Assists in maintaining routine reports and/or performs clerical, custodial and/or general maintenance duties as needed.
- Performs numerous functions in support of recreation and fitness program delivery to include inventory control, equipment inspection, restocking, point of sale system operation, and cash handling. Operates a cash register, Point of Sale (POS) system, processes product or service transactions including equipment loans, rentals, resale, and program registration; receives payments and makes change.
- Greets patrons in person, answers the telephone, takes messages, handles customer requests, and makes referrals to the appropriate staff member.
- Adheres to NAVMED P-5010 sanitation requirements. Provides support for recreation events set up and break down.

QUALIFICATIONS REQUIRED

- General experience of 0-3 months and/or high school graduate or equivalent.
- Knowledge of the MWR department in order to answer customer questions and/or refer customers to the appropriate activity.
- Skilled in keyboarding to include operation of point of sale systems as well as desktop computers.
- Ability to perform basic computer operations.
- Ability to read and comprehend in order to adhere to published rules, regulations, standard operating procedures, checklists, and other guides.
- Ability to perform basic custodial tasks (e.g., sweeping, mopping, vacuuming, wiping, dusting, etc.). Ability to perform basic arithmetic calculations (e.g., addition, subtraction, multiplication,

and division).

- Ability to identify customer needs, deliver expected service and/or resolve routine customer issues. Ability to communicate effectively both orally and in writing.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

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

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

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 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.nafhealthplans.com/enrollment/cnic>

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 (such as a high school diploma/GED, clinical licensure, 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

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2nd floor, Bldg PW 47, Room 210.

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	Child and Youth Programs Operations Clerk
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Program
JOB ANNOUNCEMENT NUMBER	FFR21-0464A
SALARY RANGE	\$12.57 Hourly Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Thursday, September 16th, 2021
FIRST CUT-OFF DATE	Thursday, September 30th, 2021
CLOSING DATE	Thursday, October 14th, 2021
SERIES & GRADE	NF-0303-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	3
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

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 are related to record keeping and reporting, liaison with families and programs, and collection and monitoring of fees and supplies.

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. Provides 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 REQUIRED

Incumbent must be at least 18 years of age. Must have a High School Diploma or equivalent AND 2 years of administrative experience. Knowledge of administrative support functions. 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.

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.

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. 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, candidates or employees 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 candidate 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 position, a 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: <https://www.nafhealthplans.com/enrollment/cnic/>

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position
- 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

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

HOW TO APPLY

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Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd Floor of Building PW 47, Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

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	Bar Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR21-0524
SALARY RANGE	\$9.98 Hourly
OPENING DATE	Thursday, September 23, 2021
FIRST CUT-OFF DATE	Tuesday, October 7, 2021 (cut-offs every 20 days)
CLOSING DATE	Friday, December 31, 2021
SERIES & GRADE	NA-7405-02
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	4
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 Club Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Incumbent assists in the operation of a full service bar from which all types of alcoholic and non-alcoholic drinks are mixed and served. (Must meet minimum age requirements.)

DUTIES AND RESPONSIBILITIES

- Sets up full service, limited service, and special party or banquet bars with the necessary supplies such as beverages, mixes, condiments, ice, and a variety of liquors and liqueurs, prior to opening the bar.
- Continually checks the cleanliness of the bar, its equipment and the bar area, and resupplies as needed or as directed by the bartender.
- Disposes of waste materials.
- Unloads and stacks all necessary supplies, cleans and replaces pressurized containers.
- Skill to use knives and automatic slicers in the preparation of garnishes such as oranges, limes, and lemons.
- Ability to mix and serve simple drinks under close technical guidance of a Bartender.
- Ability to visually recognize shortages of supplies at the bar such as beverages, beer, condiments, garnishes, glasses, napkins, and utensils, and to replace them as needed.
- Receives specific instructions concerning completion of assignments and makes simple decisions such as the type and amount of bar supplies needed from the storage room.
- With unusual assignments, the supervisor frequently checks the work, whereas repetitive assignments are completed with minimal supervision.
- Work requires frequent light to moderate lifting and carrying of objects weighing 5 to 15 lbs. and pushing and pulling objects weighing 10 to 20 lbs.
- Occasionally required to lift up to and over 40 lbs. heavier objects such as beer kegs are usually transported with the aid of a dolly.
- Work is normally performed inside with adequate light, heat and fresh air.
- May be exposed to the possibility of chapped hands, bruises, and cuts

QUALIFICATIONS REQUIRED

Resumes must include information which demonstrates experience and knowledge, skills, and ability (KSAs) as they relate to this position. Applicants are encouraged to be clear and specific when describing their experience level and KSAs.

