

MWR NAF HUMAN RESOURCES OFFICE

MWR NAF JOB LISTING

Announcements are Posted at "http://www.USAJOBS.gov"

Find NAF Employment Application at "http://navymwrsasebo.com/directory-more/job-opportunities"

Updated 05 May 2022

Submit all MWR NAF Employment Applications via email at M-SA-MWRHROOffice@fe.navy.mil and MWR_Recruitment@fe.navy.mil.

Business Hours: Mon-Fri, 0830-1600. Closed Sat, Sun and Holidays.

Please Call (DSN) 252-3328 or 252-2904 / (COMM) 0956-50-3328 or 0956-50-2904

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE POSITION	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
FFR22-0011C	Cook LINK: https://www.usajobs.gov/job/651405300	NA-7404-04	\$17.25	Harbor View Club	SOFA Sponsored	Close: 06/01/2022 First Cut-off: 5/12/2022
		FLEX				
FFR22-0013	Bartender LINK: https://www.usajobs.gov/job/629869100	NA-7405-05	\$15.00	Galaxies Club	SOFA Sponsored	Close: 12/31/2022
		FLEX				
FFR22-0023A	Recreation Assistant (Lifeguard) LINK: https://www.usajobs.gov/job/645863300	NF-0189-02	\$17.25	Fleet Fitness Complex - Aquatics	SOFA Sponsored	Close: 06/12/2022
		FLEX				
FFR22-0032B	Recreation Assistant (outdoor Recreation) LINK: https://www.usajobs.gov/job/649110900	NA-7405-02	\$17.25	Galaxies Club	SOFA Sponsored	Close: 05/19/2022
		RFT				
FFR22-0033	Bar Assistant LINK: https://www.usajobs.gov/job/631019300	NA-7405-02	\$15.00	Galaxies Club	SOFA Sponsored	Close: 06/30/2022
		FLEX				
FFR22-0041	CY Program Leader LINK: https://www.usajobs.gov/job/631018400	CY-1702-02	\$20.64 - \$22.50	Hario Village Child Development Center	SOFA Sponsored or Seeking SOFA	Close: 12/30/2022 Cut-Off every 1st & 15th
		RFT				
FFR22-0042A	CY Program Leader LINK: https://www.usajobs.gov/job/645867500	CY-1702-02	\$15.89 - \$17.87	Main Base Child Development Center	SOFA Sponsored or Seeking SOFA	Close: 07/15/2022 Cut-Off every 1st & 15th
		RFT				
FFR22-0043	CY Program Assistant LINK: https://www.usajobs.gov/job/630791600	CY-1702-01/02	\$16.70 - \$20.50	Hario Village School Age Care Center	SOFA Sponsored or Seeking SOFA	Close: 12/30/2022 Cut-Off every 1st & 15th
		RFT				
FFR22-0044	CY Program Assistant LINK: https://www.usajobs.gov/job/630786300	CY-1702-01/02	\$16.70 - \$20.50	Hario Village Child Development Center	SOFA Sponsored or Seeking SOFA	Close: 12/30/2022 Cut-Off every 1st & 15th
		RFT				
FFR22-0045	CY Program Assistant LINK: https://www.usajobs.gov/job/630787000	CY-1702-01/02	\$16.70 - \$20.50	Main Base School Age Care / Teen Center	SOFA Sponsored	Close: 12/31/2022 Cut-Off every 1st & 15th
		FLEX				

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
		POSITION				
FFR22-0046	CY Program Assistant	CY-1702-01/02	\$16.70 - \$20.50	Main Base Child Development Center	SOFA Sponsored	Close: 12/30/2022 Cut-Off every 1st & 15th
		FLEX				
	LINK: https://www.usajobs.gov/job/630787400					
FFR22-0047	CY Program Assistant	CY-1702-01/02	\$16.70 - \$20.50	Hario Village School Age Care Center	SOFA Sponsored	Close: 12/30/2022 Cut-Off every 1st & 15th
		FLEX				
	LINK: https://www.usajobs.gov/job/630790700					
FFR22-0048	CY Program Assistant	CY-1702-01/02	\$16.70 - \$20.50	Hario Village Child Development Center	SOFA Sponsored	Close: 12/31/2022 Cut-Off every 1st & 15th
		FLEX				
	LINK: https://www.usajobs.gov/job/630554400					
FFR22-0052E	Computer Assistant	NF-0335-03	\$19.50	Administrative Office - IT	SOFA Sponsored	Close: 06/02/2022 First Cut-off: 05/13/2022
		RFT				
	LINK: https://www.usajobs.gov/job/651702100					
FFR22-0054A	CY Program Leader	CY-1702-02	\$15.89 - \$17.87	Main Base School Age Care Center	SOFA Sponsored or Seeking SOFA	Close: 07/15/2022 Cut-Off every 1st & 15th
		RFT				
	LINK: https://www.usajobs.gov/job/645869100					
FFR22-0056	Recreation Aid (Liberty)	NF-0189-01	\$15.00	Liberty Center	SOFA Sponsored	Close: 12/30/2022
		FLEX				
	LINK: https://www.usajobs.gov/job/636171000					
FFR22-0075	Recreation Assistant (Fitness/Acquatics/sports Support)	NF-0189-02	\$17.25	Fleet Fitness Complex	SOFA Sponsored	Close: 12/30/2022
		RFT				
	LINK: https://www.usajobs.gov/job/636781400					
FFR22-0097	Recreation Aid (FFC)	NF-0189-01	\$15.00	Fleet Fitness Complex	SOFA Sponsored	Close: 12/30/2022
		FLEX				
	LINK: https://www.usajobs.gov/job/636469300					
FFR22-0155	CY Program Assistant	CY-1702-01/02	\$16.70 - \$20.50	Main Base School Age Care Center	SOFA Sponsored or Seeking SOFA	Close: 12/30/2022 Cut-Off every 1st & 15th
		RFT				
	LINK: https://www.usajobs.gov/job/638228600					
FFR22-0206A	CYP Assistant Director	NF-1702-03	\$18.00-\$21.00	Main Base School Age Care Center	SOFA Sponsored	Close: 05/05/2022
		RFT				
	LINK: https://www.usajobs.gov/job/647242500					
FFR22-0211A	Assistant Club Manager	NF-1101-03	\$32,000 - \$36,000	Galaxies Club	SOFA Sponsored	Close: 05/31/2022 First Cut-off: 05/11/2022
		RFT				
	LINK: https://www.usajobs.gov/job/651144300					
FFR22-0225	CYP Operations Clerk	NF-0303-02	\$17.41 - 19.41	Hario Village Child Development Center	SOFA Sponsored	Close: 12/30/2022 First Cut-off: 05/15/2022
		RFT				
	LINK: https://www.usajobs.gov/job/646969200					

ANNOUNCEMENT NUMBER	POSITION	SERIES/GRADE	SALARY / PAY HOUR DOE	FACILITIES	AREA OF CONSIDERATION	CLOSING DATE
		POSITION				
FFR22-0247	Library Aid	NF-1411-01	\$15.00	Library	SOFA Sponsored	Close: 07/08/2022 First Cut-off: 05/09/2022
		FLEX				
		LINK: https://www.usajobs.gov/job/650650600				
FFR22-0256	Recreation Assistant (Lifeguard) **Seasonal**	NF-0189-02	\$17.25	Fleet Fitness Complex - Aquatics	SOFA Sponsored	Close: 05/24/2022
		FLEX				
		LINK: https://www.usajobs.gov/job/649835500				
FFR22-0272	Maintenance Helper	NA-4749-05	\$18.00	Wood Hobby Shop	SOFA Sponsored	Close: 08/19/2022 First Cut-off: 05/11/2022
		FLEX				
		LINK: https://www.usajobs.gov/job/651142800				

NOTES:

Position which this activity recruits locally; will **NOT** be granted Transportation Agreement or any other benefits normally paid to a "Stateside" Hire.

Eligible spouses of active military personnel will be provided preferential consideration. Attach a copy of Sponsor's PCS Orders and Family Entry Approval.

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

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

Mandatory participation in Direct Deposit Program.

Once submitted, applications and all attached become the property of MWR Sasebo NAF HRO and WILL NOT be returned or copied. please contact: MWR_Recruitment@fe.navy.mil

Interested Family Members of Active Military and DoD Civilian Personnel including active enlisted military personnels who desire employment during off duty hours are encouraged to submit MWR Employment Application to CNRJ NAF HRO, via email at MWR_Recruitment@fe.navy.mil and CFAS NAF HRO, M-SA-MWRHROOffice@fe.navy.mil.

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



JOB TITLE	Cook (Harbor View Club)
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Harbor View Club
JOB ANNOUNCEMENT NUMBER	FFR22-0011C
SALARY RANGE	\$17.25 Hourly
OPENING DATE	Thursday, April 28, 2022
FIRST CUT-OFF	Thursday, May 12, 2022
CLOSING DATE	Wednesday, June 1, 2022
SERIES & GRADE	NA-7404-04
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

****This is a re-advertisement of announcement FFR22-0011B which closed on 04/27/2022****

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Performs a full range of simple cooking tasks by preparing and cooking items requiring little or no processing such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables.
- Prepares all forms of hot cereals; broils meats; prepares and cooks concentrated or dehydrated soups, sauces, and gravies; and makes cold sandwich fillings.
- Prepares convenience items such as frozen hash browns, 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 salad bar.
- 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.

ADDITIONAL RESPONSIBILITIES

- Kitchens are often warm and noisy.
- Exposed to steam, fumes, odors, danger of falling, burns, and cuts.
Exposed to extremes in temperatures when entering walk-in refrigerators from the warm kitchen.
- Performs other related duties as required.

