

DEPARTMENT OF THE ARMY
HEADQUARTERS
COMBINED ARMS CENTER AND FORT LEAVENWORTH
CIVILIAN PERSONNEL ADVISORY CENTER
FORT LEAVENWORTH, KANSAS 66027

MERIT PROMOTION AND PLACEMENT PROGRAM

NONAPPROPRIATED FUND

OPEN CONTINUOUS VACANCY ANNOUNCEMENT 01

PLEASE POST ON ALL BULLETIN BOARDS

1. This placement announcement is a NAF Continuous Announcement Update. Issue date is 17 July, 2003. Future updates will be issued as necessary.
2. This announcement is issued on an **OPEN CONTINUOUS** basis to allow eligible persons an opportunity to file an application for employment. As vacancies occur, applications will be evaluated and those rated as Qualified will be referred in order of priority on the NAF Referral and Selection List to selecting officials. Full-time (40 hours per week), Part-time (20-39 hours per week, and Flexible (0-40 hours per week, on a scheduled or as-needed basis) positions, as well as day and night shift and rotating shifts will be filled from this announcement. Enlisted personnel of any grade may apply for off-duty employment when approved by the Unit Commander, but only on a Part-time or Flexible basis.
3. **ORDER OF CONSIDERATION:** The following order of priority will be observed in filling NAFI positions:
 - a. Spouse Preference Eligibles.
 - b. Involuntarily Separated Military Members (ISM), Military Personnel Voluntary Separation Incentive (VSI), or Special Separation Bonus (SSB) preference.
 - c. Priority Consideration Candidates (PCC)
 - d. Inservice Candidates (all NAF/Civil Service employees at Fort Leavenworth and Reinstatement Eligibles (CNE/FNE)
 - e. Veterans (External Candidates) (OAV)
 - f. Non-Veterans (External Candidates) (OANV)

The following is used to determine eligibility of non-US Citizens for NAF Employment.

- a. Possession of Form I-151 or I-551, Alien Registration Receipt Card.
- b. Possession of Form I-94, Arrival and Departure Document marked with the words "immigration status".
- c. A stamped authority on the passport which reflects a number preceded by the letter "A", indicating the individual has been processed for issuance of Form I-551.
- d. State Department bilateral work agreements with Canada, United Kingdom, New Zealand, Sweden, Norway, France, and Bolivia permit the employment of family members of military personnel or civilian employees assigned duty in the United States. Certain non-US Citizens such as tourist, students, and diplomatic personnel are not eligible for employment at any time.

4. **YOUTH EMPLOYMENT:** The current local policy for Fort Leavenworth permits individuals who are 16 & 17 (or 15 years of age and have successfully completed their sophomore year of high school) to compete for and to be appointed to certain Nonappropriated Fund positions where conditions and duties meet all criteria of Federal and State of Kansas Child Labor Laws.

5. Applications for all positions listed on this vacancy announcement will be screened and rated based on information shown on DA Form 3433, Application for Nonappropriated Fund Employment. Applications rated eligible will be kept on file and as vacancies occur, they will be referred in the order in which they are listed on the roster in priority groups. Normally, five qualified candidates will be referred to the selecting official for interview/selection. Applications will be kept active for a period not less than ninety (90) days and must be updated prior to the end of the ninety (90) day period. All applications not updated will be put in the inactive file. An applicant may be non-selected for three (3) positions before going to the bottom of the roster.

6. **FILING APPLICATIONS:** The NAF Personnel Office, Building 87, will accept applications during the following hours, except holidays.

MONDAY THRU FRIDAY 0730 - 1630

The NAF Personnel Office is located in the Civilian Personnel Advisory Center (CPAC) at the North Entrance of Building 87, 821 McClellan Avenue, Fort Leavenworth, Kansas. Current NAF Employees may apply for positions in person or by phone.

7. **SPECIAL SKILLS:** When a position requires a special skill, it must be determined that the person selected has that skill. For example, possession of a valid driver's license is necessary for operation of motor vehicles, in addition to experience requirements. Likewise, possession of typing skill must be determined for some positions, as evidenced by recent successful typing experience, by eligibility on an appropriate test or by a statement of proficiency by a competent authority. A requirement for a special skill may be added to the qualification requirements stated above only when the duties of a position require the special skill.

