

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

**ANNOUNCEMENT #:** NSA-25-026  
**POSITION:** TRANSPORTATION OPERATIONS LEAD  
**PP-SERIES-GRADE:** BG-2150-11  
**MONTHLY SALARY RANGE:** BD1,190.668– BD1,771.475  
**LOCATION:** CTF53, NAVCENT BAHRAIN

**OPENING DATE:** 19-AUG-2025  
**CLOSING DATE:** 21-AUG-2025  
**APPOINTMENT TYPE:** FULL TIME / PERM  
**HOUR OF DUTY:** 48 HRS  
**VACANCIES:** 01

**WHO MAY APPLY:** NON-U.S. CITIZEN FAMILY MEMBERS OF DOD CIVILIAN EMPLOYEE AND/OR MILITARY SPOUSES; CURRENT BG EMPLOYEES OF CTF-53, UIC: 09346.

**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](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 Air Terminal Operations Center (ATOC), U.S. Navy/AMC Air Terminal, Bahrain International Airport, Muharraq, Bahrain. ATOC is placed an echelon above all other air terminal work centers to effectively exercise command and control over cargo and passenger operations. The primary purpose of this position is to organize, direct, and lead the operations of the Air Mobility Command Air Terminal and the employees assigned to the Air Terminal Operations Center of a Department of Defense (DoD) operated air terminal. This terminal provides mission essential logistics support to all military assets in the Area of Responsibility (AOR) consisting of all components of the armed services and coalition military customers. Duties performed by the incumbent have a direct impact on the continued readiness of COMLOGFORNAVCENT and FIFTH Fleet assets. The incumbent directly leads up to 16 civilian employees and 6 permanently assigned military personnel assigned to three work centers within the ATOC function, which may be augmented by US Naval Reserve forces when dictated by mission requirements. ATOC operates on a 24-hour, 7-day work schedule, the incumbent will be required to manage daily work operations, to include weekends and holidays. Frequent changes in operational tempo require the incumbent to have an extensive knowledge of all directives, policies, and procedures pertaining to the cargo/mail and passenger handling and application in fulfilling Navy and DoD components missions. Frequent changes in operational tempo require the incumbent to have a comprehensive knowledge of customer requirements and how they relate to United States and Bahraini customs, DoD air transportation policy and air terminal operations. The incumbent must have the ability to communicate in the English language to U.S. and coalition military Aircrew Members, Senior Government Officials, and the Bahrain Ministry of Transportation.

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

**BASIC REQUIREMENTS:**

<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>

**Transportation Operations Series 2150 has Individual Occupational Requirements:****BG-11**

**SPECIALIZED EXPERIENCE:** One (1) year of specialized experience equivalent to at least BG-09 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. Directing load planning and information controller functions in order to support aerial port operations of an Air Terminal Center.
2. Evaluating aircraft capabilities against customer requirements to determine workload and staffing requirements.
3. Providing technical advice related to the movement of materials for aircraft space utilization to support priority air cargo and passenger movement.
4. Providing training to new employees to support and complete a qualifications training plan.
5. Advising supported organizations and key customers and coordinating officials on organization policy and procedures to resolve problems that arise.

**OR**

**EDUCATION:** Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related

Graduate Education: Education at the graduate level in an accredited college or university at the Master's or equivalent graduate degree level *or* 2 full years of progressively higher level graduate education leading to such a degree *or* LL.B. or J.D. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

**OR**

**COMBINATION OF EDUCATION AND SPECIALIZED EXPERIENCE:** Combinations of successfully completed graduate level education and experience may be used to meet total qualification requirements for the GS-09 level, and may be computed by first determining the total qualifying experience as a percentage of the experience required for the grade level; then determining the education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the BG-09 grade level may be used to qualify applicants for this position.

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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**

- 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.
- The work may require some physical exertion like walking outside in all types of weather, climbing over and around cargo, going up and down aircraft ladders, moving around hazardous/ explosive materials, and assisting passengers in boarding and deplaning aircraft. High noise hazards exist, ie. Aircraft jet engines and group support equipment.
- Precaution must be observed when walking on the warehouse on the warehouse floor, on the flight line and other offices of the air terminal complex due to forklift operations and constant movement of heavy cargo and equipment.
- The incumbent required to wear safety shoes when working on the ramp or in the warehouse. Hearing protection must be worn on the ramp due to aircraft noise.

**U. S. DEPARTMENT OF THE NAVY****REQUIRED (✓) DOCUMENTS (MANDATORY) ALONG WITH APPLICATION:**

No.	Documents	Non US Dependent of US Civ/ Military Spouse Preference (MSP)/Famil y Member Preference (FMP)	Current BG Employe 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	✓	✓

**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](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.



- 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](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. \*\***