QUALIFICATIONS REQUIRED

- Working knowledge of the methods and procedures relating to food preparation in small quantities, and the skill to apply such information to cook a limited variety of prepared 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.
- Ability to do the work of the position without more than normal supervision.

EDUCATION

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

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

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

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

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

organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

HOW TO APPLY

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

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

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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	Bartender (Galaxies Club)
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR22-0013
SALARY RANGE	\$15.00 Hourly
OPENING DATE	Thursday, January 6, 2022
FIRST CUT OFF	Tuesday, February 15, 2022, Subsequent cut-offs every 18 days
CLOSING DATE	Saturday, December 31, 2022
SERIES & GRADE	NA-7405-05
POSITION INFORMATION	Flex (Flexible working hours, including evenings and weekends)
NUMBER OF VACANCIES	6
DUTY LOCATION(S)	Fleet Activities, Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

***Amended Salary To \$15.00 and Cut-Off Date, Tuesday, February 15, 2022
w/subsequent cut-offs every 18 days***

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

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

ADDITIONAL RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

- Ability to mix and serve a wide variety of beverages by combining ingredients such as liquors, soda, water, sugar, bitters and fruit garnishes.
- Serves liqueur, beer, and wine, and is skillful in mixing such beverages as an Alexander, Margarita,

- Zombi, Singapore Sling, etc.
- Skill to completely set-up a bar and to recognize impending shortages of supplies based on the volume of business and insure their timely replacement.
- Ability to collect tabs, chits or cash in appropriate amounts and is accountable for cash and inventory for the period worked.
- Ability to recognize intoxicated or unruly patrons and to resolve the problem or seek assistance if needed.
- Ability to do the work of the position without more than normal supervision.

EDUCATION

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

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

CONDITIONS OF EMPLOYMENT

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

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

Must be at least 20 years of age.

Must be able to obtain within 3 days of hire:

- Cash Handling Training
- Responsible Alcohol Training
- Sanitation Training

OTHER INFORMATION

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

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HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

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

REQUIRED DOCUMENTS

- Resume or NAF Application Form
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- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)

- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

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

HOW TO APPLY

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

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JOB TITLE	Recreation Assistant (Lifeguard)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports, and Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR22-0023A
SALARY RANGE	\$17.25 Hourly
OPENING DATE	Wednesday, March 30, 2022
FIRST CUT-OFF DATE	Wednesday, April 13, 2022, subsequently every 20 days
CLOSING DATE	Sunday, June 12, 2022
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	FLEX (Flexible working hours, to include evenings and weekends)
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Fitness Complex at Commander, Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius)

Amended salary to \$17.25

This is a re-advertisement of announcement FFR22-0023 which closed on 03/28/2022

COVID-19 Vaccination Not Required

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

- Instructs various levels of swimming including various strokes (e.g., front crawl, back crawl, elementary backstroke, breaststroke, sidestroke, butterfly, etc.).
- Teaches students from age groups of infant through adult. Instructs basic diving, safety and survival skills to students. Works with lifeguards to ensure swim lessons are safe at all times.
- Enforces pool safety standards and facility operational rules for all individuals using the facilities.
- Plans and organizes instruction methods and goals that support the general teaching outlines provided by the Aquatics Program Manager and the certifying organization.
- Organizes and directs activities of students in order to provide a high level of quality instruction for all pool patrons.
- Develops swim program according to student's ability and promotes students to higher levels of swimming according to their skills.
- Provides individual feedback to parents/guardians regarding student's swimming developments and achievements.
- Provides introductory equipment orientations, when needed.
- Inspects equipment used for swim instruction, ensuring they are within the condition required by environmental health standards and informs supervisor of deficiencies.

- Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy.
- Completes and submits records and documentation of completed lessons to the Aquatics Program Manager and the American Red Cross office.
- Works with the Aquatics Program Manager on an on-going basis to upgrade, improve and refine individual teaching skills related to teaching effective swimming lessons to various age groups and various skill levels.
- Prepares and completes accident/incident reports during emergency situations. Notifies management of all emergencies immediately.
- Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).
- Completes regular cleaning and tidying of equipment used for swim lessons to ensure the maintenance of a safe environment for staff and patrons.
- Answers telephone providing information in regards to facility hours of operation, upcoming special events and programs, etc.
- Completes the Daily Activity Reports, handling cash where fees apply, verifying the amount of money collected and dropping the cashier bag in the drop safe.

QUALIFICATIONS REQUIRED

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

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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

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HOW YOU WILL BE EVALUATED

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

BENEFITS

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

HOW TO APPLY

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

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

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

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

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

REQUIRED DOCUMENTS

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

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JOB TITLE	Recreation Assistant (Outdoor Recreation)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Outdoor Recreation
JOB ANNOUNCEMENT NUMBER	FFR22-0032B
SALARY RANGE	\$17.25 Hourly Plus Non-Taxable Post Allowance
OPENING DATE	Friday, April 15, 2022
FIRST CUT-OFF DATE	Friday, April 29, 2022
CLOSING DATE	Thursday, May 19, 2022
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

Amended salary to \$17.25

This is a re-advertisement of announcement FFR22-0032A which closed on 03/30/2022

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

- Provides customer service, information and support of Community Recreation programs and activities Provides customer service, information and support of Community Recreation programs and activities. Service to MWR customers includes, but is not limited to: checking patron eligibility to ensure authorized use of recreation facilities, resources and equipment, providing information about activities and program offerings, opening and closing facilities, ordering and restocking supplies, and preparing snack bar menu items or prepackaged retail items.
- Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other Community Recreation programs using Point of Sales (POS) and computer programs.
- Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR) at the end of every shift.
- Assists in processing customer Internet registrations (i.e. Net Near You), initial log-ins and event registrations.
- Checks Community Recreation equipment and resources in and out, collects any applicable rental fees, inventories items and completes inspections upon return. Notifies supervisor or program lead if damage or loss has occurred.
- Ensures all rental or check-out forms are properly completed and reservation and checkout procedures are followed. Conducts inventory, maintains inventory controls and maintains equipment

for proper accountability of program equipment and resources.

- Assists in administering traditional and non-traditional workshops, clinics and events in a variety of leisure and recreation skills subject areas, in tune with offerings popular in the local area, including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking and water sports. Provides recreation experiences related to leisure skill sets in the form of day and weekend trips.
- Assists in day-to-day administration of multiple programs to which assigned. Tasks include submission of event after-action reports, patronage data collection and entering program data.
- Performs inventory of various types of equipment, retail goods, supplies and items deemed to have cash value.
- Performs administrative duties, all of which are accomplished through a variety of means, including computer software programs which track resource inventories, patron usage/comments, and program standards metrics.
- Assists with recruitment, training and scheduling of Community Recreation staff. Actively supports the command statement on adherence to EEO principles and policies. Assists in the planning, coordinating, publicizing, marketing and execution of MWR programs and special events. Performs entertainment and promotion scheduling.
- Assists in updating of electronic and multi-media support tools, as needed. Seeks ways to promote MWR facilities and events through outreach opportunities on base.
- Promotes use of recreational E-reading resources available through online MWR Library Program resources.
- Develops working partnerships with both on base and off base organizations (park districts, forest preserve, clubs, special interest groups, etc.) to support and benefit MWR programs. Performs community outreach to assist in the development of contacts.
- Assists in the creation of professional proposals, execution of agreements and follow-up. Researches and provides information and referral for a variety of recreational opportunities for individuals/families on and off the base.
- Adheres to NAVMED P-5010 sanitation requirements.
- Initiates and follows up on maintenance trouble calls to get equipment/facility issues resolved.
- Provides support for Community Recreation event set up and break down.
- Performs other duties as assigned as they pertain to the duties of this position.

QUALIFICATIONS REQUIRED

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

CONDITIONS OF EMPLOYMENT

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

Must have or be able to obtain within 90 days of being placed in the position and maintain a valid state drivers' license in order to transport patrons off-base. Wear protective clothing and equipment as situations warrant.

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

Irregular working hours may be required to include early shift, late shift, evenings, weekends and holidays when the need arises.

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee

may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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HOW YOU WILL BE EVALUATED

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

BENEFITS

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

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

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

HOW TO APPLY

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

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

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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

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JOB TITLE	Bar Assistant (Galaxies Club)
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR22-0033
SALARY RANGE	\$15.00 Hourly
OPENING DATE	Thursday, January 13, 2022
FIRST CUT-OFF DATE	Monday, February 21, 2022, subsequent cut-offs every 20 days
CLOSING DATE	Thursday, June 30, 2022
SERIES & GRADE	NA-7405-02
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	4
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius)

***Amended Salary To \$15.00 and Cut-Off Date, Monday, February 21, 2022
w/subsequent cut-offs every 20 days***

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JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

- Sets up full service, limited service, and special party or banquet bars with the necessary supplies such as beverages, mixes, condiments, ice, and a variety of liquors and liqueurs, prior to opening the bar.
- Continually checks the cleanliness of the bar, its equipment and the bar area, and resupplies as needed or as directed by the bartender.
- Disposes of waste materials.
- Unloads and stacks all necessary supplies, cleans and replaces pressurized containers.
- Skill to use knives and automatic slicers in the preparation of garnishes such as oranges, limes, and lemons.
- Ability to mix and serve simple drinks under close technical guidance of a Bartender.
- Ability to visually recognize shortages of supplies at the bar such as beverages, beer, condiments, garnishes, glasses, napkins, and utensils, and to replace them as needed.
- Receives specific instructions concerning completion of assignments and makes simple decisions such as the type and amount of bar supplies needed from the storage room.
- With unusual assignments, the supervisor frequently checks the work, whereas repetitive assignments are completed with minimal supervision.
- Work requires frequent light to moderate lifting and carrying of objects weighing 5 to 15 lbs. and