8. **POSITIONS:** The following positions are those in which vacancies frequently occur. Applicants must have sufficient knowledge of the English language to perform the duties of the positions. Selected candidates can be required to work in any Nonappropriated Fund Activity where vacancies exist.

9. Some positions involve the provision of childcare services to children under the age of 18 years. Therefore, a National Agency Check and Written Inquiries (NACI) or National Agency Check Investigation and State Criminal History Repositories (SCHR) check will be required as a condition of employment for personnel assigned to such positions. Applicants will be asked to respond to the following question, "Have you ever been arrested for or charged with an offense involving a child, a sex crime, a substance abuse felony or a violent crime?"

10. **EMPLOYMENT PREREQUISITE:** All individuals selected for employment must have the following documentation at the time of inprocessing: 1) **Social Security Card (with current name); and** 2) Valid driver's license **or** United States Passport **or** State issued I.D. card with a photograph, **or** U.S. Military I.D Card. Employment may be denied without the above documentation.

<u>CHILD & YOUTH PROGRAM ASSISTANT</u>	CC-2 trainee	\$9.04 per hour - \$11.37 per hour
Child Development Center	CC-3 trainee	\$9.86 per hour - \$12.82 per hour
Youth Center	CC-4	\$11.07 per hour - \$14.39 per hour
School Age Services		

Flex positions may be converted to Regular Part-Time or Regular Full-Time, non-competitively.

DUTIES FOR CC-2 CHILD & YOUTH PROGRAM ASSISTANT: 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 establish an environment, which promotes positive child and youth interactions with other children, youth and adults. Helps prepare, arrange and maintain indoor and outdoor activity areas. Interacts with children and youth using approved child guidance and youth development techniques.

QUALIFICATION REQUIREMENTS: High School diploma or GED certificate; ability to communicate in English (verbal and written); 18 years of age at the time of appointment; possess and maintain the physical ability to lift and carry up to 40 pounds, walk, bend, stoop and stand on a routine basis (indoors and outdoors). Possess and maintain health and freedom from communicable disease.

DUTIES FOR CC-3 CHILD & YOUTH PROGRAM ASSISTANT: Maintains control and accounts for the whereabouts and safety of children and youth. Assists in planning, coordinating and conducting activities for program participants. acts to stimulate and sustain participants interest and to establish an environment which promotes positive child and youth interactions with other children, youth and adults. Demonstrates, instructs and leads program activities.

QUALIFICATION REQUIREMENTS: Requirements for CC-2 plus six (6) months experience working in a group program with children and youth; possess Army Entry Level Training Certificate (Air Force/Navy equivalent) or at least nine (9) semester hours college credit in early childhood/elementary/secondary education, adolescent growth and development, psychology, recreation, human development or related behavioral sciences.

DUTIES FOR CC-4 CHILD & YOUTH PROGRAM ASSISTANT: Maintains control of and accounts for the whereabouts and safety of children and youth. Plans, coordinates and conducts activities for program participants. Implements activities and special events, which meet the physical, social, emotional and cognitive needs of children and youth. Acts to stimulate and encourage participant interest and to establish an environment, which promotes positive child and youth interaction with other children, youth and adults. Assists children and youth with special projects, homework and life skills.

QUALIFICATION REQUIREMENTS: Requirements for CC-2 plus eighteen (18) months experience working in a group program with children and youth; possess Army Foundation Level Training Certificate (Air Force/Navy equivalent) or at least 15 semester hours college credits in early childhood/elementary/secondary education, adolescent growth and development, psychology, recreation, human development or related behavioral sciences.

ADDITIONAL QUALIFICATION REQUIREMENTS: The following are special qualifications criteria for child development services positions:

1. No conviction of child battering, child abuse, child molestation, child neglect, or any drug related offense.
2. Favorable pre-employment checks (i.e., local military and civilian police record checks, National Agency Check (NAC), and U.S. Army Criminal Investigation Division Command records check).

The following NF positions are under the Nonappropriated Fund Pay Band System. Pay levels and pay ranges have been established for each position. Pay banding allows management to recognize increased responsibility and contributions by individuals as appropriate through increases to their pay rate. Initial hires are normally started at the lowest pay level indicated within the pay band for the position in which selected.

