MWR Positions

Come visit us in the MWR Building, room 225, or call 243-1246.

Club Operations Division

Food Service Supervisor – NF-03, $11.02-$12.50/hr. Food Court (1 RFT).
Material Handler – NA-05/07, $10.94-$12.35/hr. Central Warehouse (1 RFT)
Food Service Worker – NA-03, $9.48. Club Alliance (1 Flex), Bowling Center (1 RFT).
Wait Staff – NA-03, $9.48/hr. CPO Club (1 Flex), O' Club (1 RFT/1 Flex).
Club Operations Assistant – NF-02, $8.71-$11/hr. CPO Club (2 Flex), O' Club (1 Flex)
Club Operations Assistant – NF-02, $8.71-$10.91/hr. Club Takemiya (1 Flex).
Cashier – NF-01, $7.50-$9.50/hr. O' Club (2 RFT/2 Flex).
Cashier – NF-01, $7.50/hr. CPO Club (3 Flex).
Food Service Worker – NA-03, $9.48. Bowling Center (1 RFT).
Recreation Aide – NF-01, $7.25/hr. Bowling Center (3 Flex).

Support Activities

Automotive Mechanic – NA-10, $14.47/hr. Maintenance (1 RFT).
Electrician – NA-08, $13.06/hr. Maintenance (1 RFT).

Child and Youth Program

Training and Curriculum Specialist – NF-04, $34,500-$50,000/annum. CYP (1 RFT). Worldwide announcement.
School Age Care Director – NF-04, $34,500-$45,000/annum. CYP (1 RFT). Worldwide announcement.
Lead Program Assistant – CY-02, $13.14/hr. Ikego CDC (1 RFT).
Program Assistant – CY-01/02, $9.59-$11.75/hr. Negishi CDC (1 Flex), Ikego CDC, Main CDC and Annex CDC (RFT/Flex, open continuously), Yokosuka SAC (6 Flex), Negishi SAC (1 Flex), Negishi Teen Center (2 Flex), Negishi Youth Sports (1 Flex).
Operations Clerk – NF-02, $8.71-$11.02/hr. Yokosuka Youth Sports (1 RFT)

Recreation Division

Food Service Worker – NA-03, $9.48/hr. Theater (2 Flex).
Recreation Assistant (Duty Manager) – NF-02, $8.71/hr. Theater (1 Flex).
Recreation Aide – NF-01, $7.25/hr. Single Sailor (1 RFT/1 Flex).

Athletics Division

Recreation Aide (Lifeguard) – NF-01, $7.50/hr. Aquatics (6 Flex).
Recreation Aide (Head Guard) – NF-02, $8.71/hr. Aquatics (1 RFT).
Recreation Assistant (Duty Manager) – NF-02, $8.71/hr. Athletics (1 Flex).
Clerk Typist – NF-01, $7.52/hr. Athletics (1 Flex).
Recreation Aide (Gear Issue) – NF-01, $7.25/hr. Athletics (2 RFT).
Recreation Aide (Gym Attendant) – NF-01, $7.25/hr. Athletics (1 RFT).
Field Maintenance Worker – NA-05, $10.94/hr. Athletics (1 RFT).

*Due to publishing timelines, some jobs listed may not be available. For the most up-to-date listing check out: **http://www.mwryokosuka.wordpress.com**

HRO USCS Positions

Call 243-5725/8168 for more information.

New

Interdisciplinary Position (Social Worker – GS-185-11; **Psychologist** – GS-180-11; **Advocacy Clinical Counselor** – GS-101-11). Open: 10/9/12, Close: 11/6/12 (First cutoff: 10/23/12).

Continuing

Clerk Interpreter – GS-1046-04, CFAY-71-12. Open: 9/19/12, Close: 3/20/13. *Six-month open register.
Housing Management Assistant – GS-1173-05, CFAY-67-12. Open: 9/20/12, Close: 3/21/13. *Six-month open register.