- pushing and pulling objects weighing 10 to 20 lbs.
- Occasionally required to lift up to and over 40 lbs. heavier objects such as beer kegs are usually transported with the aid of a dolly.
- Work is normally performed inside with adequate light, heat and fresh air.
- May be exposed to the possibility of chapped hands, bruises, and cuts

QUALIFICATIONS REQUIRED

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

- Must be at least 20 years of age.
- Must have the ability to meet and converse with the public in a friendly and courteous manner and work harmoniously with co-workers and members of the MWR Department.
- Must be able to stand and walk for long periods of time and be able to work day, night and weekend shifts, including holidays.
- Must complete the Food Handler's Certification satisfactorily.
- Must be able to work harmoniously with co-workers and members of the MWR Department.
- Must have or be able to obtain and maintain the following certification within 90 days of hire: Emergency First Responder or Cardiopulmonary Resuscitation, Food Handlers, C.A.R.E (Controlling Alcohol Risks Effectively)

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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HOW YOU WILL BE EVALUATED

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

BENEFITS

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

HOW TO APPLY

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

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

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

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

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in ink and dated within the opening and closing date of this vacancy announcement)

- Proof of Education (such as high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

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

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

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JOB TITLE	Child and Youth Programs Leader (Hario CDC)
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs/ Various
JOB ANNOUNCEMENT NUMBER	FFR22-0041
SALARY RANGE	\$15.89 - \$17.87, Depending on Experience Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Thursday, January 13, 2022
NEXT CUT OFF DATE	Tuesday, February 1, 2022 (Cut-off every 1 st & 15 th)
CLOSING DATE	Friday, December 30, 2022
SERIES & GRADE	CY-1702-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

***Amendment: COVID-19 Vaccination Not Required**

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RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive and eight hour Time off Award for each employment period being met.

JOB SUMMARY

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). The purpose of the Child and Youth Program (CYP) Leader is to provide appropriate specialized developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

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

Mentor

- Mentors assigned CY Program Assistant team.

- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

Curriculum

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.
- Arranges for and/or services appropriate snacks or meals where applicable.

Indoor and Outdoor Environment

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

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

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

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

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.
- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

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

Additional Responsibilities

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

QUALIFICATIONS REQUIRED

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

A qualified candidate possesses the following:

- Knowledge of developmentally appropriate programs designed to meet physical, emotional, social and cognitive needs of children and youth from 6 weeks to 18 years of age.
- Knowledge of child and youth development principles, practices, and techniques.
- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Skill in understanding interests and motivation of individuals and groups in a CYP environment.
- Skill in program planning, organizing, and employee scheduling.
- Skills to provide leadership, mentoring, and guidance to CY Program
- Ability to identify and respond to emergency situations.
- Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.
- Ability to develop curriculum outlines and lesson plans/guides.
- Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal skills
- 1 year of experience at the CY-II (GSE-04) Level **OR** completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth.

EDUCATION

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

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

Completion of the DoD standardized training courses;

OR

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

OR

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

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

Additional Information

Conditions of Employment Cont.:

A successful candidate must meet the following conditions of employment:

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

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

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

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

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

Pass all applicable records and background checks.

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

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

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

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

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

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report

(PAR) or SF-50

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

HOW TO APPLY

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

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

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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	Child and Youth Programs Leader (Main Base CDC) - \$500 Sign-on Bonus, plus up to \$1,750 in Retention Bonuses
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs/ Various
JOB ANNOUNCEMENT NUMBER	FFR22-0042A
SALARY RANGE	\$15.89 - \$17.87, Depending on Experience Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Wednesday, March 30, 2022
NEXT CUT OFF DATE	Friday, April 15, 2022 (Cut-off every 1 st & 15 th)
CLOSING DATE	Friday, July 15, 2022
SERIES & GRADE	CY-1702-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	2
DUTY LOCATION(S)	Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

This is a re-advertisement of announcement FFR22-0042 which closed on 03/15/22

COVID-19 Vaccination Not Required

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive and eight hour Time off Award for each employment period being met.

JOB SUMMARY

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). The purpose of the Child and Youth Program (CYP) Leader is to provide appropriate specialized developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

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

is described below.

Mentor

- Mentors assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

Curriculum

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.
- Arranges for and/or services appropriate snacks or meals where applicable

Indoor and Outdoor Environment

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

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

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

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

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.

- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

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

Additional Responsibilities

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

QUALIFICATIONS REQUIRED

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

A qualified candidate possesses the following:

- Knowledge of developmentally appropriate programs designed to meet physical, emotional, social and cognitive needs of children and youth from 6 weeks to 18 years of age.
- Knowledge of child and youth development principles, practices, and techniques.
- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Skill in understanding interests and motivation of individuals and groups in a CYP environment.
- Skill in program planning, organizing, and employee scheduling.
- Skills to provide leadership, mentoring, and guidance to CY Program
- Ability to identify and respond to emergency situations.
- Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.
- Ability to develop curriculum outlines and lesson plans/guides.
- Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal skills
- 1 year of experience at the CY-II (GSE-04) Level **OR** completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth.

EDUCATION

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

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

Completion of the DoD standardized training courses;

OR

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

OR

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

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

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

A successful candidate must meet the following conditions of employment:

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

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

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

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

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

Pass all applicable records and background checks.

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

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

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

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

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

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the

- opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

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

HOW TO APPLY

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

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

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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.

**JOB TITLE**

CYP Assistant (Hario SAC) - \$500 Sign-on Bonus, plus up to \$1,750 in Retention Bonuses

AGENCY

Commander, Navy Installations Command

BRANCH

N926 Child and Youth Programs /Various

JOB ANNOUNCEMENT NUMBER

FFR22-0043

SALARY RANGE

\$15.00 Hourly (Entry Level – Target Level) Plus Non-Taxable Post Allowance, if eligible

OPENING DATE

Wednesday, January 12, 2022

NEXT CUT OFF DATE

Tuesday, February 1, 2022 (Cut-Off every 1st & 15th)

CLOSING DATE

Friday, December 30, 2022

SERIES & GRADE

CY-1702-01/02

POSITION INFORMATION

Regular Full-Time Various

NUMBER OF VACANCIES

1

DUTY LOCATION(S)

Commander Fleet Activities Sasebo, Japan

WHO MAY APPLY

Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

Amended Salary to \$15.00

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive an eight hour Time off Award for each employment period being met.

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 Navy Entry Level training requirements (Army, Air Force, Marine equivalent accepted. 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: Completed the DOD standardized training courses AND possess 1 year of experience working with children and youth OR a Child Development Associate (CDA) credential or Military School-Age (MSA) credential and 1 year of experience 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 and 1 year of experience. Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth. Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth. Skill to promote and foster effective working relationships with children and youth and coworkers. Skill to work cooperatively as a member of a team. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

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

CONDITIONS OF EMPLOYMENT

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

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

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

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

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

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

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

EDUCATION

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

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

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

BENEFITS

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

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

HOW TO APPLY

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

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

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

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

AGENCY CONTACT INFO

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

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

REQUIRED DOCUMENTS

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

Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts **MUST** show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or

equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.

**JOB TITLE**

CYP Assistant (Hario CDC) - \$500 Sign-on Bonus, plus up to \$1,750 in Retention Bonuses

AGENCY

Commander, Navy Installations Command

BRANCH

N926 Child and Youth Programs

JOB ANNOUNCEMENT NUMBER

FFR22-0044

SALARY RANGE

\$15.00 Hourly (Entry Level – Target Level) Plus Non-Taxable Post Allowance, if eligible

OPENING DATE

Wednesday, January 12, 2022

NEXT CUT OFF DATE

Tuesday, February 1, 2022 (Cut-Off every 1st & 15th)

CLOSING DATE

Friday, December 30, 2022

SERIES & GRADE

CY-1702-01/02

POSITION INFORMATION

Regular Full-Time Various

NUMBER OF VACANCIES

2

DUTY LOCATION(S)

Commander Fleet Activities Sasebo, Japan

WHO MAY APPLY

Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

Amended Salary to \$15.00

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive an eight hour Time off Award for each employment period being met.

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 Navy Entry Level training requirements (Army, Air Force, Marine equivalent accepted). 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: Completed the DOD standardized training courses AND possess 1 year of experience working with children and youth OR a Child Development Associate (CDA) credential or Military School-Age (MSA) credential and 1 year of experience 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 and 1 year of experience. Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth. Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth. Skill to promote and foster effective working relationships with children and youth and coworkers. Skill to work cooperatively as a member of a team. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

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

CONDITIONS OF EMPLOYMENT

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

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

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

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

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

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

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

EDUCATION

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

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

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

BENEFITS

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

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

HOW TO APPLY

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

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

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

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

AGENCY CONTACT INFO

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

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

REQUIRED DOCUMENTS

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

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

equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job.** Applications received after the closing date **will not be considered.**

**JOB TITLE**

CYP Assistant (Main Base Youth & Teen) -
\$500 Sign-on Bonus, plus up to \$1,750 in
Retention Bonuses

AGENCY

Commander, Navy Installations Command

BRANCH

N926 Child and Youth Programs /Various

JOB ANNOUNCEMENT NUMBER

FFR22-0045

SALARY RANGE

\$15.00 Hourly (Entry Level – Target Level)

OPENING DATE

Wednesday, January 12, 2022

NEXT CUT OFF DATE

Tuesday, February 1, 2022 (Cut-Off every 1st & 15th)

CLOSING DATE

Friday, December 30, 2022

SERIES & GRADE

CY-1702-01/02

POSITION INFORMATION

Flex

NUMBER OF VACANCIES

4

DUTY LOCATION(S)

Commander Fleet Activities Sasebo, Japan

WHO MAY APPLY

Applicants with SOFA Sponsorship (including applicants with
current Military Spouse Preference, Family Member
Preference, and current Federal employees) within the local
commuting area (within a 50 mile radius)

Amended Salary to \$15.00

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive an eight hour Time off Award for each employment period being met.

