

HUMAN RESOURCES OFFICE

ATSUGI SATELLITE OFFICE

DIEGO GARCIA VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: DG-015-2015

TITLE/SERIES/GRADE: HOUSING MANAGER, OG-1173-10

SALARY: \$XX, XXX.XX PER ANNUM

OPENING DATE: 18-Nov- 2015

CLOSING DATE: 03-Dec- 2015

LOCATION: Navy Gateway Inns and Suites (NGIS), Diego Garcia

AREA OF CONSIDERATION: All eligible candidates on-island

RPA NUMBER (HRO USE ONLY): XXXXXX

NOTES:

1. Appointment is temporary not to exceed one year. Appointment may be extended at management's discretion.
2. Initial tour of duty is 12 months. Employee will be eligible for renewal travel at the end of the tour, if granted an additional tour.
3. Grade shown is equivalent to GS-09.
4. Full performance level of this position is OG-10, which is equivalent to GS-09.
5. Overseas differential (25% of the base pay), meal allowance, laundry allowance, health benefits plan and year-end bonus are in addition to the base pay shown above.
6. Salary shown above includes Misc Benefits Allowance.
7. Minimum age is 21 years old.

DUTIES: Develops overall installation plans and procedures for NGIS assignment procedures, eligibility requirements, maintenance conditions and related lodging facility activities. Adheres to CNIC Standardization requirements and participates in the NGIS Accreditation program. Coordinates the NGIS program with major elements of this and other Commands and with regulatory offices at higher echelons to ensure adequate services and facilities are provided.

- a. Plans for requirements of the NGIS operation on a day-to-day and long-range basis. Determines yearly requirements and forecasts budget for non-appropriated funds. Reviews salary costs and other operational costs versus expenditures to identify trends; plans for needed changes in budget requests, lodging charges, staffing levels, services to be provided, maintenance and repair projects, etc.
- b. Develops performance work statements for contract services and measures compliance through inspections, audits and customers critiques.
- c. Monitors contractor's performance and processes evaluation worksheets for the services and management of the Base Operations Service Contract (BOSC). Maintains liaison with the contractor for problem resolution; consults with the contractor to provide information and to clarify standards and provision of the contract.

- d. Serves as a primary property custodian for non-appropriated fund and appropriated fund owned furniture and furnishings and equipment. Interprets and assures implementation of changes to existing regulations. Establishes and ensures implementation of local methods, policies, and procedures to ensure adequate control of property and maintenance of property records. Ensures that adequate furniture requirements are programmed for the NGIS Operation.
- e. Coordinates with the Public Works Department on such projects as painting, installation of smoke detectors, storm windows, weather stripping, wall-to-wall carpeting, draperies, wall hangings, ice machines and such major projects as complete renovation of buildings.
- f. Directs inspections, studies, surveys and investigations of major and recurring problems and of forthcoming changes; determines action to be taken. Keeps Fleet Readiness Director informed of all significant developments; reviews reports and correspondence prepared by subordinates; submits as appropriate to Fleet Readiness Director for information and/or approval.
- g. Establishes and maintains a professional employee training and employee recognition program for all categories of employees of the NGIS staff.

2. Supervises and oversees directly or through Government Technical Point of Contact (TPOC) and BOSC management, approximately 45 employees including management staff, counter staff, accountants and housekeepers. Plans and assigns work of those employees and recommends corrective and/or disciplinary action as warranted. Ensures that adequate guidelines and instructions are made available to all employees, preparing or reviewing standing operation procedures for implementation of local policies and procedures. Provides guidance and assistance on problems, and makes or directs sufficient review of work to insure adequate and timely accomplishment. Ensures that all training needs are identified and that necessary training and cross training are provided. Supports the goals of EEO and Affirmative Action Programs. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: See specifics: OPM Qualification Standard for GS positions: <http://www.opm.gov/qualifications/> for GS positions Group Coverage Qualifications Standards for <http://www.opm.gov/qualifications/Standards/group-stds/gc-cler.asp>

SPECIALIZED EXPERIENCE: Experience which equipped the applicant with the particular competencies to perform successfully the duties of the position and that is in or directly related to the position to be filled. To be creditable, specialized experience must be equivalent to at least the GS-07 equivalent to OG-08 grade level in the Federal service

SPECIAL REQUIREMENTS:

1. SUBJECT TO SATISFACTORY COMPLETION OF BACKGROUND CHECKS
2. MUST ADDRESS KSAs
3. SELECTEE WILL BE REQUIRED TO SUCCESSFULLY COMPLETE A PRE-APPOINTMENT PHYSICAL EXAMINATION PRIOR TO ENTRANCE ON DUTY.

