



JOB TITLE	Fleet Readiness Programs Manager
AGENCY	Commander, Navy Installations Command
BRANCH	N92 Fleet Readiness
JOB ANNOUNCEMENT NUMBER	FFR17-0482
SALARY RANGE	\$60,000.00 - \$80,000.00 Yearly Plus 10% Post Hardship Differential
OPENING DATE	Friday, July 7, 2017
CLOSING DATE	Friday, July 21, 2017
SERIES & GRADE	NF-1101-05
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Naval Support Facility Diego Garcia, British Indian Ocean
WHO MAY APPLY	Worldwide

****This position is pending reclassification.**

JOB SUMMARY

This position is located in the Fleet Readiness Programs Department, U.S. Navy Support Facility, Diego Garcia, British Indian Ocean Territory. Provides morale, welfare and recreation (MWR) services and Navy Gateway Inns & Suites (NGIS) services; including dining, retail sales, entertainment, recreation, sports, physical fitness programs, social and protocol, and lodging functions to approximately 500 active duty military, 2,100 civilians, and approximately 400 military personnel who transit the island each month. In addition, food & beverage, lodging, and recreational programs are made available for up to 3,500 military personnel per night during mission surges.

Diego Garcia is a coral atoll that is a part of the British Indian Ocean Territory. The isolated and remote tropical island is governed by the British Government and leased by the U.S. The entire population of the island depends upon the logistic support of approx. twelve sea cargo shipments per year. NAVSUPFAC Diego Garcia operates under a Base Operating Support (BOS) Contract. The Fleet Readiness Programs Manager acts as the Technical Representative of the Commanding Officer (TRCO) in the management and administration of MWR food & beverage facilities, recreational leisure, resale, and transient lodging services. The incumbent is the Funds Custodian, who controls and expends the funds for the Fleet Readiness Programs. The services of the BOS Contractor or its' personnel employed in MWR positions in no way relieves the Fleet Readiness Programs Manager of the responsibility for the successful and solvent operation of this non-appropriated fund instrumentality.

The incumbent is the Fleet Readiness Programs Department Head and is responsible for developing management plans and directives concerning planning, scheduling and coordinating all major food & beverage, leisure, recreational, resale activities, lodging, administration, operation, and utilization of NAFI assets and facilities associated with the installation which include the following six major divisions: Food & Beverage Division, Recreation Services Division, Picnic & Recreation Areas, Resale & Programs Division, MWR Support Services Division, and Navy Gateway Inns & Suites.

DUTIES AND RESPONSIBILITIES

Performs and directs periodic or scheduled surveys, audits, reviews, and inspections to determine overall Fleet Readiness operational conditions and requirements. Evaluates overall Fleet Readiness management objectives, identifies most economical and efficient management practices and prepares directives, guides, and other procedural releases for application by lower grade management personnel and contractors in the administration control and implementation of current and additional food & beverage, recreational activities and lodging services. Coordinates with region and other installation's Fleet Readiness management officials in the development of management plans; to ensure all administrative and technical areas are covered, to ensure areas of overlapping responsibilities such as financial management, procurement, maintenance, and type, frequency and variety of food & beverage, recreational, lodging and resale programs are properly considered, and to ensure that the overall MWR and NGIS program goals, objectives, and schedules are met. The installation must maintain two to three months stock levels and large repair or construction projects range anywhere from fifteen to thirty-six months. The incumbent must be extremely knowledgeable in NAF & APF funding and procurement procedures. Develops guidelines, procedures and instructions, within the framework of Navy policies, governing the management functions related to providing required food & beverage, recreational

services, and lodging, maintenance and repair of MWR and NGIS facilities or related equipment, cost reporting, and other major activities. Formulates current and long range facility improvement plans within the framework of established Navy objectives, policies, and standards. Performs or directs the preparation of budget estimates and control of funds disbursement and maintenance of harmonious relationships among patrons, contractor personnel, performance assessment representatives and the island community. Performs all required functions in a remote isolated location with minimum support of outside resources and under limited material and human resources.