- Must be at least 20 years of age.
- Must have the ability to meet and converse with the public in a friendly and courteous manner and work harmoniously with co-workers and members of the MWR Department.
- Must be able to stand and walk for long periods of time and be able to work day, night and weekend shifts, including holidays.
- Must complete the Food Handler's Certification satisfactorily.

- Must be able to work harmoniously with co-workers and members of the MWR Department.
- Must have or be able to obtain and maintain the following certification within 90 days of hire: Emergency First Responder or Cardiopulmonary Resuscitation, Food Handlers, C.A.R.E (Controlling Alcohol Risks Effectively)

CONDITIONS OF EMPLOYMENT

- Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).
- Must be at least 20 years of age.
- Must be able to work day, night and weekend shifts, including 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

Interested applicants can submit all required documents to: Human Resources Office located on the 2nd Floor of Building PW 47 Room 210.

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 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 (such as high school diploma/GED, clinical licensure, 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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form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	Front Desk Associate
AGENCY	Commander, Navy Installations Command
BRANCH	N924 Navy Gateway Inns and Suites
JOB ANNOUNCEMENT NUMBER	FFR21-0032A
SALARY RANGE	\$9.00 – \$11.00 Hourly, Depending on Experience
OPENING DATE	Thursday, September 23, 2021
FIRST CUT-OFF DATE	Thursday, October 7, 2021
CLOSING DATE	Friday, November 5, 2021
SERIES & GRADE	NF-0303-02
POSITION INFORMATION	FLEX: flexible hours, including evenings and weekends
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

JOB SUMMARY

This position is located at Navy Gateway Inns & Suites operation at Fleet Activities Sasebo, Japan. The purpose of this position is to perform front desk and/or reservation functions for the lodging program.

DUTIES AND RESPONSIBILITIES

- The incumbent ensures security of all guests is maintained at all times. Ensures guest privacy is maintained at all times.
- Must possess a welcoming manner and positive attitude; demonstrate effective communication skills; professionally interact with guests; answering guest questions concerning hotel facilities; and provide information about local attractions.
- Provide assistance in handling customer complaints, involving management as necessary.
- Utilizes the Property Management System (PMS) to access the guest information, retrieve reservation information, change or cancel reservations as requested by the guest, or register guests.
- Verifies registration information, secures a credit card for incidental expenses, and authorizes credit card for room charges.
- Provides guests with their room key or card. Receives requests and processes reservations within established guidelines.
- When rooms are not available, provides a certificate of non-availability (CNA) and/or alternative lodging in the area.
- Registers and assigns rooms to guests, issuing room keys or cards, transmitting and receiving messages, keeping records of occupied rooms and guest accounts, making and confirming reservations, and presenting statements to and collecting payments as necessary.
- Receives and is accountable for a change fund. Prepares Close Bank Report and deposits cash receipts at the end of each shift in accordance with established procedures.
- Responsible for inventorying all keys and any other supplies or amenities maintained at the front desk. Keeps the front desk and lobby area clean and neat. May be required to run and print various reports from the PMS such as Expected Arrivals, Departure List, In-House Guest List and Night Audit reports. Answers phones and transfers calls to appropriate individuals and replies to guest questions. Logs trouble calls in the PMS and ensures the appropriate department is notified. Relocates guest to a different room when required. May be required to retrieve Lost and Found items and contact the guest regarding lost or found items. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED

High School Diploma or equivalent.

Preferred 6 months of work experience that demonstrates knowledge of basic principles, concepts, standards, and regulations related to hospitality operations.

Must be skilled in the use of a personal computer and various software programs.

Must possess basic math and reading skills.

Must be able to communicate clearly and effectively both verbally and in writing in English.

Ability to handle, control, and account for large amounts of cash.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

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

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

This position may be designated ALPHA personnel for inclement weather or in the interest of national security and may be required to report for work when other employees are excused.

This position is subject to the possibility of working on weekends and holidays, as well as, rotating shifts, often consisting of other than normal duty hours.

The staff member may be recalled to duty and/or required to work overtime, as necessary to meet mission requirements.

May be required to possess a valid state driver's license. Travel to other NGIS facilities may be required within the normal scope of duties. Applicants will be notified when this is a requirement for appointment.

