

## Fleet & Family Readiness Programs

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### NON APPROPRIATED FUND NAF ANNOUNCEMENT NUMBER #WF21-011

**LOCATION OF POSITION:** Morale Welfare and a Recreation (MWR), NAS Whiting Field, Milton FL

**OPENING DATE:** 10/08/2021

**CLOSING DATE:** 10/22/2021

**POSITION:** Recreation Assistant (Whiting Park) / NF-0189-02

**SALARY:** \$12.00/PH

**EMPLOYMENT CATEGORY:** Flexible (May be scheduled to work up to 40 hours weekly. May be required to work weekends, holidays, and evening shifts. No group benefits included)

**AREA OF CONSIDERATION:** Applications will be accepted from all sources

**DUTIES:** Provides customer service, information and support of Community Recreation programs and activities. Service to MWR customers includes, but is not limited to: checking patron eligibility to ensure authorized use of recreation facilities, resources and equipment, providing information about activities and program offerings, opening and closing facilities, ordering and restocking supplies, and preparing snack bar menu items or prepackaged retail items. Collects fees from customers associated with sales of tickets, retail and rental items, as well as from classes, trips, and various other Community Recreation programs using Point of Sales (POS) and computer programs. Is accountable for the accuracy of daily sales transactions and completes a Daily Activity Report (DAR) at the end of every shift. Checks Community Recreation equipment and resources in and out, collects any applicable rental fees, inventories items and completes inspections upon return. Ensures all rental or check-out forms are properly completed and reservation and checkout procedures are followed. Conducts inventory, maintains inventory controls and maintains equipment for proper accountability of program equipment and resources. Assists in administering traditional and non-traditional workshops, clinics and events in a variety of leisure and recreation skills subject areas, in tune with offerings popular in the local area, including but not limited to camping, cycling, sailing, backpacking, canoeing, snow skiing, hiking and water sports. Provides recreation experiences related to leisure skill sets in the form of day and weekend trips. Assists in day-to-day administration of multiple programs to which assigned. Tasks include submission of event after-action reports, patronage data collection and entering program data. Performs inventory of various types of equipment, retail goods, supplies and items deemed to have cash value. Performs administrative duties, all of which are accomplished through a variety of means, including computer software programs which track resource inventories, patron usage/comments, and program standards metrics. Assists in the planning, coordinating, publicizing, marketing and execution of MWR programs and special events. Assists in updating of electronic and multi-media support tools, as needed. Seeks ways to promote MWR facilities and events through outreach opportunities on base. Promotes use of recreational E-reading resources available through online MWR Library Program resources. Provides support for Community Recreation event set up and break down. Performs other duties as assigned as they pertain to the duties of this position

**QUALIFICATIONS AND KNOWLEDGE:** Combination of experience related to customer service and or recreation activity based functions. Ability to organize, plan, administer special events and entertainment activities. Must be able to work independently, make sound decisions and have the ability to communicate effectively, both orally and in writing. Knowledge of the goals, principles, techniques and procedures used in organizing, planning and conducting leisure time activities. Knowledge of the Navy MWR mission and the entire scope of Community Recreation activities and their suitability for individuals, groups, ages and interests. Knowledge of the functions, procedures, and operations of recreation activities. Must have strong customer service skills. Ability to maintain records, compile and organize data for reports, and perform research on recreation topics for dissemination to customers. Ability to follow oral and written instructions. Knowledge of computers, office procedures and print production.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work may require considerable physical exertion while instructing or guiding participants in a variety of activities. Work may require sitting, walking, long periods of standing, bending and lifting of moderate heavy items up to 40 pounds, occasionally required to lift heavier items. Work may require lifting items such as papers, books, rental equipment, and athletic equipment. Work may require working outside for special events or leading outdoor outings or group trips. Work is performed both indoors and outdoors, without a fixed schedule. Administrative work is performed in a normal office setting.

