

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

**ANNOUNCEMENT NO:** JRM-20-356

**POSITION TITLE:** Sexual Assault Prevention and Response (SAPR) Victim Advocate (VA), NF-0101-04, Regular Full Time, 1 Vacancy

**SALARY:** \$42,000 - \$52,000 per annum + Cost of Living Allowance (COLA)

**LOCATION:** Naval Base Guam

**WHO MAY APPLY:** Open to all

**OPEN DATE:** 28 July 2020

**CLOSING DATE:** 1 August 2020

.....  
**SUMMARY:** The mission of Joint Region Marianas Warfighter & Family Readiness (WFR) is to enhance quality of life through customer driven services that make a difference every day in the lives of our service members and their families. Through our work at both Morale Welfare and Recreation (MWR), Naval Base Guam, and at the 36th Force Support Squadron (36FSS), Andersen Air Force Base, 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.

Victim Advocacy/Support. Provides 24/7 support for victims' immediate needs: assesses safety concerns, provides reporting options, provides information on available resources, and facilitates referrals. Serves as an advocate for the expressed interests of victims with all intervening agencies to include law enforcement, medical, and legal. Supports victims in advocating on his/her behalf and provides assistance with prioritizing actions and establishing short- and long-term goals related to recovery from sexual assault. Assists victims with contacting appropriate military and civilian legal offices for personal legal advice and assistance specific to the victim's circumstances or case, including the filing for civilian or military protective orders. Serves on the SAPR watch bill. Ensures timely notification of the SARC and provides the necessary demographic and/or incident detail to allow for comprehensive documentation in the Defense Sexual Assault Incident Database (DSAID). Travels to different locations for training and to coordinate tasks/actions with clients, command, military and civilian agencies within the local area of the installation.

Program Support/Training. Assists the installation SARC with interfacing with military and civilian agencies to identify relevant resources and means of accessing appropriate services to promote availability of victim advocacy services and support systems. Assists the SARC with the development and coordination of installation SAPR prevention and public awareness campaigns and local events. Assists the SARC with maintaining a cadre of trained, certified unit SAPR VAs. Assists the SARC with incident data collection and reporting requirements. Trains commands, SAPR VAs, Unit Victim Advocates (UVA), and others as requested utilizing standardized curriculum provided by CNIC Headquarters (HQ) SAPR. Ensures command SAPR personnel are properly trained to provide briefings to commands that include proper reporting procedures, maintaining victim confidentiality, and available victim support services.

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

**TRAVEL REQUIRED:** Yes - Occasional travel up to approximately 10% may be required

**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.

Knowledge of the dynamics of sexual assault and local community resources for sexual assault victims. Knowledge of the military, Department of Defense (DoD), and Sexual Assault Prevention and Response (SAPR) Program, along with local, state, and federal laws and military regulations pertaining to victims of sexual assault is preferred. Knowledge of Microsoft Office Suite, DSAID and FFSMIS. Skill in the use of office software applications and required management data systems to enter data, prepare reports, and develop information. Skill in providing victim advocacy and working with victims of sexual assault. Ability to develop and effectively deliver presentations and/or training. Ability to use data management and reporting systems to collect and organize data drawn from databases. Ability to compose written reports and material clearly, concisely, and effectively. Ability to maintain accurate statistical framework for program data collection and reports. Ability to understand, be sensitive to, and have empathy for victims. Ability to develop trusting helping relationships and to work effectively with individuals and families from diverse racial, ethnic, religious, and socioeconomic backgrounds. Ability to intervene in crisis situations, using sound professional judgment, ethical practice, and common sense. Ability to work cooperatively with military and civilian medical, social services, law enforcement, and legal personnel on behalf of victims. Ability to drive a government or personal vehicle in order to travel to training, coordinate tasks/actions with clients, command and military and civilian agencies within the local area of the installation. Ability to effectively communicate both orally and in writing with all levels of management, staff, and military personnel and their families.

This is a non-critical sensitive position requiring access to IT II system and/or PII. Position requires employee to obtain/maintain eligibility for a Secret Security Clearance. An Access National Agency Check Investigation (ANACI) is required via the SF86 Security Form.

Must successfully complete a criminal history background check with no adverse information or feedback received. Child Care National Agency Check & Inquiry (CNACI) background check is required.

Must comply with DoD Sexual Assault Advocate Certification Program (D-SAACP) policy guidelines and complete all training requirements.

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

Occasional travel up to approximately 10% may be required.

This position is not 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, 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.
- 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.
- 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:

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

**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 [M-GU-JRM-NAFHRO-N9@fe.navy.mil](mailto:M-GU-JRM-NAFHRO-N9@fe.navy.mil). For additional information visit our website at <http://www.militarymwrquam.com/jobs> or contact our office at (671) 349-1154 / 2154 / 2210 / 5154. All applications **MUST** be submitted by the closing date on the announcement in order to be considered. Due to volume of applications received, applicants may not be notified of non-selection.

**WHAT TO EXPECT NEXT:** Applicants may be contacted for an interview or may be sent a notice of non-selection within 4-6 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 2-6 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 (<http://www.sss.gov/>).

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](mailto: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.