

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

**ANNOUNCEMENT #:** NSA-25-030  
**POSITION:** RECREATION SPECIALIST  
**PP-SERIES-GRADE:** BG-0188-07 FPL 09  
**MONTHLY SALARY RANGE:** BD518.889– BD967.778  
**LOCATION:** MWR, NSA Bahrain

**OPENING DATE:** 25-AUG-2025  
**CLOSING DATE:** 27-AUG-2025  
**APPOINTMENT TYPE:** FULL TIME / PERM  
**HOUR OF DUTY:** 40HRS  
**VACANCIES:** 01

**WHO MAY APPLY:** NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES OF MORALE WELFARE AND RECREATION (MWR) DEPARTMENT, NSA BAHRAIN, UIC 63005.

**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://cnreurafcnt.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](mailto: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 in the Community Recreation Division of Morale, Welfare, and Recreation Department (MWR), Naval Support Activity, Bahrain. The incumbent is responsible for planning, developing, organizing, implementing and evaluating base-wide Tickets & Tours programs for military personnel and their dependents, retired military and Department of Defense (DOD) civilian employees. Tickets & Tours encompasses a comprehensive program of entertainment, tickets, tours, and travel activities that promote a happy, healthy lifestyle and meet the individual needs and interests of the base population.

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0100/recreation-specialist-series-0188/>

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

**Recreation Specialist Series 0188 has Individual Occupational Requirements:**

**BG-07**

**EDUCATION:** 4-year course of study leading to a bachelor's degree.

Graduate Education: Major study -- general recreation, or one of the appropriate fields of recreation such as outdoor recreation; recreation and parks leadership; wild land recreation management; natural resources recreation; youth recreation; public, urban, or community recreation; special populations recreation (e.g., senior citizens, institutional, etc.); or physical education.

**OR**

**General Experience:** 3 years, 1 year of which was equivalent to at least BG-06. Experience that provided a knowledge of the goals, principles, methods, and techniques of recreation, and an understanding of the interests of individuals or groups.

**OR**

**COMBINATION OF EDUCATION AND GENERAL EXPERIENCE:** Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for this position, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the BG-07; then determining the applicant's education as a percentage of the education required for the BG-07 (4-year course of study leading to a bachelor's degree); and then adding the two percentages. The total percentages must equal at least 100 percent.

## BG-07 (INTERNAL APPLICANTS OF ITT DEPARTMENT ONLY)

**EDUCATION:** 4-year course of study leading to a bachelor's degree.

Graduate Education: Major study -- general recreation, or one of the appropriate fields of recreation such as outdoor recreation; recreation and parks leadership; wild land recreation management; natural resources recreation; youth recreation; public, urban, or community recreation; special populations recreation (e.g., senior citizens, institutional, etc.); or physical education.

**OR**

**General Experience:** 3 years, 1 year of which was equivalent to at least BG-05. Experience that provided a knowledge of the goals, principles, methods, and techniques of recreation, and an understanding of the interests of individuals or groups.

**OR**

**COMBINATION OF EDUCATION AND GENERAL EXPERIENCE:** Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for this position, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the BG-07; then determining the applicant's education as a percentage of the education required for the BG-07 (4-year course of study leading to a bachelor's degree); and then adding the two percentages. The total percentages must equal at least 100 percent.

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 (40hrs) 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.

**U. S. DEPARTMENT OF THE NAVY**

- BAHRAIN DRIVER'S LICENSE MUST BE VALID FOR AT LEAST 3 MONTHS AT THE TIME OF APPLICATION.
- Incumbent may require lifting of items weighing no more than 45lbs.
- The work involves normal risks or discomforts associated with the office and indoor/ outdoor recreational facilities. These area are usually adequately lit, heated, ventilated, provide proper sanitation and safety features. However, a majority of the tours and activities are held outdoors in extreme temperatures during the summer.
- Incumbent will be required to work a flexible schedule, including evenings, weekends and holidays as needed.

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

| No. | Documents  | Non US<br>Dependent<br>of US Civ/<br>Military<br>Spouse<br>Preference<br>(MSP)/Famil<br>y Member<br>Preference<br>(FMP) | Current<br>BG<br>Employe<br>es |
|-----|--|---|--------------------------------|
| 1   | Resume or CV ( <b>ABSOLUTELY NO PHOTOS/PICTURES</b> ). One resume per application <b>ONLY</b>                        | ✓   | ✓                              |
| 2   | Transcripts (if qualifying on basis of education) <b>Transcripts must be translated to English to be considered.</b> | ✓   | ✓                              |
| 3   | Copy of CPR ( <b>Front &amp; Back</b> ) - 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 <b>AND</b> Dependent entry approval  | ✓   |                                |
| 10  | Copy of Visa (Multiple entry/Re-entry), <b>AND</b> 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                        | ✓   | ✓                              |

## U. S. DEPARTMENT OF THE NAVY

**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](mailto: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.

|      |          |  |
|------|----------|--|
| 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.

## U. S. DEPARTMENT OF THE NAVY

### 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](mailto:HROBahrain@us.navy.mil).

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

**\*\* Please note that [HROBahrain@us.navy.mil](mailto:HROBahrain@us.navy.mil) is for INQUIRIES ONLY. Do NOT submit your resume to this e-mail. \*\***