The incumbent is required to obtain Navy Lodging Program (NLP) front desk certification within 6 months of employment, as well as, any other requirements outlined in the Lodging Career Path Guide.

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

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

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
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- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position

- 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

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

HOW TO APPLY

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Or submit all required documents to CNRJ NAF Human Resources Office, Human Resources Office located on the 2nd Floor of Building PW 47 Room 212.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

AGENCY CONTACT INFO

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NAF Human Resources Office (N941)
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FPO AP 96349-0001

Commander, Navy Installation Command
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JOB TITLE	Recreation Assistant (Fitness/Sports/Aquatics Support)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & Aquatics / Fleet Fitness Complex
JOB ANNOUNCEMENT NUMBER	FFR21-0548
SALARY RANGE	\$10.00 Hourly Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Thursday, September 23, 2021
FIRST CUT-OFF DATE	Thursday, October 7, 2021
CLOSING DATE	Friday, November 5, 2021
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	3
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 assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Forces Support Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); Commander, Fleet Activities (CFAS), Sasebo, Japan. Incumbent serves in an assistant or support capacity and may perform any or all of the following duties within either of the following sections of the Fitness, Sports, and Deployed Forces Support Branch: Fitness Support, Sports Support, or Aquatics Support. The primary function of the position is to ensure proper usage of the facility, assist in the operation of the recreation activity and provide proper collection and disposition of revenues generated at the assigned facility.

DUTIES AND RESPONSIBILITIES

- Provides customer service to patrons using the facility, to include: greeting customers; checking identification cards to ensure only authorized users are entering facility; issuing and receiving gear/equipment; and registering patrons for facility use, events, and/or classes.
- Answers telephone, providing information in regards to facility hours of operation, upcoming special events and programs, etc. Completes the Daily Activity Reports, handling cash where fees apply, verifying the amount of money collected and dropping the cashier bag in the drop safe.
- Assists in planning, scheduling, and publicizing various activities and maintaining related supplies in order to attract and motivate participants.
- Oversees the sale of retail items associated with activities. Evaluates the effectiveness of ongoing Morale, Welfare and Recreation (MWR) fitness activities from the standpoint of participants' responses, resources, and program objectives.
- Monitors patrons, volunteers and contractors at the assigned program/event and reports any issues to management.
- Assists in the selection of fitness, sports, and aquatics activities to be offered, both within the required basic program categories and additional ones possible through available resources and desirable in terms of participant's interests and needs.
- Monitors assigned participants in indoor and outdoor activities to include intramural sporting events. Conducts instructional classes in the assigned recreational area.
- Performs basic fitness orientation; identifies and corrects unsafe fitness techniques. Demonstrates procedures common to the activities and instructs in the use of related equipment. Establishes/reviews the schedule of events, conducts tours, sets-up/prepares gymnasiums/facilities/playing fields prior to scheduled start time for events (e.g., lap swim, lifeguard training, exercise programs, races, pool parties, sporting events, etc.).
- Ensures adherence to regulations and safety procedures. Ensures facility and sporting fields are open and/or closed at the posted time.
- Monitors and checks the security of premises. Monitors activity within the facility, circulating among the patrons to assist with basic use of equipment/gear and to maintain good order and discipline.
- Ensures athletic playing surfaces are properly maintained, safe, and ready for play.
- Assists in properly cleaning and maintaining equipment/facilities, maintains inventory, performs

general janitorial services to ensure interior spaces are in a clean, neat, and orderly state at all times (e.g., sweeping and mopping floors; dusting and cleaning workout areas, mirrors, bathrooms, and locker areas; straightening equipment and accessories, etc.).

- Makes minor repairs to facilities and equipment when appropriate and assists with outdoor maintenance. Reports maintenance problems, material deficiencies, and unsafe conditions or discrepancies that cannot be repaired in-house to the supervisor.

QUALIFICATIONS REQUIRED

- High School Diploma or equivalent.
- Knowledge of MWR policies, rules, and regulations involving the work area.
- Knowledge of basic arithmetic to compute charges, disperse change accurately, and prepare reports.
- Knowledge of cash handling procedures. Knowledge of basic fitness, aquatics and sports principles.
- Knowledge of safe use and operation of fitness equipment, facility operations, and basic fitness equipment maintenance/repair.
- Skill in the use of Microsoft Office Programs (e.g., Word, Excel, Power Point, Outlook) and others as they relate to fitness, sports and aquatics programming.
- Skill and ability to provide fitness, aquatics and sports training or orientation.
- Ability to competently and independently carry out day to day recreation operations.
- Ability to develop and effectively deliver presentations and/or training.
- Ability to communicate effectively both orally and in writing.
- General experience of 0-6 months preferred.

