

**NONAPPROPRIATED FUNDS (NAF) VACANCY ANNOUNCEMENT**

**88<sup>th</sup> SERVICES DIVISION**

**WRIGHT-PATTERSON AFB (WPAFB), OHIO**

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**ANNOUNCEMENT NUMBER: 08-34**

**TITLE/PAYPLAN/GRADE/PAY:** SERVICES STAFF SPECIALIST / NF-1101-IV / \$33,500 TO \$64,000 DOE  
REGULAR EMPLOYMENT CATEGORY

**DUTY LOCATION:** HQ AFMC/A1SS WRIGHT-PATTERSON AFB, OHIO

**OPENING DATE:** 14 AUGUST 2008

**CLOSING DATE:** 22 AUGUST 2008

**DUTIES:** Formulates and implements AFMC policy and procedures governing Civilian Welfare Fund (CWF) food operation, recreation activities and base restaurants. Implements higher headquarters directives pertaining to CWFs and exercises staff surveillance over base-level CWF restaurant and vending programs. Provides expert technical assistance to CWF and CWF restaurant management relative to all phases of operation. Evaluates plans for construction and renovation programs. Evaluates requests for CWF grants and loans. Assists in development of training programs for all NAF operated food operational activities. This position is crucial to the AFMC base level business activities regarding Alcohol, Restaurants, Clubs, Snack Bars, and food vending/inventory control. Serves as the AFCWF secretariat, prepare documentation and brief AFCWFB bi-annually on all CWF and Base Restaurant issues. Prepare Quarterly Financial briefing for the AFMC/A1S and AFCWFB. Require to performer training or troubleshoot problems with specific software such as ALOHA Point of Sale, Catering System and Food TRAK. Performance Staff Assistance Visit as required and represents AFMC at local and national restaurant and recreation conferences. Performs other related duties as assigned.

**QUALIFICATIONS:** Demonstrated ability to analyze problems, identify significant facts, gather related data and recognize solutions; skill in planning and organization; ability to communicate effectively both orally and in writing. Requires experience in or directly related to food service and/or recreation programs, providing comprehensive knowledge of management methods and techniques. Requires skill in developing, formulating, implementing and/or adapting policy; and knowledge of AF and DoD policies and regulations that govern NAF and CWF restaurant and recreation programs. Requires a practical knowledge of NAF administrative functions to include accounting, procurement, funding and inventory control. Requires skill in evaluation techniques to provide sound financial and operational assistance and advice to activities. A working knowledge of mini/micro computers and point official equipment is desirable. Position requires some TDY travel. **Satisfactory completion of a National Agency Check with Inquiries (NACI) required.**

**ATTENTION ALL APPLICANTS:** All Federal NAF employees are required by PL 104-134 to have salary payments made by electronic funds transfer/direct deposit.

During duty hours, Wright-Patterson AFB is a smoke free workplace and selection for this position may require you to refrain from smoking.

**HOW TO APPLY:** Current Wright-Patterson AFB NAF employee should submit an AF Form 2550; others submit an Optional Application For Federal Employment – OF 612, OF Form 306, Declaration for Federal Employment and an AF Form 243, Statement Of Physical Ability to the Human Resources Office. Prior military service requires a DD-214, Member Copy 4. Mailing address: 88 MSG/SVH 4185 Logistics Ave Wright-Patterson AFB, OH 45433. Physical location: Building 286, located next to Pass & Registration. Telephone: (937) 257-4173. Fax: (937) 65601398. Selection will be based on merit without regard to race, color, religion, sex, national origin, age, marital status, physical handicap, political affiliation, sexual orientation, or any other nonmerit factor.

For additional information, please visit: <http://www.88thservices.com/humanresources.htm>

**WRIGHT-PATTERSON AFB IS AN EQUAL OPPORTUNITY EMPLOYER**