



Commander Navy Region  
Europe, Africa, and Southwest Asia  
NAF Human Resources  
PSC 817 BOX 108  
FPO, AE 09622-0108

## VACANCY ANNOUNCEMENT NON-APPROPRIATED FUND (NAF) POSITION

**ANNOUNCEMENT NO.** 17-005  
**POSITION TITLE** RECREATION ASSISTANT  
NF-0189-01/02 (Developmental position)  
**SALARY** NF-01 \$8.25 - \$12.50 PH  
Depending on experiences  
**EMPLOYMENT CATEGORY** Flexible Part-Time (EE will be required to work a varied,  
rotating schedule to include evenings, weekends and holidays)  
**LOCATION** Commander, Navy Region Europe; Fleet and Family  
Readiness Program; MWR, Gaeta, Italy  
**AREA OF CONSIDERATION** Local U.S. Citizens that are 1) Current permanent NAF/APF  
employees; or 2) Spouses of active duty military members; or  
3) Family members of active duty military member; or 4)  
Family members of DoD civilians.  
**OPENING DATE** 18 November 2016  
**CLOSING DATE** Open Until Filled

*Note: The NATO Status of Forces Agreement (SOFA) between Italy and the United States prohibits the hiring of any person who holds Italian citizenship and is considered a Dual National by the Italian Government into any U.S. position. Those U.S. citizens who are considered "ordinarily resident" in Italy are also ineligible for employment by U.S. commands and activities in Italy.*

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### INTRODUCTION

The purpose of this position is to provide professional support to the comprehensive program of recreational fleet and Family Readiness opportunities for USN active duty, home-port ship, retired military, DOD Civilians, DoD contractors and their family members, visiting ships and guests. Responsibilities require incumbent to maintain a highly positive, energetic, proactive and professional manner at all times.

### DUTIES AND RESPONSIBILITIES

onveys information pertaining to the overall Fleet and Family Readiness Program to all authorized patrons. Serves as a primary front line customer service representative of the overall program and as such, must continually present information in a highly professional and customer friendly style. Provides and updates patrons with information and referral. Maintains the referral resource "bank" to include general information, personal and family enrichment, support services, answers questions pertaining to the Fleet and Family Readiness Programs, and other information as needed (i.e. hours of operation, telephone numbers, maps, area hotels, local festival dates, sports and fitness schedules, cultural events etc.) Answers the telephone, takes messages, and refers callers or visitors to appropriate person. Assists patrons with the physical resources offered within the Fleet and Family Readiness Center.

Registers and collects fees from patrons for organized ITT tours, Community Events, Single Sailor/Liberty, instructional classes, and other related MWR programs. Responsible for maintaining a

variety of cash controls, including pre-numbered receipts, Mess Requisitions, gift certificates and other similar forms and vouchers.

Performs cashier duties and is designated to maintain an authorized change fund. Incumbent closes out daily income after each shift by completing Daily Activity Report (DAR) and records all necessary transactions. Turns in daily income and drops in the main safe. Incumbent follows the guidelines of cash handling procedures provided.

## **QUALIFICATIONS & REQUIREMENTS**

**NF-01-** Applicants must have a minimum of six months of general experience. General experience is experience which demonstrates the ability to perform the above stated duties

**OR**

Successful completion of 1 year above high school with course(s) related to the occupation.

**NF-02 –** Applicant must have a minimum of 1 year of specialized experience.

**OR**

Successful completion of 2 years of study in an accredited college or university which included at least 12 semester hours of courses about, or related to recreation.

Ability to produce work in a highly energetic and comprehensive program atmosphere.

Skills in operating cash register, computer, microcomputer, fax machine, projectors and related equipment.

Must be competent in Microsoft Word and other computer program knowledge.

Must maintain a current driver's license American & Italian translation, to operate a 9-passenger van.

Must favorably pass a pre-employment physical examination

**To receive credit for education above high school and training YOU MUST ATTACH copies of transcripts, certificates, or other acceptable evidence to your application.**

**HOW TO APPLY:** Send resume and applicable required documentation (see below) via email to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil). Reference the vacancy announcement number and position title on your submission and ensure your resume contains all the information required in this vacancy announcement. Failure to provide vacancy announcement number or all the documentation required in the vacancy announcement may result in non-consideration. All qualifications must be met and clearly documented in the resume. Completed resumes and applicable required documentation must be received by 11:59pm Local Time on the closing date. Please direct inquiries via email to: [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil).

### **REQUIRED DOCUMENTS:**

- Resume
- Copy of U.S. Government no-fee passport showing picture, passport number, expiration date, and visa stamp page
- Copy of Sojourner's Permit (or receipt of application)
- Signed [Declaration of Federal Employment, OF-306](#)
- [Preference Entitlement Survey](#) with a complete and legible copy of sponsors PCS orders
- [Military Spouse Preference \(MSP\) Program](#), if applicable.
- If Former/Current NAF/APF Employee: Most recent SF-50 or Personnel Action Report

As a condition of employment, the selectee will be required to participate in the Direct Deposit/Electronic Fund Transfer within the first 30 days of employment.

Occupants of this position must maintain the privacy of official work information and data and demonstrate the highest level of ethical conduct.

The Department of Navy (DON) is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, genetic information or any other non-merit factor. The DON provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call 011-39-081-568-5612 or e-mail their request to [NAFPersonnel@eu.navy.mil](mailto:NAFPersonnel@eu.navy.mil) to ensure proper consideration. The decision to grant an accommodation will be made on a case-by-case basis.