EVALUATION FACTORS (Knowledge, Skills and Abilities (KSAs):

1. Knowledge of the daily operation of a hotel to include safety, environmental and fire prevention regulations and practices; hotel management procedures and front desk, housekeeping and maintenance operating principles and practices and have working knowledge of an automated property management system (s) (experience with Epitome desirable).
2. Knowledge of DOD and Military Family Housing policies, practices and procedures related to the Housing Program.
3. Ability to communicate effectively both orally and in writing.

4. Ability to understand and utilize a wide range of military policies and regulations pertaining to often complex situations involving the planning, funding, constructions maintenance and utilize a wide range of military policies and regulations pertaining to often complex situations involving the planning, funding, construction, maintenance and utilization of government owned, leased rented or contracted facilities.
5. Ability and skills in computer to include word processing, spread sheet, and presentation software.

INQUIRIES REGARDING THIS VACANCY: Call HRO Diego Garcia, DSN 370-4140 or HRO Atsugi Satellite Office, DSN 264-3428.

VACANCY ANNOUNCEMENT INFORMATION AND INSTRUCTIONS

TO APPLY: Application and forms must be received in the **HUMAN RESOURCES OFFICE, GROUND FLOOR, BLDG. 136, U.S. NAVY SUPPORT FACILITY, PSC 466, BOX 2 FPO AP 96595-0002 (ATTN: MS. LEOVILLA CABACABA)**, by the **closing/cutoff date** of the announcement. All applications must show the announcement number and grades applying for. **Do not submit copies of position/job descriptions, training certificates or other extraneous material not requested.** It is the applicant's responsibility to make a copy of the application 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 to include an accurate description of experience and dates of experience. Applicants must meet all eligibility and qualifications requirements 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.** **Postmark date, faxed or emailed applications will not be accepted**

FORMS REQUIRED:

1. OF 612 - Optional Application for Federal Employment, resume, Application for Federal Employment (SF-171) or other written format. ***Those using a resume or other written format should refer to the flyer OF 510 - "Applying for a Federal Job" for required information.***
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.
 - Highest Federal civilian grade held (also give job series and dates held*); proof of reinstatement eligibility, if applicable.
 - 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.
3. Supplemental Experience Statement or separate sheet addressing KSA's (knowledge, skills & abilities) as required by the announcement.
4. SF-50 copy – Submit if current or previous Federal employee or reinstatement eligible. NAF employees must provide most recent copy of Personnel Action Report (PAR) and HRSCPR 12300. CIPMS employees must provide a copy of the SF-50 which shows the appointment into a position covered by CIPMS and the most recent SF-50.

QUALIFICATION REQUIREMENTS:

Evaluation will be based on OPM approved qualification standards for the specific occupational series.

Selective Factors, if identified, are part of the minimum qualification requirements and will be used for determining basic eligibility in that they represent knowledge, skills, abilities, or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. **Applicants who do not meet a selective factor are ineligible for further consideration.**

EDUCATION: All substitutions of education for experience will be made in accordance with OPM approved qualification standards. A person desiring to qualify on the basis of substituting education for experience, or when education is a basic requirement for the position, must provide documentation or proof that he/she has met the education provisions. (Such as: official transcripts OR statement from institution's registrar, dean, or other appropriate official.) **Applicants may be required to include evidence that foreign education is comparable to education received at accredited educational institutions in the United States.**

EVALUATION METHOD: Information contained in the application to include KSAs and performance appraisal will be used to determine basic eligibility and to identify the best qualified candidates. For each work experience, if you describe more than one type of work (for example, carpentry and painting, or guard and supply), provide the approximate percentage of time you spent doing each.

OTHER PERTINENT INFORMATION:

- This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.
- The filling of positions is subject to referrals and placement from regulatory placement programs.
- If circumstances warrant, management may decide at any time to cancel a vacancy, change the area of consideration, and/or the number of positions to be filled. The selecting official is entitled to select any certified candidate, to non-select all candidates or to select from other sources during the recruitment process.
- These announcements may serve to provide a supply of qualified applicants for the immediate vacancy and subsequent vacancies or for any other similar vacancies at the same command.
- It is a violation of 181 USC 1719 to use postage paid government envelopes to mail job applications. Facsimile or email applications will not be accepted, unless otherwise authorized.