



<b>JOB TITLE</b>	CY Program Assistant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Programs
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-001
<b>SALARY RANGE</b>	\$9.98 - \$12.23 Hourly Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Friday, January 6, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	CY-1702-01/02
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Sasebo, Japan
<b>WHO MAY APPLY</b>	Local commuting area to include Seeking SOFA Sponsorship

*\*Amended Salary Range on 2/1/17.*

#### **JOB SUMMARY**

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

#### **DUTIES AND RESPONSIBILITIES**

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

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

**Target Level:** Develops schedules and activity plans. This may include reviewing and providing input

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

### **QUALIFICATIONS PREFERRED**

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

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

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

communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

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

### **CONDITIONS OF EMPLOYMENT**

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

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

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

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

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

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

### **EDUCATION**

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

### **OTHER INFORMATION**

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

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

## HOW YOU WILL BE EVALUATED

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

## BENEFITS

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

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

## HOW TO APPLY

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

Or send your resume via email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto: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.navymwr.org/jobs> to find a sample format and information on Military Spouse Preference.

Please direct inquiries to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

## REQUIRED DOCUMENTS

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if 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](mailto:MWR_RECRUITMENT@fe.navy.mil)

## WHAT TO EXPECT NEXT

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



<b>JOB TITLE</b>	CY Program Assistant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N926 Child and Youth Programs
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-002
<b>SALARY RANGE</b>	\$9.98 - \$12.23 Hourly
<b>OPENING DATE</b>	Monday, January 2, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	CY-1702-01/02
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

*\*Amended Salary Range on 2/1/17.*

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#### **JOB SUMMARY**

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

#### **DUTIES AND RESPONSIBILITIES**

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

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

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

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

### **QUALIFICATIONS PREFERRED**

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

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

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

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

### **CONDITIONS OF EMPLOYMENT**

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

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

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

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

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

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

### **EDUCATION**

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

### **OTHER INFORMATION**

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

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants

with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR\_Recruitment@fe.navy.mil to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

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

### **BENEFITS**

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 2<sup>nd</sup> Floor of Bldg. 91.

Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

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

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

Please direct inquiries to: MWR\_RECRUITMENT@fe.navy.mil

### **REQUIRED DOCUMENTS**

- Resume and NAF Application Form
- Child and Youth Programs (CYP) Eligibility Packet
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if 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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<b>JOB TITLE</b>	Recreation Aid (Theater)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Entertainment & Business / Hario Village Theater
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-009
<b>SALARY RANGE</b>	\$8.00 Hourly
<b>OPENING DATE</b>	Monday, January 9, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-0189-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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### **JOB SUMMARY**

This position is located in the Community Activities Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent of this position performs duties independently in the Ticket Office and/or the Snack Bar in accordance with prescribed practices and general directions at the Showboat Theater and the Village Theater.

### **DUTIES AND RESPONSIBILITIES**

The incumbent ensures that adequate change fund is on hand while performing duties in the Ticket Office and or Snack bar. In the ticket office, the incumbent sells tickets, operates ticket dispenser, and cash register. Receives and accounts for cash and tickets in accordance with MWR Standard Operating Procedures. Completes Daily Activity Reports, and secures deposit of daily cash receipts. Checks identification card of all patrons in civilian clothing and selling tickets only to authorized patrons. The incumbent is responsible for selling soda, hotdogs, popcorn, candy, and other related items to eligible patrons and is also responsible for replenishing beverage dispensers. Ensures proper display and price marking of items for sale and adherence to correct receipt and pricing procedures. Maintains sales records and accountable documents in accordance with proper procedures. Arrange/maintain food items in an orderly manner on shelves/counters in accordance with the Navy sanitary and safety regulations. Clean assigned areas in accordance with Navy sanitary regulations. Ensures that adequate stock levels are maintained and assists in taking inventory by arranging food items in sequence on storage shelves and in the refrigerated areas. Conducts inventory. Assists in maintaining good order and discipline throughout the theater during all showings. Answers patrons' questions in a pleasant, courteous manner. Incumbent must present a neat, well-groomed appearance at all times. Performs other related duties as assigned.

