



The following are brief descriptions of duties & qualifications of NAF positions at Schriever AFB.

## Marketing Office Positions

**Commercial Sponsorship Coordinator, NF-1101-III:** Develops solicitation packets and solicits sponsorship from local, regional, national and international sponsors. Negotiates terms and executes all supporting documents. Attends events and serves as point of contact for sponsors at events. Develops pricing and rate structure for paid advertising in Services publications. Stays current on all aspects of administration of the marketing program. Requires 2 years of progressively responsible experience, which has provided a general knowledge of marketing/commercial sponsorship principles and practices. Must have 1 ½ years of specialized experience in such fields as commercial marketing or advertising agency. Must satisfactorily complete Local and National Agency check.

## Resource Management Office Positions

**Financial Management Assistant, NF-0501-III:** Performs a full range of financial management reporting duties related to a variety of recurring documents and transactions as the primary installation liaison between base activities and HQ AFSVA Shared Service Center (SSC). Reviews financial documents and processes transactions using different and unrelated procedures or methods based on general guidelines. Reviews documents for appropriate transaction codes and ensures documents are legible and totals are correct. Assists activities in resolving discrepancies on submitted financial documents. Verifies, maintains and reconciles financial data using various procedures (payroll, inventory, accounts payable/receivable). Ensures all account entries are valid and balanced. Verifies and reconciles supporting documentation, listing, and interrelated reports so that balances are in alignment. Researches record, reports, and/or schedules to identify discrepancies among accounts. Assembles information from various records and reports to prepare, validate and reconcile data prior to transmitting to HQ AFSVA/SSC. Reviews transactions and files for closeout and ensures related financial documents are transmitted to HQ AFSVA/SSC. Provides customer service for vendors, resource advisors, financial analysts and other external and internal customers. Follows up with HQ AFSVA/SSC to resolve local problems and discrepancies. Monitors the installation's Private Organization Program to include: provide training and instructions on how to become a Private Organization; maintain records to ensure accounts are current; advice organizations of delinquency and status; coordinate new submissions and/or updates for approval. Serves as the Division's point of contact for Special Morale & Welfare funds (SM&W). Provides customers information on eligibility requirements and procedures to receive SM&W funds. Submits packages for approval, sets up payments to be made and researches payments not received. Receives reviews and processes Purchase Requests (PRs) for goods and services. Drafts contracts and verifies authorization and availability of funds. Prepares processes and coordinates purchases/contracts through the servicing contracting office (SCO) or Air Force Nonappropriated Funds Purchasing Office (AFNAFPO). Aware of



Blanket Purchasing Agreements (BPAs), Nonappropriated Funds Purchase Agreements (NPA) and other programs negotiated by these offices. Performs all follow-ups as outlined in DoD, AF and local directives. Researches additional sources, negotiates terms, and solicits formal bids, ensuring requests meet all DoD, AF, and local directives. Serves as the installation program coordinator for the NAF government purchase card (P-card). Provides training as needed. Performs other related duties as assigned.

**Office Automation Clerk NF-0326-I** :Uses work processing software to produce a variety of documents. May transmit and receive documents and messages electronically using personal computer or workstation that is networked or linked to other computers or workstations throughout the work area or organization. Types a variety of material from rough or handwritten draft such as correspondence, forms, reports, messages, memorandums, etc. Associated with organization functions. Narrative material is clearly marked when containing revisions. Types material in rough draft and in prescribed format as required and, after approval of drafts, types in final form. Performs a variety of general office duties such as receiving telephone calls and visitors, routing and filing correspondence, and maintaining files. Performs other related duties as assigned. Applicant must have experience in responsible clerical or office work of any kind in which the applicant has demonstrated the ability to perform satisfactorily at the grade level of the position. In addition to the above requirement, applicant is required to demonstrate possession of an adequate degree of proficiency in typing methods using word processing equipment. Must be a qualified typist. Work demonstrates attention to details and the ability to analyze and organize materials/data into effective and usable products within a reasonable amount of time as specified by management. Requires efficient use of materials and proper care of work space and equipment. Ensures compliance with established procedures and directives. Demonstrates the ability to work in a courteous and cooperative manner. Must satisfactorily complete installation/State Criminal History Repository/National Agency checks.

