

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: 25 JUL 2007**

**CLOSING DATE: 31 JUL 2007**

The following positions are included in this announcement:

<b>ANNOUNCEMENT NO.:</b>	<b>TITLE/PAY PLAN-SERIES-GRADE/LOCATION:</b>
NAF-PA-2007-82	Bowling Facility Maintenance Worker, NA-4749-03, Bowling
NAF-PA-2007-83	Cook, NA-7404-04, Bowling
NAF-PA-2007-84	Food & Beverage Attendant, NA-7401-03, Warrior Deli

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is determined in your physical exam that you are unable to meet the job's physical requirements, your job offer may be withdrawn, at the discretion of management.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-2007-82**

**POSITION TITLE: Bowling Facility Maintenance Worker**

**PAY PLAN-SERIES-GRADE: NA-4749-03**

**ENTRANCE SALARY: \$7.52 per hour**

**LOCATION: DMWR, Stars & Strikes Bowling Center**

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

**SUMMARY OF DUTIES:** Works under general supervision of the Bowling Facility Manager who provides daily assignments and instruction for tasks to be performed including custodial work. Performs assigned tasks without constant supervision of each task. Makes minor corrective adjustments to bowling center machinery and performs periodic preventive maintenance on automatic handling equipment. Cleans and conditions bowling lanes and return racks, maintains proper stock levels of spare parts for

automatic pinsetter and mechanical equipment, and assists with general maintenance of a bowling facility to include custodial work. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** Successful completion of technical or vocational training equivalent to high school level courses in which applicant gained a basic understanding of how to use common hand tools, and 6 months specialized experience in the use of simple powered equipment, such as buffers, vacuums and sanders. Experience in the basic applications of paints and varnishes and the use of common cleaning agents and lubricants is desirable. Incumbent must be able to stand, walk, and lift light and medium weight objects.

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**ANNOUNCEMENT NO.: NAF-PA-2007-83**

**POSITION TITLE: Cook**

**PAY PLAN-SERIES-GRADE: NA-7404-04**

**ENTRANCE SALARY: \$8.01 per hour**

**LOCATION: DMWR, Stars & Strikes Bowling Center**

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

**SUMMARY OF DUTIES:** Performs a full range of simple cooking by preparing and cooking items that require little or no processing, such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares hot cereals and concentrated or dehydrated soups, sauces and gravies. Makes cold sandwich fillings. Sets up and replenishes salad bar. Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, or breading. Weighs, measures, and assembles ingredients for regular and modified menu items. Mixes ingredients according to precisely written recipes. Covers, dates, and stores leftovers according to established procedures. Operates a variety of kitchen equipment using gas, electricity, steam or microwave heat sources. Disassembles, cleans and assembles component parts and accessories, following safety procedures to avoid personal injury and damage to the equipment. Uses and cleans a variety of cooking utensils to measure, weigh, and process food items. Cleans, stores, and maintains all equipment and work areas after each use. Cleans other work areas and equipment, such as worktables, floors, walk-in refrigerators, etc., on an established cleaning schedule. Follows established sanitation procedures when handling food. Ensures that foods are stored at the correct temperatures to prevent bacteria growth. Performs other duties as assigned. Assignments are received orally or in writing from the supervisor in the form of cooks worksheet, menus, standardized recipes and meal schedules. Supervisor or higher-grade cook provides detailed instructions on cooking methods and use of equipment for new or more difficult assignments. Employee is responsible for the proper use and cleaning of kitchen equipment, safety practices, personal hygiene, and conformance with food service sanitation requirements. Higher-grade cook is available to answer technical questions and to ensure that the work is being done properly. Completed work is evaluated in terms of quality of food cooked, and adherence to time schedules and instructions.

**QUALIFICATION REQUIREMENTS:** Basic knowledge of food preparation methods and procedures. Skill to cook a limited variety of prepared foods or short order foods. Ability to read and understand written food service material, such as food labels, standardized recipes, and basic work instructions. Skill in performing basic mathematical computations to multiply ingredients in a recipe or to determine how many servings a container will hold. Knowledge of the various tables of weights and measures and ability to follow instructions to convert from standard to metric measurements. Skill in operating, disassembling and cleaning basic food service equipment such as griddles, broilers, and food grinders. Knowledge of basic sanitation, infection and spoilage control procedures.

CONDITION OF EMPLOYMENT: Work involves continual standing and walking, frequent stooping, reaching, pushing, pulling, and bending. Must be able to lift or move objects up to 40 pounds unassisted, and occasionally lift or move objects weighing over 40 pounds with the assistance of other workers or lifting devices. Work is performed in kitchen areas, which are well lighted but are often hot and noisy. Employee is exposed to steam, fumes, odors from cooking, and to extreme temperature changes when entering walk-in refrigerators or freezing units. Must stand on tile floor, subject to burns, cuts, and slipping on wet floors.

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**ANNOUNCEMENT NO.: NAF-PA-2007-84**

**POSITION TITLE: Food & Beverage Attendant**

**PAY PLAN-SERIES-GRADE: NA-7401-03**

**ENTRANCE SALARY: \$7.52 per hour**

**LOCATION: DMWR, Warrior Deli**

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

SUMMARY OF DUTIES: Performs all of the following duties on a recurring basis: Collects sales slips, total sales on cash register, accepts payment from patrons and makes change as necessary. Maintains related cash records. Keeps work area clean and orderly. Sets up food service counters and steam tables with hot and cold foods and beverages. Prepares coffee and hot water for tea, fills beverage dispensers with juices and soft drinks. Sets tables, seats guests, records guests' selections and turns in orders to the kitchen. Serves food, alcoholic and nonalcoholic beverages. Presents bill and receives payment. Cleans tables and immediate area. Prepares fruits and vegetables for cooking and serving. Makes a variety of fruit and vegetable salads. Portions out food, cleans and prepares meats and seafood for cooking. Checks food during cooking to prevent overcooking. Prepares sandwiches and box lunches. Washes dishes, pots and pans. Empties trash and cleans and sanitizes containers. Unloads trucks and places contents in proper storage and use areas, brings supplies to work areas. Clean floors, walls and windows in kitchen, dining and storage areas. **Skill and Knowledge:** Able to work alone. Know the proper use of special cleaning and sanitizing solutions. Know simple food handling techniques. Able to work safely. Able to serve uniform individual portions and avoid distractions when several guests ask for different items at the same time. Able to use simple arithmetic. Receives verbal and written assignments. Is expected to work as scheduled and to know what steps are needed to complete the work. Accomplishes work on own initiative. Work is evaluated for accuracy, promptness and good customer relations. **Physical Effort:** Frequently lifts and moves items weighing up to 40. Requires constantly standing, stooping, bending, walking and reaching. **Working Conditions:** Work is normally performed inside with adequate lighting and heat. Care is required to avoid serious injury in food preparation and storage areas.

QUALIFICATION REQUIREMENTS: Applicants must be able to work independently. Be able to make change. Read and write English sufficient to read recipes and complete required reports. Be able to actively bend, stoop, reach and work in awkward positions. Lift and carry items weighing up to 40 pounds. Be 21 years of age at the time of appointment.

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For further information regarding these vacancies, 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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