### **QUALIFICATIONS REQUIRED**

Incumbent must be alert and attentive to duties. Must have personable attitude, with the ability to meet and deal harmoniously with patrons. Cashier/clerk experience is preferred. Must complete a food handler's certification. If beer is sold, the incumbent must be at least 20 years of age. Incumbent must be able to work day, night, and weekend shifts, including holidays.

### **CONDITION 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](mailto:MWR_Recruitment@fe.navy.mil) to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

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

### **BENEFITS**

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

### **HOW TO APPLY**

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

Or send your resume via email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

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

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Please direct inquiries to: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

### **REQUIRED DOCUMENTS**

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

### **AGENCY CONTACT INFO**

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

Commander, Navy Installation Command  
Tel: 315-243-5446 / 046-816-5446  
Email: [MWR\\_RECRUITMENT@fe.navy.mil](mailto:MWR_RECRUITMENT@fe.navy.mil)

### **WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Bar Assistant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Entertainment & Business / Galaxies Club
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-030
<b>SALARY RANGE</b>	\$9.29 Hourly
<b>OPENING DATE</b>	Monday, January 9, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NA-7402-02
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

**\*Amended Salary Range from \$9.07 to \$9.29 on 2/1/2017.**

#### **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.

#### **DUTIES AND RESPONSIBILITIES**

Incumbent assist in the complete set-up of the bar and ensure that there is adequate supply of beverages (liquors, sodas, beers, liqueurs, etc.), mixes, condiments, ice, garnishes, glasses, napkins and utensils at all times. Replace empty beer kegs with full ones and stock beer coolers. Unload and stack for storage all necessary supplies and clean and replace pressurized containers. Visually recognize shortages of supplies at the bar, i.e., beverages, beer, condiments, glasses, napkins, etc. and replace them as necessary or as directed by the Bartender. Help set-up service bars and portable bars. May mix and serve simple drinks under the technical guidance of the Bartender. May collect money from patrons and settle account with the Bartender. Continually maintain the areas in a presentable and sanitary condition. Washes bar equipment, glassware and utensils. Assist in taking daily and monthly inventories. May perform the duties of the Bartender during emergencies. Incumbent must present a neat, well-groomed appearance at all times. Performs other related duties as assigned.

#### **QUALIFICATIONS REQUIRED**

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.

#### **CONDITION 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.

## HOW TO APPLY

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Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan  
NAF Human Resource Office (N941)  
PSC 473 Box 12  
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## REQUIRED DOCUMENTS

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

## AGENCY CONTACT INFO

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

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

## WHAT TO EXPECT NEXT

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<b>JOB TITLE</b>	Bartender
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Entertainment & Business / Galaxies Club
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-031
<b>SALARY RANGE</b>	\$11.59 Hourly
<b>OPENING DATE</b>	Monday, January 9, 2017
<b>CLOSING DATE</b>	Open Continuously
<b>SERIES &amp; GRADE</b>	NA-7405-05
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

**\*Amended Salary Range from \$11.32 to \$11.59 on 2/1/2017.**

#### **JOB SUMMARY**

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

#### **DUTIES AND RESPONSIBILITIES**

Incumbent is responsible for the proper operation of the bar including cash receipts and inventory accountability. Responsible for the complete set-up of the bar and for ensuring that there is adequate supply of beverages, condiments, garnishes, glasses, napkins and utensils at all times. Mix and serve a wide variety of beverages by combining ingredients such as liquor, soda, water, sugar, bitters and fruit garnishes in the correct proportions and mixtures used in preparing beverages according to name request from patrons. Serve liqueurs, beer, wine and sodas to patrons and cocktail waiter/waitress staff. Receive money from patrons, total sales on cash register, make change and maintain Daily Activity Record (DAR). Maintain the area in a presentable and sanitary condition at all times and wash bar equipment, glassware and utensils. Ensures that CFAS and DON guidelines on the sale and consumption of alcoholic beverages are strictly followed. Check ID card when necessary. Assist in taking daily and monthly inventories. Incumbent must present a neat, well-groomed appearance at all times. Performs other related duties as assigned.