RECREATION AID

Bowling Center
Youth Services Sports Division
USDB

NF-1 \$6.02 per hour -
 \$8.26 per hour

DUTIES: Issues tools, equipment and games to authorized customers. In a recreation facility assists in directing patrons, scheduling the use of courts, lanes and equipment. In arts and crafts programs demonstrates simple techniques.

QUALIFICATION REQUIREMENTS: No experience required.

RECREATION AID

Golf Course

NF-1

\$6.02 per hour -
\$8.26 per hour

DUTIES: Issues tools, equipment and games to authorized customers, checking identification and collecting fees. In a recreation facility assists in directing patrons, scheduling the use of courts, lanes and equipment. Participates in and directs games and social events.

CONDITIONS OF EMPLOYMENT: Must be 18 years old at the time of application. Completion of favorable local and national agency checks.

QUALIFICATION REQUIREMENTS: No experience required.

DESK CLERK

Lodging Operations

NF-1

\$6.19 per hour -
\$9.36 per hour

DUTIES: Provides coverage of reception desk; reviews credentials of incoming personnel to determine status and assign quarters. Provides information, receives payments, accounts for a change fund and uses a PBX console.

QUALIFICATION REQUIREMENTS: Ability to add, subtract, multiply and divide at the level necessary to complete required reports. Must possess a valid driver's license.

LIFEGUARD

Youth Services Sports Division

NF-1

\$6.25 per hour -
\$11.57 per hour

DUTIES: Performs lifeguard duties, responsible for safeguarding the lives of persons using the swimming pool. Rescues swimmers and administers first aid as required. Provides information to swimmers regarding safety rules and procedures. Maintains daily logs and records as required.

QUALIFICATION REQUIREMENTS:

- 1) American Red Cross Lifeguard Training (r'94) Certificate;
 - 2) American Red Cross CPR for the Professional Rescuer Certificate; and
 - 3) Medical certificate of physical suitability for strenuous and stressful position. **(Furnished by the Department of Army).**
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WATER SAFETY INSTRUCTOR

Youth Services Sports Division

NF-2

\$7.63 per hour -
\$14.50 per hour

DUTIES: Acts as water safety instructor and lifeguard; instructs beginners in swimming; informs students about water conditions and safety practices; gives lifesaving instruction, as required. Ensures all areas are maintained in a neat and sanitary condition. Ensures that the facility is secured at closing time.

QUALIFICATION REQUIREMENTS:

- 1) American Red Cross Lifeguard Training (r'94) Certificate;
- 2) American Red Cross Water Safety Instructor (r'92) Certificate;
- 3) American Red Cross CPR for the Professional Rescuer Certificate; and
- 4) Medical certificate of physical suitability for strenuous and stressful position **(Furnished by the Department of Army).**

The following positions listed are wage grade and required certain knowledge, skills, and abilities. Some special factors include type and quality of experience, recognition received, training, self-development and outside activities. Also, applicants are required to do the work of the position without more than normal supervision, ability to interpret instructions and recent experience closely related to the duties to be performed.

CUSTODIAL WORKER

NA-2

\$7.18 per hour

Lodging Operations
Child Development Center

DUTIES: Maintains restrooms in a clean, orderly and sanitary condition; sweeps, mops, scrubs and waxes floors. Cleans offices, storerooms, corridors, stairways and/or other assigned areas by sweeping, mopping, waxing and polishing floors. Operates lightweight and industrial type cleaning equipment. Moves heavy furniture, boxes and office equipment as required. May load and unload trucks, van, and other conveyances. Inventories property upon entrance into rooms and reports any missing or damaged furnishings.

QUALIFICATION REQUIREMENTS: 1) Ability to do the work of the position without more than normal supervision. 2) Knowledge of work practices (includes keeping things neat, clean, and in order. 3) Ability to interpret instructions, specifications, etc. 4) Ability to use and maintain tools and equipment. 5) Ability to operate with dexterity and safety.

LABORER

NA-1

\$6.41 per hour

Golf Course

NA-2

\$7.18 per hour

DUTIES: Loads and unloads trucks, vans, and other conveyances. Sweeps, mops, strips, waxes and polishes floors. Mows grass, using hand or power mowers; weeds flowerbeds, trims edges around walks. Operates van and/or trucks up to 5 tons, to pick up and deliver packages, office equipment, furniture, etc.

