

**JOB OPPORTUNITY
JOINT REGION MARIANAS
NON-APPROPRIATED FUND (NAF) POSITION**

ANNOUNCEMENT NO: JRM-22-037

POSITION TITLE: Program Assistant, NF-0344-03, Regular Full Time, 1 Vacancy

SALARY: \$41,000 – \$58,000 per annum + Cost of Living Allowance (COLA)

LOCATION: Warfighter and Family Readiness (J9), Commander, Joint Region Marianas, Guam

WHO MAY APPLY: Open to all.

OPEN DATE: 04 February 2022

CLOSING DATE: 08 February 2022

SUMMARY: The mission of Joint Region Marianas (JRM) Warfighter & Family Readiness (WFR) is to provide the highest quality programs and services to the military community through self-sustainment across all quality of life programs. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam (NBG), 36th Force Support Squadron (36FSS), Andersen Air Force Base (AAFB), Guam, and Marine Corps Base Camp Blaz (MCB CB) Guam, we strive to be the global model of professional support services for our customers while they are stationed here under one unified command. Please visit our website for further details: <http://www.militarymwrquam.com/>.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

The purpose of the Program Assistant position is to assist the J9 Director to administer the program and financial management responsibilities of the Navy Quality of Life (QOL) programs for JRM and subordinate commands which includes but is not limited to Naval Base Guam, Andersen Air Force Base Guam, and Marine Corps Base Camp Blaz (MCB CB). These programs include Housing (Bachelor/Family Housing), Fleet & Family Support Programs (FFSP), Child & Youth Programs (CYP), Morale, Welfare, and Recreation (MWR), Dining Services Program (MWR Food and Beverage Operations and Galleys), and the Warfighter & Family Readiness (J9) Non-Appropriated Fund (NAF) Support Office.

General duties and responsibilities (includes but not limited to):

Staffs, organizes, and provides recommendations relative to policies and procedures covering the quality of life (QOL) programs. Serves as alternate point of contact for matters relating to Bachelor/Family Housing, FFSP, CYP, MWR, Dining Services Program (MWR Food and Beverage Operations and Galleys), and J9 NAF Support Office. Assists the J9 Director in setting milestones for accomplishment of program goals. Coordinates resolution of all issues pertaining to quality conformance. Develops/monitors corrective action plans as required. Participates on inspection teams to ensure producers of goods/services are in conformance with established guidelines. (30%)

Assists the J9 Director with the receipt and consolidation of all QOL weekly and monthly (SITREPS) from Bachelor/Family Housing, FFSP, CYP, MWR, Dining Services Program (MWR Food and Beverage Operations and Galleys), and J9 NAF Support Office and prepares report for J9 Director's submission to the Commander. (20%)

Maintains records and files for the J9 Director. Provides prompt and efficient process of incoming and outgoing correspondence, directives, and reports. Prepares or revises procedures to effect improvement in distribution and routing of all official correspondence and reports. Manages reports for staff employees. Devises and uses a follow up system to ensure all required suspense are met. (15%)

Monitors QOL comment line and validates customer complaints received and follows up to ensure issues are resolved. Ensures responses are provided back to customer in a timely manner. Also responsible for providing feedback to comments/issues/complaints received through other forms of communication such as phone, in person or via email. (15%)

Serves as a Government Purchase Card (GPC) holder for the QOL Program for the Region. Prepare purchase request forms/documents for approval and place orders for APF/NAF purchases, where appropriate. May research discrepancies involved in reconciliation of vendor invoices to purchase orders or notification from vendor. (10%)

Coordinates and serves as the recorder for NAF (QOL) Council, Region Program Director (RPD) meetings, and/or any other briefings and/or meetings as directed by J9. Responsible for preparation of agenda items on PowerPoint slides to be discussed at meeting. Takes detailed notes of the meeting, coordinates answers and recommendations for the member/attendees, prepare detailed minutes for distribution to members/attendees and other interested persons, as well as for local commands as necessary. (5%)

Provides programming, budgeting, and financial planning of execution of appropriated funds for QOL programs. Performs various budget functions involving the formulation, justification and execution of the budget for the J9. Incumbent prepares budget and financial reports for the department. Reviews, analyzes and edits budget submissions. Identifies requirements and prepares appropriate supporting documentation. Monitors budget execution and keeps the J9 Director informed of budget status. Participates in the monitoring of year-end closing to ensure proper and full use of provided funds. (5%)

A complete list of duties and responsibilities will be provided at the time of hire.

TRAVEL REQUIRED: No

SUPERVISORY STATUS: No

RELOCATION AUTHORIZED: No

CONDITIONS OF EMPLOYMENT: *SEE QUALIFICATIONS

QUALIFICATIONS: In order to qualify for this position, 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. If you are relying on your education to meet qualification requirements: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education (<http://www.ed.gov/admins/finaid/accred/>). Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion MUST provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission. Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

Knowledge required by the position:

- Knowledge of Federal, Department of Defense (DoD), and Navy policies and regulations pertaining to Bachelor/Family Housing, FFSP, CYP, MWR, and J9 NAF Support Office.
- Knowledgeable of the Joint Region Marianas mission, functions and goals relative to Bachelor/Family Housing, FFSP, CYP, MWR, Dining Services Program (MWR Food and Beverage Operations and Galleys), and J9 NAF Support Office.
- Ability to understand and work with military and DoD civilian policies.
- Ability to analyze QOL programs and present recommendation to management.
- Knowledge and understanding of budgetary methods and policies of the organization. Practical knowledge of the goals and objectives to ensure that expenditures are proper and necessary.
- Skill in the use of Microsoft Office Programs (e.g., Word, Excel, Power Point, Outlook).
- Ability to communicate effectively orally and in writing. Must possess an exceptional degree of tact in dealing with customers, patrons, and senior management officials in government and industry.
- Ability to develop and effectively deliver presentations and/or briefings.