#### **QUALIFICATIONS REQUIRED**

Must be at least 20 years of age and must have the knowledge of and ability to mix and serve a wide variety of alcoholic beverages by combining various ingredients. Ability to independently set-up and operate a full service bar, including responsibility for cash and inventory. Ability to meet and converse with the public in a friendly and courteous manner and must have the ability to work harmoniously with co-workers and members of the MWR Department. Must be able to work day, night and weekend shifts, including holidays. Must satisfactorily complete the Food Handler's Certification.

#### **CONDITION 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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with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR\_Recruitment@fe.navy.mil to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

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

### **BENEFITS**

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

### **HOW TO APPLY**

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

Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

Or mail to: Commander Navy Region Japan  
NAF Human Resource Office (N941)  
PSC 473 Box 12  
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### **REQUIRED DOCUMENTS**

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

### **AGENCY CONTACT INFO**

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

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

### **WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Recreation Aid (Sports & Fitness)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N921 Fitness Division / MB FFC
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-032
<b>SALARY RANGE</b>	\$8.00 Hourly
<b>OPENING DATE</b>	Friday, January 13, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-0189-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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#### **JOB SUMMARY**

This position is located at Main Base Fleet Fitness Complex, of the Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan.

#### **DUTIES AND RESPONSIBILITIES**

The incumbent issues recreation equipment, uniforms and athletic equipment to authorized patrons ensuring that check out slips are executed on all equipment issued. The incumbent receives recreation equipment, uniforms and athletic equipment from patron after use. Returns equipment to proper storage. Estimates needs and suggests actions to supervisor for restocking and replacing items. The incumbent maintains an inventory on all equipment. Keeps a daily record of all delinquent equipment and assists in a follow-up by phone or in writing to personnel who have checked out equipment and have not returned it on time. The incumbent may operate a washer and dryer to keep uniforms, tennis shoes, towels, soft goods, etc. clean and dry for issue. Responsible to assure that the equipment in the Fitness Center is clean and in workable condition for use by patron. Makes minor repair of the equipment when necessary. The incumbent may provide work guidance to new recreation aids in the proper maintenance of athletic and recreational equipment. The incumbent may operate a cash register, computer Rec Trac. Incumbent may maintain Daily Activity Record (DAR) of petty cash for the facility. Incumbent may be called upon to provide assistance in some of the duties of the Recreation Assistant. 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**

Must be able to meet and converse with the patrons in a friendly and courteous manner and must have a responsible attitude, can deal with people and provide customer service. Must have the basic knowledge of rules and practices of the equipment used. Within 6 months after employment, must have certifications for first aid/AED and CPR. Must have the ability to communicate effectively orally and in writing. Must be able to lift and carry up to 40 pounds, walk, bend, and stoop and stand on routine basis. Incumbent must be able to work day, night and weekend shifts, including holidays.

#### **CONDITION 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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with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR\_Recruitment@fe.navy.mil to ensure proper consideration is given.

### **HOW YOU WILL BE EVALUATED**

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

### **BENEFITS**

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

### **HOW TO APPLY**

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Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

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PSC 473 Box 12  
FPO AP 96349-0001

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### **REQUIRED DOCUMENTS**

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

### **AGENCY CONTACT INFO**

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

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

### **WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Recreation Aid (Theater)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Entertainment & Business / Showboat Theater
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-033
<b>SALARY RANGE</b>	\$8.00 Hourly
<b>OPENING DATE</b>	Friday, January 13, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-0189-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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#### **JOB SUMMARY**

This position is located in the Community Activities Division, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. The incumbent of this position performs duties independently in the Ticket Office and/or the Snack Bar in accordance with prescribed practices and general directions at the Showboat Theater and the Village Theater.

