

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

ANNOUNCEMENT #: NSA-26-008
POSITION: Airfield Operations Assistant
PP-SERIES-GRADE: BG-2150-07
MONTHLY SALARY RANGE: BD622.667 – BD862.667
LOCATION: Air Ops, NSA Bahrain

OPENING DATE: 23-FEB-2026
CLOSING DATE: 03-MAR-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://cnreurfacent.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 U.S. Navy (USN) airfield at the Bahrain International Airport (BIA), Muharraq, Bahrain. The primary purpose of this position is to assist the USN Airfield Manager (AFM). The airfield provides mission essential support to the U.S. Department of War (DoW). Duties performed by the incumbent have a direct impact on the continued readiness of the DoW. Incumbent will assist with maintaining a 24-hour daily operation, 7 days per week, 365 days per year. The incumbent must have the ability to communicate clearly and concisely in English and Arabic. Incumbent will have regular contact with the Bahrain Ministry of Transportation and Telecommunications (MTT) and Bahrain Airport Company (BAC). Airfield Operations Assistant is responsible for assisting the AFM with airfield operations, which includes performing administrative processes (such as airfield opening checklists), implementing policies and practices (such as recording aircraft arrivals and departures), and ensuring organizational goals and objectives are met in support of installation airfield management. Assists the AFM to advise the Air Operations Officer when to open or close the U.S. Navy aviation apron to air traffic based on predetermined facility, personnel, or equipment capabilities. When an unsafe condition exists, coordinate with the AFM to immediately ensure the discrepancy is corrected or close the apron to air traffic until the airfield is reassessed. Assists the AFM with the USN Public Works Department (PWD) and Host Nation equivalent to monitor, review, and track progress on airfield construction and maintenance projects. Assists the AFM to manage airfield obstruction reduction programs, and maintain a copy of airfield safety waivers. Assists the AFM when directed to coordinate with the installation PWD to ensure all current and future violations to airfield criteria are waived. Assists the AFM when tasked to process Prior Permission Required (PPRs) requests and Civil Aircraft Landing Permit (CALP) requests. Assists the AFM to ensure daily airfield inspections are conducted and logged. Checks and reports daily on the status of navigational aids, landing aid systems, and airfield lighting. Assists the AFM to ensure all assigned vehicles and equipment are inspected daily, and inspection checklists are completed and recorded. Coordinates maintenance actions with PWD. Attends meetings and records meeting notes when directed by the AFM, such as the Aviation Safety Council, Bird/Wildlife Aircraft Strike Hazard (BASH) Working Group, and Airfield Users Meetings. When directed, assists the AFM and Air Operations Officer in the application of base-wide plans supporting operations, contingencies, aircraft accidents, natural disasters, and aircraft incidents on/off installation. Assists the AFM to compile trend data for analysis and identification of airfield apron usage.

QUALIFICATIONS/EVALUATION REQUIREMENTS:**Transportation Operations series 2150 has Individual Occupational Requirements:****BG-07:****GENERAL EXPERIENCE:** For positions in this series, 3 years of progressively responsible experience that provided a general knowledge and understanding of operations. 1 year of which must be equivalent to at least BG-06 that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

OR**EDUCATION:** Undergraduate Education: Major study - accounting, business administration, business or commercial law, commerce, economics, engineering, finance, industrial management, statistics, traffic management, transportation, motor mechanics, nautical science, marine affairs, marine engineering, marine transportation, or other fields related to the position.

Undergraduate Education: Successful completion of a full 4-year course of study leading to a bachelor's degree, in an accredited college or university, meets the BG-07 level requirement for this position

OR**COMBINATION OF EDUCATION AND SPECIALIZED EXPERIENCE:** Equivalent combinations of education and experience are qualifying for BG-07.

Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the BG-07. This will be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the BG-07 level; then determining the applicant's education as a percentage of the education required for the BG-07 level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for the grade level BG-07.

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/2100/transportation-operations-series-2150/>

<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. 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. Position is mission essential.
10. Incumbent will be required to work overtime/weekend/holiday work, and/or rotating shifts.
11. Must possess and maintain a valid Bahrain motor vehicle operator license to drive in Bahrain throughout employment.
12. Must obtain a Bahrain International Airport Airside Vehicle Permit (Airfield Driver's License) within 75 days of commencement of work performance, and maintain said license throughout employment.
13. Must meet all applicable background investigation clearance requirements in order to work for the US government and to access areas of the Bahrain International Airport necessary for job performance.
14. The incumbent must have the ability to communicate clearly and concisely in English and Arabic.
15. Much of the work will be outdoor and not in a climate controlled office environment. Incumbent will be subject to long-term exposures to elements and hazards that are typical in an airport operations area.
16. Position require the incumbent to wear protective equipment (safety shoes, hearing and eye protection, reflective attire, etc.)

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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 National s	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.					✓	
13	Copy of Bahrain Vehicle Driver's License (Front & Back) - Must be valid for at least 3 months.	✓	✓	✓	✓	✓	✓

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.

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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-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. The 'To...' field contains 'Application Bahrain;'. The 'Cc...' field is empty. The 'Subject' field contains 'NSA-20-XXX'. The 'Attached' section lists five PDF 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)'. A 'Send' button is visible on the left side of the interface.

- 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. **