

DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER (JRTC) AND FORT POLK
FORT POLK, LA 71459-5341

NONAPPROPRIATED FUND ANNOUNCEMENT

OPENING DATE: 06 OCT 04

CLOSING DATE: 19 OCT 04

The following positions are included in this announcement:

ANNOUNCEMENT NO.:	TITLE/PAY PLAN-SERIES-GRADE
NAF-PA-2004-166	Marketing Assistant, NF-1101-03
NAF-PA-2004-167	Food Service Worker, NA-7408-03
NAF-PA-2004-168	Recreation Assistant, NF-0189-02
NAF-PA-2004-169	Lead Desk Clerk (OA), NF-1176-02
NAF-PA-2004-170	Desk Clerk (OA), NF-1176-01

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.

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 position offer (NAF, APF, or AAFES whether preference was applied or not), with the exception of a temporary position to last less than one year. **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.** 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-2004-166

POSITION TITLE: Marketing Assistant

PAY PLAN-SERIES-GRADE: NF-1101-03

ENTRANCE SALARY: \$18,870 Annually

LOCATION: DMWR, RMD

EMPLOYMENT CATEGORY: Position may be filled as a Flexible Appointment or Regular Part Time. Flexible Appointment. (No Guaranteed Hours). Regular Part – Time. (No Less than 20 hours).

SUMMARY OF DUTIES: Plans and executes sales and merchandising. Assists in developing and executing effective marketing plans. Marketing plans consist of comprehensive publicity, promotional, sales and merchandising strategies and campaigns. Includes recommendations for various media layouts such as copy, photographic, print and broadcast releases. Uses a computer or laptop to make notes, prepares and reviews reports, receives and transmits electronic mail in support of personally performed duties, not requiring a qualified typist.

QUALIFICATION REQUIREMENTS: Knowledge of general business, marketing, advertising, merchandising and public relations practices, methods and processes.

ANNOUNCEMENT NO.: NAF-PA-2004-167

POSITION TITLE: Food Service Worker

PAY PLAN-SERIES-GRADE: NA-7408-03

ENTRANCE SALARY: \$6.94 per hour

LOCATION: DCFA, Child Development Center

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

SUMMARY OF DUTIES: Performs miscellaneous tasks such as putting prepared foods in serving dishes, transporting prepared foods to care giving areas, and serving plates of food to children. Assists cook as foods are being prepared by cleaning vegetables, stirring foods, measuring and mixing ingredients, etc. In the absence of higher graded employee, will take the responsibility of preparing meals. Removes soiled dishes from tables and transports to the kitchen area for cleaning. Prepares dishes, tableware, cooking utensils and other kitchen equipment for washing. Loads and unloads dishwasher, stacks, and stores dishes. Sanitizes and disinfects the kitchen and food serving area. Maintains the kitchen area in a sanitary condition. Prepares washing tub and washes pots, pans, and kitchen utensils by hand. Wipes or washes tables and counters in kitchen area. Scours benches, washes and polishes over designated kitchen equipment and fixtures. Sweeps and mops floors. Helps unload supplies, places supplies in proper storage area; delivers supplies from storeroom or refrigerators as requested; moves heavy garbage containers. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: Ability to follow oral instructions and do simple tasks as well as complex tasks with several steps or use judgment in a sequence of tasks. Thorough understanding of the routine methods and procedures used in the food service operation. Knowledge of food handling tasks and general sanitation principles to safeguard food against spoilage and waste. Ability to work safely and organize work assignments in a logical sequence, execute tasks quickly and accurately, and meet strict meal schedules. Knowledge of food terminology, measurements, and serving information in standardized recipes and regular and modified menus. This position involves frequently lifting or moving objects weighing up to 40 pounds, constantly standing, walking and occasionally lifting over 40 pounds with assistance from other workers and lifting devices. All required background checks of AR 215-3 and Crime Control Act must be favorable, including NAC (National Agency Check).

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ANNOUNCEMENT NO.: NAF-PA-2004-168

POSITION TITLE: Recreation Assistant

PAY PLAN-SERIES-GRADE: NF-0189-02

ENTRANCE SALARY: \$6.80 per hour

LOCATION: DMWR/CRD, Outdoor Rec. Branch (ALRS)

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

SUMMARY OF DUTIES: In a patron usage facility, circulates among patrons to assure service is satisfactory; receives and resolves customer complaints; provides information and general instructions on the use of equipment, facilities and machinery. Assists patrons in use of the facility by checking out equipment, providing safety instruction, demonstrating new equipment, teaching classes, etc. Plans, conducts, publicizes and arranges support for special events, social activities, tournaments and related functions. May provide work guidance to other staff

QUALIFICATION REQUIREMENTS: Environmental requirements, licenses, back ground checks, etc. Work experience which involved dealing with the general public.

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ANNOUNCEMENT NO.: NAF-PA-2004-169

POSITION TITLE: Lead Desk Clerk

PAY PLAN-SERIES-GRADE: NF-1176-02

ENTRANCE SALARY: \$6.80 per hour

LOCATION: DMWR, Fort Polk Lodging

EMPLOYMENT CATEGORY: Regular Full – Time. **(No less than 40 hours per week).**

SUMMARY OF DUTIES: Services as point of contact for matters relating to the day to day operation of the front desk. Provides assistance to the front desk clerks when needed. Makes reservation, interviews incoming guests, and assists guests in the completion of required forms and registration cards. Answers questions pertaining to rules and regulations governing the assignment and use of quarters, issues room keys. Computes charges for guests checking out, receives payments and room keys, renders receipt. Balances at end of shift, accounts and secures cash. Conducts on the job training and provides instructions for desk clerks. Demonstrates work methods, provides work related guidance, and ensures materials and equipment are available. Resolves routine work-related problems. Prepares Daily Activity Reports (DAR) and a variety of correspondence, files and maintains records. Operates a computer in the performance of duties.

QUALIFICATION REQUIREMENTS: Must be a qualified typist (minimum 40 wpm). Progressively responsible work experience in a hotel/motel or related setting that requires the performance of related duties. Ability to operate an electric typewriter or a personal computer.

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ANNOUNCEMENT NO.: NAF-PA-2004-170

POSITION TITLE: Desk Clerk (OA)

PAY PLAN-SERIES-GRADE: NF-1176-01

ENTRANCE SALARY: \$6.00 per hour

LOCATION: DMWR, Fort Polk Lodging

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

SUMMARY OF DUTIES: Interviews guests to determine their status in order to assign appropriate quarters. Assists clientele in the completion of required forms and registration cards; answers questions pertaining to rules and regulations governing the assignment and use of quarters; issues room keys. Computes charges for guests checking out, receives payments and room keys; renders receipts. At end of shift, accounts for and secures all cash and financial documents.

QUALIFICATION REQUIREMENTS: Ability to add, subtract, multiply and divide at the level necessary to complete required duties. Ability to make change and count cash. Skill in operating an electric typewriter, calculator, and basic computer knowledge. Ability to communicate orally and deal effectively with people of diverse backgrounds. Duty hours include shifts, weekends, and holidays. Must be bondable.

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For further information regarding these vacancies, call the Civilian Personnel Advisory Center, NAF Branch (337) 531-6301/6631.

BILL R. CHANCE
NAF Human Resources Officer
CPAC, NAF Branch

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