

REGIONAL CHILD AND YOUTH PROGRAM (CYP) MANAGER

DEPARTMENT OF THE NAVY

Commander, Navy Installations

Joint Region Marianas

Summary

This position is located at Joint Region Marianas Guam. Please note when a Permanent Change of Station (PCS) with the federal government is performed as part of a relocation, the IRS considers the majority of your entitlements to be taxable. The Relocation Income Tax Allowance (RITA) may offset the impact of some of these taxes. For more information you may visit the following website: <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/Tax-Information/>.

Overview

Accepting applications

Open & closing dates

🕒 11/03/2021 to 11/18/2021

Salary

\$92,000 - \$119,000 per year

PLUS COST OF LIVING ALLOWANCE (COLA) / MAY BE ENTITLED TO NONFOREIGN POST DIFFERENTIAL (NFPD)

Pay scale & grade

NF 5

Location

1 vacancy in the following location:

📍 Nimitz Hill, GU

1 vacancy

Telework eligible

No

Travel Required

Not required

Relocation expenses reimbursed

Yes— RELOCATION EXPENSE AUTHORIZED/RECRUITMENT & RELOCATION INCENTIVE NEGOTIABLE

Appointment type

Permanent

Work schedule

Full-time

Service

Competitive

Promotion potential

05

Job family (Series)

[0301 Miscellaneous Administration And Program](#)

[\(/Search/Results?j=0301\)](#)

Supervisory status

Yes

Security clearance[Secret](#)[./Help/faq/job-announcement/security-clearances/.](/Help/faq/job-announcement/security-clearances/)**Drug test**

No

Announcement number

JRM-21-492

Control number

620534500

THIS JOB IS OPEN TO

**The public**

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Duties

Major duties include those related to program operations/management, budgeting and financial management, personnel management, policies and procedures, communication, and compliance, among other tasks. These tasks are summarized below.

Program Management

Ensures the overall successful administration and operation of the CDC, CDH, SAC, YP, and R&R, and CYES programs for the region.

Assists commands in achieving and maintaining national accreditation.

Assists command in achieving quality K-12 options.

Ensures implementation of developmentally appropriate programs and curriculum based on National Association for the Education of Young Children (NAEYC), Council on Accreditation (COA), National Association for Family Child Care (NAFCC), as well as other affiliated programs such as the Boys and Girls Club of America (BGCA) and 4-H.

Establishes and implements policies pertaining to the admittance of children with special needs to centers and/or homes, including handicapped children and children with chronic illness. Makes recommendations for placement of children in alternate programs when appropriate.

Recommends, initiates, and coordinates projects relating to the CYP and that include but are not limited to, the construction and renovation of facilities and play areas.

Budgeting and Financial Management

Develops and establishes the Region's CYP Non-appropriated fund (NAF) and Appropriated Fund (APF) budgets including CDC, CDH, SAC, YP and R&R budgets.

Ensures compliance with all regulations governing the use of appropriated and nonappropriated funds.

Conducts on-going reviews of financial CYP overall financial status, analyzes and takes corrective action as necessary to ensure the financial soundness of the overall CYP, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment.

Personnel Management

Provides for adequate staffing, effective training and appropriate supervision of all CY Programs in the Region.

Exercises direct supervision over Regional CYP Directors, Regional Resource and Referral Director, other regional CYP positions and indirectly a staff of professional, technical and skilled and unskilled employees.

Ensures proper and timely initiation and implementation of all personnel actions and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers.

Policies and Procedures

Responsible for maintenance, security, and safety of all records, reports, files and information for the region and ensures all applicable Navy assets and interests are protected.

Formulates and monitors the consistent application of policies concerning the administration and management of the Regional CYP.

Continuously evaluates management procedures and programs by analysis of financial plans and projections of the various services and activities, analysis of inspection reports, auditing and accounting inspections/visits and by personal visits to activities under the cognizance of Commander Navy Installations Command (CNIC) or other Department of Defense (DoD) components.

Communication

Represents Commander Naval Region (CNR) Program Manager at military and civilian community conferences or meetings at various locations in relation to regional child and youth programs and services.

Serves as liaison to local institutions, community and state colleges, State and Federal agencies, national organizations, departments, command and echelons of higher authority to obtain assistance and ensure maintenance of state of the art programs.

Serves as a member of the Regional Advisory Board (RAB). As a member of the RAB, responsible for communicating information between CNIC and the CY program directors within their region.

Maintains liaison and communications with other Fleet & Family Readiness Programs, regional headquarters, CNIC, and echelons of higher authority through informal correspondence and personal contact as an advisor on matters of child and youth nature.

Compliance

Responsible for coordinating and maintaining documentation of program inspections in accordance with cited regulations. Ensures multi-disciplinary inspections are conducted as required by OPNAV and the MCCA.

Ensures timely corrective action necessary to obtain and retain DoD Certification.

Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN; DoD; MCCA; DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; state licensing; the standards set forth by NAEYC, COA, and NAFCC; and generally accepted standards of the profession.

Additional Responsibilities

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.

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

Requirements

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://www2.ed.gov/admins/finaid/accred/index.html> (<http://www2.ed.gov/admins/finaid/accred/index.html>)).

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.

4-year degree in field related to business management, school administration, leadership and management, early childhood management or communication AND a minimum of 3 years of professional management, financial management and administrative experience is preferred.

