

DEPARTMENT OF THE ARMY  
HEADQUARTERS, JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK  
CIVILIAN PERSONNEL ADVISORY CENTER (CPAC), NAF HUMAN RESOURCES OFFICE  
7041 RADIO ROAD  
FORT POLK, LA 71459-5341

NONAPPROPRIATED FUND ANNOUNCEMENT

To view this announcement online and/or download applications,  
please go to: <http://www.jrtc-polk.army.mil/cpac/naf.htm>

**OPENING DATE: 20 JUN 2007**

**CLOSING DATE: 26 JUN 2007**

The following position is included in this announcement:

**ANNOUNCEMENT NO.:**

**TITLE/PAY PLAN-SERIES-GRADE/LOCATION:**

NAF-PA-2007-72

Custodial Worker, NA-3566-02, Lodging

Applications and/or resumes for consideration and evaluation methods of candidates will be in accordance with AR 215-3. All qualified applicants will receive consideration without regard to race, color, creed, sex, national origin, politics, marital status, physical handicap (which does not interfere with the accomplishment of the job), age, membership or non-membership in a labor organization.

If you are selected for any NAF position, please note that every job offer is tentative and contingent on the successful completion of all pre-employment background checks and physical examinations. If the background checks yield any unacceptable results, or if it is determined in your physical exam that you are unable to meet the job's physical requirements, your job offer may be withdrawn, at the discretion of management.

**WHISTLE BLOWER PROTECTION:** NAF employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of the employees and applicants will be protected.

**SPECIAL CONDITION OF EMPLOYMENT:** All NAF employees are required to designate a financial institution to which their pay can be directly deposited via Electronic Fund Transfer (EFT). A waiver may be requested to alleviate financial hardship.

**AREA OF CONSIDERATION:** Applications (DA FORM 3433 and 3433-1) and/or resume will be accepted from all individuals, including active duty military.

**WHERE TO APPLY:** Applications (DA FORM 3433 and 3433-1) and/or resume may either be mailed to the Civilian Personnel Advisory Center (CPAC), NAF Branch, 7041 Radio Road – Bldg. 413, Fort Polk, LA., 71459 or submitted to CPAC by placing the application and/or resume in the drop slot outside the building or in the drop slot in the Job Information Center. All applications and/or resumes must be received in CPAC no later than the closing date of the announcement.

**HOW TO APPLY:** Interested candidates should apply by completing, signing and submitting an application for Nonappropriated Fund Employment, DA Form 3433 and 3433-1(Supplemental Application Form, must be completed as a condition of employment) and/or a resume. One application and/or resume is required for each position. Applications and/or resume must be completed according to instructions on the DA Form 3433 and 3433-1. Applications/resumes must include an original (not photocopied) signature and date.

**INCOMPLETE APPLICATIONS/RESUMES WILL NOT BE CONSIDERED.** Applications and/or resumes must be completed with detailed description of experience for each period of employment.

**SELECTION PRIORITIES:** Selection preferences for all competitive recruitment actions for positions NF-3 and below, to include all prevailing rate positions, will be given according to the following priorities:

1. Spouse Employment Preference (SEP)
2. Involuntarily Separated Military (ISM)
3. Current and former employees
4. Outside Applicant - veteran (DD 214, MBR 4)
5. Outside Applicant - non-veteran

Selection will be made of Priority 1 applicants before all other Priorities. In the absence of Priority 1 applicants, selection will be made of Priority 2 applicants before all other Priorities. If there are no applicants available from Priority 1 or 2, then consideration will be as follows:

Consideration of Priority 3 (selection not mandatory). If there are applicants from Priority 4, then selection may be made from Priority 3 or 4. If there are Priority 4 applicants, selection may not be made from Priority 5 unless pass over of a Veteran to select a non-veteran is approved by the Garrison Commander.

**SPOUSAL PREFERENCE ELIGIBILITY:** Begins 30 days prior to military sponsor's reporting date and continues through entire tour or until acceptance or declination of a continuing position offer (NAF, APF, or AAFES whether preference was applied or not). Effective Oct 07, 2004, "continuing positions" are defined as positions to which appointments are made without time limitation, and which are required to have a fixed work schedule, i.e., regular part-time or regular full-time. "Non-continuing positions" are defined as positions to which appointments are made with time limitation and/or which do not have a required fixed work schedule. Non-continuing positions include the following:

- (a) Any temporary position, regardless of work schedule.
- (b) Any term position, regardless of work schedule.
- (c) Permanent positions with an intermittent work schedule, e.g., substitute teaching positions with DoD Dependents Schools.
- (d) Nonappropriated fund (NAF) positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

