

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NENAFBR12022**

**Opening Date:** February 14, 2012

**Closing Date:** February 27, 2012

**Position:** Assistant Business Manager (Golf Pro), NF-1101-03

**Salary:** \$29,218 - \$33,392 Annual

**Place of Work:** DFMWR, Golf Course, West Point NY 10996

**Position Status:** Seasonal non-duty non-pay status: From 15 Dec to 15 Mar -- Part Time

**Number of  
Vacancy:** 1

**Duties:** Assists the facility manager in the management of the Golf Activity. Recommends and carries out instructions and directives as necessary to operate a fluid, profit generating business activity with a fluctuating customer base. Reviews programs to identify strengths and weaknesses. Recommends or carries out corrective measures as appropriate. Evaluates success in terms of profitability, customer satisfaction and mission accomplishment. Reviews financial reports, plans, costs, and budget. Ensures the safeguarding of the facility and assets. Assists the manager in the marketing and promotion of the golf activity. Provides golf instructions to individuals and groups. Assists in the scheduling and conducting of golf related activities and tournaments.

**About the Position:** Applicants claiming Spouse Employment Preference must furnish a copy of the sponsors PCS order to the local commuting area (IAW AR 215-3, 2-11a) and a copy of your marriage certificate if your name is not listed on the orders. Refusal of a military spouse to participate in established recruitment procedures is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. Applicants having prior military service must provide DD 214 member 4 copy. Current and former NAF employees must submit a copy of the latest personnel action. Incumbent may be required to work evenings, holidays, weekends and special events. All required background and medical checks in accordance with AR 215-3.

\*\*\* Pay will equal the hourly rate multiplied by the number of hours worked. \*\*\*

**Who May Apply:** (Click on Who May Apply) THE DEPARTMENT OF THE ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS. Applicant may submit a resume or DA Form 3433. Applicants must submit DA Form 3433-1. DA Forms may be accessed at: <http://cpol.army.mil/library/naf/jobkit/app-01.html>. Veterans may apply. Persons with Military Spouse Preference who are in the

commuting area of the place of work. All sources. Current and former NAF Employees. Involuntarily Separated Military (ISMP).

**Qualifications:** Click on link below to view qualification standard.

[General Schedule](#)

Work experience or education directly related to the duties to be performed. The ability to instruct the game of golf as evidenced through completion or pursuing of the Class A PGA Certification, the requirements of which are stated in The PGA Constitution and Bylaws.

**[Other Information:](#)**(Click on Other Information)

May require shift work and/or work on rotating shifts to provide coverage on evenings, weekends, holidays and in other situations.

**Other Advantages:** Located in the scenic Hudson River Valley, only 50 miles from New York City, the U.S. Military Academy at West Point is a four-year academic institution, a nationally-renowned historic site, and the oldest continuously occupied military post in America. West Point's 3,000 civilian employees have access to Eisenhower Hall Theatre, the Hudson Valley's premier performing arts center, and recreational facilities such as an 18-inch Golf Course and Ski Slope.

**[Other Requirements:](#)**(Click on Other Requirements)

Satisfactory completion of a National Agency Check and Inquiries (NACI) that will be initiated prior to appointment to a NAF position. The Department of the Army 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 civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis. You will be required to show Social Security card upon appointment to a NAF position. Documentation to support Military Spouse Preference needs to be submitted at time of application. Direct Deposit of Pay is required. You must include the announcement number on your application. You may claim Military Spouse Preference. Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating. One year trial/probationary period may be required. Applicants requesting NAF priority consideration as a Veteran must submit a DD 214 (member-4 copy).

**[How to Apply:](#)** (Click on How to Apply)

Resumes must be received by the closing date of this announcement. Announcements close at 12:00am (midnight) Eastern Time.

