

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

ANNOUNCEMENT NO: JRM-23-199

POSITION TITLE: Human Resources Assistant, NF-0203-03, Regular Full Time, 1 Vacancy

SALARY: \$40,000 - \$61,000 per annum + Cost of Living Allowance (COLA)

LOCATION: Regional Nonappropriated Fund (NAF) Human Resources Office (HRO), Warfighter & Family Readiness (J9), Joint Region Marianas (JRM) Guam

WHO MAY APPLY: Open to all

OPEN DATE: 27 April 2023

CLOSING DATE: 06 May 2023

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 (MCBCB) 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/>.

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/>.

RESPONSIBILITIES: Major duties and responsibilities are summarized below.

The purpose of the position is to perform human resource and administrative support functions requiring knowledge of civilian human resources functions and processes involving human resource and benefit transactions. Processes the full range of personnel actions for craft and trade and pay band nonappropriated fund (NAF) employees involving a variety of occupations. Processes Requests for Personnel Actions (SF-52s). Ensures supporting documents are complete and attached to SF-52 (e.g. job descriptions, set of duties, etc.). Provides assistance to customers on applicable procedures, instructions, and regulations. Reviews personnel action requests for correctness of position numbers and organizational data. Retrieves data for reports. Determines necessary documents needed to support transactions and ensures they are included in the action and OPF. Establishes and/or maintains OPFs, including consolidation with prior service records. Conducts new employee orientation. Answers employee questions. Ensures benefit enrollments are completed timely and accurately and contain necessary certifications. Assists employees in preparing documents necessary for background investigations. Assists in special projects by gathering data from files and automated systems, and extracting information from official personnel folders. Gathers background information on issues, researches current policy as it relates to the issue, and determines related trends that may impact on the issue at hand. Makes recommendation of necessary action based on research. Composes and types Vacancy Announcements for distribution by mail or E-mail within area of consideration. Prepares advertisement for publication in newspapers requested by the respective departments. Maintains case files for each Vacancy Announcement. Receives visitors and telephone calls; tactfully obtains information about purpose of call or visit, determines if matter can be handled personally, referred to another individual or office, or if it required supervisor's attention. Sets up and maintains databases, spreadsheets and centralized files. Prepares TDY and PCS travel orders for both APF and NAF.

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](#)). 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.

At least one year of work experience or higher level education that demonstrates the ability to perform the duties of the position. Knowledge of an extensive body of personnel processing rules, procedures or operations. Skill in oral expression to explain processes and procedural matters and provide basic program information. Knowledge of office file arrangement and the purpose and content of documents in the file, including OPFs, the ability to file and retrieve information and maintain suspense records in accordance with office filing procedures. Knowledge of steps and procedures used to process personnel documents. Skill in fact finding and researching files to find relevant information and to logically organize and report on collected information. Ability to make decisions, resolve problems or discrepancies based on knowledge of personnel processing rules, regulations and procedures. Ability to understand and provide basic program information. Knowledge of personnel processing language, procedures and options to process a full range of recurring types of official personnel actions. Knowledge of office file arrangement and the purpose and content of documents in the file, and ability to file and retrieve information and maintain suspense records in accordance with office filing procedures. Familiarity with and ability to type and use a computer including an automated personnel system, Word, Excel, Spreadsheets, Database, etc. Knowledge of personnel and staffing standardized rules, procedures terminology, or requirements related to personnel action processing activities and skill in applying this knowledge to work situations. Knowledge of formats, punctuation, grammar and clerical steps to process and prepare correspondence and documents in an accurate manner. Ability to make decisions, resolve problems or discrepancies based on knowledge of personnel processing rules, regulations and procedures. Basic knowledge of local personnel activities to perform routine clerical tasks.

EDUCATION: *SEE QUALIFICATIONS

HOW TO APPLY: A resume must be provided. It must include **relevant work experience, start/end dates stated in month/year, # of hours worked per week, detailed description of duties, salary, applicable education (provide official transcripts), 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. Your resume is the main resource used to assess your knowledge, skills, and abilities as they relate to this position. You should be clear and specific when describing your work experience as it relates to this position.

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 official college transcript(s) which support those qualifications for which you wish to have considered.

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.

Military retirees, please submit your statement of service.

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

All resumes and documents required to prove eligibility **MUST** be submitted by the closing date on the announcement in order to be considered. **It is the applicant's responsibility to ensure accuracy and completion of requirements upon submission. Failure to provide such documentation may prevent applicants from receiving full consideration for the position.**

Submit resume and required documentation via email to JRMJ9NAFJOBS@US.NAVY.MIL. For additional information visit our website at <http://www.militarymwrquam.com/jobs>.

*******NOTE:** Due to the volume of resumes received, applicants **will not** be notified of any missing documentation, information, and/or notice of non-selection. **Emails and/or inquiries to JRMJ9NAFJOBS@US.NAVY.MIL will not be responded to.** Applicants may contact our office at (671) 349-1154 / 2154 / 2210 / 3154 / 5154 to inquire on application status only.

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 and/or documentation as stated in this vacancy announcement may result in an ineligible rating/preference or may affect the overall rating/preference.

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.

ADDITIONAL INFORMATION:

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.

This announcement may be used to fill additional vacancies within 60 days of issuance of referral certificate.

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. 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.

The Department of the Navy is a drug-free workplace. The use of illegal drugs by CNIC NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace. Military members and their families have a right to reliable and productive Federal workforce. *****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.*****

The Department of the Navy 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 Department of the Navy provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to: JRMJ9NAFHRO@US.NAVY.MIL to ensure proper consideration is given. 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.

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.

WHAT TO EXPECT NEXT: Applicants may be contacted for an interview within 4-8 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 tentative job offer. Final job offer upon completion of all pre-employment requirements.

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

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