**SEE REVERSE SIDE OR BELOW FOR FILING INSTRUCTIONS AND ADDITIONAL INFORMATION**

**NOTE:** As a condition of employment, selectee(s) will be required to participate in the Direct Deposit/Electronic Funds Transfer within the first 60 days of employment. This is the DOD standard method of payment of personnel. Employees will be subject to administrative action for failure to enroll unless a waiver has been obtained. Must meet requirements for local & national background check investigations (NACI). Drug testing is a requirement for positions deemed a Test Designated Position (TDP).

*As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to be fully vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with CNIC, if after November 22. CNIC will provide additional information regarding what information or documentation will be needed and how you can request of CNIC a legally required exception from this requirement.*

The Department of the Navy is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable Accommodation for NAF Employees. People with disabilities are a valued part of the CNIC workforce. CNIC NAF is committed to removing barriers that prevent people with disabilities from applying for jobs, performing the essential functions of the job for which hired, gaining access to job locations, and enjoying all of the benefits and privileges of employment. The goal is full successful integration of people with disabilities into the workplace. Please contact CNIC NAF EEO Service Center: 1-866-295-0320 or [MILL\\_CNIC\\_NAF\\_EEO@navy.mil](mailto:MILL_CNIC_NAF_EEO@navy.mil) for more information.

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**TO SUBMIT BY MAIL :** MWR NAF Personnel Office,  
150 Hase Rd. Bldg. 3249,  
NAS Pensacola, FL 32508 **OR...**

**FAX:** (850) 452-3592 (DSN) 459-3592 **OR...** **EMAIL:** NASP\_NAFPers@NAVY.MIL

(1) Submit a resume to NASP\_NAFPers@navy.mil. The position title and number of this vacancy announcement should be shown at the top of the resume.

(2) Present/former NAF employees submit a copy of your last two annual appraisals.

(3) College transcripts required if education is to be substituted for experience.

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IT IS AGAINST FEDERAL REGULATIONS TO MAIL APPLICATION FOR FEDERAL EMPLOYMENT IN OFFICIAL GOVERNMENT POSTAGE-PAID ENVELOPES.

**1. Reemployment Priority List (RPL):** Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate.

**To claim this preference, you MUST:**

- Submit a copy of your BBA Separation
- Notification indicating eligibility for RPL.

**2. Military Spouse Preference (MSP):** Qualifying spouses eligible for MSP are spouses of an active duty military member of the U.S. Armed Forces, including members of the National Guard or Reserves on active duty. The marriage must have occurred before the military member received official permanent change of station (PCS) orders to the installation listed above. MSP is applicable only when applying for NAF positions at the NF-03 and below and equivalent craft and trade (CT) positions.

**To claim this preference, you MUST:**

- Submit sponsor's PCS orders to installation you are applying for; AND
- If you are not indicated as a spouse on the PCS orders, you MUST submit proof of marriage prior to PCS.

**3. Veteran's Preference/Gold Star Veteran's Preference:** Qualifying military veterans, and spouses/parents of deceased veterans shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates.

**To claim Veteran's preference, you MUST:**

- Submit a copy of your DD-214 (member 4 copy); AND
- Submit completed SF15 from the Veterans Administration (VA); AND
- Submit any other supporting documentation (disability, official statements, proof of service, etc)

**To claim Gold Star Veteran's preference, you MUST:**

- Submit completed SF-15 from the Veterans Administration (VA); AND

- Submit a legible copy of DD-1300; AND
- Submit any other supporting documentation (official statements, document of service, court decree, etc).

**Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered.**

**FAILURE TO PROVIDE ALL OF THE REQUIRED AND APPLICABLE DOCUMENTS MAY RESULT IN YOU BEING DISQUALIFIED**

**ACTIVE DUTY MILITARY:** Military regulations require that you obtain a special request authorization form (**NAVPERS 1336/3**) prior to being accepted for outside employment. If employment is offered, you cannot begin work until this chit is supplied to the NAF Personnel Office.

**FOR APPLICATION STATUS OR UPDATES, AND/OR QUESTIONS REGARDING THE RECRUITING PROCESS, PLEASE CONTACT THE NAF PERSONNEL OFFICE AT: 850-452-4675/850-452-3810**