#### **DUTIES AND RESPONSIBILITIES**

The incumbent ensures that adequate change fund is on hand while performing duties in the Ticket Office and or Snack bar. In the ticket office, the incumbent sells tickets, operates ticket dispenser, and cash register. Receives and accounts for cash and tickets in accordance with MWR Standard Operating Procedures. Completes Daily Activity Reports, and secures deposit of daily cash receipts. Checks identification card of all patrons in civilian clothing and selling tickets only to authorized patrons. The incumbent is responsible for selling soda, hotdogs, popcorn, candy, and other related items to eligible patrons and is also responsible for replenishing beverage dispensers. Ensures proper display and price marking of items for sale and adherence to correct receipt and pricing procedures. Maintains sales records and accountable documents in accordance with proper procedures. Arrange/maintain food items in an orderly manner on shelves/counters in accordance with the Navy sanitary and safety regulations. Clean assigned areas in accordance with Navy sanitary regulations. Ensures that adequate stock levels are maintained and assists in taking inventory by arranging food items in sequence on storage shelves and in the refrigerated areas. Conducts inventory. Assists in maintaining good order and discipline throughout the theater during all showings. Answers patrons' questions in a pleasant, courteous manner. Incumbent must present a neat, well-groomed appearance at all times. Performs other related duties as assigned.

#### **QUALIFICATIONS REQUIRED**

Incumbent must be alert and attentive to duties. Must have personable attitude, with the ability to meet and deal harmoniously with patrons. Cashier/clerk experience is preferred. Must complete a food handler's certification. If beer is sold, the incumbent must be at least 20 years of age. Incumbent must be able to work day, night, and weekend shifts, including holidays.

#### **CONDITION 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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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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### **HOW TO APPLY**

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### **REQUIRED DOCUMENTS**

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

### **AGENCY CONTACT INFO**

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

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Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

### **WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Service Counter Attendant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Entertainment & Business / Harbor Cafe
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-034
<b>SALARY RANGE</b>	\$8.50 Hourly
<b>OPENING DATE</b>	Friday, January 13, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-2091-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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### **JOB SUMMARY**

This position is located in the various divisions of the Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Incumbent is responsible for performing cashier duties, order taking and food preparation duties.

### **DUTIES AND RESPONSIBILITIES**

Incumbent operates a cash register according to standard cash control procedures. Responsible for own cash fund, complete Daily Activity Report and securing deposit of daily cash receipts. Receives orders from patrons, ring sales by individual items, total the sales, receive money and make change. Visually check items to ensure correct charge for item. Prepare all food items in the front service area. Prepare, all food items in the front service area. Prepare, bag or box items for take-out orders. Assist in taking inventory, restocking shelves and such other duties as required by the supervisor. Maintain food items neatly on counters and shelves. Clean daily assigned work area observing all sanitary and safety regulations. Keep refrigerators, grills, equipment and working area clean. Receive telephone calls and page patrons as may be required. Stock paper goods behind the service line. Perform a variety of tasks such as grilling or frying hamburgers turning as required, regulating temperature and removing when done. Prepare frozen drinks and ice cream cones or cups. Incumbent must present a neat, well-groomed, professional appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

### **QUALIFICATIONS REQUIRED**

Previous experience as cashier-checker is desired. Incumbent must be at least 20 years of age where alcoholic beverages are served. Must possess the skills in dealing with the public in a polite and courteous manner. Must complete a food handler's certification. Must be able to work day, night and weekend shifts, including holidays.

### **CONDITION 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.

**HOW TO APPLY**

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

Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

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

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**REQUIRED DOCUMENTS**

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

**AGENCY CONTACT INFO**

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

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

**WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Recreation Aid (Sports & Fitness)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N921 Fitness Division / Hario FFC
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-035
<b>SALARY RANGE</b>	\$8.00 Hourly
<b>OPENING DATE</b>	Friday, January 13, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-0189-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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#### **JOB SUMMARY**

This position is located in the Hario Fitness Center, of the Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan.