****Note:** Proof of education, credentials, certification and/or module completion **MUST** be submitted at the time of application/resume submission.

*****Please Note: 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.*****

Subject to satisfactory completion of background investigation to include National Agency Check with Inquiries (NACI). Incumbent may be required to obtain and maintain a security clearance.

This position is ad-hoc/situational telework eligible.

EDUCATION: *SEE QUALIFICATIONS

REQUIRED DOCUMENTS:

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, # of hours worked per week, detailed description of duties, and salary), applicable education at a minimum, and your contact information. For current or previous Federal employees, it should also include the Pay Plan, Series and Grade for each work experience entry.
- For current or previous Federal employees, please attach a copy of your most recent SF-50 or agency notification of personnel action form that provides current position, grade level, and duty location.
- Please provide a copy of your College transcript(s) which support those qualifications for which you wish to have considered.

*****SEE HOW TO APPLY FOR ADDITIONAL REQUIRED DOCUMENTS*****

HOW YOU WILL BE EVALUATED: Any experience, education, or other qualification presented on your application and/or resume is subject to evaluation and verification. Submissions are reviewed to determine if applicants meet the hiring eligibility and qualification requirements and to determine the level of KSAs related to the job requirements. Best qualified applicants are referred to the hiring manager in accordance with Military Spouse and Veteran Preference policies where applicable. If your application and/or resume lacks sufficient information, you will be rated accordingly or may be considered ineligible. The hiring manager may choose to conduct interviews, which may also be subject to evaluation and verification.

BENEFITS: A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- Benefits for federal employees
- Healthcare insurance
- Pay and leave

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

Regular Full-Time (35 - 40 hours per week) All benefits offered including medical, dental, life insurance, spouse & child life insurance, long term disability, annual and sick leave, retirement, and 401(k) savings plan.

Regular Part-Time (20 - 34 hours per week) Medical, dental, life insurance, spouse & child life insurance, annual and sick leave, retirement, and 401(k) savings plan.

Flexible (0 - 40 hours per week) No benefits offered.

HOW TO APPLY: Submit resume and required documentation via email to NAFJOBS@fe.navy.mil. For additional information visit our website at <http://www.militarymwrquam.com/jobs>.

All resumes and documents required to prove eligibility **MUST** be submitted by the closing date on the announcement in order to be considered. Failure to provide such documentation may prevent applicants from receiving full consideration for the position.

*****Due to the volume of resumes received, applicants will not be notified of any missing documentation, information, and/or notice of non-selection. Applicants may contact our office at (671) 349-1154 / 2154 / 3154 / 2210 / 5154 to inquire on application status.*****

ALL APPLICANTS: Applicants qualifying based on education, time in grade, credentials, certification, training and/or module completion **MUST** provide proof of education, personnel action or SF50, credentials, statement of service, certification, training and/or module completion at the time of resume submission.

*Current or prior federal employees, please submit your most recent personnel action or SF50.

*Military retirees, please submit your statement of service.

*Documentation submitted for other/previous vacancies is not considered as part of this submission.

Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

APPLICANTS CLAIMING HIRING PREFERENCE: Please ensure you complete and submit ALL required documents to claim preference at the time of resume submission. All forms to claim preference can be downloaded via our website at <http://www.militarymwrquam.com/jobs>.

WHAT ARE PREFERENCES? Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. Reemployment Priority List (RPL): Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference, you **MUST**:

- Submit a copy of your BBA Separation Notification indicating eligibility for RPL.

2. Military Spouse Preference (MSP): Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred

before the military member received official permanent change of station (PCS) orders to Guam. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions. To claim this preference, you **MUST**:

- Complete and Submit MILITARY SPOUSE PREFERENCE (MSP) CLAIM FORM. Form may be downloaded from: [Download MSP Form](#); **AND**

- Submit sponsor's PCS orders to Guam.

***If you are not indicated as a spouse on the PCS orders, you **MUST** submit proof of marriage prior to PCS to Guam.

3. Veteran's Preference/Gold Star Veteran's Preference: Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's preference, you **MUST**:

- Complete and Submit VETERAN'S PREFERENCE WORKSHEET. Form may be downloaded from: [Download Vet Preference Form](#); **AND**

- Submit a copy of your DD-214 (member 4 copy)

To claim Gold Star Veteran's preference, you **MUST**:

- Complete and submit completed SF-15, APPLICATION FOR 10-POINT VETERAN PREFERENCE. Form may be downloaded from: [Download SF-15 Form](#); **AND**

- Submit a legible copy of DD-1300; **AND**

- Submit any other supporting documentation (official statements, document of service, court decree, etc.).

***Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview or may be sent a notice of non-selection within 2-8 weeks of the announcement closing date.

If you are selected for a position, you will be contacted by the JRM Regional NAF Human Resources Office with a temporary job offer. Final job offer upon completion of all pre-employment requirements (typically 2-8 weeks).

We reserve the right to close this position without further announcement.

OTHER REQUIREMENTS: Some positions have special requirements. In these cases, selection is tentative pending satisfactory completion of these requirements.

All selections are contingent upon obtaining satisfactory background and employment reference checks.

Males must be registered for or exempt from Selective Service (<https://www.sss.gov/register/>).

Selectees are required to participate in direct deposit.

We are an E-Verify participant.

The Department of 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 any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should email them to: M-GU-JRM-NAFHRO-N9@fe.navy.mil to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT FOR NAF APPLICANTS: Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of

applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek.