

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

ANNOUNCEMENT #: NSA-25-020

POSITION: LEAD TRANSPORTATION ASSISTANT (AIR CARGO)

PP-SERIES-GRADE: BG-2102-09

MONTHLY SALARY RANGE: BD821.333– BD1,161.333

LOCATION: CTF53, NAVCENT BAHRAIN

OPENING DATE: 14-JUL-2025

CLOSING DATE: 20-JUL-2025

APPOINTMENT TYPE: FULL TIME / PERM

HOUR OF DUTY: 48 HRS

VACANCIES: 02

WHO MAY APPLY: NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES OF CTF53 BAHRAIN UIC 09346.

IMPORTANT INFORMATION:

Please note there are changes in our email addresses. New email addresses to submit your application is: applicationbahrain@us.navy.mil
For inquiries is: 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://cnreurafcnt.cnrc.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

This position is located at the Navy Operated Air Mobility Command Air Terminal (N43A) Naval Support Activity III, Manama, Bahrain and serves as a Lead Transportation Assistant at the Air Cargo work division. The purpose of this position is to lead the work-shift operations of up to 10 civilian employees on shift. Provides input on personnel related matters to include subordinates leave, performance standards and appraisals, disciplinary and commendatory actions, promotions, transfers, grievance procedures, shift/work assignments, scheduling of overtime and other related functions to the operations, assist Supervisor in personnel management functions assisting with corrective measures in dealing with personnel problems on assigned shift, reporting employee infractions, and providing input to Supervisor on leave requests, ensuring adequately manned to perform the assigned mission. The incumbent will distribute work assignments and instructions to the assigned shift personnel, and works with these employees in setting the proper pace, demonstrating proper work techniques as required, obtaining necessary materials and tools, motivating the assigned work force to operate as an effective working unit. Ensures safety and security regulations are followed. Develops and ensures personnel complete training, evaluates individuals as to technical ability to perform duties, provides on-the-job training for employees and advises the Supervisor of additional and or/supplemental training needs and identifying specific area of training needed. Incumbent will perform Joint Inspections for contingency cargo operations and will ascertain valid shipping documentation are presented by the customers. . Reviews items to be transported by air to ensure packaging meets Department of Transportation requirements, compatibility air shipment, serviceability, and nomenclature. Rejects items not meeting regulatory requirement for transport. Incumbent is considered authoritative in the transportation of hazardous cargo, and per incumbent's determinations may stop work operations to correct deficiencies in work methods and procedures. Monitor the maintenance efforts of the assigned 463L pallets, nets, and tie-down equipment. Prepares truck manifests by consignee, may perform tracers on cargo/mail and report of shipment actions, monitor database integrity for cargo and mail processing procedures through daily reports and inventories, initiate reconciliation measures, identify the need for and prepare transportation irregularity reports for damaged, pilfered or lost cargo. Perform other duties as required.

QUALIFICATIONS/EVALUATION REQUIREMENTS

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

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-08 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 at least three out of the below five experience statements:**

1. Reviewing cargo documentation to ensure compliance with transportation regulations and requirements.
2. Preparing documents to close out transportation control movement documents (TCMD).
3. Tracking cargo to provide shipment updates to the customers.
4. Monitoring vehicles to ensure that the equipment is operational for daily use.
5. Performing inventories such as, reviewing pallets, nets, and tie-down equipment, to ensure all assets are available for daily operational use.

At the BG-09 level there is no education substitution for experience.

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>

- 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

- Applicant must be able to speak, read, write and understand English fluently.
- Applicant must be 18 years of age at the time of application.
- Applicants other than Bahraini/Arab Nationals must be registered in LMRA.
- Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.
- A Current Good Conduct Certificate dated within 3 months of this announcement will be requested at the time of Job Offer.
- PASSPORT MUST BE VALID FOR AT LEAST 6 MONTHS AT APPLICATION RECEIPT DATE.
- VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
- BAHRAIN DRIVER'S LICENSE MUST BE VALID FOR AT LEAST 3 MONTHS AT THE TIME OF APPLICATION.

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- The work requires above average physical agility such as recurring periods of sitting, walking, standing, kneeling, climbing, bending, reaching, pushing, pulling and lifting and carrying weights up to and over 45 pounds.
- The incumbent must be able to mentally multi-task several operations concurrently and be physically fit for this position.
- The incumbent works in areas of high risk or discomfort that require the use of special safety precautions while working which may involve, large vehicular movement, simultaneous forklift operations, high traffic area, extreme exposure to cold, heat, rain and sun and may be subject to injuries such as cuts and bruises.
- Incumbent may be required to work in rain, dust, and exposed to the usual hazards while working around materials handling equipment, gas and diesel operated vehicles and high noise machinery or noise levels.
- Incumbent is required to wear personnel protective equipment such as gloves, long pants, steel toed boots and when necessary appropriate hearing protection, as stated by special safety standards.
- Incumbent may expect to be called upon at any time (including holidays) as the needs of the air cargo terminal dictate.
- Incumbent must maintain Hazardous Material and Joint Inspector qualifications, every two years.
- One time pre-employment medical physical required prior to appointment to position, and thereafter as directed by management. Also requires annual hearing exam as part of the hearing conservation program.
- Must maintain forklift license within 90 days of employment.

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

| No. | Documents | Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Family Member Preference (FMP) | 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. | ✓ | |
| 13 | Copy of Bahrain Vehicle Driver's license (Front & Back) - Must be valid for at least 3 Months | ✓ | ✓ |

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.
- 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.

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| Send | To... | Application Bahrain; |
| | Cc... | |
| | Subject | NSA-20-XXX |
| | Attached | Passport.pdf (21 KB); Transcripts.pdf (21 KB); Family Affiliation.pdf (21 KB); Resume-CV.pdf (21 KB); 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. ****