CONDITIONS OF EMPLOYMENT

Must be able to obtain and maintain a National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years and/or a Child Care National Agency Check with Inquires when there is regular contact with children under the age of 18.

Occasional travel of less than 10% may be required.

Must have or be able to obtain and maintain the following certification within 30 days of hire:
Cardiopulmonary Resuscitation and First Aid Certification

Must have or be able to obtain and maintain the following certifications within 90 days of hire:
Automated External Defibrillator Certification
Blood-borne Pathogen Certification
Navy Basic Fitness Certification

Must have the ability to perform moderately strenuous physical labor, lifting objects weighing up to 45 pounds unassisted and heavier weight with assistance.

OTHER INFORMATION

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HOW YOU WILL BE EVALUATED

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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: <https://www.nafhealthplans.com/enrollment/cnic/>

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.
Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2nd floor, Bldg PW 47, Room 212.

Note: *To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.*

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 (such as a high school diploma/GED, clinical licensure, 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	Recreation Assistant (ITT)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Information Travel & Tours
JOB ANNOUNCEMENT NUMBER	FFR21-0550
SALARY RANGE	\$10.00 Hourly Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Monday, October 4, 2021
FIRST CUT-OFF DATE	Monday, October 18, 2021
CLOSING DATE	Tuesday, November 16, 2021
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-Time
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

JOB SUMMARY

Performs a variety of duties in support of the Morale, Welfare, and Recreation (MWR) community recreation program that may include special events, recreation information/resources, command events, visiting ships or fleet support, community events, trips, tours, outings, party and picnic rental equipment, resale tickets, recreational green space management, bowling, Library, Liberty, grab-n-go, movies, and outdoor recreation.

DUTIES AND RESPONSIBILITIES

- Incumbent is responsible for providing customer service, information and support of Community Recreation programs and activities. Service to MWR customers includes, but is not limited to: checking patron eligibility to ensure authorized use of recreation facilities, resources and equipment, providing information about activities and program offerings, opening and closing facilities, ordering and restocking supplies, and preparing snack bar menu items or prepackaged retail items.
- Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other Community Recreation programs using Point of Sales (POS) and computer programs.
- Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR) at the end of every shift. Assists in processing customer Internet registrations (i.e. Net Near You), initial log-ins and event registrations. Checks Community Recreation equipment and resources in and out, collects any applicable rental fees, inventories items and completes inspections upon return.
- Notifies supervisor or program lead if damage or loss has occurred. Ensures all rental or check-out forms are properly completed and reservation and checkout procedures are followed.
- Conducts inventory for proper accountability of program equipment and resources.
- Inspects, maintains, and performs upkeep maintenance and repairs on all equipment and resources.
- Assists in administering traditional and non-traditional workshops, clinics and events in a variety of leisure and recreation skills subject areas, in tune with offerings popular in the local area, including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking and water sports.
- Provides recreation experiences related to leisure skill sets in the form of day and weekend trips. Assists in day-to-day administration of multiple programs to which assigned.
- Tasks include submission of event after-action reports, patronage data collection and database administration.
- Performs inventory of various types of equipment, retail goods, supplies and items deemed to have cash value.
- Performs administrative duties, all of which are accomplished through a variety of means, including computer software programs which track resource inventories, patron usage/comments, and program standards metrics.

- Assists with recruitment, training and scheduling of Community Recreation staff.
- Actively supports the command statement on adherence to EEO principles and policies.
- Assists in the planning, coordinating, publicizing, marketing and execution of MWR programs and special events.
- Responsible for entertainment and promotion scheduling.
- Assists in updating of electronic and multi-media support tools.
- Seeks ways to promote MWR facilities and events through outreach opportunities on base.
- Promotes use of recreational e-reading resources available through online MWR Library Program resources.
- Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs. Responsible community outreach to assist in the development of contacts.
- Assists in the creation of professional proposals, execution of agreements and follow-up.
- Researches and provides information and referral for a variety of recreational opportunities for individuals/families on and off the base. Adheres to NAVMED P-5010 sanitation requirements.
- Initiates and follows up on maintenance trouble calls to get equipment/facility issues resolved. Provides support for Community Recreation event set up and break down.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.