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 Navy Entry Level training requirements (Army, Air Force, Marine equivalent accepted). 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: Completed the DOD standardized training courses AND possess 1 year of experience working with children and youth OR a Child Development Associate (CDA) credential or Military School-Age (MSA) credential and 1 year of experience 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 and 1 year of experience. Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth. Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth. Skill to promote and foster effective working relationships with children and youth and coworkers. Skill to work cooperatively as a member of a team. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

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

CONDITIONS OF EMPLOYMENT

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

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

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

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

Must 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 apply online at www.USAJOBS.gov.

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

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

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

AGENCY CONTACT INFO

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

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

REQUIRED DOCUMENTS

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job.** Applications received after the closing date **will not be considered.**



JOB TITLE

CYP Assistant (Main Base CDC) - \$500 Sign-on Bonus, plus up to \$1,750 in Retention Bonuses

AGENCY

Commander, Navy Installations Command

BRANCH

N926 Child and Youth Programs

JOB ANNOUNCEMENT NUMBER

FFR22-0046

SALARY RANGE

\$15.00 Hourly (Entry Level – Target Level)

OPENING DATE

Wednesday, January 12, 2022

NEXT CUT OFF DATE

Tuesday, February 1, 2022 (Cut-Off every 1st & 15th)

CLOSING DATE

Friday, December 30, 2022

SERIES & GRADE

CY-1702-01/02

POSITION INFORMATION

FLEX

NUMBER OF VACANCIES

2

DUTY LOCATION(S)

Commander Fleet Activities Sasebo, Japan

WHO MAY APPLY

Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

Amended Salary to \$15.00

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive an eight hour Time off Award for each employment period being met.

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 Navy Entry Level training requirements (Army, Air Force, Marine equivalent accepted). 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: Completed the DOD standardized training courses AND possess 1 year of experience working with children and youth OR a Child Development Associate (CDA) credential or Military School-Age (MSA) credential and 1 year of experience 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 and 1 year of experience. 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 Yokosuka, Japan.

CONDITIONS OF EMPLOYMENT

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

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

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

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

Must 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 apply online at www.USAJOBS.gov.

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

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

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

AGENCY CONTACT INFO

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

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

REQUIRED DOCUMENTS

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job.** Applications received after the closing date **will not be considered.**

**JOB TITLE**

CYP Assistant (Hario SAC) - \$500 Sign-on Bonus, plus up to \$1,750 in Retention Bonuses

AGENCY

Commander, Navy Installations Command

BRANCH

N926 Child and Youth Programs

JOB ANNOUNCEMENT NUMBER

FFR22-0047

SALARY RANGE

\$15.00 Hourly (Entry Level – Target Level)

OPENING DATE

Wednesday, January 12, 2022

NEXT CUT OFF DATE

Tuesday, February 1, 2022 (Cut-Off every 1st & 15th)

CLOSING DATE

Friday, December 30, 2022

SERIES & GRADE

CY-1702-01/02

POSITION INFORMATION

Flex

NUMBER OF VACANCIES

2

DUTY LOCATION(S)

Commander Fleet Activities Sasebo, Japan

WHO MAY APPLY

Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

Amended Salary to \$15.00

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive an eight hour Time off Award for each employment period being met.

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 Navy Entry Level training requirements (Army, Air Force, Marine equivalent accepted). 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: Completed the DOD standardized training courses AND possess 1 year of experience working with children and youth OR a Child Development Associate (CDA) credential or Military School-Age (MSA) credential and 1 year of experience 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 and 1 year of experience. 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 Yokosuka, Japan.

CONDITIONS OF EMPLOYMENT

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

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

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

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

Must 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 apply online at www.USAJOBS.gov.

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

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

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

AGENCY CONTACT INFO

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

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

REQUIRED DOCUMENTS

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job.** Applications received after the closing date **will not be considered.**



JOB TITLE	CYP Assistant (Hario CDC)
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs
JOB ANNOUNCEMENT NUMBER	FFR22-0048
SALARY RANGE	\$15.00 Hourly (Entry Level – Target Level), sign on Retention Incentives, if eligible.
OPENING DATE	Monday, January 10, 2022
NEXT CUT OFF DATE	Monday, January 24, 2022 (subsequent cut-offs every 20 days)
CLOSING DATE	Friday, December 31, 2022
SERIES & GRADE	CY-1702-01/02
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	2
DUTY LOCATION(S)	Commander Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

Amended Salary to \$15.00

To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive and eight hour Time off Award for each employment period being met.

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 Navy Entry Level training requirements (Army, Air Force, Marine equivalent accepted). 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: Completed the DOD standardized training courses AND possess 1 year of experience working with children and youth OR a Child Development Associate (CDA) credential or Military School-Age (MSA) credential and 1 year of experience 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 and 1 year of experience. Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth. Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth. Skill to promote and foster effective working relationships with children and youth and coworkers. Skill to work cooperatively as a member of a team. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

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

CONDITIONS OF EMPLOYMENT

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

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

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

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

Must 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>

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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 apply online at www.USAJOBS.gov.

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

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

AGENCY CONTACT INFO

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NAF Human Resources Office (N941)
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Commander, Navy Installation Command
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Email: MWR_RECRUITMENT@fe.navy.mil

REQUIRED DOCUMENTS

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

Note: To receive consideration for a non-related degree or eligibility based on a combination of

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

WHAT TO EXPECT NEXT

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JOB TITLE	Computer Assistant
AGENCY	Commander, Navy Installations Command
BRANCH	N92 Fleet Readiness Programs
JOB ANNOUNCEMENT NUMBER	FFR22-0052E
SALARY RANGE	\$19.50 Hourly, Depending on Experience Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Friday, April 29, 2022
FIRST CUT OFF DATE	Friday, May 13, 2022
CLOSING DATE	Thursday, June 2, 2022
SERIES & GRADE	NF-0335-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

****This is a re-advertisement of announcement FFR22-0052D which closed on 04/28/2022****

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

This position is assigned to Fleet and Family Readiness (FFR); Commander, Fleet Activities (CFA); Commander, Navy Region Japan (CNRJ); Commander, Navy Installations Command (CNIC); Sasebo, Japan and supports installation Information Technology (IT) systems and projects at Commander, Navy Region Japan. The primary purpose of this position is to receive helpdesk tickets, calls, emails and provide first line help desk support to users of various computers, operating systems, databases and software necessary to support program requirements of N9 Fleet & Family Readiness Programs. Applications include Management Information Systems (MIS), Point of Sale systems (POS), and other systems and programs used in support of Fleet & Family Readiness programs to include Morale, Welfare and Recreation (MWR), Child and Youth Programs (CYP), Fleet and Family Services (FFS) and Galley programs at the assigned location.

DUTIES AND RESPONSIBILITIES

- Provides timely help desk support by responding to end user questions and problems via online helpdesk, phone, e-mail and in person.
- Initiates and enters work order entries accurately and completely as a Tier 1 responder. Determines source of computer problems (e.g., hardware, software, user error), assigns priority, then resolves or refers to the appropriate specialist or technician for resolution.
- Translates technical terms into non-technical language for users so they can better understand the issue and the solutions.
- Troubleshoots routine or minor software and hardware problems. Assists specialist or technicians by performing a segment of their work (e.g., installation, repair). Assists end-users with software features, applications, functionality and escalates more complex problems to the appropriate specialist or technician. Serves as designated IT representative for ONE-NET for N9 programs. Manages and routes ONE-NET requests (e.g., System Authorization Access Request-Navy (SAAR-N), Request's for Change (RFC), Information Assurance Training).

- Identifies help requests that are attributable to other support agencies and refers user to the appropriate helpdesk or support department (e.g., ONE-NET, Systems Applications and Products (SAP), K.RONOS).
- Processes employee check-out notifications and ensures program accounts are terminated or transferred upon separation from N9.
- Tracks Accounting and Information Management System (AIMS) Network and ONE-NET user account status, documentation and required trainings.
- Manages AIMS and MIS/POS system user accounts.
- Assists specialists with the management and patching of Unofficial Quality of Life and Business computers.
- Assists specialists with the development, testing and deployment of new software packages and images.
- Assists specialist with regional and local projects, refreshes and system upgrades. Assists with maintaining IT asset inventory.

QUALIFICATIONS REQUIRED

Skill in supporting Windows 7 and 10 as well as Mac OSX 10.9 and above in a heterogeneous environment. Knowledge of computer servers and workstations, as well as printers, fax, copy machines and phone systems. Ability to take direction well and request assistance when needed. Ability to evaluate issues and use discretion in recognizing priority issues and escalate accordingly. Ability to apply customer support principles, in order to appropriately receive, respond to, and resolve help desk calls. Ability to maintain strict confidentiality standards and successfully pass a background check to maintain a position of trust. Ability to communicate effectively both orally and in writing.

Minimum requirements include at least one of the following:

EDUCATION

4 year degree from accredited university in Computer Applications, Computer Engineering, Computer Forensics, Computer Information Systems, Cyber Security, Information Technology, Software Development or other related field. **OR**

EXPERIENCE

At least one year of specialized experience working in a Cyber IT/Security Workforce position or equivalent position.

CONDITIONS OF EMPLOYMENT

This is a Non-Critical Sensitive Position that requires the occupant to be able to obtain and maintain a Secret Security Clearance.