QUALIFICATIONS REQUIRED

Comprehensive knowledge of federal and Navy MWR and NGIS policies, requirements, administrative practices, and procedures related to the planning, budgeting, scheduling, and coordinating of MWR clubs, resale and recreational programs and to the efficient operation and utilization of facilities and equipment. Skill in negotiating major program issues and operational requirements with personnel inside and outside the Navy, foreign armed service personnel, third country nationals, civilian contractors, community organizations, and patrons.

Knowledge and skill in directing the application of management principles, contract oversight, concepts and methodology to a variety of conventional and unusually difficult and complex assignments, involving the full range of food/beverage, recreational, and resale activities including operations and maintenance, financial management, assignment, utilization, improvements, management-patron relations, merchandise and equipment management.

Knowledge of financial management, including budgeting, cost, profitability, analysis, internal controls, auditing, purchasing and cash flow management. The uncertainty of availability of appropriated fund support and subsidies for other activities require a high level of financial management skills.

Knowledge of contract sampling, conflict resolution and able to prepare documents to enable contract payment. The incumbent must have knowledge of contract sampling, conflict resolution and able to prepare documents to enable contract payment.

CONDITION OF EMPLOYMENT

Satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

RELOCATION

Authorized

TRAVEL REQUIRED

Travel may be required up to 10% or less.

OTHER INFORMATION

**Return rights for current employees must be negotiated with the losing command. Candidates not associated with DOD/DON are ineligible for return rights.

Some positions have special requirements. Selection may be tentative pending the completion of the satisfactory employment reference checks and receipt of proof of education (where applicable). Selectee may be required to complete a one (1) year probationary period. Participation in the Direct Deposit/Electronic Fund Transfer is required. Salary is commensurate with experience and/or education.

The initial length of this overseas tour is 12 months unaccompanied; dependent/family member travel will not be authorized.

Selectees initially recruited from the United States or who are already on a Transportation Agreement will be entitled to transportation and moving costs for themselves and their family members. Household goods may be shipped and a housing allowance is paid to cover monthly housing and utility costs.

The Department of the Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, national origin, religion, sex, age, mental or physical disability, genetic information, reprisal, marital status, political affiliation, sexual orientation, or any other non-merit factor. The DON provides reasonable accommodations to applicants with disabilities. Applicants with disabilities who believe they may require reasonable accommodation(s) should email their request to MWR_Recruitment@fe.navy.mil to ensure proper consideration is given.

HOW YOU WILL BE EVALUATED

Using the qualifications of the positions, as predetermined Ranking and Rating Criteria of knowledge, skills, and abilities will be used for each application.

BENEFITS

All benefits offered (medical, dental, life insurance, spouse & dependent life insurance, long-term disability, retirement, and 401(k) savings plan).

You can review our benefits at: <http://www.navymwr.org/resources/hr>

HOW TO APPLY

Interested applicants **MUST** apply online at www.USAJOBS.gov. We no longer accept emailed applications.

NOTE: Review the REQUIRED DOCUMENTS section to determine which applies to you and **MUST** be submitted online. You must submit a complete application by 11:59pm (Eastern Time) on the closing date reflected on the vacancy announcement.

Need Assistance? If you are experiencing technical difficulties in completing any of the application process, please report it to: support@econsys.com prior to the announcement deadline for instructions on how to proceed.

REQUIRED DOCUMENTS

- Resume
- [OF-306](#) Declaration for Federal Employment (This is a REQUIRED form and **MUST** be signed in ink and dated within the opening and closing date of this vacancy announcement)
- Proof of Education (transcripts/copy of degree(s)/certification(s)), if applicable to position requirements
- If claiming Veteran's Preference, please submit a legible copy of DD-214 (page 4)
- If you are a current federal employee, please submit your most recent Personnel Action Report (PAR) or SF-50

AGENCY CONTACT INFO

Commander Navy Region Japan
NAF Human Resources Office (N941)
PSC 473 Box 12
FPO AP 96349-0001

Commander, Navy Installation Command
Tel: 011-81-46-816-5446
Email: MWR_RECRUITMENT@fe.navy.mil

WHAT TO EXPECT NEXT

Please ensure that your application/resume contains all the information requested in the vacancy announcement. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, **you may lose consideration for the job**. Applications received after the closing date **will not be considered**. If selected for an interview, applicants can expect to be contacted 1-3 weeks after the interview with a position offer or notification of non-selection.