



<b>JOB TITLE</b>	Recreation Specialist (Deployed Forces Support Coordinator)
<b>AGENCY</b>	Commander, Navy Installations Command
<b>BRANCH</b>	N921 Fitness, Sports and Deployed Forces Support
<b>JOB ANNOUNCEMENT NUMBER</b>	FFR17-0694
<b>SALARY RANGE</b>	\$50,000.00 - \$60,000.00 Yearly Plus Non-Taxable Post Allowance
<b>OPENING DATE</b>	Monday, October 2, 2017
<b>CLOSING DATE</b>	Monday, October 16, 2017
<b>SERIES &amp; GRADE</b>	NF-0188-04
<b>POSITION INFORMATION</b>	Regular Full-Time
<b>NUMBER OF VACANCIES</b>	1
<b>DUTY LOCATION(S)</b>	Fleet Activities Yokosuka, Japan
<b>WHO MAY APPLY</b>	Current CNRJ Employees to include Military Spouse within the local commuting area

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#### **JOB SUMMARY**

The position is that of Deployed Forces Support Coordinator at Fleet Activities Yokosuka, Japan. The incumbent is responsible for the organizing and administering recreational activities and programs for the Fleet in Yokosuka; and coordinating and supporting the efforts of local departments and organizations in meeting the quality of life of afloat units.

#### **DUTIES AND RESPONSIBILITIES**

The incumbent plans and executes recreational programs for the Fleet; coordinates shipboard participation in local recreational programs as well as assisting ships in the development of command sponsored activities. Recreational programs may be provided by the Deployed Forces Support Coordinator for individual ships, squadrons, groups or ships in port. The incumbent locally manages the programs offered by other elements in the chain of command such as the Commander Navy Installation Command (CNIC), the Commander Seventh Fleet (COMSEVENTHFLT), Commander Submarine Group 7 (CSG7), Commander Task Force 70 (CTF-70) and Commander Destroyer Squadron Fifteen (COMDESRON 15). Although the incumbent does not have a full time person working directly subordinate, the incumbent directs and supervises personnel, military, civilian, and local national, in the implementation and execution of specific programs and activities. For specialized programs, the incumbent may supervise up to 10 persons of GS-5/6 or military equivalent. For some activities, the incumbent may supervise as many as 15 persons performing such activities as refereeing games, coaching sports teams, or event coordinators. Most supervision will be technical in nature, though administrative oversight is required for about 25% of the time spent supervising. The incumbent is the primary liaison between the Fleet and Commander Navy Installation Command (CNIC) and FLEACT, Yokosuka on recreation matters. As such, they support the command by delivering quality of life programs to the shipboard community and facilitating fleet participation in local recreational activities. The Deployed Forces Support Coordinator works closely with the Director, Morale, Welfare and Recreation (MWR) Department, Recreation Director, Fitness Director, Publicity manager, Information Tickets and Tours Manager and all departmental facility managers. Coordinates community events with local programmers/recreation professionals and maintains contacts with vendors, local and worldwide. Locally implements Fleet programs promulgated by Echelon II and III commanders. All coordination mentioned above requires meetings, phone calls, and other personal contact with providers of service. These providers may include outside vendors. Incumbent will also arrange for local media coverage with the Base Public Affairs Officer. The incumbent provides training to Recreation Services Officers and Fund Custodians by presenting the Fleet Recreation Management Course as a qualified course manager. Provides technical training in the functional areas of afloat recreation program accounting, auditing, procurement, general program administration and fund management. The incumbent provides assist visits to help commands prepare for CNIC inspections. The Deployed Forces Support Coordinator manages the CNIC fleet exercise/recreation equipment grant program for CFA Yokosuka ships. To that end, the incumbent surveys homeported ships to determine exercise/recreation equipment needs, both short term and long term. Equipment cost and complexity range from simple items such as softball gloves to highly technical items such as electronic fitness equipment. Shipboard requirements must be met within the limits of allocated funding and product availability. The incumbent completes all phases of the procurement process including storage and distribution. Proper administration of the program requires

extensive record keeping and attention to detail. The Deployed Forces Support Coordinator is the primary source of management support for shipboard recreation personnel such as budgeting and development of internal controls, policy interpretation, procurement of both APF and NAF, design of shipboard fitness spaces, planning, supervision and evaluation of programs, computerization of records and files, financial management and administration, indoctrination briefs, and general administration and record keeping.

#### **QUALIFICATIONS REQUIRED**

Knowledge of policies and procedures regarding the expenditure and accountability of U.S. government appropriated and nonappropriated funds.

Knowledge of policies and procedures regarding the procurement, control and disposition of U.S. government appropriated and nonappropriated property.

General knowledge of Navy policies, organization and administration; in-depth knowledge of Navy Recreation policies, administration and procedures.

Knowledge of exercise equipment suitable for shipboard use and skill in designing shipboard fitness spaces.

Skill in presenting briefs, lectures and formal education programs.

Ability to manage and coordinate limited assets in response to the dynamic needs and requirements of the fleet.

Knowledge of the principles of shipboard recreation, underway and import.

Proficient in using common computer applications and programs.

#### **CONDITIONS OF EMPLOYMENT**

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

#### **RELOCATION**

Authorized

#### **TRAVEL**

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.

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](http://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](mailto: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](mailto: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.