**To apply under Spouse Preference, the completed Request for Application of Spouse Preference For Nonappropriated Fund (Fort Polk Form FP 131), and a copy of Sponsor's PCS orders must be furnished with DA Form 3433 and 3433-1 (Nonappropriated Fund Employment Application) and/or resume to certify eligibility for preference in NAF positions of grade NF-3 and below. PLEASE NOTE THAT NOTIFICATION OF PERSONNEL ACTION (DA FORM 4187 CANNOT BE SUBSTITUTED FOR PCS ORDERS). REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES (I.E., INTERVIEW, KNOWLEDGES, SKILLS AND ABILITIES WHERE REQUIRED, ETC.) IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.**

**INVOLUNTARILY SEPARATED MILITARY (ISM) AND THEIR ELIGIBLE FAMILY MEMBERS:** Eligibility for ISM preference will be verified by a copy of DD 214 (member 4 copy) or DD 1173 (ID Card) for eligible family members or a copy of official letterhead from the Department of the Army indicating eligibility. This applies to competitive recruitment at grades NF-3 and below. An individual can only receive this preference once. An ISM preference is terminated upon placement or declination of a position (whichever comes first).

**CURRENT AND FORMER NAF EMPLOYEES (CNE & FNE):** A CNE is an employee who is currently working for Nonappropriated Funds. A FNE is a former employee who previously worked for Nonappropriated Funds regardless of dates of prior employment or location. Unless presently employed as a NAF employee at Fort Polk applicants must furnish proof of employment status by providing the latest copy of DA Form 3434. In addition, Appropriated Fund employees (APF) are also considered in this category. A copy of their latest SF 50 must be submitted with the application/resume.

**OUTSIDE APPLICANT VETERAN (OAV):** An OAV is an applicant who has served on active duty for at least six months prior to 15 October 1976; served in a campaign or expedition for which a badge is authorized and who has not been previously employed by a NAF activity. A copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume. This priority is granted whether or not the service member retired from the military service as long as the discharge was "honorable".

**OUTSIDE APPLICANT NON-VETERAN:** If the applicant is a retired military service member, a copy of DD Form 214 (member 4 copy) must accompany the job application and/or resume and employment cannot be granted for 180 days after the military retirement date. If the applicant did not retire, but previously served in the military regardless of the number of years, then a copy of DD Form 214 (member 4 copy) is also required.

In accordance with the Department of the Army Guidance for streamlining the recruiting procedures, all applicants will not be individually notified of their qualifications and final action taken under this announcement.

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**ANNOUNCEMENT NO.: NAF-PA-2007-72**

**POSITION TITLE: Custodial Worker**

PAY PLAN-SERIES-GRADE: NA-3566-02

ENTRANCE SALARY: \$6.90 per hour

LOCATION: DMWR, Lodging Division

EMPLOYMENT CATEGORY: Flexible Appointment. **(No Guaranteed Hours).**

SUMMARY OF DUTIES: Cleans rooms, corridors, stairways, and other areas. Sweeps, mops, vacuums, scrubs, strips and polishes using light and heavy duty powered equipment. Operates industrial equipment to clean rugs, drapes, etc. Performs routine maintenance of equipment. Cleans, disinfects and deodorizes toilet facilities. Cleans, and dusts assigned areas. Empties trash. Makes beds and changes linen. Washes walls, windows, blinds and ceiling fixtures using ladders, scaffolds and safety belt. Moves heavy furniture. Maintains stock of room and cleaning supplies to perform assigned duties. Work is usually performed indoors in areas that have adequate heat, light, and ventilation. Exposed to dirt and disagreeable odors, vibration from use of heavy equipment, and to skin irritations from strong cleaning solutions. Care is required to avoid serious injury when working on ladders and when moving heavy furniture and using heavy powered equipment. Works under general supervision. Supervisor is available to provide information or decisions regarding problems that may arise during work. Overall work operations are reviewed for status and progress, quality, and guest satisfaction. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Must have the ability to follow instructions and read signs. Must have a basic knowledge of common cleaning solvents, cleaning tools, and equipment. Must know the proper uses of a variety of special cleaning and sanitizing solutions, and must be able to remove different kinds of stains from a wide variety of surfaces. Must be able to troubleshoot, make adjustments, and perform minor repair and maintenance of equipment. Required standing and walking on hard and carpeted surfaces with some bending, lifting, carrying, pushing and pulling of items or carts weighing up to 20 to 40 pounds, and occasionally over 50 pounds.

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For further information regarding this vacancy, call the Civilian Personnel Advisory Center, NAF Branch (337) 531-6631/6301/4955 or email [ftpolknafcpac@polk.army.mil](mailto:ftpolknafcpac@polk.army.mil).

Hours of Operation:  
Monday Thru Friday  
0800 – 1630  
Closed on Holidays  
CPAC, NAF Branch

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