**Accounting Technician NF-0525-II**: Performs double-entry accrual accounting work in order to maintain a combination of journals and ledgers. Prepares, examines, verifies, and analyzes a variety of documents to determine their mathematical correctness, validity, and clerical accuracy. Documents may include purchase orders, vouchers, payrolls, timecards, property records, etc., which are complicated by discounts, partial payments, etc. Communicates with the Share Service Center to resolve discrepancies. Resolves disagreements by contacting vendor, completes posting documents with backup attached, codes documents, and posts to appropriate ledger or journal. Posts and totals general ledger accounts each month. Prepares worksheets, statements, and closes accounts. Prepares reports monthly, quarterly, and annually, reflecting the financial condition of activities serviced by the accounting unit. Is personally accountable for custody of cash and cash items. Performs other related duties as assigned. Must satisfactorily complete installation/State Criminal History Repository/National Agency checks.



## Child Development Center Positions

**Child Development Program Assistant, CY-1702-01 (Entry level):** Helps arrange room and play materials to accommodate the daily schedule. Helps create adult-made games and play materials, and assists with developing a list of needed supplies and equipment for submission to the supervisor. Receives children from parents. Notes all special instructions that parents may provide. Maintains an accurate count of children in their charge. Conducts the appropriate play and learning activities to foster individual and group activity development. Leads children in songs, games, finger plays and other activities. Interacts with children during programmed activities. Attends to the physical needs of the children. Rocks and holds babies, and assists children during family-style meals. Helps children collect their belongings when they depart. Ensures that each child leaves with his/her parent or someone authorized to take the child. Requires high school diploma or equivalent, 18 years old, and the ability to read, write and speak English. Must satisfactorily complete AF Training Modules within prescribed time frame. Must satisfactorily complete physical exam and installation/State Criminal History Repository/National Agency checks.

**Child Development Program Assistant, CY-1702-02 (Intermediate level):** Assists in planning and conducting an effective child development program to meet the physical, social, emotional, and intellectual needs of each child based upon stated goals and a curriculum plan provided by the supervisor. Reviews and implements daily schedules and activity plans, and briefs lower-graded employees. Assists in arranging the room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Conducts daily health checks of children and notifies the supervisor of any marks or other signs that might indicate a suspicion of illness, abuse or neglect. Assists in creating a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment etc. Completes and submits required reports in an accurate and timely manner. May participate in conferences with parents and supervisors. Attends to the physical needs of the children, and helps children develop self-help skills. Must have six months experience working in a group program for young children including day care, preschool, nursery school, kindergarten, or licensed family day care. Completion of 3 AF Child Development Program Assistant (CDPA) Certification Modules (or equivalent) and AF Orientation Training Programs; **or** 15 semester hours above the high school level in child care or related fields; **or** secondary vocational program in child care. Must satisfactorily complete AF Training Modules within prescribed time frame. Must satisfactorily complete physical exam and installation/State Criminal History Repository/National Agency checks.

**Child Development Program Assistant, CY-1702-03 (Target Level):** Assists in planning and conducting an effective child development program to meet the physical, social, emotional, and intellectual needs of each child based upon stated goals and a curriculum plan provided by the supervisor. Reviews and implements daily schedules and activity plans, and briefs lower-graded employees. Arranges room and play materials to accommodate the daily schedule. Sets up displays and bulletin boards. Maintains an



accurate count of children in their charge. Conducts daily health checks of children and notifies the supervisor of any marks or other signs that might indicate a suspicion of illness, abuse or neglect. Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of children through constant supervision, effective arrangement of space, proper maintenance of equipment etc. Completes and submits required reports. Participates in conferences with parents and supervisors. Attends to the physical needs of the children, and helps children develop self-help skills. Coordinates by age, the appropriate play and learning activities to foster individual and group activity development. Leads children in songs, games, finger plays, and other activities. Uses approved child guidance and care giving techniques that support overall program objectives. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Attends to the physical needs of the children. Must have six months experience equivalent to the CC-02 level working in a group program for young children. Completion of AF Child Development Program Assistant (CDPA) Certification Modules (or equivalent); **or** 30 semester hours above the high school level which included at least 15 semester hours in child development, early childhood education, or related fields. Must satisfactorily complete physical exam and installation/State Criminal History Repository/National Agency checks.

