



# ADMINISTRATIVE ASSISTANT

## Announcement # M-05513

Salary: \$15.00 – \$22.00 per hour Series/Grade: NF 0303 03

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

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**LOCATION: Fleet & Family Readiness Program – Pax River NAS**

**OPENS: 11 Aug 2013**  
**CLOSES: 16 Aug 2013**

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**AREA OF CONSIDERATION: CURRENT NDW EMPLOYEES ONLY**

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**REGULAR FULL TIME WITH BENEFITS**

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**HOW TO APPLY:** Download required application forms on <http://cnic.navy.mil/regions/ndw/about/jobs.html>. Submit required forms OF 612 and OF 306 to: Fleet & Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670 OR email to [naf.npaxr-soli.fcm@navy.mil](mailto:naf.npaxr-soli.fcm@navy.mil). When emailing your application packet, please be sure to SIGN and DATE each form, print them out, scan and attach to the email. PLEASE be sure to include the announcement number above and the position title in the subject line of your email. Failure to do so could delay processing of your application. A résumé may be included with the required forms, but **NOT** in place of the OF 612 and OF 306.

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**DUTIES AND RESPONSIBILITIES:**

Serves as a staff administrative assistant for the NAS Patuxent River Fleet & Family Readiness Programs Department (N9). Receives and reviews incoming administrative and military personnel related correspondence, directive, regulations, instructions, publications and other written materials. Determines impact on current policy and/or work procedures, plans and recommends implementation methods, and when approved, develops written guidance and distributes to appropriate personnel. Provides advice and guidance on technical problems that arise, to include interpretation of governing regulations. Keeps abreast of current regulatory requirements and develops day-to-day administrative operations in such areas as processing of N9 operational requirements, records, reports, documentation, correspondence, mail, filing systems, and other administrative actions. Ensures accuracy and quality of miscellaneous administrative and personnel action forwarded to higher headquarters. Reviews outgoing correspondence, directives and publications. Edits to ensure completeness and conformance to format and policy. Distributes written materials ensuring dissemination to appropriate units and personnel. Establishes and maintains organization regulations and publications distribution account. Reviews, edits, approves or recommends approval of requests for publication prior to forwarding to distribution centers. Maintains internal office and management controls to ensure maximum efficiency of operations and conformance to pertinent regulations, policy statements, SOPs, etc. Periodically visits subordinate units and maintain regular telephone contact with unit managers providing advice, assistance, and guidance on day-to-day administrative actions and on office management procedures. Assures timely accomplishment and submission of status on recurring and special reports. Reviews and assures completeness and accuracy of inspection reports and takes care of related internal operations. Composes correspondence for signature of supervisor. Instructs clerical and administrative personnel in subordinate units on procedures and operations of the office. Provides technical guidance and assistance to individuals assigned to assist in functional areas.

**MINIMUM REQUIRED QUALIFICATIONS:**

Extensive knowledge of military personnel regulations, policies, and directives. Skill in fact finding surveys to determine appropriate actions necessary to accomplish task. Skill in writing is necessary to delineate higher headquarters directives to subordinate commands. Knowledge of information management regulations such as those related to correspondence, mail, publications and filing.

**SPECIAL REQUIREMENTS:**

Ability to satisfactorily complete background investigation - National Agency Check with Written Inquires (NACI), upon hiring and renew every 5 years.

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**Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.**

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

*As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.*

**IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>.**

The Department of the Navy is an Equal Employment Opportunity 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 any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**