



**NAF VACANCY ANNOUNCEMENT
MARINE CORPS COMMUNITY SERVICES
HUMAN RESOURCES DIVISION**

1401 West Road, Camp Lejeune, NC 28547-2539

COM: (910) 451-9279

FAX: (910) 451-6771

Email: lejeune.vacancies@usmc-mccs.org

Web site: www.mccslejeune.com

EQUAL OPPORTUNITY EMPLOYER

No. 152-09

Opens: 4 Nov 09

Closes: 23 Nov 09

POSITION: READINESS AND DEPLOYMENT SUPPORT TRAINER

NF-1712-04

MINIMUM STARTING SALARY \$46,550 ANNUALLY

TYPE OF EMPLOYMENT: FULL-TIME

LOCATION: MARINE AND FAMILY SERVICES DIVISION, MARINE CORPS FAMILY TEAM BUILDING BRANCH

AREA OF CONSIDERATION: ALL SOURCES

THIS VACANCY ANNOUNCEMENT IS AMENDED TO CORRECT THE AREA OF CONSIDERATION AND EXTEND THE CLOSING DATE.

MINIMUM QUALIFICATION REQUIREMENT: Must have four years experience in a human services field. A Bachelor's degree in psychology, sociology, education, social work or any other human services related field may be substituted for experience at the rate of one year of education for nine months experience. **(If using education substitution, applicant must provide college transcripts within 30 days of hire date.)**

1. **Introduction.** This position is located in the Marine and Family Services Division, Marine Corps Family Team Building Branch, Marine Corps Community Services (MCCS), Marine Corps Base, Camp Lejeune, NC. The incumbent is responsible for establishing and maintaining liaison with assigned individual units Command Teams and unit Family Readiness Officers (FROs).

2. **Duties and Responsibilities.** The incumbent's responsibility, first and foremost, is to lead by example, to shape and sustain a working environment most conducive to the successful performance of those entrusted to his/her leadership and direction. The incumbent's essential purpose and focus is to create a positive atmosphere and culture within the Marine and Family Services Division and its constituent branches that reflects the pride, professionalism, sense of accomplishment, fulfillment, collaborative engagement, well-being, and wholehearted customer focus of its employees. Establishes and maintains liaison with assigned individual unit Command Teams and unit Family Readiness Officers (FROs) to educate and highlight the benefits of the MCFTB functions and other support programs. Serves as the subject matter expert and primary source of information on readiness and deployment support issues. Coordinates and conducts training on Readiness and Deployment Support to include pre-deployment, during-deployment, return and reunion, and post-deployment, as required, using standardized templates provided by HQMC. Develops and delivers training to supplement the HQMC templates regarding local resource information in support of the Information and Referral service function of the members of the unit Family Readiness Command Team.

Assists with information and referral support for family readiness issues of assigned units. Writes articles for use in Unit Family Readiness Program newsletters, newspapers and other available media. Analyzes challenges and program effectiveness, including identifying relevant factors, gathering pertinent information, and recognizing solutions and best practices. View the complete Position Description at the following web address: www.mccslejeune.com/pdf/jobannouncements/152-09.pdf

3. **Knowledge, Skills and Abilities (KSAs).** KSAs are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position.

Qualified applicants will be evaluated on the degree to which they possess the KSAs shown below. Applicants should indicate their KSA's on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below. There is no specific format required for KSAs; however, the recommended format is a narrative descriptive format. Applicants are encouraged to provide in detail their work or volunteer experiences that show relatedness to the particular KSA, being careful to annotate **specific positions, examples, and dates** for each experience listed.

- a. Describe work or related experiences that demonstrate your ability to develop and facilitate quality training.
- b. Describe work or related experiences that demonstrate your ability to maintain effective communication and working relationships with all levels of employees and command.
- c. Describe work or related experiences that demonstrate your knowledge of military structure and protocol.
- d. Describe work or related experiences that demonstrate your ability to deal with military personnel and families in crisis.
- e. Describe work or related experiences that demonstrate your ability to exercise initiative in resolving problems, rendering decisions, and carrying out revisions to plans.

4. **Selection.** This vacancy will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES. CURRENT AND FORMER NON APPROPRIATED FUND FEDERAL EMPLOYEES MUST LIST CURRENT AND/OR PREVIOUS EMPLOYMENT INFORMATION TO BE CONSIDERED FOR NONCOMPETITIVE APPOINTMENT. **INCLUDE POSITION TITLE, SERIES, GRADE, EMPLOYMENT DATES, AND REASON FOR SEPARATION FROM EACH POSITION HELD.**

5. **How to apply.** You may apply on line by attaching your resume and KSA's to an e-mail addressed to: lejeune.vacancies@usmc-mccs.org. You may also submit a resume/application and KSAs in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539, **prior to 1500 23 November 2009.** The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2. You may access Frequently Asked Questions (FAQ) concerning Merit Staffing procedures on our web site at <http://www.mccslejeune.com/jobs/jobsfiles/MeritStaffing.pdf>.

Spouses of relocating active duty military members applying through **Spouse Preference Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and attach a copy of sponsor's Permanent Change of Station (PCS) orders. **Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position.** Involuntarily separated members of the armed forces and eligible family members applying through the **Transition Assistance Program**

must submit a written request/statement (may be obtained from the MCCA Human Resources Division) and present ID card with "TA" stamped in red on front of card.

6. **Action Required of Managers/Supervisors.** Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Inquiry background check.

Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp> .

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions within Marine Corps Community Services.