**Child Development Program Leader CY-1702-04:** Assists in planning and conducting an effective child care development program to meet the schedules and activity plans, physical, social, emotional, and intellectual needs of each child based upon stated goals and a curriculum plan provided by the supervisor. Reviews and implements daily schedules and activity plans, and briefs lower graded employees. Arranges room and play material to accommodate the daily schedule. Sets up displays and bulletin boards. Helps create adult-made games and play materials, and assists with developing a list of needed supplies and equipment for submission to the supervisor. Receives children from parents. Notes all special instructions which parents may provide. Maintains an accurate count of children in their charge. Conducts daily health checks of children. Notifies the supervisor of any marks or other signs that might indicate a suspicion of illness, abuse, or neglect. Creates a pleasant, inviting atmosphere for children. Ensures the safety and sanitation of Children through constant supervision, effective arrangement of space, proper maintenance of equipment, etc. Completes and submits required reports in an accurate and timely manner. Participates in conferences with parents and the supervisor. Coordinates by age, the appropriate play and learning activities to foster individual and group activity development. Leads children in songs, games, finger plays, and other activities. Interacts with children during programmed activities. Uses approved child guidance and care giving techniques that support overall program activities. Maintains continuous observation of children to detect early signs of distress or abnormal behavior. Attends to the physical needs of the children. Helps children to develop self-help skills. Rocks and holds babies, assists children during family-style meals. Serves as a leader to the Child Development Program Assistants with responsibility for the operation of the activity and program in accordance with applicable regulations. Relays instruction from the supervisor and gets the work started in accordance with the daily activity plan. Demonstrates proper work methods and provides work related guidance to subordinates. Conducts on-the-job training and instruction. Ensures that employees follow security, safety, health and other required rules. Checks with supervisor on problems.

**Cook, NA-7404-06:** Performs duties that include, but are not limited to, the following: roasts, broils, bakes, fries, boils, steams and stews meats, fish and poultry. Prepares soups,



stocks, broths, gravies, sauces and puddings without the use of packaged mixes. Prepares entire meals that require coordinating the cooking of several items with different cooking times and characteristics. Plans the cooking process to produce complete meals on time and at the proper temperature. Must have experience in and knowledge of food preparation principles and characteristics of food, and of planning processes to ensure entire meals are prepared and cooked on time. Must be able to perform yield testing to determine portion cost and to adjust ingredients in standardized recipes. Must have knowledge of procedures to order, issue and store food. Experience and knowledge must have been gained in a grill, snack bar, restaurant, club or similar food activity. Must be physically able to frequently lift objects weighing up to 40 pounds, and occasionally over 40 pounds. Must be able to continuously stand, walk, stoop, reach, push, pull and bend for long periods of time. Must be able to obtain a Food Handler's Certificate and/or complete food handler's training. Must satisfactorily complete physical exam and installation/State Criminal History Repository/National Agency checks.

**Food Service Worker, NA-7408-02:** Breaks down and cleans area when meals are complete. Sets up and operates dishwashers, performs preventive maintenance and cleaning. Scrapes, soaks, scours and scrubs bowls, pots and pans. Also performs heavy duty cleaning tasks such as ceilings, exhaust hoods, under and behind kitchen equipment, washes floors and walls, walk-in refrigerators and freezers, sanitizes garbage cans. May unload food from delivery trucks. Collects and transfers trash from work area to disposal area. Assembles and tosses fresh fruit or green salads in quantity using prepared dressings, serves into standard serving sizes. Makes cold sandwiches using prepared lift or move objects weighing up to 40 pounds. Must be able to continuously stand and walk, and frequently stoop, reach, push, pull and bend for long periods of time. Must be able to obtain A Food Handler's Certificate and/or completes food handler's training. Must satisfactorily complete physical exam and installation/State Criminal History Repository/National Agency checks. Makes coffee, tea and other beverages.

## Human Resources Office Positions

**Human Resources Assistant (OA), NF-0203-II:** Assists in providing recruitment and placement service to NAF activities by procedurally processing a full range of personnel actions such as appointments, position and pay changes, transfers, and separations. Maintains an applicant supply file, distributes vacancy lists and announcements, and runs referral listings. Checks for presence of necessary documents, for completion of all necessary items in each document, and for arrangement of necessary documents in proper sequence. Checks items of information for conformance to applicable laws, regulations, etc. Contacts appropriate sources to secure missing data or documents. Provides specific items of information to NAF employees regarding personnel matters including, but not limited to, insurance, retirement, 401(k), unemployment compensation, workers' compensation, and awards, found in commonly used regulations, instructions, or manuals. May in-process new employees, providing an overview of employee benefits and assisting in the completion of employment documents. May maintain Official Personnel Folders, position control registers, office files, group insurance files, etc. May be responsible for processing security checks to include installation records checks, state criminal history repository checks, and national agency checks. Operates a computer remote terminal and word processing equipment.



