

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 position is included in this announcement:

**ANNOUNCEMENT NO.:**

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

NAF-PA-2004-171

Child & Youth Program Assistant, CC-1702-01  
(Includes Entry Level – 2 and Skill Level – 3 &  
CC-1702-02 Target Level – 4)

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, 3433-1 and 3433-2) and/or resume will be accepted from all individuals, including active duty military.

**WHERE TO APPLY:** Applications (DA FORM 3433, 3433-1 and 3433-2) 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 3433-2 (Supplemental-A Employment Application Form For Child-Youth Services Positions) 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.

=====

**ANNOUNCEMENT NO.: NAF-PA-2004-171**

**POSITION TITLE: Child & Youth Program Assistant**

**PAY PLAN-SERIES-GRADE:** CC-1702-01 (Includes Entry Level – 2 and Skill Level – 3) & CC-1702-02 (Target Level – 4)

**ENTRANCE SALARY:** Pay will be based on qualifying level, with Pay Band 1 consisting of Entry and Intermediate Levels and Pay Band 2 consisting of Target Level. Pay Band 1 – Entry Level, CC-1702-01, pay is \$9.34 per hour. Pay Band 1 – Intermediate Level, CC-1702-01, pay is \$10.19 per hour. Pay Band 2 – Target Level, CC-1702-02, pay is \$11.43 per hour.

**LOCATION:** DMWR, Youth Services, School Age Services

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

**CHILD CARE POSITIONS (CC):** The position of Child & Youth Program Assistant consists of three levels. The three levels are Entry, Intermediate and Target. An employee will be non-competitively advanced to the next level upon completion of prescribed training and time of service, until the target level is reached. Pay in the CC system is based on the GS pay schedule. Pay for Entry Level position is equivalent to GS-02, Intermediate Level pay is equal to GS-03 and Target Level pay is equivalent to GS-04 pay. There are no steps and no step increases. Determination of qualifying level will be made by CPAC, NAF Branch and the applicant referred accordingly. Recruitment for each position will be at all three levels. **One** application is sufficient for consideration at all three levels.

**SUMMARY OF DUTIES:** Performs routine or repetitive established tasks, following verbal and written instructions, under close supervision of higher level employee. Maintains control of and accounts for the whereabouts and safety of children and youth. Assists in providing and leading planned activities for program participants. Helps prepare, arrange and maintain indoor and outdoor activity areas and materials to accommodate the daily schedule. Interacts with children and youth using

approved child guidance and youth development techniques. Supervises children and youth during daily schedule of indoor and outdoor activities, on field trips, outings and special events. Promotes and role models safety, fitness, health and nutrition practices. Helps arrange for appropriate snacks and meals when applicable. Observes program participants for signs that may indicate illness, abuse or neglect and reports as directed. Ensures children and youth (as applicable) depart with authorized person according to written parental instruction. Assists in maintaining program participation data and completing required daily reports. Provides care, oversight and accountability for program participants in compliance with DoD, Army and local policies, guidelines and standards. Performs other duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:** **Entry Level – 2:** (1) A High School diploma or GED certificate is required. (2) Be able to communicate in English. (3) Be 18 YEARS OF AGE at the time of appointment. (4) Possess the ability to lift and carry up to 40 lbs. **Skill Level – 3:** (1) Must meet the Entry Level – 2 requirements. (2) Plus 6 months experience working in a group program with children and youth. (3) Possess Army Entry Level Training Certificate (Air Force/Navy equivalent) or at least 9 semester hours college credit in early childhood/elementary/secondary education, adolescent growth and development, psychology, recreation, human development or related developmental or related behavioral sciences. **Target Level – 4:** (1) Must meet the Entry Level –2 level requirements. (2) Possess eighteen months experience working in a group program with children and youth. (3) Possess Army Foundation Level Training Certificate (Air Force/Navy) or at least 15 semester hours college credit in early childhood/elementary/secondary education, adolescent and development, psychology, recreation, human development or related behavioral sciences. **\*Transcripts must be submitted with application packet in order to receive credit for education.**

**CONDITION OF EMPLOYMENT:** All required background checks of AR 215-3 and the Crime Control Act must be successfully completed and maintained, including a National Agency Check. A Health Assessment is required.

=====

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

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

DISTRIBUTION  
H

FORT POLK IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