#### **DUTIES AND RESPONSIBILITIES**

The incumbent issues recreation equipment, uniforms and athletic equipment to authorized patrons ensuring that check out slips are executed on all equipment issued. The incumbent receives recreation equipment, uniforms and athletic equipment from patron after use. Returns equipment to proper storage. Estimates needs and suggests actions to supervisor for restocking and replacing items. The incumbent maintains an inventory on all equipment. Keeps a daily record of all delinquent equipment and assists in a follow-up by phone or in writing to personnel who have checked out equipment and have not returned it on time. The incumbent may operate a washer and dryer to keep uniforms, tennis shoes, towels, soft goods, etc. clean and dry for issue. Responsible to assure that the equipment in the Fitness Center is clean and in workable condition for use by patron. Makes minor repair of the equipment when necessary. The incumbent may provide work guidance to new recreation aids in the proper maintenance of athletic and recreational equipment. The incumbent may operate a cash register, computer Rec Trac. Incumbent may maintain Daily Activity Record (DAR) of petty cash for the facility. Incumbent may be called upon to provide assistance in some of the duties of the Recreation Assistant. 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**

Must be able to meet and converse with the patrons in a friendly and courteous manner and must have a responsible attitude, can deal with people and provide customer service. Must have the basic knowledge of rules and practices of the equipment used. Within 6 months after employment, must have certifications for first aid/AED and CPR. Must have the ability to communicate effectively orally and in writing. Must be able to lift and carry up to 40 pounds, walk, bend, and stoop and stand on routine basis. Incumbent must be able to work day, night and weekend shifts, including holidays.

#### **CONDITION 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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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**

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### **HOW TO APPLY**

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FPO AP 96349-0001

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### **REQUIRED DOCUMENTS**

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

### **AGENCY CONTACT INFO**

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

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

### **WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Service Counter Attendant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Entertainment & Business / STRC Bowling Center
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-036
<b>SALARY RANGE</b>	\$8.00 Hourly
<b>OPENING DATE</b>	Monday, January 9, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-2091-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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#### **JOB SUMMARY**

This position is located in the various divisions of the Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Incumbent is responsible for performing cashier duties, order taking and food preparation duties.

#### **DUTIES AND RESPONSIBILITIES**

Incumbent operates a cash register according to standard cash control procedures. Responsible for own cash fund, complete Daily Activity Report and securing deposit of daily cash receipts. Receives orders from patrons, ring sales by individual items, total the sales, receive money and make change. Visually check items to ensure correct charge for item. Prepare all food items in the front service area. Prepare, all food items in the front service area. Prepare, bag or box items for take-out orders. Assist in taking inventory, restocking shelves and such other duties as required by the supervisor. Maintain food items neatly on counters and shelves. Clean daily assigned work area observing all sanitary and safety regulations. Keep refrigerators, grills, equipment and working area clean. Receive telephone calls and page patrons as may be required. Stock paper goods behind the service line. Perform a variety of tasks such as grilling or frying hamburgers turning as required, regulating temperature and removing when done. Prepare frozen drinks and ice cream cones or cups. Incumbent must present a neat, well-groomed, professional appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

#### **QUALIFICATIONS REQUIRED**

Previous experience as cashier-checker is desired. Incumbent must be at least 20 years of age where alcoholic beverages are served. Must possess the skills in dealing with the public in a polite and courteous manner. Must complete a food handler's certification. Must be able to work day, night and weekend shifts, including holidays.