Inputs personnel data into the automated NAF personnel data system to process a variety of personnel actions. May requisition forms and post changes to directives. Performs other related duties as assigned.

## Outdoor Recreation Office Positions

**Recreation Aid (Outdoor Activities) (NF-I)** Performs and/or assists in the operation and maintenance of indoor and/or outdoor recreational facilities. Greets and directs visitors to the appropriate area, routes incoming telephone calls, and provides general routine information upon inquiry. Checks out and receives RV campers from customers, to include providing information on user responsibilities of proper cleaning and maintaining of camper, and towing requirements. Conducts a detailed inspection from a standardized checklist of camper along with use of features with customer. Assists customers with hooking trailer onto and off customer's vehicle as needed. Ensures campers are clean upon return, and may perform minor housekeeping and maintenance duties. Assists with operation of RV lot to include: space assignments, contract completion, briefing customers on use of facility and their responsibilities, and may perform minor maintenance/upkeep of RV lot. Assists patrons with issuing/receiving rental equipment and tables/chairs. Maintains equipment as needed. Performs over-the-counter selling of a variety of merchandise in the outdoor recreation retail operation. Performs other related duties as assigned.

**Recreation Assistant (Engraving and Framing), NF-0189-II**

Assists patrons in all areas of the Outdoor Recreation Engraving and Resale Program. Operates a variety of equipment in assigned area, to include cash register, computerized engravers, sublimation transfer equipment, heat presses, copiers, mat cutters, choppers and hand power tools. Establishes and maintains maintenance program for all engraving equipment. Produces all necessary art work, lettering sketches, illustrations or any other method which is appropriate for the project or in connection with the various job requirements. Maintains files on work accomplished to include the graphics, logos, designs, and lettering on a variety of materials. Prepares displays, orders supplies, conducts inventories and ensures receiving reports are completed for inventory items. May provide technical guidance to coworkers and demonstrate techniques. Performs and/or assists other personnel in the operation and maintenance of indoor and/or outdoor recreational facilities (Services Warehouse, RV Lot, and ODR Office). Must be able to read, write, spell English and figure basic math and measurements. Must have a clear speaking voice, be able to deal with the public and communicate both orally and in writing. Knowledge and experience of office automation software are required and have the ability to operate a cash register. Experience with Corel Draw and operating a computerized engraving machine is desirable. Must have responsible experience in clerical, office, cash handling or retail sales store work of any kind, which demonstrates the ability to perform satisfactorily at the grade level of the position. May work uncommon work schedule, including weekends. Requires continuous standing, walking and stooping. Subject to metal and wood splinters, adhesives,



paint fumes, cuts, burns and bruises. Must be physically able to lift and carry items up to and including 50 pounds. Must be able to satisfactorily complete a pre-employment physical. Must possess a valid driver's license and successfully complete a Local Agency (LAC) and National Agency Check (NAC).

