

**U. S. DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE – BAHRAIN
VACANCY ANNOUNCEMENT
MERIT PROMOTION PROGRAM**

ANNOUNCEMENT #: NSA-26-002

POSITION: Command Sponsorship Support Specialist

PP-SERIES-GRADE: BG-0301-09 FPL 11

MONTHLY SALARY RANGE: BD821.333 – BD1771.475

LOCATION: NSA Admin, NSA Bahrain

OPENING DATE: 11-JAN-2026

CLOSING DATE: 15-JAN-2026

APPOINTMENT TYPE: FULL TIME / PERM

HOUR OF DUTY: 48HRS

VACANCIES: 01

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; BAHRAINI CITIZENS; ARAB NATIONALS; THIRD COUNTRY NATIONALS; CURRENT BG EMPLOYEES.

IMPORTANT INFORMATION:

Please note the change in our email address. New email address to submit your application is:

applicationbahrain@us.navy.mil

For inquiries: HROBahrain@us.navy.mil

1. All applicants are required to complete the Foreign National Screening Questionnaire Form and this Form must be dated within the last 12 months. Failure to attach the form to your application will result in non-consideration. This Form is located in the Job Portal <https://cnreurfcent.cnic.navy.mil/Installations/NSA-Bahrain/Operations-and-Management/Human-Resources/Job-Openings/>
2. Please read the “HOW TO APPLY” section in this announcement carefully for instructions and apply Online at: applicationbahrain@us.navy.mil
3. All Resumes/CVs not received by the closing date will NOT receive consideration.
4. Failure to follow all the instructions will result in the Non-Consideration of your application.

ABOUT THE JOB

The Administrative office of NSA Bahrain is the central point of overall business operations overseeing NSA Program and Functional areas of 147 tenant commands and/or logistic sites throughout the Middle East Area of Responsibility (AOR). The primary purpose of the position is to provide managers with objectively based information for making decisions on administrative and programmatic aspects of agency operations and management by accomplishing a wide variety of assignments concerned with the effectiveness and efficiency of the program and operations. The incumbent serves as the principal Command Sponsorship/Dependent Entry Approval (DEA) and Passport/Visa official to the Commanding Officer (CO), Executive Officer (XO), and Administration Officer (AO) for strategic staff and administrative initiatives of NSA Bahrain. The incumbent also supports the Manpower/Manning and Human Resources Specialist with respect to those activities. The incumbent is responsible to the CO, XO, and AO for all long range Command Sponsor/DEA and Passport/Visa planning performed at NSA Bahrain. The primary goal of this position is to optimize the provision of installation services provided by the command utilizing standard business practices, cost reduction and efficiency improvement programs, production output projections, staffing levels, automated data processing methods and departmental operating budgets. Represents NSA Bahrain at installation, region, and CNIC-level meetings and conferences. Speaks with the full authority of CO/XO/AO in their absence. Interacts with NSA Bahrain Business, Manpower, Manning, and Support Line Coordinators for horizontal support and process improvement. Prepares and delivers high-level briefings to senior military officers, visiting dignitaries, and host-nation government representatives. Coordinates with all NSA Bahrain tenant commands, NCIS, HRO, OGC and NSF immigration in support of the timely and accurate processing of dependent passport and visa requests. Provides detailed reports to be quickly manipulated and utilized by NSA leadership for sound decision making and reporting to higher and adjacent commands. Conducts special studies as required to advise the CO/XO/AO and subordinates in establishing policy or initiating action. Provides basic position management support to supervisors/managers and employees of NSA Bahrain which supports several organizations. Provides general information to all levels of management officials and employees within the organization, relating to incentive awards, training, within grade increases, hours of work, position descriptions, performance appraisal management, and staffing while ensuring the most complex issues requiring extensive research and analysis and complex position analysis relative to determining skills requirements, area of consideration, and the impact of priority program placement (PPP) are referred to the servicing HRO Specialist. As the liaison between the NSA Bahrain and HRO, obtains information from the HRO Specialist to include

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interpretation or application of policies to managers and employees on complex civilian personnel matters. Responsible for all NSA Bahrain Requests for Personnel Actions (RPA's). Determines priority, taking into consideration command requirements, goals, programs and objectives. Initiates, reviews, approves and submits through appropriate authority, all RPA's to include recruitment, promotion, reassignment, detail, awards, retirements, data changes, LWOP etc. Performs liaison functions with Region Manpower (N1) staff, as well as OCHR staff in order to track actions and provide current updates from initial submission to selection of applicant.

QUALIFICATIONS/EVALUATION REQUIREMENTS:**BG-09:**

SPECIALIZED EXPERIENCE: One year of specialized experience equivalent to the BG-07 grade level.

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the Occupation in the organization, **including the below experience statements:**

1. Performing manpower and personnel management functions such as, manpower planning, and the recruitment process to assist with organization development; AND
2. Maintaining an organizational database utilizing automated systems such as, Microsoft Office Applications (Excel, Word, PowerPoint, etc.), Defense Civilian Personnel Data System (DCPDS), Total Workforce Management Services (TWMS), to facilitate staffing requirements; AND
3. Conducting analysis of manpower and business data for management, to provide directions and ensure established policies and procedures are followed; AND
4. Preparing program reports to brief senior level management for planning and decision-making.

OR

EDUCATION: One (1) full year education at the graduate level in an accredited college or university meets the requirements for position at BG-09. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

OR

COMBINATION OF EDUCATION AND SPECIALIZED EXPERIENCE: A combination of education and experience may be used to qualify for this position as long as the computed percentage of the requirements is at least 100%. To compute the percentage of the requirements, divide your total months of experience by 12. Then divide the total number of completed graduate semester hours (or equivalent) for the graduate education period by 18. Add the two percentages.

Qualification requirements contained in this vacancy announcement are based on the U.S. Office of Personnel Management (OPM) Standards Handbook, which contains Federal qualification standards. This handbook is available on OPM's website at <http://www.opm.gov/qualifications>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-administration-and-program-series-0301/>

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards>

BASIC REQUIREMENTS:

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- You must meet ALL qualification requirements by the closing date of this announcement.
 - To qualify for this position, your resume/CV must show sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the specific position for which you are being considered. Resumes/CVs that do not reflect the necessary experience/education to meet the qualification standards for the job will not be referred for consideration.
 - Generally, current BG Civilian employees applying for BG jobs must serve at least one year at the next lower grade level. This requirement is called time-in-grade. **All qualifications and time-in-grade requirements must be met by the closing date of this announcement and clearly documented in your resume.**
 - Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience or related education as reflected on their resume/CV.
- **Please note: If you do not identify the name and phone number of each employer, the title of each job performed (including pay plan and grade if applicable), as well as the start and ending dates (Month/Year) of employment in your Resume/CV your application will NOT be referred for consideration.**
- Candidates **MUST** ensure:
 - Work experience clearly shows knowledge of the subject matter pertinent to the position.
 - Number of hours (40/48hrs) performed per week.
 - Technical skills to successfully perform the duties of the position.
 - Ability to communicate both orally and in writing.

CONDITIONS OF EMPLOYMENT

1. Applicant must be able to speak, read, write and understand English fluently.
2. Applicant must be 18 years of age at the time of application.
3. Applicants other than Bahraini/Arab Nationals must be registered in LMRA.
4. Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.
5. A current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.
6. PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.

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REQUIRED (✓) DOCUMENTS (MANDATORY) ALONG WITH APPLICATION:

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Family Member Preference (FMP)	Non US Spouse & Family Member of US Military or US CIV Employees	Current BG Employees	Bahraini National	Other Nationals	NSA Bahrain Sponsored Spouse & Family Members of Current BG employees
1	Resume or CV (ABSOLUTELY NO PHOTOS/PICTURES). One resume per application ONLY	✓	✓	✓	✓	✓	✓
2	Transcripts (if qualifying on basis of education) Transcripts must be translated to English to be considered.	✓	✓	✓	✓	✓	✓
3	Copy of CPR (Front & Back) - Must be valid for at least 3 Months				✓	✓	✓
4	Copy of Passport - Must be valid for at least 6 Months	✓	✓		✓	✓	✓
5	Copy of Work Permit - Must be valid for at least 3 Months					✓	
6	Copy of SF-50			✓			
7	Family Affiliation (Sample format available in Job Portal)	✓	✓	✓	✓	✓	✓
8	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓	✓	✓	✓	✓
9	Copy of PCS orders with dependents listed AND Dependent entry approval	✓					
10	Copy of Visa (Multiple entry/Re-entry), AND Dependent entry approval.		✓				
11	Copy of Residence Permit (Endorsement Residence).						✓
12	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.					✓	

Please Note: NSA Bahrain sponsored spouse & family members of BG employees are now eligible to be considered for employment on NSA Bahrain.

MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):

Military spouse preference and Family member preference applicants (Non US Spouse & Family Members of US Civilian or US Military), will receive priority consideration. To be eligible for military spouse preference/family member preference, applicants are required to provide a copy of their Sponsor's PCS orders with dependents listed, and their Dependent entry approval letter at the time of application, to exercise their preference status. If MSP/FMP documents are not provided by the closing date of the announcement, military spouse preference/family member preference will not be applied.

ADDITIONAL DOCUMENT REQUIREMENTS

- All documents must be legible. No photos/pictures are permitted on resumes.

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- Do not submit training certificates, letters of appreciation, experience certificates and any other documents not listed on this announcement.
- Please provide information regarding any relatives currently employed by the U.S. Navy in Bahrain. The written statement should state if you have or do not have a family member working with the U. S. Navy. This information may be provided in your Resume/CV or in an attached statement. Failure to disclose any/all family affiliations will result in the non-consideration of application or termination of employment.
 - Full name of relative (as reflected on CPR Card), Relationship (e.g., spouse, brother, cousin, uncle, etc.), Job Title, and Department.
- If all the required documents above are not provided by the closing date of the announcement, your resume/CV will not receive consideration.
- **Transcripts must be translated to English to be considered.** Education documents obtained outside of Bahrain, with the exception of the United States, **MUST** be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. While unofficial transcripts (translated into English) are acceptable for initial application, an official transcript evaluated by a U.S. based credentialing service will ultimately be required if you are selected for the position. Please utilize the following link for service providers. <https://www.naces.org/members>.

HOW TO APPLY

****ANY**** applicant within the “WHO MAY APPLY” section of this announcement may now submit application online at: applicationbahrain@us.navy.mil

- Your application **MUST** have the Announcement Number in the subject line of your e-mailed application (i.e. NSA-22-XXX) **AND** be received by the closing date. If this requirement is not met your application will not be considered.

The screenshot shows an email composition interface. On the left is a 'Send' button. The 'To...' field contains 'Application Bahrain;'. The 'Cc...' field is empty. The 'Subject' field contains 'NSA-20-XXX'. The 'Attached' section lists five files: 'Passport.pdf (21 KB)', 'Transcripts.pdf (21 KB)', 'Family Affiliation.pdf (21 KB)', 'Resume-CV.pdf (21 KB)', and 'ID Scans.pdf (21 KB)'.

- Your application **WILL NOT** be considered if the announcement number is not in the e-mail subject line.
- Only **ONE** email will be accepted per vacancy announcement. If more than one email is sent only the most **RECENT** will be accepted.
- Failure to submit applicable required documents (as attachments) will result in your application not being considered.
- Your resume will **not** be kept on file – it will only be used for this announced vacancy. If you wish to apply for another vacancy then you will have to send in another resume.
- **PLEASE DO NOT** submit your documents as **zip files** or **pictures** (.JPEG, .JPG, .PNG, .GIF). Documents/Attachments other than PDF or Word Files will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regards to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

WHAT TO EXPECT NEXT

Once your completed application is received we will conduct an evaluation of your qualifications. The candidates rated eligible will be referred to the hiring manager for further consideration. No notifications are given regarding receipt or status of your application. **You will only be notified if you are selected for the position.**

For further inquiries please call 1785-4763 or e-mail us at HROBahrain@us.navy.mil.

We will not be accepting resumes that are sent to this e-mail.

** Please note that HROBahrain@us.navy.mil is for **INQUIRIES ONLY**. Do **NOT** submit your resume to this e-mail. **