This is a Basic Level Technical Support Specialist position within the Navy Cyber IT/Cyber Security Workforce. Occupant must meet SECNAV M-5239.2 Cybersecurity Workforce Requirements for Specialty Area 411, Basic, which can include:

EDUCATION

Degree from accredited university in Computer Applications, Computer Engineering, Computer Forensics, Computer Information Systems, Cyber Security, Information Technology, Software Development or other related field, **OR**

TRAINING

Training in one of the following topics CIN A-531-0767 Tactical Computers and Network Operator, CIN J-3B-0440 IP Basic, CYBR 1005 Security Essentials, NEC 737A Naval Tactical Command Support System II Manager, NEC 745A Information Systems Technician, or other related training, **OR**

CERTIFICATION

CompTIA A+ ce, CompTIA Network+ ce, Systems Security Certified Practitioner (SSCP), or other related certifications.

Requires signed Privileged Access Agreement.

May be required to work overtime during emergency situations.

Must be able to work varied work schedules to include evenings, weekends, and holidays. Schedule should be adjusted to avoid overtime when possible.

TRAVEL

Occasional travel of less than 20% may be required.

EDUCATION

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

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

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HOW YOU WILL BE EVALUATED

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

BENEFITS

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

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

HOW TO APPLY

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

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

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

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

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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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	Child and Youth Programs Leader (Main Base SAC) - \$500 Sign-on Bonus, plus up to \$1,750 in Retention Bonuses
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs/ Various
JOB ANNOUNCEMENT NUMBER	FFR22-0054A
SALARY RANGE	\$15.89 - \$17.87, Depending on Experience Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Wednesday, March 30, 2022
NEXT CUT OFF DATE	Friday, April 15, 2022 (Cut-off every 1 st & 15 th)
CLOSING DATE	Friday, July 15, 2022
SERIES & GRADE	CY-1702-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Sasebo, Japan
WHO MAY APPLY	Local commuting area (within a 50 mile radius) to include Seeking SOFA Applicants (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees)

This is a re-advertisement of announcement FFR22-0054 which closed on 03/15/2022

COVID-19 Vaccination Not Required

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive and eight hour Time off Award for each employment period being met.

JOB SUMMARY

Navy Child and Youth Programs (CYP) offers high quality early care and youth services in center-based (birth - five), facility-based (age 5-12), and recreational environments (teen; youth sports and fitness). The purpose of the Child and Youth Program (CYP) Leader is to provide appropriate specialized developmental care and instruction for children and youth ranging in age from 6 weeks to 18 years in one or more CY programs. They work across age groups and locations as needed, but are typically assigned to a primary age group and location. Learn more about us at: <https://www.navycyp.org>.

DUTIES AND RESPONSIBILITIES

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

Each is described below.

Mentor

- Mentors assigned CY Program Assistant team.
- Works with senior employees to provide instruction and training to lower-level employees.
- Assists lower-level employees in completing the Standardized Module Training.
- Assist the Training and Curriculum (T&C) Specialist in helping lower-level CY Program Assistants translate professional development training into practice by mentoring, guiding and role-modeling.
- Models appropriate behaviors and techniques for working with children and youth.
- Provides suggestions and makes recommendations to credential practicum candidates.
- Assists the T&C Specialist with recording observations and charts progress of team members' on-the-job skills.
- Consults frequently with the T&C Specialist for guidance on strategies to further assist team members' professional development efforts.

Curriculum

- Plans activities for program participants based on observed needs of individual children and youth. Continually reviews activities and plans for appropriateness.
- Works with T&C Specialist, supervisor, and the CY Program Assistants to implement activities and special events that meet the physical, social, emotional, and cognitive needs of children and youth. Incorporates special instructions provided by parents such as special dietary needs, physical needs, or other information that may affect the child or youth's experience in the program.
- Prepares and implements program options for children and youth with special requirements. Assists children and youth with special projects, homework, and life skills.
- Recommends to the T&C Specialist and CY Program Assistants changes and adjustments to activities and plans where necessary to meet unusual situations.
- Sets up displays for bulletin boards.
- Arranges for and/or services appropriate snacks or meals where applicable.

Indoor and Outdoor Environment

- Works with team members to prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate daily schedules. Makes suggestions about improvements to the activity area.
- Inventories equipment on a reoccurring basis and recommends replenishing damaged, missing and depleted supplies.
- Secures supplies, equipment, and facilities.

Interactions and Relationships

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

Supervision of Children and Youth

- Provides care and supervision, oversight, and accountability for program participants in compliance with the Department of Defense (DoD), NAF Component, and local installation policies, guidance, and standards.
- Maintains control of and accounts for whereabouts and safety of children and youth. Ensures children and youth (as applicable) depart with authorized person according to written parental instructions.
- Oversees arrival and departure of children and youth.
- Supervises children and youth during daily schedule of indoor and outdoor activities and on field trips, outings and special events.
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed. Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.

Parent and Employee Communication

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

Assessment

- Observes children and youth and documents developmental progression and/or concerns. Uses the information in planning.

- Assists CY Program Assistants with assessment tasks when needed.
- Participates in program evaluation using designated instruments such as programmatic rating scales, risk assessment tools (as required), self-inspection materials, and national accreditation tools.

Compliance

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

Additional Responsibilities

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

QUALIFICATIONS REQUIRED

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

A qualified candidate possesses the following:

- Knowledge of developmentally appropriate programs designed to meet physical, emotional, social and cognitive needs of children and youth from 6 weeks to 18 years of age.
- Knowledge of child and youth development principles, practices, and techniques.
- Skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Skill in understanding interests and motivation of individuals and groups in a CYP environment.
- Skill in program planning, organizing, and employee scheduling.
- Skills to provide leadership, mentoring, and guidance to CY Program
- Ability to identify and respond to emergency situations.
- Ability to train employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.
- Ability to develop curriculum outlines and lesson plans/guides.
- Ability to communicate effectively in English, both orally and in writing and possess strong interpersonal skills
- 1 year of experience at the CY-II (GSE-04) Level **OR** completion of 1 year at the CY Program Assistant/Base Level 4 where incumbent displayed knowledge of and competency in developmentally appropriate programming for children and youth.

EDUCATION

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

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

Completion of the DoD standardized training courses;

OR

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

OR

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

Conditions of Employment Cont.:

This is a designated position and Random Drug Testing required

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

A successful candidate must meet the following conditions of employment:

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

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

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

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

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

Pass all applicable records and background checks.

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

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

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

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

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

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)

- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

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

HOW TO APPLY

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

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

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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	Recreation Aid (Liberty Center)
AGENCY	Commander, Navy Installations Command
BRANCH	N922 Community Recreation / Liberty Center
JOB ANNOUNCEMENT NUMBER	FFR22-0056
SALARY RANGE	\$15.00 Hourly
OPENING DATE	Wednesday, February 9, 2022
CUT-OFF DATE	Monday, February 21, 2022, subsequent cut-offs every 18 days
CLOSING DATE	Friday, December 30, 2022
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	Flex (Flexible working hours, including evenings and weekends)
NUMBER OF VACANCIES	4
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

***Amended Salary To \$15.00 and Cut-Off Date, Monday, February 21, 2022
w/subsequent cut-offs every 18 days***

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

- Performs assigned duties and provides necessary services to authorized patrons, including general information and support of recreation programs.
- Provides information concerning facilities and operation. Ensures adherence to regulations, safety and security procedures.
- Assists in maintaining routine reports and/or performs clerical, custodial and/or general maintenance duties.
- Performs functions in support of recreation and fitness program delivery to include inventory control, equipment inspection, restocking, point of sale system operation and cash handling.
- Operates a cash register, Point of Sale (POS) system, processes product or service transactions including equipment loan, rentals, resale, and program registration; receives payments and makes change.

- Greets patrons in person, answers the telephone, takes messages, handles customer requests, makes referrals to the appropriate staff member.
- Adheres to NAVMED P-5010 sanitation requirements. Provides support for recreation event set up and break down.

ADDITIONAL RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

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

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants **MUST** submit a copy of your high school transcripts, college transcript, or a list of courses which includes grades earned, completion dates, and quarter and/or semester hours earned as part of your application package. If college degree is not conferred, you **MUST** provide a copy of your high school diploma or equivalent with your college transcripts. Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States. All substitutions of education for experience will be made in accordance with OPM approved qualification standards. Only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and the U.S. Department of Education websites at <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

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

BENEFITS

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

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)

- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

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

HOW TO APPLY

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

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

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

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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

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JOB TITLE	Recreation Assistant (Fitness/Sports/Aquatics Support)
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports & DFS / Fleet Fitness Complex
JOB ANNOUNCEMENT NUMBER	FFR22-0075
SALARY RANGE	\$17.25 Hourly Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Friday, February 11, 2022
FIRST CUT OFF	Monday, February 21, 2022, subsequent cut-offs every 20 days
CLOSING DATE	Friday, December 30, 2022
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	3
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

Amended salary to \$17.25

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

This position is assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Forces Support Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); Commander, Fleet Activities (CFAS), Sasebo, Japan. Incumbent serves in an assistant or support capacity and may perform any or all of the following duties within either of the following sections of the Fitness, Sports, and Deployed Forces Support Branch: Fitness Support, Sports Support, or Aquatics Support. The primary function of the position is to ensure proper usage of the facility, assist in the operation of the recreation activity and provide proper collection and disposition of revenues generated at the assigned facility.