#### **CONDITION 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**

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**HOW TO APPLY**

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Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

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

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**REQUIRED DOCUMENTS**

- Resume
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
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**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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<b>JOB TITLE</b>	Recreation Aid
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N922 Recreation Division / Liberty Center
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-037
<b>SALARY RANGE</b>	\$8.00 Hourly
<b>OPENING DATE</b>	Friday, January 20, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-0189-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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### **JOB SUMMARY**

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

### **DUTIES AND RESPONSIBILITIES**

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

### **QUALIFICATIONS REQUIRED**

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

### **CONDITION 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**

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### **BENEFITS**

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### **HOW TO APPLY**

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Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

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

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### **REQUIRED DOCUMENTS**

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- [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)
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- 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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<b>JOB TITLE</b>	Swimming Instructor / Lifeguard
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N921 Aquatics / FFC Indoor Pool
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-043
<b>SALARY RANGE</b>	\$10.00 - \$12.00 Hourly, Depending on Experience
<b>OPENING DATE</b>	Friday, January 27, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-0189-02
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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### **JOB SUMMARY**

This position is located at the Main Base and the Hario Village Swimming Pools, Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan.

### **DUTIES AND RESPONSIBILITIES**

Incumbent is responsible for instructing and teaching various swimming skills, styles, and basic diving to various age groups. Ensures swimmers, utilizing a good knowledge of all aspects of water safety, observe all water safety rules. Observes swimmers and ensures all participants are accounted for at all times. Prepares lifeguard schedules; resolves disputes with patrons and is responsible for management of Lifeguards. Prepares materials for presentation and explanation. May lead the work of other Lifeguards. May act as a pool lifeguard performing rescue work. When necessary, renders emergency first aid until qualified medical assistance arrives. Completes appropriate accident reports and other required reports. Checks the chemical balance of pool water and applies disinfectant to showers, floors, and decks, as required. Performs necessary maintenance work required for sanitation, cleanliness and neatness of the pool areas. May collect usage fees and check I. D. cards, 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 required.

### **QUALIFICATIONS REQUIRED**

Must possess current Water Safety Instructor (WSI), Cardio-Pulmonary Resuscitation (CPR) for the professional rescuer, and basic first aid/AED certifications. Must have one year of related experience. Dexterity to handle a person in the water who may panic or be unconscious. Understanding of and ability to enforce rigid safety regulations to ensure maximum protection of swimmers. Ability to use equipment to take pool and environmental readings. Must be able to work day, night and weekend shifts, including holidays.

### **CONDITION 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

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## HOW TO APPLY

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PSC 473 Box 12  
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## REQUIRED DOCUMENTS

- Resume
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## 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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<b>JOB TITLE</b>	Bowling Equipment Worker
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Entertainment & Business / STRC Bowling Center
<b>JOB ANNOUNCEMENT NUMBER</b>	OC-FFR17-0046
<b>SALARY RANGE</b>	\$10.04 Hourly
<b>OPENING DATE</b>	Friday, January 20, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NA-4819-03
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

**\*Amended Salary Range from \$9.81 to \$10.04 on 2/1/2017.**

#### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

Incumbent makes minor corrective adjustments to bowling alley machinery as necessary. Clears ball and pin jams, repairs/replaces foul lights, and performs periodic preventive maintenance on automatic handling equipment such as vacuuming, ball cleaning machines, cleaning turn around pans, ball elevators, and cross conveyors on pinsetters. Assists with maintaining stock levels and keeping records on spare parts for automatic pinsetter and mechanical equipment. Replaces burned-out fuses and light bulbs and assists in replacement of electrical fixtures, if required. Cleans, oils, and conditions lane surfaces. May sweep and mop floors. Dusts furniture and fixtures. Cleans walls and rest rooms and replaces washers in faucets, if required. Collects and removes trash. Advises supervisor/manager of unusual maintenance problems. Performs other related duties as required.

#### **QUALIFICATIONS REQUIRED**

Must have manual dexterity necessary to make minor corrective adjustments to machinery and replace fixtures. Skill in the use of common hand tools and ability to perform limited preventive maintenance such as cleaning and oiling equipment and conditioning lane surfaces. Ability to use common cleaning materials and equipment and to safely operate and adjust bowling equipment.

#### **CONDITION 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**

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#### **HOW TO APPLY**

Interested applicants can submit all required documents to: Human Resources Office located on the 2<sup>nd</sup>

Floor of Bldg. 91.