You may send your resume via surface mail to: Civilian Personnel Advisory Center, Nonappropriated Fund Human Resources Office, 626 Swift Road, West Point, New York 10996

You may fax your resume to: 845-938-2363

You may email your resume to Point of Contact. You must include Job Announcement Number on the subject line.

**Point of Contact:** Civilian Personnel Advisory Center-NAF HRO, 845-938-2822,  
wpnafresumes@usma.edu

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**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NENAFBR12027**

**Opening Date:** February 14, 2012

**Closing Date:** February 27, 2012

**Position:** Operations Assistant, NF-1101-02  
**Salary:** \$12.00 - \$13.50 Hourly  
**Place of Work:** DFMWR, Golf Course, West Point NY 10996  
**Position Status:** Flexible (FLEX.) -- Flexible (NAF)  
**Number of Vacancy:** 1

**Duties:** Assists management with the operation of facility in accordance with established procedures. Issues, receives and controls cash receipts and change funds; verifies cash count of funds turned in by cashiers. Determines cash shortage or overages. Assures only authorized patrons utilize the facilities. Submits daily report of operations. Assists in setting up parties according to party plan. May assist bartenders in setting up bars and/or cashier's bag. Completes Daily Activity Report. Completes fire safety checks and secures the facility. May monitor inventories, place and receive food and beverage orders using Food track or similar software. Performs other duties as assigned.

**About the Position:** This position will be as flexible. Applicants claiming Spouse Employment Preference must furnish a copy of the sponsors PCS order to the local commuting area (IAW AR 215-3, 2-11a) and a copy of your marriage certificate if your name is not listed on the orders. Refusal of a military spouse to participate in established recruitment procedures is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. Applicants having prior military service must provide DD 214 member 4 copy. Current and former NAF employees must submit a copy of the latest personnel action. Incumbent may be required to work evenings, holidays, weekends and special events. All required background and medical checks in accordance with AR 215-3. Flexible position are not entitled to benefits or leave accruals.

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Involuntarily Separated Military (ISMP).

**Qualifications:** Click on link below to view qualification standard.

[General Schedule](#)

Candidates must: 1. Progressively responsible duties in the receipt, disbursement, examination, deposit, custody or other processing of cash items. 2. Ability to lift and carry up to 20 pounds. 3. Where duties involve selling alcoholic beverages applicant must meet state/local age requirements for the serving of alcoholic beverage at the time of appointment. 4. Skill in providing customer service. 5. Ability to communicate effectively.

**[Other Information:](#)**(Click on Other Information)

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**Other Requirements:**(Click on Other Requirements)

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**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NENAFBR12023**

**Opening Date:** February 14, 2012

**Closing Date:** February 27, 2012

**Position:** COOK , NA-7404-04

**Salary:** \$11.63 - \$13.58 Hourly

**Place of Work:** DFMWR, Golf Course, West Point, NY 10996

**Position Status:** Flexible (FLEX.) -- Flexible (NAF)

**Number of  
Vacancy:** 2

**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.

**About the Position:** This position will be filled as flexible. Applicants claiming SPOUSE EMPLOYMENT PREFERENCE must furnish a copy of the sponsor's PCS orders to the local commuting area (IAW AR 215-3, 2-11a) and a copy of your marriage certificate if your name is not listed on the orders. Refusal of a military spouse to participate in established recruitment procedures is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. Applicants having prior military service must provide DD 214 member 4 copy. Current and former NAF employees must submit a copy of the latest personnel action. Incumbent may be required to work evenings, holidays, weekends, and special events. All required background checks in accordance with AR 215-3. There are no guaranteed hours and is on call basis. Flexible positions are not entitled to NAF benefits or leave accruals.

**Who May Apply:** (Click on Who May Apply) THE DEPARTMENT OF ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS. Applicant may submit a resume or DA Form 3433. Applicants must submit DA Form 3433-1. DA Forms may be accessed at: <http://www.cpol.army.mil/library/naf/jobkit/NAF-jobkit.pdf>. Veterans may apply. Persons with Military Spouse Preference who are in the

commuting area of the place of work. All sources. Current and former NAF Employees. Involuntarily Separated Military (ISMP).