DUTIES AND RESPONSIBILITIES

Provides customer service to patrons using the facility, to include: greeting customers; checking identification cards to ensure only authorized users are entering facility; issuing and receiving gear/equipment; and registering patrons for facility use, events, and/or classes. Answers telephone, providing information in regards to facility hours of operation, upcoming special events and programs, etc. Completes the Daily Activity Reports, handling cash where fees apply, verifying the amount of money collected and dropping the cashier bag in the drop safe. Assists in planning, scheduling, and publicizing various activities and maintaining related supplies in order to attract and motivate participants. Oversees the sale of retail items associated with activities. Evaluates the effectiveness of ongoing Morale, Welfare and Recreation (MWR) fitness activities from the standpoint of participants' responses, resources, and program objectives. Monitors patrons, volunteers and contractors at the assigned program/event and reports any issues to management. Assists in the selection of fitness, sports, and aquatics activities to be offered, both within the required basic program categories and additional ones possible through available resources and desirable in terms of participant's interests and needs. Monitors assigned participants in indoor and outdoor activities to include intramural sporting events. Conducts instructional classes in the assigned recreational area. Performs basic fitness orientation; identifies and corrects unsafe fitness techniques. Demonstrates procedures common to the

activities and instructs in the use of related equipment. Establishes/reviews the schedule of events, conducts tours, sets-up/prepares gymnasiums/facilities/playing fields prior to scheduled start time for events (e.g., lap swim, lifeguard training, exercise programs, races, pool parties, sporting events, etc.). Ensures adherence to regulations and safety procedures. Ensures facility and sporting fields are open and/or closed at the posted time. Monitors and checks the security of premises. Monitors activity within the facility, circulating among the patrons to assist with basic use of equipment/gear and to maintain good order and discipline. Ensures athletic playing surfaces are properly maintained, safe, and ready for play. Assists in properly cleaning and maintaining equipment/facilities, maintains inventory, performs general janitorial services to ensure interior spaces are in a clean, neat, and orderly state at all times (e.g., sweeping and mopping floors; dusting and cleaning workout areas, mirrors, bathrooms, and locker areas; straightening equipment and accessories, etc.). Makes minor repairs to facilities and equipment when appropriate and assists with outdoor maintenance. Reports maintenance problems, material deficiencies, and unsafe conditions or discrepancies that cannot be repaired in-house to the supervisor.

QUALIFICATIONS REQUIRED

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

General experience of 0-6 months preferred and High School Diploma or equivalent.

CONDITIONS OF EMPLOYMENT

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

Occasional travel of less than 10% may be required.

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

Must have or be able to obtain and maintain the following certifications within 90 days of hire:
Automated External Defibrillator Certification

Blood-borne Pathogen Certification

Navy Basic Fitness Certification

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

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

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

BENEFITS

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

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

HOW TO APPLY

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

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

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

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

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

REQUIRED DOCUMENTS

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	Recreation Aid (Fleet Fitness Complex)
AGENCY	Commander, Navy Installations Command
BRANCH	N921C Fitness, Sports & DFS / Fleet Fitness Complex
JOB ANNOUNCEMENT NUMBER	FFR22-0097
SALARY RANGE	\$15.00 Hourly
OPENING DATE	Thursday, February 10, 2022
FIRST CUT-OFF DATE	Monday, February 21, 2022, subsequently cut-offs every 20 days
CLOSING DATE	Friday, December 30, 2022
SERIES & GRADE	NF-0189-01
POSITION INFORMATION	FLEX (Flexible working hours, including evenings and weekends)
NUMBER OF VACANCIES	3
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

Amended Salary to \$15.00 and Cut-off date, Monday, February 21, 2022 w/ subsequent cut-offs every 20 days

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

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

EDUCATION

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

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

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

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

BENEFITS

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

REQUIRED DOCUMENTS

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

(PAR) or SF-50

HOW TO APPLY

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

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

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

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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.

**JOB TITLE**

CYP Assistant (Main Base Youth & Teen) -
\$500 Sign-on Bonus, plus up to \$1,750 in
Retention Bonuses

AGENCY

Commander, Navy Installations Command

BRANCH

N926 Child and Youth Programs

JOB ANNOUNCEMENT NUMBER

FFR22-0155

SALARY RANGE

\$15.00 Hourly (Entry Level – Target Level) Plus Non-
Taxable Post Allowance, if eligible

OPENING DATE

Friday, February 18, 2022

NEXT CUT OFF DATE

Friday, March 4, 2022 (Cut-Off every 1st & 15th)

CLOSING DATE

Friday, December 30, 2022

SERIES & GRADE

CY-1702-01/02

POSITION INFORMATION

Regular Full-Time

NUMBER OF VACANCIES

1

DUTY LOCATION(S)

Commander Fleet Activities Sasebo, Japan

WHO MAY APPLY

Local commuting area (within a 50 mile radius) to include
Seeking SOFA Applicants (including applicants with current
Military Spouse Preference, Family Member Preference, and
current Federal employees)

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive an eight hour Time off Award for each employment period being met.

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 Navy Entry Level training requirements (Army, Air Force, Marine equivalent accepted). 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: Completed the DOD standardized training courses AND possess 1 year of experience working with children and youth OR a Child Development Associate (CDA) credential or Military School-Age (MSA) credential and 1 year of experience 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 and 1 year of experience. Knowledge in child and youth development to provide input to an efficient and effective program responsive to the needs of children and youth. Skill to implement developmentally appropriate child and youth development principles/practices and services to provide direct care and education for children and youth, individually or with groups of children and youth. Skill to promote and foster effective working relationships with children and youth and coworkers. Skill to work cooperatively as a member of a team. Ability to follow verbal and written instructions. Ability to communicate effectively in English, both orally and in writing. Ability to communicate effectively orally and in writing. Possesses skill in oral expression to explain processes and procedures and to provide basic program information.

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

CONDITIONS OF EMPLOYMENT

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

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

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

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

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

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

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

EDUCATION

When education is a basic requirement for the position, or when substituting education for experience, applicants MUST submit a copy of your high school transcripts, college transcript, or a list of courses

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

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

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

BENEFITS

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

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

HOW TO APPLY

Interested applicants can apply online at www.USAJOB.S.gov.

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

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

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

AGENCY CONTACT INFO

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

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

REQUIRED DOCUMENTS

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

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

Credential evaluations are not free and applicants are responsible for the cost of the selected service.

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	Child and Youth Program (CYP) Assistant Director
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs / Child Development Center
JOB ANNOUNCEMENT NUMBER	FFR22-0206A
SALARY RANGE	\$18.00 - \$21.00 Hourly, Depending on Experience Plus Non-Taxable Post Allowance
OPENING DATE	Wednesday, April 6, 2022
FIRST CLOSING DATE	Wednesday, April 20, 2022
CLOSING DATE	Tuesday, May 5, 2022
SERIES & GRADE	NF-1702-03
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

This is a re-advertisement of announcement FFR22-0206 which closed on 04/05/2022

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

The purpose of the Child and Youth Program (CYP) Assistant Director position is to assist the CYP Director of the Child Development Center (CDC Director) or the School Age Care (SAC) program (Youth Director) to administer a developmentally appropriate CDC or SAC program. A CYP Assistant Director is assigned to a CDC and to a SAC program when over 100 children are enrolled. The incumbent is expected to work with the CDC or Youth Director with minimum supervision toward the overall objectives of administering the CDC or the SAC program. Work is subject to review for adequacy of program accomplishments, effectiveness, and compatibility with other work, and compliance with requirements.

DUTIES AND RESPONSIBILITIES

The incumbent assists with the development and supervision of a developmentally appropriate SAC and/or CDC program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served. Assists in providing program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards. Assists interpreting and applying child and youth development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment. Assists with development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation. Assists with collection and maintenance of up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of maximizing spaces and ensuring that resources accommodate the needs of command personnel. This may include hours of operation, transportation to schools attended by eligible patrons, and programming needs of the military community. Assists in overseeing the collection, accurate accounting and reporting of funds received from patrons. Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds. Adheres to authorized methods of acquisition. Supervises a staff of three or more typically comprised of Program Assistants, Food Service Workers, and Operations Clerks. At the

CDC Director direction, the incumbent initiates and implements personnel actions and supports the CYP Director in order to assure quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers. Supports and carries out all established EEO objectives and policies in matters of personnel management and communicates support of these policies. Establishes local performance standards for employees and volunteers using established standards and requirements and rates employees' performance. Resolves complaints related to personnel and makes recommendations to the Director for corrective action as necessary. Develops staffing schedule in accordance with established ratios and group sizes and submits it to supervisor for approval. Works collaboratively with CYP Training Specialist(s) to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training. Assists with ensuring training is competency based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Child Development Associate (CDA) credential, Military School-Age (MSA) credential or college level classes. Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Assists with implementation of these SOPs. Assists with establishing and implementing combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, Child Development Home (CDH), SAC, and Youth Program. Gives input into the development of CYP employee and parent handbooks and assists with the distribution of these handbooks. Assists with ensuring the person responsible for maintaining the Central Waiting List (CWL) is aware of vacancies within the program in order to ensure maximum utilization of spaces. Assists in establishing a program environment that sustains participant interest and promotes positive interactions with other children, youth and adults. Models appropriate behaviors and techniques for working with children and youth when working with CY Program Assistants and Leaders. Interacts professionally with employees, parents, volunteers and local installation command personnel. Participates actively and positively in managing and resolving issues with parents, volunteers, and/or employees. Assists with implementation and support of policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards. Assists in ensuring compliance with law, policies, and regulations applicable to DoD CYP programs. Assists in obtaining and retaining DoD certification and accreditation. Assists with the development and provision of programs related to the core program areas outlined in the OPNAV and required by the DoN such as Boys and Girls Club of America (BGCA) or 4-H required programs. Assists in ensuring compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

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

Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent AND 3 years of experience in the child and/or youth profession.

OR

A 2-year degree in Youth Development, Child Development or a related field, which can include Recreation, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Early Childhood Education, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate AND 2 years of full-time experience working with children and/or youth.

OR

A four-year degree or higher in these areas AND 1 year of full-time experience working with children and/or youth.

