

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

ANNOUNCEMENT #: NSA-24-022

POSITION: Transportation Assistant (Cargo Handler)

PP-SERIES-GRADE: BG-2102-07

MONTHLY SALARY RANGE: BD622.667– BD862.667

LOCATION: CTF53, NAVCENT BAHRAIN

OPENING DATE: 24-JUN-2024

CLOSING DATE: 30-JUN-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.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@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 Navy Operated Air Mobility Command Air Terminal, Naval Support Activity III, Manama, Bahrain. The primary purpose for this position is to receive, inspect and process all inbound and outbound cargo and mail shipments offered for airlift or for further movement within the Defense Transportation System. Incumbent must be able to follow daily cargo and mail routing instructions, prepare truck manifests by consignee, transportation priority, and cargo requiring expedited handling. Incumbent will perform tracer and report of shipment actions, monitor Global Air Transportation Execution System (GATES) for cargo and mail processing procedures through daily reports and inventories, initiate reconciliation measures, identify the need for and prepare transportation irregularity reports for damaged, pilfered or lost cargo. Inspects shipments and documentation to ensure proper packing and markings. Incumbent is responsible for identifying and separating cargo containing special handling requirements, such as hazardous materials, priority 1, and green sheet shipments requiring expeditious handling actions. Corrects manifest and system data entries to reflect over shipments, short shipments, damaged shipments and or prepares appropriate Report of Discrepancy for deficiencies as required. Incumbent will be required to build pallet trains/rolling stocks cargo, properly balance the load, calculates the center of balance on each 463L pallet train/rolling stock, and dimensions marked on the cargo. Incumbent prepares daily surface multi-modals for cargo departing from the Air Cargo facility. Assembles cargo by destination, priority, and then produces cargo air manifests. Incumbent shrink wraps material after inspection and loads on outbound surface conveyance or rotary aircraft as specified in the plan of the day. Assists and provides on the job training (OJT) to the passenger terminal staff on the build of baggage pallets, as required for strategic air movements. Provide escort services as requested by the Ministry of Interior representatives, to cargo vendors, customers and vehicles, trucks to/from the NSA III gate and perform duties as their sponsor during their brief visit on location. Perform other related 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-07: SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least BG-06 level. **And/ OR Education:** 4 years above high school.

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 the below:**

1. Inspecting shipments and documentation to ensure proper packing in accordance with transportation regulations instructions; AND
2. Assembling and arranging cargo on 463L cargo pallets to ensure maximum aircraft utilization; AND
3. Receiving and segregating cargo by destination or special characteristics such as hazardous materials, oversized and oversized; AND
4. Maintaining and arranging pallets to ensure accountability and that operational assets' requirements are met.

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.
- Must possess and maintain a valid Bahrain Vehicle Driver's License which should be valid for at least 3 months at application receipt date.
- Must be able to obtain and maintain a forklift license for up to a 20K.
- Physical duties by incumbent may include recurring periods of walking, standing, kneeling, climbing, bending, reaching, pushing, pulling and lifting and carrying weights up to 70 pounds and loading/unloading cargo on/from aircraft.

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- This position is subject to a pre-employment physical. The incumbent may also be required to undergo recurring physical assessments throughout their employment as determined by the command.
- The incumbent works in areas of high risk or discomfort that require the use of special safety precautions while working which may involve, large vehicular movement, simultaneous forklift operations, high traffic area, extreme exposure to cold, heat, rain and sun.
- Incumbent may be required to work in exposed and usual hazards while working around materials handling equipment, gas and diesel operated vehicles and high noise machinery or noise levels.
- Incumbent is required to wear personnel protective equipment such as gloves, long pants, steel toed boots and when necessary appropriate hearing protection. Incumbent will be working on a rotating shift schedule and as work priorities dictate.

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 (ABSOLUTELY NO PHOTOS/PICTURES). One resume per application	✓	✓
2	Transcripts (if qualifying on basis of education) Transcripts must be translated to English to be	✓	✓
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	Applicants whose sponsors are exempted from LMRA should provide valid proof of exemption.	✓	
9	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, 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.
- 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

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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

- 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 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.

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

**** Please note that HROBahrain@me.navy.mil is for INQUIRIES ONLY. Do NOT submit your resume to this e-mail. ****