NEX Positions

Join a winning team. *Call us at 243-5150 or 243-4418 for more information.*

Services Supervisor, NF-3 – Main Store. *$32,415-$38,830/yr.
Food Service Supervisor, NS-2 – FISC Yokosuka Cafeteria. *$11.38-$11.85/hr. (1 RFT). *Driver's license required.
Procurement Clerk, NF-2 – NEX Admin. *$8.71-$10/hr. (1 RPT)
Retail Operations Clerk, NF-2 – Main Store. *$8.71-$10/hr. (1 Flex)
Operations Clerk, NF-2 – NEX Fleet Rec. *$8.71-$10/hr. (1 RFT)
Supervisory Sales Clerk, NF-2 – NEX Fleet Rec. *$8.71-$10/hr. (1 RFT)
Supervisory Sales Clerk, NF-2 – Kids and Childrens. *$8.71-$10/hr. (1 RFT)
Sales Clerk (Specialty), NF-1 – Jewelry and Watches. *$7.25-$9/hr. (1 RFT/2 Flex)
Sales Clerk, NF-1 – Main Store Ladies/Home Accent. *$7.25-$8/hr. (2 Flex)
Sales Clerk, NF-1 – NEX Fleet Rec. *$7.25-$8/hr. (1 RPT)
Assembler, NA-3 – NEX Fleet Rec. *$9.48-$9.88/hr. (1 RFT)
Store Worker, NA-2 – MiniMart/Home Accent. *$8.77-$9.13/hr. (4 Flex)
Store Worker, NA-2 – Autoport MiniMart/Gas Station. *$8.77-$9.13/hr. (1 Flex)
Customer Service Clerk, NF-1 – Main Store. *$7.25-$8/hr. (1 RFT)
Identification Checker, NF-1 – Loss Prevention/Safety. *$7.25-$8/hr. (1 RPT)
Hair Stylist, NA-7 – Yokosuka Beauty Salons. *$12.45/hr. Commission based. (1 Flex)
Personalized Service Clerk, NF-1 – Main Store. *$7.25-$8/hr. (1 Flex)
Warehouse Worker, NA-4 – Distribution Center. *$10.22-$10.65/hr. (2 Flex, seasonal, temporary positions only. 2 night shift)
Visual Merchandiser Laborer, NA-2 – D/C Warehouse. *$8.77-$9.13/hr. (1 Flex)
Food Service Worker, NA-2 – Taco Bell. *$8.77/hr. (1 Flex)
Desk Clerk, NF-1 – Navy Lodge. *$7.25-$8/hr. (1 Flex)

*Salary based on experience. Positions are open until filled.

CNRJ, Human Resources Office Regional Workforce Development

Tuition Assistance: Tuition Assistance is the Department of the Navy's (DON) educational financial assistance program that is managed within each major command or activity. The heads of major commands are responsible for establishing and aligning civilian employee training and career development programs needed to meet the short and long term strategic workforce plans of the DON. The DON's policy is to encourage employee self development within budgetary constraints. To encourage employee self-development, individual commands may reimburse employees who successfully complete academic courses at a college, university or vocational/technical institution, whose regional or national accreditation is recognized by the Department of Education, on their own time that are directly related to their jobs and serve the goals and mission of the command. All courses must be approved prior to the beginning date and proper authorization should be coordinated within the command's budget office. For questions regarding your command's Tuition Assistance program, please contact your command training POC. For questions regarding how to set up a Command Tuition Assistance program, please contact RWD at (rwd-student-services@fe.navy.mil), or at 243-7328.

Fiscal Year 2013 Performance Plans: The DON Interim Performance Management System has a one year appraisal period from Oct. 1 through Sept. 30 of the following year. DON Performance Plans are required for civilians as prescribed in DOD Instruction 1400.25 V430, July 1997.
Guidance: During the first thirty days of the appraisal period (normally Oct. 1 to 30), the rating official develops a performance plan for each of his or her employees. The rating official approves and signs the performance plan and forwards the plan to the senior rating official for approval and signature. Then the rating official meets with the employee to discuss the performance plan and expectations for the upcoming appraisal period. The employee signs the performance plan to acknowledge receipt.
Recommendation: Although your supervisor has the final word on the content of your performance plan, you are strongly encouraged to actively participate in the process. You must have a new performance plan within 30 days of the start of the appraisal period (normally be Oct. 30), within 30 days of starting a new position, or within 30 days of starting a new detail, temporary assignment or temporary promotion expected to last more than 120 days.

Resources are available on the DON OCHR Performance Management and Awards portal at: https://www.portal.navy.mil/donhr/WorkforceRelations/Pages/PerformanceManagementAwards.aspx.

Contact your Command Performance Management Program Manager for additional guidance relating to Performance Management and using the TWMS performance appraisal module.

In-House Training Schedule

The following training opportunities are available to federal employees who have received supervisory approval prior to registering:

- Briefing on Master Labor Contract (MLC)/Indirect Hire Agreement (IHA), Oct. 17
- USCS New Employee Orientation, Oct. 18
- MLC/IHA Pre-Retirement Seminar for the Mid-Career (in Japanese), Oct. 31

For more information, call 243-7328, or e-mail to rwd-student-services@fe.navy.mil