**Qualifications:** 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.

Possess and maintain the physical ability to lift and carry up to 40 pounds.

**Other Information:** (Click on Other Information)

May require shift work and/or work on rotating shifts to provide coverage on evenings, weekends, holidays and in other situations.

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**Other Requirements:** (Click on Other Requirements)

A medical examination is required. Satisfactory completion of a National Agency Check and Inquiries (NACI) that will be initiated prior to appointment to a NAF position. The Department of the Army 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 civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis. You will be required to show Social Security card upon appointment to a NAF position. Direct Deposit of Pay is required. You must include the announcement number on your application. You may claim Military Spouse Preference. Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating. Applicants requesting NAF priority consideration as a Veteran must submit a DD 214 (member-4 copy).

**How to Apply:** (Click on How to Apply)

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NONAPPROPRIATED FUND HUMAN RESOURCES OFFICE, 626 SWIFT ROAD, WEST POINT, NY 10996

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**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NENAFBR12024**

**Opening Date:** February 14, 2012

**Closing Date:** February 27, 2012

**Position:** Recreation Aid, NF-0189-01  
**Salary:** \$7.50 - \$8.00 Hourly  
**Place of Work:** DFMWR, Golf Course, West Point, NY 10996  
**Position Status:** Flexible (FLEX.) -- Flexible (NAF)  
**Number of Vacancy:** 5

**Duties:** Issues tools, equipment and games to authorized customers. Checks identification, collects fees when appropriate, and completes appropriate documentation. Receives returned items, inspecting for obvious damage and missing parts. Checks inventories and supplies. In a recreation facility, assists in directing patrons, scheduling the use of courts, lanes and equipment. Participates in and directs games and social events. Decorates party rooms and maintains the cleanliness of assigned work areas. Provides facility and program information to patrons. Assists with simple repair and maintenance.

**About the Position:** This position will be filled as flexible. Applicants claiming SPOUSE EMPLOYMENT PREFERENCE must furnish a copy of the sponsor's PCS orders to the local commuting area (IAW AR 215-3, 2-11a) and a copy of your marriage certificate if your name is not listed on the orders. Refusal of a military spouse to participate in established recruitment procedures is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. Applicants having prior military service must provide DD 214 member 4 copy. Current and former NAF employees must submit a copy of the latest personnel action. Incumbent may be required to work evenings, holidays, weekends, and special events. All required background and medical checks in accordance with AR 215-3. There are no guaranteed hours and is on call basis.

**Who May Apply:** (Click on Who May Apply) THE DEPARTMENT OF ARMY NONAPPROPRIATED FUND INSTRUMENTALITIES ARE EQUAL OPPORTUNITY EMPLOYERS. Applicant may submit a resume or DA Form 3433. Applicants must submit DA Form 3433-1. DA Forms may be accessed at: <http://www.cpol.army.mil/library/naf/jobkit/NAF-jobkit.pdf>. Veterans may apply. Persons with Military Spouse Preference who are in the commuting area of the place of work. All sources. Current and former NAF Employees. Involuntarily Separated Military (ISMP).

**Qualifications:** No experience required.

**Other Information:**(Click on Other Information)

May require shift work and/or work on rotating shifts to provide coverage on evenings, weekends, holidays and in other situations.

**Other Advantages:** Located in the scenic Hudson River valley, only 50 miles from New York City, the U.S. Military Academy at West Point is a four-year academic institution, a nationally-renowned historic site, and the oldest continuously occupied military post in America. West Point's 3,000 civilian employees have access to Eisenhower Hall Theatre, the Hudson Valley's premier performing arts center, and recreational facilities such as an 18-hole Golf Course and Ski Slope.

