



JOB TITLE	Fleet and Family Support Center Director
AGENCY	Commander, Navy Installations Command
BRANCH	N91 Family Readiness
JOB ANNOUNCEMENT NUMBER	FFR17-0877
SALARY RANGE	\$68,000.00 - \$78,000.00 Yearly Plus Non-Taxable Post Allowance and Living Quarters Allowance
OPENING DATE	Friday, November 17, 2017
CLOSING DATE	Friday, December 8, 2017
SERIES & GRADE	NF-0101-05
POSITION INFORMATION	Regular Full-Time
NUMBER OF VACANCIES	1
DUTY LOCATION(S)	Naval Air Facility Atsugi, Japan
WHO MAY APPLY	Worldwide

JOB SUMMARY

The primary purpose of this position is to provide leadership, management, policy, program and resource management expertise at Naval Air Facility Atsugi, Japan. The Fleet and Family Support Program (FFSP) is the Navy's primary delivery point for an array of services that enhance the stability and self-sufficiency of individuals and families, resulting in increased operational readiness for military personnel. FFSP direct services are provided by installation Fleet and Family Support Centers (FFSCs). The FFSC Director is responsible for providing and/or facilitating services that fall into six main categories: Career Support/Retention; Deployment/Readiness; Crisis Response Emergency Management; Sexual Assault Prevention and Response (SAPR) and program administration. Programs are delivered and often coordinated with or promoted through FFSC staff members and their counterparts throughout the chain of command; military and civilian communities; media and virtual/internet applications.

DUTIES AND RESPONSIBILITIES

Identifies installation needs and concerns and presents plans, recommendations and assistance to influence readiness and retention issues. Keeps abreast of DoD, DoN, and CNIC policies and can interpret/articulate their meaning, priorities, and intent. Ensures all DOD, DON and other Navy chain of command policies and procedures are implemented and that CNIC Family Readiness Program standards are successfully achieved or, take corrective action to ensure that the FFSC is accredited within the prescribed time frame. Maintains close and continuous contact with leadership, first responders and supporting organizations (Medical Treatment Facilities, Law Enforcement, Legal, Chaplain, MWR, American Red Cross) to leverage programs and services effectively. Keeps the Regional Program Manager (RPM) and installation leadership informed of issues, problems, and trends in FFSC services that are unique or problematic that exceeds the capabilities of the Center. Responds to complaints or problems identified by clients or staff and takes necessary action to resolve them. When directed by the CO, serves on installation committees, boards and councils as a subject matter expert in the area of quality of life for military personnel and their families. Incumbent will represent Center at higher headquarters working groups as requested. Routinely participates as the command representative in the development of long range plans for Family Support Programs. Serves as the principal advisor to the Installation Commanding Officer (CO) on FFSC-related program delivery. Assists commanders in preventing, identifying and addressing family readiness challenges in order to retain unit cohesion, operational and family readiness. Monitors enterprise or locally developed performance metrics and make recommendations regarding continued use/enhancement/reduction of programs, personnel, and materiel and facility footprint. Supports command and regional efforts to maximize cooperation, planning and information sharing including other service branches, federal, state and local government agencies, and private sector entities. Develops, plans and directs uses of appropriated and nonappropriated fund resources to ensure delivery of programs and services provided by the installation. Manages allotted resources to achieve annual budget plans in accordance with chain of command guidance. Plans, organizes, directs, supervises, and evaluates all Center programs and services. Establishes internal control mechanisms that support the monitoring of resources and supports program objectives efficiently and effectively. Applies various techniques ensure audit readiness of all resources and applies oversight using various performances metrics and techniques. Develops plans for facility improvement and

equipment improvement/replacement required to perform services made available. Documents, reports, conducts and analyzes formal and informal needs assessment results to ensure availability of long-term proactive programs and services. Establishes and maintains an informal network with on and off-base human service agencies to establish and deliver services and to promote FFSC activities and services. Ensures all reporting requirements are complete, accurate, and submitted in a timely manner to the requesting entity as appropriate. Prepares periodic reports and presentations to provide the community with an updated status of programs/activities. Supervises civilian, military, and volunteer staff assigned to the FFSC. When contractor personnel are present, may be the Contractor Officer Representative (COR) who is engaged with reporting performance to the contracting officer. Ensures staff members have the opportunity to obtain/retain special licensing and other training to be eligible to perform their duties. Provides technical and administrative supervision to military and federal civilian personnel assigned to the FFSC. Ensures FFSC compliance with all safety and safety training policies and regulations. Identifies employee training and development needs and provides or arranges training priorities. Applies sound position management principles to ensure efficient operation and minimal gaps in coverage. Serve as Technical Assistant (TA) for the Contracting Officer's Representative (COR) when contractor employees are assigned as members of the FFSC staff. Responsible for completing COR training and understanding the proper relationship between Government employees and Contract employees. As TA is responsible for monitoring, inspecting, and accepting the contractor's work and performance, alerting the FFSP RPM and the COR of issues related to behavior or performance, and as requested, participates in the quality assurance surveillance plans confirming satisfactory performance and timely delivery of contractor provided services. In instances of non-compliance, works through the RPM and the COR to develop and monitor surveillance plan to correct discrepancies.

QUALIFICATIONS REQUIRED

Bachelor's degree or higher level education in behavioral, social sciences, education, business/public administration, or related discipline that furnished the applicant with the knowledge and skills required and ability to perform the type of work required for the position.

Familiarity with how complex organizations function, varied missions and lifestyles and the psychological and socio-economic factors affecting performance, attitudes, and morale of individuals and families within the military community.

Federal, state and municipal laws, programs, policies, and directives related to family readiness. Knowledge of contemporary social principles, practices, and research methodologies. Knowledge of directives, policies, and programs; specifically, privacy act, confidentiality, FAP, maintenance of records, criminal history background checks, and other administrative program requirements. Familiarity with military organizations is preferred.

Development, procurement, award, and administration of contracts, involving both APF and NAF funds.

Social science research methodology, strategies, sampling, techniques, and research report preparation. Ability to apply this knowledge in preparing local needs assessments to meet military and community needs.

Organizational development and management techniques required to direct complex, simultaneous programs of the FFSC.

Communicating verbally and in writing; ability to create professional papers and documents based upon sound empirical research.

Ability to supervise; knowledge of EEO and Safety policies and principles.

CONDITIONS OF EMPLOYMENT

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

Must possess or be able to obtain a SECRET or higher security clearance.

May be required to man Emergency Operation Center or Family Assistance Center, and may be on a twenty-four hour, seven-day week, on-call status. "Emergencies" will be designated as such by higher headquarters, but, may include natural disasters, disasters at sea to ships and/or planes, or other mass casualty situations.

Maybe required to travel by military and/or commercial conveyance in the performance of official duties.

RELOCATION

Authorized

TRAVEL

Travel may be required up to 25% or more.

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.

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.

Compensation includes base pay, a Post Allowance which is a non-taxable (federal) allowance based on the Japanese yen rate exchange, and a Living Quarters Allowance sufficient to pay for a housing unit within close proximity of the Naval base. You may also ship and/or store your household goods. These and other benefits are available to those personnel hired on an overseas transportation agreement.

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 or walk-ins.

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.