QUALIFICATION REQUIREMENTS: **NA-1:** 1) No prior training or work experience required. **NA-2:** 1) Three (3) months of laboring experience required. 2) Must have ability to use and maintain tools and equipment. 3) Ability to follow oral and/or written instructions involving duties with several distinct tasks or steps without constant supervision of each task assigned. 4) Ability to operate with dexterity and safety.

LABORER

NA-03

\$7.91 per hour

Frontier Conference Center
Lodging Operations

DUTIES: Loads and unloads trucks, vans, and other conveyances; moves supplies, materials, and equipment to proper location, using wheelbarrows, hand trucks, or dollies; stacks and arranges supplies for storage; collects refuse and recyclable material. On a regular basis, moves heavy items of furniture, office equipment etc. Replaces ceiling tiles; repairs minor structural damage to furnishings; repairs minor damages to walls, painting the same with pre-mixed paints, changes door locks, replaces light switches, bulbs, heating and cooling filters, unplug drains, etc. Vacuum cleans rugs and drapes. Sweeps, mops, strips, scrubs, waxes, and polishes floors, using heavy industrial-powered equipment. Mows grass, using hand or power mower; weeds flower beds. May perform such seasonal tasks as: application of salt or other ice control material to building entrance; shoveling snow from steps, walkways, or other areas as required.

PHYSICAL EFFORTS: Position requires standing, walking, bending, stooping, lifting, and reaching. Must be able to control heavy cleaning equipment, set up, dismantle, carry, climb and work from ladders and scaffolding. Frequently lifts and/or move objects weighing in excess of 50 pounds and occasionally over 100 pounds.

QUALIFICATION REQUIREMENTS: 1) Six (6) months of laboring experience required. 2) Must have ability to use and maintain tools and equipment. 3) Ability to follow oral and/or written instructions involving duties with several distinct tasks or steps without constant supervision of each task assigned. 4) Ability to operate with dexterity and safety.

SPECIAL CONDITION OF EMPLOYMENT: Must possess a valid driver's license, and be able to obtain a government license.

<u>BARTENDER</u>	NA-3 trainee	\$7.91 per hour
Havana Beach Club	NA-5	\$9.28 per hour
Frontier Conference Center		

DUTIES FOR NA-3 BARTENDER (Trainee): In a trainee capacity, prepares a limited variety of alcoholic drinks using a premix and serves to patrons or waiter/waitress. Records sales on cash register and makes change, or prepares charge sales slips in accordance with established procedures. Answers questions from patrons concerning scheduled entertainment, club activities and services available. Assists in checking the inventory of all liquor, beer and merchandise at the open and close of business.

QUALIFICATION REQUIREMENTS: No experience required. Must be at least twenty-one (21) years of age at the time of appointment. Employee may be non-competitively promoted after he/she has demonstrated, within a reasonable period of time determined by the supervisor, that he/she has progressed from the performance of more routine, closely supervised work to the performance of more responsible and difficult work for which a lesser degree of supervision is required.

DUTIES OF NA-5 BARTENDER: Mixes and serves drinks to order. Assists customers by discussing kinds of beverages available. May serve soft drinks, sandwiches and snack items. May prepare some items such as sandwiches and appetizers. Collects money for beverages or items sold. Checks inventory of liquor, beer, wines and other items.

QUALIFICATION REQUIREMENTS: Applicants must have a minimum of twelve (12) months of experience mixing a wide variety of alcoholic beverages for retail sale. Must be at least twenty-one (21) years of age at the time of application. Satisfactory completion of a bartenders training school may be substituted for three (3) months of the required experience. **A COPY OF THE CERTIFICATE MUST BE SUBMITTED TO RECEIVE CREDIT FOR TRAINING.**

SPOUSE EMPLOYMENT PREFERENCE: In compliance with Executive Order 12568, this announcement provides employment preference for military spouses applying for NAF positions at pay levels NF-3 and below, or equivalent hourly rate positions, for which the spouse eligible applies and is fully qualified.

The time period of eligibility begins thirty (30) days before the military sponsor's reporting date, and continues during the entire tour or until acceptance or declination of a position (NAF or APF) at the grade level for which preference has been requested. Refusal by the spouse to participate in established recruitment procedures (i.e., interview, etc.) is considered a declination of employment. Preference is also terminated on placement into any continuing position (positions expected to continue for at least 1 year), whether or not preference was applied.