**Other Requirements:**(Click on Other Requirements)

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You may fax your resume to: 845-938-2363

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**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NENAFBR12026**

**Opening Date:** February 14, 2012

**Closing Date:** February 27, 2012

**Position:** Sales Clerk, NF-2091-01

**Salary:** \$7.50 - \$8.00 Hourly

**Place of Work:** DFMWR, Golf Course, West Point, NY 10996

**Position Status:** Flexible (FLEX.) -- Flexible (NAF)

**Number of  
Vacancy:** 4

**Duties:** Provides customer service in a retail sales activity. Demonstrates and sells specialized merchandise to customers. May operate a cash register, make change, complete charge and layaway transactions. Maintains merchandise by stocking shelves, displaying goods and keeping the area neat and orderly. Keeps related sales records as necessary. Performs other duties as assigned.

**About the Position:** This position will be filled as flexible. Applicants claiming SPOUSE EMPLOYMENT PREFERENCE must furnish a copy of the sponsor's PCS orders to the local commuting area (IAW AR 215-3, 2-11a) and a copy of your marriage certificate if your name is not listed on the orders. Refusal of a military spouse to participate in established recruitment procedures is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. Applicants having prior military service must provide DD 214 member 4 copy. Current and former NAF employees must submit a copy of the latest personnel action. Incumbent may be required to work evenings, holidays, weekends, and special events. All required background and medical checks in accordance with AR 215-3. Flexible positions are not entitled to NAF benefits or leave accruals.

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**Qualifications:** Knowledge of basic math.

**Other Information:**(Click on Other Information)

May require shift work and/or work on rotating shifts to provide coverage on evenings, weekends, holidays and in other situations.

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**Other Requirements:**(Click on Other Requirements)

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**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NENAFBR12025**

**Opening Date:** February 14, 2012

**Closing Date:** February 27, 2012

**Position:** Food Service Worker, NA-7408-02  
**Salary:** \$9.60 - \$11.21 Hourly  
**Place of Work:** DFMWR, Golf Course, West Point, NY 10996  
**Position Status:** Flexible (FLEX.) -- Flexible (NAF)  
**Number of Vacancy:** 2

**Duties:** Performs a variety of tasks having several steps or a sequence of tasks that requires attention to work operations in a kitchen or dining area following established procedures. Sets up cafeteria lines, steam-tables, dining room tables, and side service stands with hot and cold food items including meats, vegetables, salads, desserts, bread, butter, and beverages; replenishes as necessary. Serves food by order and proper proportion. Break down and cleans tables and area when meal is finished and returns dishes and food to the kitchen area. Brews coffee according to the number of servings required. Assembles or toss fresh fruit and green salads in quantity using prepared dressings and portions into standard serving sizes. Makes cold sandwiches using prepared ingredients. Washes tables and counters. Operates, break downs, and cleans all equipment assigned to the area for food preparation. Clean kitchen equipment such as worktables, sinks and refrigerators. Performs other duties assigned.

**About the Position:** This position will be filled as flexible. Applicants claiming SPOUSE EMPLOYMENT PREFERENCE must furnish a copy of the sponsor's PCS orders to the local commuting area (IAW AR 215-3, 2-11a) and a copy of your marriage certificate if your name is not listed on the orders. Refusal of a military spouse to participate in established recruitment procedures is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. Applicants having prior military service must provide DD 214 member 4 copy. Current and former NAF employees must submit a copy of the latest personnel action. Incumbent may be required to work evenings, holidays, weekends, and special events. All required background and medical checks in accordance with AR 215-3. Flexible positions are not entitled to NAF benefits or leave accruals.

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Involuntarily Separated Military (ISMP).

**Qualifications:** Ability to understand and follow simple instructions, and be able to use hand tools for cleaning and operating simple machines.

**Other Information:** (Click on Other Information)

May require shift work and/or work on rotating shifts to provide coverage on evenings, weekends, holidays and in other situations.

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**Other Requirements:** (Click on Other Requirements)

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