Or send your resume via email: MWR\_RECRUITMENT@fe.navy.mil

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

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Please direct inquiries to: MWR\_RECRUITMENT@fe.navy.mil

#### **REQUIRED DOCUMENTS**

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

#### **AGENCY CONTACT INFO**

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

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

#### **WHAT TO EXPECT NEXT**

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<b>JOB TITLE</b>	Cook
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0403-OC
<b>SALARY RANGE</b>	\$10.83 Hourly
<b>OPENING DATE</b>	Friday, June 16, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NA-7404-04
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

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

### **QUALIFICATIONS REQUIRED**

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

### **CONDITION 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**

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skills, and abilities will be used for each application.

### **BENEFITS**

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### **HOW TO APPLY**

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### **AGENCY CONTACT INFO**

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

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Tel: 315-243-5446 / 046-816-5446  
Email: MWR\_RECRUITMENT@fe.navy.mil

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<b>JOB TITLE</b>	Cashier
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0404-OC
<b>SALARY RANGE</b>	\$8.17 Hourly
<b>OPENING DATE</b>	Friday, June 9, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-0530-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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#### **JOB SUMMARY**

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

#### **DUTIES AND RESPONSIBILITIES**

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

#### **QUALIFICATIONS REQUIRED**

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

#### **CONDITION OF EMPLOYMENT**

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

#### **OTHER INFORMATION**

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### **BENEFITS**

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### **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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<b>JOB TITLE</b>	Waiter/Waitress
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0405-OC
<b>SALARY RANGE</b>	\$9.29 Hourly
<b>OPENING DATE</b>	Friday, June 16, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NA-7420-02
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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#### **SUMMARY OF DUTIES AND RESPONSIBILITIES**

Performs beverage service functions in a bar or lounge area. Asks patrons what beverages are desired and writes the order on a guest check. Describes or suggests cocktails, highballs, wines, or other beverages upon request. Gives order to bartender. Receives and places beverages on a small tray and serves patrons. Adds fruit or decorations to cocktails, as required. Collects payment from patrons and settles account with bartender or cashier. Observes when patron leaves and cleans tables. Returns used glassware to bar. Maintains clean work area. Performs other related duties as required. Must meet minimum age requirement. Work requires the use of both arms, hands, and legs, and involves prolonged standing, walking, reaching, and light lifting. Objects handled and carried seldom weigh in excess of 20 lbs.

#### **QUALIFICATIONS REQUIRED**

Skill to serve beverages in the proper manner. Knowledge of composition of popular cocktails and types of beverages served. Availability of wines and their proper serving temperatures. Knowledge of simple math calculations in order to tabulate checks. Ability to recognize intoxicated patrons when serving alcohol.

#### **CONDITION 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**

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## REQUIRED DOCUMENTS

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- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
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## AGENCY CONTACT INFO

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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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<b>JOB TITLE</b>	Recreation Assistant (Bowling)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Business Operations Division /STRC Bowling Center
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0417-OC
<b>SALARY RANGE</b>	\$10.00 Hourly
<b>OPENING DATE</b>	Friday, June 16, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-0189-02
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

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#### **JOB SUMMARY**

This position is located in the Bowling Center, Morale, Welfare, and Recreation Department Fleet Activities, Sasebo, Japan. The purpose of this position is to serve as the daytime counter control operator and to assist the Bowling Center Manager.