Note: A minimum of a 2-year degree is preferred.

CONDITIONS OF EMPLOYMENT

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

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

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

Must possess a valid state driver's license.

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.

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HOW YOU WILL BE EVALUATED

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

BENEFITS

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

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

HOW TO APPLY

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

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

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

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

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

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 (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

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JOB TITLE	Assistant Club Manager (Galaxies)
AGENCY	Commander, Navy Installations Command
BRANCH	N923 Business Operations Division / Galaxies Club
JOB ANNOUNCEMENT NUMBER	FFR22-0211A
SALARY RANGE	\$32,000 - \$36,000 annually Plus Non-Taxable Post Allowance, if eligible
OPENING DATE	Wednesday, April 27, 2022
FIRST CUT-OFF DATE	Wednesday, May 11, 2022
CLOSING DATE	Tuesday, May 31, 2022
SERIES & GRADE	NF-1101-03
POSITION INFORMATION	Regular Full Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

This is a re-advertisement of announcement FFR22-0211 which closed on 04/25/2022

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

This position is located in the Morale, Welfare and Recreation (MWR) Department, Commander Fleet Activities, Sasebo (CFAS) and is physically located in the Food and Beverage Section, Navy MWR. The purpose of the position is to manage all facets of the club operations in association with the operational administration and management of the Brodie's and Galaxies' venue, catering program for parties, private functions, banquets, and special events specifically designed to address the Food and Beverage needs and desires of various segments of CFAS, which is comprised of active duty military, Single Sailors and Marines, associate Commands, DOD civilians, retired personnel and their family members.

DUTIES AND RESPONSIBILITIES

- This is a supervisory position responsible for the economic and efficient operation and employee supervision of a full service club which includes Food and Beverage Club dining services, bar services, catering services as well as operations related to all catering requests and events, entertainment, and slot gaming machines program.
- Implements higher level directives, formulates procedures and programs to ensure high standards of food and beverage, recreational and entertainment/promotional programs.
- Establishes, reviews, and evaluates menu planning, catering and food service, purchase of supplies, equipment and materials. Participates with the Club Manager NF-4, in establishing financial goals commensurate with market analysis of area.
- Adheres to proper military and civilian protocol, and coordinates with military and civilian leadership in connection with Club activities.
- Plans, organizes work and manages internal resources to ensure maximum productivity and

economies.

- Assists in preparing financial plans and budgets; prepares inventories, cost controls, and related records and reports. Reviews the financial status of the assigned activity and recommends changes considered necessary.
- Either directly or indirectly through subordinate supervisors, manages activity employees. Trains, schedules work, appraises performance, counsels assigned personnel, and recommends personnel actions.
- Effectively supports the Navy's Equal Employment Opportunity policy, and ensures compliance with fire, safety, security, sanitation and other environmental issues.
- Manages new property resources and provides advice on renovations and improvements. Must be alert to alcohol abuse and take appropriate action. Maintains and enforces security for MWR funds, merchandise, supplies, equipment, and property to preclude or minimize the potential for fraud, waste and abuse.

QUALIFICATIONS REQUIRED

Must have one year of experience equivalent to the next lower grade level.

Comprehensive knowledge of Federal, DOD, and DON club policies, regulations, administrative practices, and procedures related to Food and Beverage planning, budgeting, scheduling, and coordinating the club's social and recreational programs and for the efficient operation and use of assigned facilities and equipment.

Knowledge of the fundamental principles and techniques involved in club operations and catering and beverage service management for the Food and Beverage program. Ability to apply management practices and techniques to ensure efficient utilization of equipment and facilities. Must have the ability to competently and independently carry out all phases of the program by applying principles and techniques of restaurateurs to the specific needs of the program.

Knowledge of proper military protocol and decorum extended to general officers, commanders, their guests, and dignitaries.

Must have knowledge of general business practices and administration as it applies to the catering and restaurant industry and the ability to effectively apply this knowledge to the daily operations of the position.

Knowledge of quality food service, preparation, presentation, and development to supervise an effective, attractive, sanitary food and beverage program targeted to the membership of the branch.

Must have a practical working knowledge or the ability to absorb data processing systems and software programs such as Cateresses, Windows XP, Excel, Outlook, PowerPoint, FoodTrac, etc., and the ability to utilize the system in effectively maintaining and processing Retail Programs source documents, financial records/report and other administrative reports.

CONDITIONS OF EMPLOYMENT

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

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

Must be at least 20 years of age.

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

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

OTHER INFORMATION

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee

may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

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

HOW YOU WILL BE EVALUATED

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

BENEFITS

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

You can review our benefits at: <https://www.nafhealthplans.com/enrollment/cnic/>

HOW TO APPLY

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

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

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

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

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

REQUIRED DOCUMENTS

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	CYP Operations Clerk
AGENCY	Commander, Navy Installations Command
BRANCH	N926 Child and Youth Programs
JOB ANNOUNCEMENT NUMBER	FFR22-0225
SALARY RANGE	\$17.41 - \$19.41 Hourly, Depending on experience Plus Non-Taxable Post Allowance
OPENING DATE	Tuesday, April 5, 2022
FIRST-CUTOFF DATE	Tuesday, April 19, 2022 (cut-offs every 1 st & 15 th)
CLOSING DATE	Friday, December 30, 2022
SERIES & GRADE	NF-0303-02
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	2
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within a 50 mile radius)

Amended salary to \$17.41 - \$19.41

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

RECRUITMENT AND RETENTION INCENTIVES

A sign on incentive of \$500 will be awarded to the new employee effective following successful completion of CNRJ onboarding and CYP orientation. Retention incentive of \$500 will be paid to employees who are eligible following the first 90 days from the date of hire, additional incentive of \$500 will be paid to employee after 6 months and the third incentive of \$750 will be paid 12 months after the employee's date of hire. Eligible employees will also receive and eight hour Time off Award for each employment period being met.

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

Prepares and maintains assigned reports, correspondence, and statistical and financial data pertaining to components within the CYP (e.g., CDC, CDH, SAC, YP, R&R, USDA). Ensures child registration and enrollment paperwork is complete and current. Ensures that all USDA food program records are accurate, up-to-date, and readily available. Reviews and submits completed paperwork for background checks. Maintains office files and records. Provides required information to requesting agencies that include but are not limited to Family Advocacy, Naval Investigative Services, Environment, Safety and Fire personnel, and USDA. Prepares necessary daily, weekly and monthly reports in compliance with reporting policies and procedures and ensures they are submitted in a timely manner. Conducts research of records and follows up in order to resolve discrepancies and problems. Notifies supervisor of any discrepancies and informs supervisor of any issues/problems that cannot be resolved. Provides

front desk coverage, logs children in and out of the facility, and informs and answers question regarding programs and services, patron financial obligations, waiting lists, events, and policies and procedures. Assists with dissemination of information to CDH providers regarding training schedules, certification process, application status, and USDA reporting requirements. Takes telephone calls and responds to inquiries, referring calls to supervisor or other personnel when appropriate. Performs assigned resource and referral duties and assists in maintaining current waiting list. Collects fees and charges and records payments in accordance with proper procedures. Notifies supervisor of all delinquent payments. Completes a daily activity report and ensures proper deposit of funds in accordance with established cash handling procedures. Responsible for monitoring all supplies and resources. Notifies supervisor of items that need to be ordered. Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect. Performs other duties as assigned.

QUALIFICATIONS REQUIRED

- Must be at least 18 years of age.
- Must have a High School Diploma or equivalent.

QUALIFICATIONS PREFERRED

- Two years of administrative experience is preferred.
- Knowledge of administrative support functions.
- Knowledge of general office automation software, practices and procedure in order to accomplish various work assignments.
- Knowledge of military CDC, CDH, SAC, YP, R&R AND USDA Food programs.
- Ability to maintain a computerized database and a working knowledge of computer keyboard and Child and Youth Management System (CYMS) or equivalent database system.
- Ability to maintain accurate reports and records and military style documents.
- Ability to communicate effectively in English, both verbally and in writing.
- Skill in cash handling.

EDUCATION

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

CONDITIONS OF EMPLOYMENT

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

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

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

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

Per Department of Defense Instruction (DoDI) 1402.05, Background Checks on Individuals in DoD Child Care Services Programs, candidates or employees will be automatically disqualified for a conviction in either a civilian or military court (to include any general, special or summary court-martial conviction) or if they received non-judicial punishment (under Article 15 or chapter 47 of Title 10, U.S.C.) for any of

the following: a sexual offense; any criminal offense involving a child victim; or a felony drug offense. Additionally, the candidate will be automatically disqualified if he/she has been held to be negligent in a civil adjudication or administrative proceeding concerning the death or serious injury to a child or dependent person entrusted to the individual's care.

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

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REQUIRED DOCUMENTS

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- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position)
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

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

HOW TO APPLY

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

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

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

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

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JOB TITLE	Library Aid
AGENCY	Commander, Navy Installations Command
BRANCH	N922B Community Recreation / Library
JOB ANNOUNCEMENT NUMBER	FFR22-0247
SALARY RANGE	\$15.00 Hourly
OPENING DATE	Monday, April 25, 2022
FIRST CUT-OFF DATE	Monday, May 9, 2022 (subsequent cut-offs every 20 days)
CLOSING DATE	Friday, July 8, 2022
SERIES & GRADE	NF-1411-01
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family member preference, and current Federal employees) within the local commuting area

JOB SUMMARY

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

DUTIES AND RESPONSIBILITIES

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

- Promptly and courteously answers telephone calls.
- Notifies appropriate staff member of problems in a timely manner.