A spouse eligible for preference **must** request consideration at the time a DA Form 3433 (Application for NAF employment) is submitted to the Civilian Personnel Advisory Center, NAF Division. Eligibility will be verified by means of the sponsor's **PCS** orders. If the spouse's name is not on the PCS orders, a copy of the marriage certificate is also required.

A military spouse employment preference applies towards all **external** recruitment. Spouse preference **does not apply** for noncompetitive placements.

INVOLUNTARILY SEPARATED MILITARY MEMBERS (ISM) PREFERENCE: In compliance with AR 215-3, certain members of the Armed Services who were involuntarily separated from active duty with an honorable or general under honorable conditions discharge are entitled to preference in hiring for a period of 1 year after separation. ISMP also applies to certain voluntarily separated members of the Armed Forces. This preference also applies to their dependents.

Preference applies to all pay band positions NF-3 and below, and all FWS and CC positions for which the ISMP eligible applies and is qualified. The preference must be claimed at the time of application. ISMP does not apply to non-competitive placement actions.

An individual is entitled to this preference in hiring only one time. The preference is terminated upon placement in, or declination of, a NAF position for which application was made.

Eligibility for preference will be verified by applicable military and civilian identification cards bearing the over stamp Transition Assistance (TA). Since the circumstances under which a military member or dependent may attain eligibility are quite broad, the CPAC/NAF-CPU should refer questions to the appropriate military personnel authority.

MILITARY PERSONNEL WITH VOLUNTARY SEPARATION INCENTIVE (VSI) OR SPECIAL SEPARATION BONUS (SSB) PREFERENCE: In compliance with P.L. 102-484, members of the armed services who receive VSI or SSB separations are entitled to preference in hiring for NAF positions at pay levels NF-3 and below, or equivalent hourly rate positions, for which the VSI or SSB applies and is fully qualified.

Individuals can only receive this preference in hiring once. VSI or SSB preference is terminated upon placement in or declination of (whichever occurs first) a NAF position for which application is made.

The VSI or SSB eligible for preference must request consideration at the time DA Form 3433 (application for NAF employment) is submitted to the Civilian Personnel Advisory Center, NAF Division. A copy of DD 214, or DD 1173 (ID card with TA overstamp) will verify eligibility.

Active duty or full-time National Guard members **who separate** from the Military Services under the VSI or SSB programs **after September 30, 1994, and are rehired in a civilian position of the Department of Defense within 180 days** of separation from the Department of Defense, **shall have the VSI or SSP separation payments recouped.**

VSI or SSB preference applies towards all external recruitments. This preference does not apply for noncompetitive placements.

HOW TO APPLY: Current qualified and interested Nonappropriated Fund employees may apply for the above positions by telephoning 684-2747/5491 or by personal visit to NAF Personnel. Reinstatement Eligibles and all other qualified and interested applicants may apply for these positions by submitting a DA Form 3433 (Application for NAF employment) to the Civilian Personnel Advisory Center, NAF Division, Building 87, 821 McClellan Avenue, during the hours 0730 to 1630 daily, Monday through Friday.

ALL CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON (E.G., RACE, COLOR, RELIGION, SEX, POLITICS, MARITAL STATUS, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION) OR PHYSICAL HANDICAP THAT DOES NOT INTERFERE WITH DOING THE JOB. PLACEMENT UNDER THIS ANNOUNCEMENT WILL BE MADE UNDER EXISTING DEPARTMENT OF DEFENSE EMPLOYMENT POLICY. DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING NAF CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE BASIS.

REFUSAL OF MILITARY SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT PROCEDURES IS CONSIDERED A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

WHISTLEBLOWER COMPLAINTS: NAFI EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING PROTECTED DISCLOSURE OF A VIOLATION OF ANY LAW, RULE OR REGULATION, MISMANAGEMENT, GROSS WASTE OF FUNDS, ABUSE OF AUTHORITY, AND SUBSTANTIAL AND SPECIFIC DANGER TO PUBLIC HEALTH OR SAFETY, AND THE CONFIDENTIALITY OF EMPLOYEES AND APPLICANTS MAKING SUCH DISCLOSURES WILL BE PROTECTED (PUBLIC LAW 98-94).