

Navy Morale, Welfare and Recreation Fund

Position Vacancy Announcement (Please Post on Bulletin Board)

Position: Supervisory Distribution Facilities Manager
Announcement Number: NAFI-020-12
Grade : NF-2030-03
Pay: \$11.00-\$15.00 Per Hour (35-40 hour work week)
Location: CFAO, MWR Department, Support Services
Branch, Camp Shields
Number of Positions: One
Open Date: 31 July 2012
Close Date: Until Filled
Area of Consideration: Okinawa Wide
Point of Contact: Personnel Office, 634-6960

NOTES:

1. This position is a Full Time position (35-40 hour work week). Subject to placement of military spouse preference.
2. Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire **may not** be granted to an applicant who does not currently receive these allowances and benefits.
3. Post Allowance will be granted.
4. Satisfactory completion of background checks prior to employment required.
5. Must possess a valid state driver's license.
6. Open to US citizens only.
6. Management reserves the right to cancel vacancy announcements at any time during the recruitment process.

Summary of Duties:

Responsible for the operations of the Distribution Warehouse for the MWR Department. Develops, plans and implements delivery schedules to the various retail and food & beverage activities based on merchandise requirements and due dates. Records and documents deliveries in compliance with current directives and regulations.

Monitors the receipt, identification, storage, issuance and deliveries of all alcoholic/non-alcoholic beverages and subsistence items required for MWR Retail and Food & Beverage Operations which includes

the 3 Consolidated Clubs, a Cafeteria, Vending, Ships Store and Package Stores.

Verifies documentation of all retail merchandise received; positions all merchandise in accordance with current standard storage methods and practices; ensures maximum utilization of warehouse space and the security of merchandise stored.

Accomplishes monthly and annual physical inventories of retail merchandise and ensures all inventories are accurate. Ensure the inventory reports are submitted within the deadlines.

Clears all foreign merchandise received through local customs officials in accordance with current regulations and directives.

Inspects the warehouse and associated equipment required to operate the Facilities Distribution section. Requests for maintenance as required.

Qualification Standard: Ability to perform the duties of the position without more than normal supervision based upon demonstrated possession of the following knowledge, skills, and abilities (KSA's):

- a. Must have broad knowledge and experience in supply, warehousing and supply management procedures. This includes the accountability of materials and supplies, warehousing procedures, layout, rotation of stocks, shelf life and environmental requirements.
- b. Must have extensive knowledge of and possess skills in applying inventory and records maintenance methods accurately keeping track of Nonappropriated Fund perishable and non-perishable food, beverages, and associated expendable and non-expendable property assigned to the Retail and Food & Beverage Operations.
- c. Must have knowledge of DOD component NAF expendable and non-expendable property record documentation within deadlines; recommends and takes corrective action on errors, omissions and discrepancies appearing on record and reports.
- d. Must have extensive knowledge of inventory control and management, and knowledge of correct inventory procedures and regulations.
- e. Must have knowledge of food sanitation and preventive medicine directives, policies and procedures and the ability to maintain all perishable and non-perishable food items in compliance with these procedures.

NOTE: A separate narrative statement addressing the ranking listed above is required as an attachment to your application. If the KSA's are not concisely addressed on a separate sheet of paper the application may be considered incomplete.

Absent Employees: Supervisors may file applications for their employees who are or will be absent (e.g., for serious illness, reemployment leave or TAD) during the time this announcement is open, if they feel that such employees are interested in or qualified for the position.

Equal Employment Opportunity: DON is an EEO Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or other non-merit factor. Reasonable accommodations are provided to applicants with disabilities. If reasonable accommodation is needed for any part of the application and hiring process, please contact the office that is collecting the applications. The decision on granting reasonable accommodations will be on a case-by-case basis.

Where and How to Apply: Application and forms must be **received** in the **NAF Human Resources Office (MWR), PSC 480, Box MWR, FPO AP 96370** by **close of business (4.00 pm.) of the closing/cut-off date of the announcement.** Applications may be submitted by mail, or at **NAF HRO Bldg 3597, between the hours of 7:00 am. - 4:00 p.m., email: Elana.Read@fe.navy.mil or fax (DSN: 634-6918; commercial; 011-81-98-937-9049) Monday through Friday. Postmark dates will not be accepted.** All applications must show the announcement number and grades applying for. Do not submit copies of position/job descriptions or other documents/extraneous material not requested. It is the applicant's responsibility to make a copy of the application and attachments for future use. **Applications and attachments will not be retrieved for duplication or for return.** Each applicant is responsible for submitting complete information on his/her qualifications. Applicants must meet all eligibility and qualifications as of the closing date/cut-off date of the announcement. **Failure to submit required information or to meet the closing/cut-off date may result in a loss of consideration for the position for which you are applying.** They should include with their application:

- 1) Most recent copy of their current performance rating if current federal employee.
- 2) Current SF-50 or current NAFI/AFFES personnel action.
- 3) All applicants must attach a copy of sponsor's orders to verify eligibility for preference. If current tour has

- extended, a copy of tour extension must be attached. (If applicable)
- 4) Current passport with SOFA stamp or Visa. (If applicable)
 - 5) Prior military members will include a copy of their DD-214.
 - 6) All applications must have an original signature with date.

FORMS/INFORMATION REQUIRED:

1. MWR Application Form

2. **Resume and alternative forms of applications MUST contain the following:**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address, and day and evening telephone numbers; Social security Number; country of citizenship
- Education: Name of high school, city, state and date of diploma or GED; name of college and/or university, city state; majors with type and year of any degrees received.
- Work Experience: Job title, duties and accomplishments, employer's name and address; supervisor's name and phone number; starting and ending dates (Mo/Yr), **hours per week**, & salary. Include all relevant experience, whether it was paid or volunteer work. Do not send copies of job descriptions, personal endorsements or other unsolicited material. If you do not wish us to contact your present employer, please state clearly.
- Other Qualifications: List dates and titles of job-related training courses, certificates, licenses, honors, awards, and special accomplishments.
- An original signature and date.

General Information: In completing the CFAO MWR Form 12300, REMEMBER THAT YOU WILL ONLY BE GIVEN CREDIT FOR THE EXPERIENCE AND TRAINING YOU SHOW IN THE APPLICATION. Therefore, you must do a thorough job in preparing the application. CLEARLY, CONCISELY, AND ACCURATELY describes the duties you have performed. Do not attach original or valuable documents.

AS A CONDITION OF EMPLOYMENT, SELECTEE WILL BE REQUIRED TO PARTICIPATE IN ELECTRONIC FUND TRANSFER (DIRECT DEPOSIT) FOR SALARY PAYMENT AND SATISFACTORY COMPLETION OF AN ACCESS NATIONAL AGENCY CHECK AND INQUIRIES (ANACI) PRIOR TO EMPLOYMENT.