ADDITIONAL RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED

- Must have experience in responsible clerical or office work of any kind that demonstrates the ability to perform satisfactorily at the grade level of the position.
- Must be able to read, write, and speak English.
- Must have experience or training that demonstrates the ability to perform simple computer data processing.
- Typing skills are desirable.
- Work requires some physical exertion such as long periods of standing; recurring activities such as bending, crouching, stooping, stretching, and reaching; pushing loaded book trucks; and recurring lifting of moderately heavy items.
- Must be physically able to frequently lift boxes of up to 40 pounds.
- Must be able to reach up to 72 inches with or without the assistance of a step stool.
- Must be able to satisfactorily complete a pre-employment physical.
- Successful completion of a National Agency Check is required
- Must possess skill in dealing with the public.
- 0 – 3 months general experience.

EDUCATION

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

CONDITIONS OF EMPLOYMENT

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

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined ranking and rating criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

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

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) (Declaration for Federal Employment / Must be signed in ink and dated within the opening and closing date of this vacancy announcement)

- Proof of Education (such as high school diploma/GED, clinical licensure, awarded/conferred academic degree transcript(s) and/or *related coursework transcript(s) relevant to the position
- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
- If you are a current Federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

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

HOW TO APPLY

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

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

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

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

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**.



JOB TITLE	Recreation Assistant (Lifeguard) *Seasonal*
AGENCY	Commander, Navy Installations Command
BRANCH	N921 Fitness, Sports, and Deployed Forces Support
JOB ANNOUNCEMENT NUMBER	FFR22-0256
SALARY RANGE	\$17.25 Hourly, depending on Experience
OPENING DATE	Wednesday, April 20, 2022
FIRST CUT-OFF DATE	Wednesday, May 4, 2022
CLOSING DATE	Tuesday, May 24, 2022
SERIES & GRADE	NF-0189-02
POSITION INFORMATION	FLEX (Flexible working hours, to include evenings and weekends)
NUMBER OF VACANCIES	4
DUTY LOCATION(S)	Fleet Fitness Complex at Commander, Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal Employees) within the local commuting area (within a 50 mile radius)

****Seasonal positions with a term that will end no later than October 2, 2022****

***To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.**

JOB SUMMARY

These positions are assigned to the Non-Appropriated Fund (NAF) Fitness, Sports, and Deployed Support Branch; Fleet Readiness; Commander, Navy Installations Command (CNIC); Fleet Activities Sasebo, Japan. Position provides lifeguard duties; is responsible for safeguarding the lives of persons at the assigned work area; assists with Aquatic training, education, and general support at the installation.

DUTIES AND RESPONSIBILITIES

Performs all pool lifeguard responsibilities (e.g., supervising swimmers/patrons and their activities, monitoring all natural water activities, applying first aid, enforcing safety rules, reporting safety hazards to supervisor, performing water rescues as necessary, etc.). Observes conditions of area assigned (e.g., possible hazards, water/chemical conditions, wind and weather, etc.) to ensure a safe environment, removing hazardous materials when necessary (e.g., floating debris, glass, etc.). Performs rescue work, promptly renders cardiopulmonary resuscitation (CPR) or emergency first aid, and calls for medical assistance as necessary. Conducts and documents pool chemical testing results. Checks chlorine and pH levels on a scheduled basis; notifies Certified Pool Operator or supervisor of chemical imbalances; adjusts chemicals as directed. Administers aquatic assessment testing and certification in accordance with Department of Defense (DoD), Department of the Navy (DON) and CNIC policy. Provides introductory equipment orientations, as needed. Checks identification cards for authorized patrons and collects usage fees, if applicable. Serves as the primary liaison between the activity, security, medical departments, and Aquatics Coordinator during emergency situations. Performs cleaning duties (e.g., basic janitorial services, vacuuming, skimming, etc.) and routine facility maintenance as assigned by Aquatics Coordinator. Inspects stands, boards, ropes, safety gear and condition of the dressing rooms, ensuring they are within the condition required by environmental health standards. Informs supervisor of deficiencies. Uses and maintains care of emergency equipment (e.g., specialized kits and bags, backboards, suction devices, splints, stretchers, monitoring equipment, etc.). Enforces applicable policies

and procedures of Morale, Welfare, and Recreation (MWR) regarding the use of Aquatic facilities. Prepares accident/incident reports during emergency situations. Notifies management of all emergencies immediately. Works with hazardous materials (e.g., cleaning agents, pool chemicals, etc.).

QUALIFICATIONS REQUIRED

Knowledge of pool safety rules. Knowledge of DoD, DON and CNIC policies and procedures governing aquatic assessment testing and certifications. Knowledge of applicable policies and procedures of MWR regarding the use of Aquatic facilities. Knowledge of cash handling procedures. Ability to appropriately identify hazards or hazardous situations and identify a patron's need for assistance immediately. Ability to tactfully, but forcefully, provide instruction on water safety, facility rules and regulations, and enforce them. Ability to conduct routine safety inspections of the facility and pool area to ensure they meet environmental health standards. Knowledge of and ability to conduct pool chemical testing, document the results, and adjust chemical imbalances, as directed. Ability to exercise control over a large group of people. Ability to communicate effectively both orally and in writing.

Approved and current nationally recognized certification as a Lifeguard/First Aid/ and CPR Certification.

CONDITIONS OF EMPLOYMENT

Must be able to satisfactorily complete background investigation - National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years.

Must have or be able to obtain and maintain a valid state driver's license.

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

Must be able to work with hazardous and biohazardous materials (e.g., cleaning agents, pool chemicals, blood, etc.).

Must be able to pass an initial and recurrent physical agility test.

Must possess and maintain the following certifications: Lifeguard Training Certification in accordance with CNICINST 1710.3; CPR for the Professional Rescuer and Healthcare Providers; First Aid to include Automated External Defibrillator Certification; and Blood Borne Pathogens.

OTHER INFORMATION

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

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

HOW YOU WILL BE EVALUATED

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

BENEFITS

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

HOW TO APPLY

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

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

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

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

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

REQUIRED DOCUMENTS

- Resume or NAF Application Form
- PCS Orders and Family Entry Approval (Military) OR Sponsor's Letter of Employment (Civilian)
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and MUST be signed in

- ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (such as a high school diploma/GED, clinical licensure, transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

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

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

WHAT TO EXPECT NEXT

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JOB TITLE	Maintenance Helper
AGENCY	Commander, Navy Installations Command
BRANCH	N922D Community Recreation / Wood Hobby Shop
JOB ANNOUNCEMENT NUMBER	FFR22-0272
SALARY RANGE	\$18.00 Hourly
OPENING DATE	Wednesday, April 27, 2022
FIRST CUT-OFF DATE	Wednesday, May 11, 2022 (subsequent cut-offs every 20 days)
CLOSING DATE	Friday, August 19, 2022
SERIES & GRADE	NA-4749-05
POSITION INFORMATION	FLEX
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Fleet Activities Sasebo, Japan
WHO MAY APPLY	Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and current Federal employees) within the local commuting area (within 50 miles radius)

COVID-19 Vaccination Not Required

*To ensure compliance with an applicable preliminary nationwide injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the Federal Government will take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for Federal Employees. Therefore, to the extent a Federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply. Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

JOB SUMMARY

Incumbent serves as assistant to a higher grade maintenance worker/mechanic in maintaining all equipment and facilities in optimum operating condition.

DUTIES AND RESPONSIBILITIES

Assists in the performance of one or more trade practices associated with occupations such as carpentry, plumbing, electrical, air conditioning, painting, and other related trades. Assignments may include but not limited to: assists maintenance workers in performing general maintenance, repair and/or alterations to such items as: doors, floors, floor covering, walls, ceiling, windows, electrical switches, receptacles and light fixtures, commodes, wash basins and showers. Assists in performing repair of recreation/mess equipment and appliances and other related maintenance and/or custodial duties. Assists in the performance of simple plumbing repairs replacing faucets or washers; repairing toilet flushing devices; clearing clogged drains, and tightening leaking pipe joints. Assists in the performance of light maintenance on air conditioning units and intermediate maintenance on equipment in the facility. Incumbent must assist in the performance of minor electrical repairs to switches and boxes, and replace electric lights, fuses and fixtures. Incumbent must drive motor vehicles to and from work sites, warehouses, and dumps. Maintains maintenance shop in a safe and clean condition. Observes environmental, safety, security and housekeeping rules and regulations.

ADDITIONAL RESPONSIBILITIES

- Performs other duties as assigned.
- A complete list of duties and responsibilities will be provided at the time of hire.
- Works under the direct constant supervision of a higher grade maintenance worker/mechanic.
- Performs simple tasks independently after receiving detailed instructions.

QUALIFICATIONS REQUIRED

- Basic knowledge of trade practices sufficient to complete simple tasks using common skills.
- Ability to do the work of the position without more than normal supervision.
- Familiarity with safe use of common hand and powered tools.
- Possession of, or ability to obtain a valid state driver's license.

EDUCATION

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

CONDITIONS OF EMPLOYMENT

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

Work is performed both inside and outside, and is exposed to dirt, paint vapors and fumes, possible electric shock, scrapes, burns and cuts.

Occasionally may handle materials and equipment may handle materials and equipment weighing 40 pounds and over.

OTHER INFORMATION

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BENEFITS

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REQUIRED DOCUMENTS

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- If claiming Veteran's Preference, a legible copy of DD-214 (page 4).
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Note: To receive consideration for a non-related degree or eligibility based on a combination of education AND experience, a college transcript is required. All transcripts **MUST** show student's name and the name of the awarding university or educational institution, degree type, awarded/conferred date, and the field of study. *If your degree has not been awarded/conferred, you must provide a copy of your HS Diploma or equivalent along with transcript(s). Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and

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

HOW TO APPLY

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

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

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

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
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