QUALIFICATIONS REQUIRED

- Combination of experience related to customer service and or recreation activity based functions.
- Ability to organize, plan, administer special events and entertainment activities.
- Must be able to work independently, make sound decisions and have the ability to communicate effectively, both orally and in writing.
- Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities.
- Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interests. Knowledge of the functions, procedures, and operations of recreation activities.
- Must have strong customer service skills.
- Ability to maintain records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers.
- Ability to follow oral and written instructions. Knowledge of computers, office procedures and print production.
- General experience of 0 – 6 months.
- Must have a high school diploma or equivalent.

EDUCATION

Proof of education MUST be uploaded at time of application for consideration. If degree is not conferred, you MUST provide a copy of your high school diploma or equivalent with your college transcripts.

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

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

Must have or be able to obtain within 90 days of being placed in the position, and maintain a valid state drivers' license in order to transport patrons off-base.

Must be C.A.R.E (Controlling Alcohol Risks Effectively) trained, hold an Emergency First Responder (EFR) or CPR First Aid certification, and hold a current Food Handler certification, upon being placed in the position **OR** be able to obtain these trainings/certifications within 90

days of being placed in the position.

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

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: <https://www.nafhealthplans.com/enrollment/cnic/>

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 / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- 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

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts MUST show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

Interested applicants can apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil. Please visit our webpage at <http://www.navywmrsasebo.com/jobs>.

Or submit all required documents to CNRJ NAF Human Resources Office, located on the 2nd Floor of Building PW 47 Room 210.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and MUST be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

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

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JOB TITLE	Public Affairs Specialist
AGENCY	Commander, Navy Installations Command
BRANCH	N94P Marketing
JOB ANNOUNCEMENT NUMBER	FFR21-0588
SALARY RANGE	\$12.98 - \$15.38 Hourly, depending on experience Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Tuesday, October 12, 2021
FIRST CUT-OFF DATE	Tuesday, October 26, 2021
CLOSING DATE	Wednesday, November 24, 2021
SERIES & GRADE	NF-1035-03
POSITION INFORMATION	Regular Full-Time
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)

As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with CNIC, if after November 22. CNIC will provide additional information regarding what information or documentation will be needed and how you can request of CNIC a legally required exception from this requirement.

JOB SUMMARY

This position is located in the Marketing Branch, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent provides a comprehensive marketing program on a continuous basis for the MWR Department.

DUTIES AND RESPONSIBILITIES

- The incumbent establishes and maintain continuous liaison with the MWR Managers and key staff personnel to gather information pertinent to facilities programs, services, and events provided for authorized patrons.
- Arranges for news releases, flyers, and posters on MWR events offered on and off the installation to maximize participation. Seeks out and writes feature stories.
- Generates material that includes items to be inserted in the Commander's Access Channel, MWR's monthly magazine, Plan of the Day, updating signboards and flyer/magazine locations, etc.
- Designs specialty items (such as T-shirts) to highlight or bring about special emphasis for certain programs or events. Coordinates posting of publicity materials.
- Develops, coordinates, and participates in orientation sessions (AOB) for new military/civilian personnel on the installation by providing a slide show presentation on facilities and activities available.
- Maintains equipment and materials and determine material and other resource requirements to conduct the publicity and marketing program.
- 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 PREFERRED

A Bachelor's Degree is required from an accredited university with emphasis in marketing, journalism, or a related field. Three (3) years of substantial marketing experience directly related to the functional coverage of the position may be substituted for education. Must have the ability in written and oral communications. Must have the knowledge and ability to use marketing principles, techniques, and methods. Must have the working knowledge of and demonstrated ability and skill in using the tools of

the trade; artistic flair, marketing layout, and grammatical editing. Must have a driver's license to operate a vehicle. Must be able to lift and carry boxes up to 40 pounds in weight. When required, must be able to work at night, weekend, and or holiday.

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

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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 apply online at www.USAJOBS.gov.

Or send resume/application and required documents via email to: MWR_RECRUITMENT@fe.navy.mil.

Please visit our webpage at <http://www.navymwrsasebo.com/directory-more/job-opportunities>

Or submit all required documents to: CNRJ NAF Human Resources Office, PSC 476 Box 5, FPO AP 96322, 2nd floor, Bldg PW 47, Room 210.

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 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

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NAF Human Resources Office (N941)
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