

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

**ANNOUNCEMENT NO:** JRM-22-088

**POSITION TITLE:** Regional Program Analyst (CYP Management Information Systems), NF-0343-04, Regular Full Time, 1 Vacancy

**SALARY:** \$66,000- \$86,000 per annum + Cost of Living Allowance (COLA)

**LOCATION:** Joint Region Marianas, Warfighter and Family Readiness, Region Child and Youth Programs (CYP), Guam

**WHO MAY APPLY:** Open to all

**OPEN DATE:** 21 March 2022

**CLOSING DATE:** 27 March 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 Regional Program Analyst is responsible for connecting CYP operations to data management by coordinating and providing a variety of program and analysis functions and general administrative management support. This includes data analysis, reporting, and management, administrative support, and communications. Data Analysis, Reporting, and Management. Plan, implement and coordinate execution, implementation, and maintenance of CNIC specific software applications with the region and at installation CY programs. Produce monthly, quarterly and year end reports and for regional and site managers as required for CNIC CYP specific software systems. Assists with training front line employees on the operation of CYP specific software applications using a variety of resources, systems, and application. Systems, and application. Troubleshoots hardware or software system problems as they occur and quickly repairs or directs the repair to on site employees. Analyzes and evaluates the effectiveness of CYP programs or operations in meeting established goals and objectives. Administrative Support. Develops and implements regional CYP Standard Operating Procedures (SOPs) to ensure effective methods of data collection, storage, and management to support data integrity. Coordinates acquisition and inventory of a wide variety of both hardware and software used to support the operation of CNIC CYP specific software systems. Liaisons with staff and/or supporting functional offices, (e.g., IT, personnel, comptroller, office functions, procurement) to provide adequate and timely services in support of program operation. Communications. Authors and/or reviews the preparation and publication of various reports, data calls, and evaluations, procedures, and other complex documents. Maintains liaison and communications with Morale Welfare Recreation (MWR), regional headquarters, Commander Navy Installation Command (CNIC), and echelons of higher authority, as applicable, through correspondence and personal contact.

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

**TRAVEL REQUIRED:** Yes – Travel in and around the region to include visits to higher headquarter offices outside the region is 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 (<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.

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. Equivalent of 3 years experience in professional management, business administration, database management, information systems management, and administrative experience that qualifies the person for the position; **OR**

2-year degree related to professional management, business administration, database management, information systems management, and administrative experience with 2 years of business administration, professional management, financial management, database administration and administrative experience; **OR**

4-year degree in the same fields with 1 year of professional management, financial management, and administrative experience.

Comprehensive knowledge of organizational processes, procedures, operations and elements, including detailed knowledge of data collection, CYP administration, management information systems, administrative programs, objectives, and regulations. Knowledge of financial management and IT systems, including database management as they relate and support CY management decisions. Ability to conduct studies and analyze program data to provide effective operations and data management support for the CYP. In-depth knowledge in child and youth programs and services, principles, practices, and techniques. Knowledge of computers and a variety of software programs (e.g., Child and Youth Management System (CYMS); Enterprise Modeling System (EMS)), curriculum and assessment (Teaching Strategies GOLD™ Assessment)) and methods of record keeping. Knowledge of financial and administrative management methods, techniques, and methodology in order to appropriately execute assigned programs. Knowledge of business administration, school administration, leadership and management, early childhood management or communication is preferred. In-depth knowledge in child and youth programs and services, principles, practices, and techniques. Ability to communicate effectively in English, both orally and in writing, and possess strong interpersonal communication skills. Ability to make oral presentations and briefings to all levels of chain of command personnel and effectively represent the CYP on financial and administrative issues. Ability to develop, maintain and present accurate reports and records, military style instructions and documents.

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.

Satisfactorily complete all background checks in accordance with PL 101-647 to include National Agency Check with Written Inquiries (NACI).

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.

**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](mailto:NAFJOBS@fe.navy.mil). For additional information visit our website at <http://www.militarymwr Guam.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.

Emails and/or inquiries to [NAFJOBS@fe.navy.mil](mailto:NAFJOBS@fe.navy.mil) will not be responded to,

**\*\*\*\*\*NOTE:** Due to the volume of resumes received, applicants will not be notified of any missing documentation, information, and/or notice of non-selection. It is the applicant's responsibility to ensure accuracy and completion of requirements.

Applicants may contact our office at (671) 349-1154 / 2154 / 2210 / 3154 / 5154 to inquire on application status only.

**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.militarymwr Guam.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.

**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](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.

**WHAT TO EXPECT NEXT:** Applicants may be contacted for an interview 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.

\*\*\*\*\***NOTE:** Due to the volume of resumes received, applicants will not be notified of any missing documentation, information, and/or notice of non-selection. It is the applicant's responsibility to ensure accuracy and completion of requirements.

Applicants may contact our office at (671) 349-1154 / 2154 / 2210 / 3154 / 5154 to inquire on application status only.