#### **DUTIES AND RESPONSIBILITIES**

Incumbent is responsible for the operations of the counter control, which includes the assignments of bowling lanes to patrons, collects and accounts for fees and fills out required paperwork. Incumbent is responsible for controlling the facility for use of authorized patrons and enforcing proper dress code, and security of building. Incumbent is responsible for maintaining locker rental reports, collecting fees, informing personnel of overdue rentals, and locker fees that are 30 days overdue. Removes contents of lockers, mark and store. Incumbent is responsible for upkeep of MWR bulletin boards, which contains bowler's information, league notice and other promotional materials pertaining to the following lanes or MWR. Keep bulletin boards up to date, neat and orderly at all times. Incumbent is responsible for maintaining all paperwork or records for Bowler of the Month, contacting leagues secretaries for information pertaining to the Bowler of the Month, keeping lane manager aware of results and ensuring winners are posted as required. Incumbent sells software bowling supplies, assists customers on selection of bowling bags, ball and shoes, keeping display case of bowling supplies well stocked and neat at all times, and informing the lane manager of special order items for customers. Incumbent is responsible for handling customer phone calls and questions, keep lane mechanic informed of any stoppage or failures pinsetters or ball returns and keeping janitor informed of areas of bowling center that need cleaning. Incumbent will assist the manager with required paperwork, such as time sheets daily usage of facility, special bowling events, etc., and helps train new counter control employees. Incumbent is responsible for change fund pertaining to the bowling lanes operations, accounts for change fund and cash receipts taken in during assigned shift, prepares daily activity report and turns this with required receipts, etc., daily. Incumbent acts as Duty Manager whenever the Bowling Center Manager is not present. Performs other related duties as assigned.

#### **QUALIFICATIONS REQUIRED**

Must have a working knowledge of bowling center counter control operations, bowling resale, cash register operation and required paperwork associated with the position. Must possess skills in dealing with the public in a courteous and pleasant manner. Must present a neat, well-groomed appearance at all times and work harmoniously with co-workers and members of the MWR Department. Must be able to work day, night and weekend shifts, including holidays.

#### **CONDITION 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**

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### **HOW TO APPLY**

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<b>JOB TITLE</b>	Service Counter Attendant
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N923 Entertainment & Business / Galaxies Club
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0449-OC
<b>SALARY RANGE</b>	\$8.50 Hourly
<b>OPENING DATE</b>	Friday, June 30, 2017
<b>CLOSING DATE</b>	Open Continuous
<b>SERIES &amp; GRADE</b>	NF-2091-01
<b>POSITION INFORMATION</b>	FLEX
<b>NUMBER OF VACANCIES</b>	Various
<b>DUTY LOCATION(S)</b>	Fleet Activities Sasebo, Japan
<b>WHO MAY APPLY</b>	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area

**\*\*Amended Salary from \$8.00 to \$8.50 on 11/17/17.**

#### **JOB SUMMARY**

This position is located in the various divisions of the Morale, Welfare and Recreation Department, Fleet Activities, Sasebo, Japan. Incumbent is responsible for performing cashier duties, order taking and food preparation duties.

#### **DUTIES AND RESPONSIBILITIES**

Incumbent operates a cash register according to standard cash control procedures. Responsible for own cash fund, complete Daily Activity Report and securing deposit of daily cash receipts. Receives orders from patrons, ring sales by individual items, total the sales, receive money and make change. Visually check items to ensure correct charge for item. Prepare all food items in the front service area. Prepare, all food items in the front service area. Prepare, bag or box items for take-out orders. Assist in taking inventory, restocking shelves and such other duties as required by the supervisor. Maintain food items neatly on counters and shelves. Clean daily assigned work area observing all sanitary and safety regulations. Keep refrigerators, grills, equipment and working area clean. Receive telephone calls and page patrons as may be required. Stock paper goods behind the service line. Perform a variety of tasks such as grilling or frying hamburgers turning as required, regulating temperature and removing when done. Prepare frozen drinks and ice cream cones or cups. Incumbent must present a neat, well-groomed, professional appearance at all times and must work harmoniously with co-workers and members of the MWR Department. Performs other related duties as assigned.

#### **QUALIFICATIONS REQUIRED**

Previous experience as cashier-checker is desired. Incumbent must be at least 20 years of age where alcoholic beverages are served. Must possess the skills in dealing with the public in a polite and courteous manner. Must complete a food handler's certification. Must be able to work day, night and weekend shifts, including holidays.

#### **CONDITION OF EMPLOYMENT**

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#### **OTHER INFORMATION**

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