



Vacancy Announcement

Regional Community Support Program Manager GS-301-15

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Announcement Number: NW0301

Date Opens: September 22, 2004

Date Closes: October 13, 2004

Location: Washington Navy Yard

Area of Consideration: All DoD/Veteran's Employment Opportunities Act (VEOA) Eligibles/Reinstatement Eligibles

About Us: NDW is the regional provider of common operating support to eighteen Naval installations within a one hundred mile radius of the Pentagon. Services provided include public works, public safety, community support, human resources, information technology, supply, air and port operations, ceremonial support, environmental and safety. The eighteen installations include Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Navy Recreation Center Solomons, Naval Air Facility Washington, Naval Support Activities Carderock, Dahlgren and Indian Head, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Annapolis and Naval Research Laboratory.

About the Job: This position serves as the Regional Director for Community Support Programs, on the staff of Commandant, Naval District Washington. The incumbent is designated as the Senior Navy Official and Program Director for the Community Support programs that include Morale, Welfare and Recreation, Fleet and Family Support, Family Advocacy, Child Development Programs, Bachelor and Family Housing and Galleys/General Messes. Duties include direct program management, liaison and coordination of regional Community Support (Quality of Life) matters with federal, state, and local government offices, DoD services, major Navy claimants, regional Navy commands, the press and the public. Incumbent is responsible for policy development, implementation, program management, consultation, and coordination. Reviews and guides development of program budgets within the Community Support Program. Modifies budget plans to respond to changes in policy, funding objectives and personnel, directing required action to correct deficiencies or to meet program objectives.

Qualifications: OPM requires one year of specialized experience equivalent to the next lower grade level.

Knowledge Required by the Position: In the body of your resume please address the following:

Ability to manage a large complex quality of life program including Morale, Welfare and Recreation (MWR), Fleet and Family Support Services, Child Development Programs, Bachelor Housing, Family Housing, Galleys/General Messes.

Knowledge of DoD and Navy regulations, instructions and policies related to Community Support issues.

Knowledge of organizational planning principles and quality of life resource planning.

Knowledge of business operations in the MWR Category C Programs (self sufficient, i.e., catering and conference center)

Ability to communicate both orally and in writing.

Knowledge of civilian personnel management to include EEO/Affirmative Action Program.

Knowledge of Navy contract management, price analysis, contract law, APF, NAF and appropriated funding regulations.

NOTE: It is recommended that you address the above factors either in your resume or as an attachment to your resume.

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