Extensive knowledge of budgeting, financial management and planning and a working knowledge of project planning and initiation including knowledge of construction and special projects. In-depth knowledge and background in child and youth development programs and services including principles, practices

and techniques of early childhood and youth development. Knowledge of facility design, functional use and maintenance concepts, and other regulations and instructions relative to military CDC, CDH, SAC, and Youth programming, in addition to R&R services. Knowledge of EEO program and objectives. Skill to lead and influence the actions of others in obtaining cooperation and assistance to accomplish the CYP mission. Skill in program planning and projection, organizing, management, and administration to devise and carry out the variety of exceptionally complex program components and services in the Region. Ability to supervise others, exercise sound business skills, and provide positive personnel management. Ability to formulate management techniques or practices to accommodate unique or special problems or situations related to the CYP. Ability to conduct comprehensive analysis of organizational structures, methods, and procedures. Ability to negotiate agreements, settle disputes, obtain and maintain good relations, ensure bargaining in good faith is recognized and accepted by labor units. Ability to communicate in English, both orally and in writing, and possess strong interpersonal communication skills.

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 have or be able to obtain and maintain a Secret Security Clearance.

Must be able to satisfactorily complete all additional Child Care checks in accordance with PL 101-647 and DoDI 1402.05.

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.

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

Education

*SEE QUALIFICATIONS

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.

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.

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.

[Review our benefits](https://www.navy.mwr.org/RESOURCES/HR/human_resources)
(https://www.navy.mwr.org/RESOURCES/HR/human_resources)

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

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 knowledge, skill, and ability 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.

Click the following link to preview the applicant questionnaire: [Preview Applicant Questionnaire](#).

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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.

[Review our benefits](#)

(https://www.navy.mwr.org/RESOURCES/HR/human_resources)

Required Documents

As a new or existing federal employee, you and your family may have access to a range of benefits. Your benefits depend on the type of position you have - whether you're a permanent, part-time, temporary or an intermittent employee. You may be eligible for the following benefits, however, check with your agency to make sure you're eligible under their policies.

- A resume should be provided. It should include relevant work experience (start/end dates stated in month/year, 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**

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/>)

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.

How to Apply

Go to www.usajobs.gov/
(<http://www.usajobs.gov/>)

to create an account or log in to your existing USAJOBS account. Only applications submitted through USAJOBS will be considered. E-mailed applications will **NOT** be accepted. **All applications MUST be submitted by the closing date on the announcement in order to be considered.**

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 your status is indicated in your USAJOBS account and ALL required documents to claim preference are submitted at the time of resume submission.

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:

<https://www.militarymwrguam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0>
(<https://www.militarymwrguam.com/modules/media/?do=download&id=91d40da0-9cdd-47d8-b35c-ec69bd4da0a0>)

; **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:

<https://www.militarymwrguam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516>
(<https://www.militarymwrguam.com/modules/media/?do=download&id=9e9f89f5-0b7a-49cb-a1d4-c00bf57db516>;AND)

; **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:

https://www.opm.gov/forms/pdf_fill/sf15.pdf
(https://www.opm.gov/forms/pdf_fill/sf15.pdf)

; **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.

Technical Support

- Check the status of the application system and maintenance schedule here: status.fhrnavigator.com
(<http://status.fhrnavigator.com>)

- If you experience technical difficulties applying online, report it here: support@econsys.com (<mailto:support@econsys.com?subject=Apply Online / Joint Region Marianas / JRM-21-492>).
The support inbox is monitored Monday through Friday, from 8 AM ET until 6 PM ET.
- Make sure your status in USAJOBS is 'Received' after you submit your application to ensure it was submitted successfully.

Agency contact information

Joint Region Marianas

Phone

(671) 349-2154
(tel:(671) 349-2154)

Email

M-GU-JRM-NAFHRO-N9@FE.NAVY.MIL
(mailto:M-GU-JRM-NAFHRO-N9@FE.NAVY.MIL)

[Learn more about this agency](#)
(#agency-modal-trigger)

Address

Joint Region Marianas
ATTN J9 NAF HR OFFICE, PSC 455 BOX 211
FPO AP, GU 96540
Guam

Next steps

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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.

Fair and Transparent

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

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(/Help/equal-employment-opportunity/)

[Financial suitability](#)

(/Help/working-in-government/fair-and-transparent/financial-suitability/)

[New employee probationary period](#)

(/Help/working-in-government/fair-and-transparent/probationary-period/)

[Privacy Act](#)

(/Help/working-in-government/fair-and-transparent/privacy-act/)

[Reasonable accommodation policy](#)

(/Help/reasonable-accommodation/)

[Selective Service](#)

(/Help/working-in-government/fair-and-transparent/selective-service/)

[Signature and false statements](#)

(/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[Social security number request](#)

(/Help/working-in-government/fair-and-transparent/social-security-number/)

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[Reasonable accommodation policy](#)

(/Help/reasonable-accommodation/)

[Selective Service](#)

(/Help/working-in-government/fair-and-transparent/selective-service/)

[Signature and false statements](#)

(/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[Social security number request](#)

(/Help/working-in-government/fair-and-transparent/social-security-number/)

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Appointment type
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Work schedule
Full-time

Service
Competitive

Promotion potential
05

Job family (Series)
[0301 Miscellaneous Administration And Program](#)
[\(/Search/Results?j=0301\)](#)

Supervisory status
Yes

Security clearance
[Secret](#)
[\(/Help/faq/job-announcement/security-clearances/\)](#)

Drug test
No

Announcement number
JRM-21-492

Control number
620534500