

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

**ANNOUNCEMENT #:** NSA-25-028  
**POSITION:** TRANSPORTATION ASSISTANT  
**PP-SERIES-GRADE:** BG-2102-09  
**MONTHLY SALARY RANGE:** BD821.333– BD1,161.333  
**LOCATION:** CTF53, NAVCENT BAHRAIN

**OPENING DATE:** 20-AUG-2025  
**CLOSING DATE:** 24-AUG-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 CTF-53, BAHRAIN, 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://cnreurafcntl.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 Air Terminal Operations Center (ATOC), U.S. Navy/Air Mobility Command (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 plan, select, sequence, compute aircraft weight and balance, manifest, and monitor each aircraft cargo and mail load. This terminal provides mission essential logistics support to all military assets in the Area of Responsibility 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. This position selects cargo for each mission, sequences the load, computes weight and balance of the aircraft and completes all of the necessary documentation required by each mission. This position also screens all Shipper Declaration of Dangerous Goods and special handling labels for discrepancies and compatibility of hazardous cargo for movement. Frequent changes in operational tempo require the incumbent to have an extensive knowledge of all directives, policies, and procedures pertaining to cargo/mail and passenger handling and application in fulfilling Navy and Department of Defense (DoD) components missions. 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. The Load Planning/Capability Forecasting Branch maintains cargo/mail on hand documentation, conducts cargo/mail inventories, monitors space allocation, plans aircraft loads, initiates traffic space blocks, monitors aircraft utilization and shipment age profiles, and requests special clearances. Requests additional airlift, makes changes to channel traffic movement, and monitors opportune airlift. The Incumbent of this position is subject to a change of basic workweek in a 24-hour a day, 7 days a week work operation. The position sensitivity is noncritical-sensitive and as such a security back ground check is required.

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

**BASIC REQUIREMENTS:**

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

**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 four experience statements:**

1. Reviewing daily aircraft flying schedule to identify aircraft capability and move the cargo.
2. Inspecting dangerous goods and hazardous declaration to ensure compatibility of all hazardous cargo marked for air shipment.
3. Following aircraft technical and regulatory manuals in order to safely load plan and airlift cargo.
4. Inspecting single pallets and multi-pallet trains to ensure cargo is air worthy prior to airlift.

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

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.
- There is a physical requirement during employment, applicants may also be required to undergo recurring physical assessments throughout their employment as determined by the command.
- Applicants require annual hearing conversation program test.

**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 Employee es
1	Resume or CV ( <b>ABSOLUTELY NO PHOTOS/PICTURES</b> ). One resume per application ONLY	✓	✓
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.

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](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. \*\***