

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

ANNOUNCEMENT #: NSA-25-059
POSITION: Supervisory Supply Technician
PP-SERIES-GRADE: BG-2005-09
MONTHLY SALARY RANGE: BD821.333 – BD1,161.333
LOCATION: Warehouse, Support Services Department, Fleet & Family Readiness (FFR), NSA Bahrain

OPENING DATE: 14-DEC-2025
CLOSING DATE: 21-DEC-2025
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; CURRENT BG EMPLOYEES OF NSA 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://cnreurfcent.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 in the Fleet and Family Readiness (FFR), Support Services Department, Supply Warehouse at Naval Support Activity, Bahrain. The incumbent serves as the supervisory Supply Technician worker of a large warehouse and other storage spaces, establishes item locations, determines organization and management of stock, and identifies high and low usages. The incumbent performs a variety of detailed clerical/technical duties involving the supervisory of FFR merchandise by applying established guidelines and practices in reviewing vendor invoices against purchase orders. Verifying quantities received and any price changes. The incumbent also performs routine duties involved in maintaining inventory records, preparing requisitions and daily supply accountability sheets and other related duties. The Incumbent plan use of subordinate workers, equipment, facilities, materials on a week-to- week or month-to-month basis; Establish deadlines, priorities, and work sequences, and plan work assignments based on general work schedules, methods, and policies set by higher level supervisors; Coordinate work with supporting or related work functions controlled by other supervisors; Determine the number and types of workers needed to accomplish specific projects; Redirect individual workers and resources to accomplish unanticipated work (e.g., work resulting from "open and inspect" types of work orders); Inform higher level supervisors of the need to revise work schedules and re-estimate labor and other resources; and Participate with their superiors in the initial planning of current and future work schedules, budget requests, staffing needs, estimates, and recommendations as to scheduling projected work. Incumbent Investigate work related problems such as excessive costs or low productivity and determine causes; Implement corrective actions within their authority to resolve work problems; and Recommend solutions to staffing problems, engineering requirements, and work operations directed by other supervisors. Incumbent Plan and establish overall leave schedule; Determine training needs of subordinates and arrange for its accomplishment, set performance standards, and make formal appraisals of subordinate work performance; and Initiate recommendations for promotion or reassignment of subordinates. Establishes the order in which the receiving, issuing, shipping or storage function will be accomplished. Decides on the proper sequence of steps, methods, procedures, and techniques for work assigned, completing the work in order of priority on a timely basis. Maintains and implements movement of stock on docks, in holding and storage areas in line with standard warehousing methods and practices. Prepares production reports, checks records, and screens issue documents to fill in missing data. Reports to supervisor any serious damages or deterioration of stock and conditions in the physical plant that are causing storage problems for example, unsafe practices in dock areas, leaks, vermin infestations, etc.

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Receives, unloads, and processes shipments and prepares receiving reports for locally purchased items and shipments not accompanied by a receiving voucher. Obtains information from such documents as waybills, government bills of lading (GBL), railroad manifest sheets, and carrier arrival notices received from supervisor or planning personnel. Receives, screens, and audits receiving documents and is responsible for preparing various reports involving shipping discrepancies (commercial freight, parcel post claims, non-compliance with container marking specifications, substitute merchandise, etc.) Determines docking area most convenient for off-loading purposes, and sees that carrier is directed to the designated unloading point. Determines when and how items are to be consolidated in hold areas for inspection, transfer, re-shipment, or placement in proper storage areas. Oversees shipment is unloaded in proper sequence and designates placement of items for checking. Flags special shipments of priority items needed to prevent work stoppages. Shows the type of staff managed title, series grade; indicates supervisory duties to include EEO responsibilities; complaint resolution, etc.

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

SPECIALIZED EXPERIENCE: One year of specialized experience equivalent to the BG-08 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 specialized experience statements:**

1. Monitoring inventory stock of items on hand to make recommendations to supervisor on increase or decrease of stock items; AND
2. Utilizing automated equipment such as bar code wands, laser scanning equipment or computer terminals to perform supply operations such as, verification of inventory levels, fill orders, and manage stock; AND
3. Storing and disposing of hazardous materials by following organization procedures on handling hazardous materials and waste management; AND
4. Operating material handling equipment such as trucks and forklifts for daily operations; AND
5. Tracking products through supply channels to ensure compliance with temperature and safety standards.

EDUCATION: There is no education substitutes at the BG-09 grade level.

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/2000/supply-clerical-and-technician-series-2005/>

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

BASIC REQUIREMENTS:

- 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.

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- 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. Must possess and maintain a valid Heavy Motor vehicle driver's license and forklift license.
8. Call back and emergency over-time are regular requirements of this position.
9. This position requires the incumbent to wear protective clothing.
10. Applicant must be able to successfully complete a physical readiness examination.

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	Copy of Bahrain Heavy Vehicle Motor Driver's license (Front & Back) - Must be valid for at least 3 Months.	✓	✓
9	Copy of Forklift Operator license - 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.

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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-25-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. ****