

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

**ANNOUNCEMENT #:** NSA-24-024  
**POSITION:** Contracting Officer Representative  
**PP-SERIES-GRADE:** BG-0301-13/14  
**MONTHLY SALARY RANGE:** BD1,674.667– BD2,494.667  
**LOCATION:** NAVCENT BAHRAIN

**OPENING DATE:** 01-JUL-2024  
**CLOSING DATE:** 07-JUL-2024  
**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.

**IMPORTANT INFORMATION:**

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.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@me.navy.mil](mailto:applicationbahrain@me.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 N1 Total Force Manpower, Manning and Personnel office, U.S. FIFTH Fleet/Commander, U.S. Naval Central Command (COMUSNAVCENT/ U.S. FIFTH Fleet), Bahrain. Serves as Healthcare Contracts expert in the U.S. FIFTH FLEET/COMUSNA VCENT and serves as the Contracting Officer Representative (COR) of consolidated Foreign National Healthcare contracted services, ensuring contracted services are in compliance with regulations, policy/procedures, and mission requirements. Provides consultative supply and completes all Contracting Officer Representative (COR) activities for assigned Healthcare support contracts. Reviews, investigates, analyzes, and evaluates contractor performance to ensure contractual compliance. Perform quality assurance surveillance and physical inspections. Perform negotiations with contracting offices and assures compliance with the contracts. Verifies that performance conforms to Acceptable Quality Levels as set forth in the Performance Work Statement (PWS). Monitors the coordination of work between the customer and the contractor and takes necessary steps to resolve any problems. Perform a variety of actions, including analyzing requirements and developing recommendations for acquiring the needed healthcare contract and in developing alternative methods to meet requirements. Manages the Foreign Labor Program (FLP). Facilitates and informs the FLP's communication and coordination with Department of Navy and Kingdom of Bahrain on strategic approaches, operational issues and policy guidance to further understanding and communication by both elements. Advises and makes recommendations for the Foreign Labor Program on command generated products critical to the execution of the commander's duties. Reviews positions, policy recommendations, and discussion points for commander's office calls, engagement events, and travel agendas to ensure command's positions are adherent to and support Foreign Labor Program. Attends JCPC events and acts as advocate for the Bahraini Grade workforce and advises JCPC Chair and managers in solving personnel issues such as visas, position descriptions, fair and equitable treatment, and adherence to the 690 Series CCR Guidance. Making decisions regarding the best course of action for organizing, planning, and carrying out difficult studies. Performs other duties as assigned.

**QUALIFICATIONS/EVALUATION REQUIREMENTS**

**BASIC REQUIREMENTS:**

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

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**NOTE:** Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable.

**BG-13: SPECIALIZED EXPERIENCE:** One (1) year equivalent to at least BG-11 level. **AND/ OR EDUCATION:** Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related.

**Specialized Experience:** 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 two out of the below four statement:**

1. Assisting in reviewing work to determine if products and services are satisfactory and within the performance work statement;
2. Attending formal and informal meetings to discuss contract performance issues;
3. Utilizing sampling techniques to detect negative performance trends;
4. Advising management on recommended changes required to takes appropriate action and implement the changes.

**BG-14: SPECIALIZED EXPERIENCE:** One (1) year equivalent to at least BG-13 level. **AND/ OR EDUCATION:** Not Applicable.

**Specialized Experience:** 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 two out of the below four statement:**

1. Monitoring the coordination of work between customers and contractors to resolve problems;
2. Reviewing work to determine if products and services are satisfactory and within the performance work statement;
3. Preparing periodic Contracting Officer Representative reports for each supported contract;
4. Advising and assisting a committee to solve personnel issues such as pay and leave.

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.

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**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.
- Incumbent should submit a Financial Disclosure Statement, OGE-450, Executive Branch Personnel Confidential Financial Disclosure Report upon entering the position and annually, in accordance with DOD Directive 5500-7-R, Joint Ethics Regulation, dated 30 August 1993.

**REQUIRED (✓) DOCUMENTS (MANDATORY) ALONG WITH APPLICATION:**

No.	Documents	Non US Spouse & Family member of US military or US CIV Employee	Current BG Employees
1	Resume or CV ( <b>ABSOLUTELY NO PHOTOS/PICTURES</b> ). <b>One resume per application</b>	✓	✓
2	Transcripts ( <b>if qualifying on basis of education</b> ) <b>Transcripts must be translated to English to be</b>	✓	✓
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 <b>AND</b> Dependent entry approval	✓	
8	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	

**MILITARY SPOUSE PREFERENCE (MSP)/FAMILY MEMBER PREFERENCE (FMP):**

Military spouse preference and Family member preference applicants, 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.

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- 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@me.navy.mil](mailto:applicationbahrain@me.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 is empty, 'Cc...' is empty, and 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@me.navy.mil](mailto:HROBahrain@me.navy.mil).

**We will not be accepting resumes that are sent to this e-mail.**

\*\* Please note that [HROBahrain@me.navy.mil](mailto:HROBahrain@me.navy.mil) is for **INQUIRIES ONLY**. Do **NOT** submit your resume to this e-mail. \*\*