

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

ANNOUNCEMENT #: NSA-25-049
POSITION: Transportation Assistant
PP-SERIES-GRADE: BG-2102-07/08/09
MONTHLY SALARY RANGE: BD622.667– BD1,161.333
LOCATION: CTF53, NAVCENT BAHRAIN

OPENING DATE: 17-NOV-2025
CLOSING DATE: 23-NOV-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.

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
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 the Cargo Customer Service representative overseeing all customer service functions. Assists COMLOGFORNAVCENT Air Routers/Air Expeditors to coordinate cargo movement as per daily cargo routing guidance to local Navy Air Logistics (NALO) missions, AMC missions, miscellaneous local Air Missions, and local pier deliveries. Notify and assist Air Expeditors to correct misrouted cargo or cargo which has been frustrated due to incorrect documentation or packaging. Manages Total Delivery Service (TDS) discrepancies by notifying appropriate agencies of discrepancies and tracking until shipment is corrected for onward movement. Performs shipment tracing functions and report of shipment actions, monitoring cargo processing procedures through generating and reconciling daily reports, performing quality assurance and control activities of aged cargo, frustrated shipments, and completing end of the month reports. Incumbent serves as a dispatch for customers originating shipments for DTS movement and for customers receiving terminating shipments directly from the Cargo Warehouse. Incumbent will review all shipping documents for customer shipments, verifying with Air Clearance Authority and ensuring documentation accuracy, before allowing customers to originate shipments. Will assist Lead Cargo Handlers with customer's receipting for terminating shipments by verifying shipment availability, create surface manifests and notifying cargo personnel for cargo assembly. Creates duty free letters utilizing host nation customs clearance information systems to enable country clearance and onward movement to local piers and other DOD locations within the host country. Incumbent monitors and responds to communication correspondence, via telephone or electronic mail requests for cargo tracking and tracing inquiries. Monitors aircraft mission schedules to determine Special Assignment Airlift Mission (SAAM) and NALO unique user requirements. Rejects items not meeting regulatory requirements 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. Incumbent will perform Joint Inspections for contingency cargo operations and will ascertain valid shipping documentation are presented by the customers, and inspects for proper packaging of all Unit Line Numbered cargo. May be required to load /off-load certain categories of cargo and hazardous materials on DOD transport aircraft terminating or transiting this aerial port. Ensures loads are properly balanced by shifting hazardous cargo. Incumbent ensuring all inbound shipments are properly checked and segregated according to priority and destinations. Perform other related duties as assigned.

QUALIFICATIONS/EVALUATION REQUIREMENTS

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

BG-07

EDUCATION: 4 years above high school.

OR

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-06 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:

1. Monitoring and responding to cargo tracking queries such as (telephone or electronic mail) to provide updates to customers; AND
2. Reviewing transportation documents to ensure cargo shipments are correct and ready for transport; AND
3. On-loading/off-loading cargo and hazardous materials to safely complete cargo movements.

OR

COMBINATION OF EDUCATION AND 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 undergraduate semester hours (or equivalent) beyond the second year by 60 semester hours. Add the two percentages.

BG-08

SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-07 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. Performing cargo inspections to ensure cargo can be transported safely.
2. Accomplishing delayed cargo inventory control to address shipping issues affecting cargo delivery.
3. Reviewing customer shipping documents for accuracy to avoid cargo delivery delays.
4. Coordinating outbound surface conveyance with customers to expedite cargo pickup.
5. Coordinating with other assigned cargo personnel for cargo assembly.

At the BG-08 level there is no education substitution for experience.

BG-09

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. Performing customer cargo tracing function to locate cargo shipments and provide current cargo status.
2. Reviewing daily reconciliation reports to monitor cargo processing and ensure timely movement of cargo.
3. Checking cargo special handling requirements to ensure the shipment meets shipping requirements.
4. Performing cargo joint inspections to ensure proper preparation of all planned cargo.
5. Preparing cargo customs documents for border clearance to ensure forward movement within Host Nation.

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

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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

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.
7. VISA AND CPR MUST BE VALID FOR AT LEAST 3 MONTHS AT APPLICATION RECEIPT DATE.
8. BAHRAIN DRIVER'S LICENSE MUST BE VALID FOR AT LEAST 3 MONTHS AT THE TIME OF APPLICATION.
9. Incumbent must maintain Hazardous Material and Joint Inspector qualifications every two years.
10. 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 areas, extreme exposure to cold, heat, rain and sun and may be subject to injuries such as cuts and bruises.
11. 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.
12. The incumbent may expect to be called upon at any time (including holidays) as the needs of the air terminal dictate.
13. 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

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 Passport - Must be valid for at least 6 Months	✓	
4	Copy of SF-50		✓
5	Family Affiliation (Sample format available in Job Portal)	✓	✓
6	Foreign National Screening Questionnaire (Blank form available in the Job Portal)	✓	✓
7	Copy of PCS orders with dependents listed AND Dependent entry approval	✓	
8	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	
9	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.

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- 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.

 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. **