**Clerk (Outdoor Recreation), NF-0303-II:** Performs primarily substantive clerical work in support of the administrative and operational requirements of Outdoor Recreation Programs. Researches, selects and purchases items for sale to include novelty items, clothing, food, drink, entertainment packages (tickets and tours) by using personal knowledge and customer feedback; big-ticket items are submitted for supervisor's approval. Prepares DD 250's for merchandise purchased and arranges for pickup and/or delivery of wholesale orders. Manually maintains a daily tracking spreadsheet by using the cash register's tape. Troubleshoots discrepancies on daily and financial reports. Assists customers with completing paperwork in IAW RV Lot Agreement – explaining the details, fees, contract expiration and payment options. Corresponds with the NAF Accounting Office (AO) to reconcile the 232 accounts for RV payments, tickets, etc. and returns paperwork to the NAF AO. Maintains separate spreadsheets on RV Lot customers for payment history information. Operates cash register, rings up the sale, receives money and makes change and processes credit card sale. Counts and balances cash register and completes required paperwork at the end of the day. Creates proper displays of goods; prices merchandise according to pricing guides; and maintains stock level. Assists with manual inventories on all merchandise and resale items on a monthly basis. Performs the necessary functions of the computer based ticket procurement system. Assists customers with questions regarding local tourism, entertainment, and travel. Ensures proper opening and closing procedures of facility are followed. May be required to open/close the Services Activities Center for functions or to issue/receive equipment. Performs housekeeping duties in sales and storage areas. Performs other related duties as assigned. Must have experience in receipt, disbursement, examination, deposit or other processing of cash items, which includes direct handling of cash and use of cash accountability control methods. Progressively responsible general clerical experience that has demonstrated arithmetic aptitude and ability, accuracy and attention to detail. Must be able to read, write and speak English; communicate both orally and in writing; and possess skills in dealing with the public. Must possess a valid driver's license and successfully complete a Local and National Agency Check.

## Fitness Center Positions

**Recreation Aid (Fitness Center), NF-0189-I:** Performs and/or assists other recreation assistants in the operation and maintenance of the Fitness and Sports Programs. Types of duties include but are not limited to the following: Operating a front desk operation; ensures only authorized patrons use the facility and equipment; maintains reservation system for sports courts and fields; issues and receives equipment; maintains indoor facility; ensure check-out items are clean and in good repair; inventories, restocks and displays check-out items; provides equipment manager with a list of re-order needs. Operates point of sale system; performs receiving and disbursing cashier duties; accepts payments, checks, makes change, may prepare and issue change funds, bank deposits and daily reports. Properly safeguards funds; ensures reserved areas are ready for use by customers; ensures lockers are clean and operable. Assists in setting up facilities, grounds and



equipment for programs and special functions. Provides assistance to facilitate user by explaining function and features available. Performs other duties as assigned.

**Recreation Assistant (Fitness Center), NF-0189-II:** Performs a variety of duties in support of the day to day operations of the fitness center. Maintains order and enforces policy and procedures and safety rules for fitness centers. May open and/or close facility/ prepare league schedules; promote programs and maintain standings and changes. Maintains reservation system for sports courts and fields. Receives, stores, and issues towels and a variety of recreational supplies and equipment. Inventories, maintains simple inventory records, initiates actions to restock low supplies, and displays checkout items. Assists in the physical conditioning programs by demonstrating equipment, methods and procedures to be used as well as proper safety techniques. Collects fees for services and resale merchandise. Requires one year specialized experience in a fitness center. Must possess experience that has provides knowledge of a standardized body of rules, procedures and operations related to one or more indoor/outdoor recreation functions in order to perform the required activities in a fitness and sports environment. Must have documented 75 hours of individual personal training and or group exercise leadership (CIAR or ACSM). Must satisfactorily complete a physical exam and Local and National Agency check.

**Supervisory Fitness/Sports Spec (Asst. Fitness Center Director), NF-0030-III:** Assists Fitness Center Director in planning, coordinating, and maintaining all administrative, operational, and fiscal aspects of a comprehensive fitness and sports program. Performs all personnel management functions in the absence of the director. Manages all aspects of base adult fitness program to include all core fitness activities, enhanced programs, and instructor contracts. Establishes an annual fitness plan for all training, fitness classes, incentive programs, and special events. Prepares budget for all fitness contracts and ensure payments are made. Works directly with the HAWC fitness manager to execute integrated fitness/wellness initiative. Oversees fitness equipment maintenance practices. Requires one year specialized experience which has provided knowledge of a standardized body of rules, procedures and operations related to one or more indoor/outdoor recreation functions in order to perform the required activities in a fitness and sports environment. Requires skill in preparing budgets, managing financial & physical resources of fitness & sports program & in organizing available resources with program framework. Must be able to lift up to 75 pounds and work an uncommon tour of duty. Ability to supervise, train & schedule subordinates. Must satisfactorily complete a physical exam and Local and National Agency check.

**Supervisory Fitness/Sports Spec (Fitness Center Director), NF-0030-IV:** Plans, develops, organizes, manages and supervises diverse and comprehensive physical fitness and sports programs which include group exercise classes, self-directed fitness and sports programs, incentive programs, special events, intramural, extramural, and varsity sports and instructional programs. Develops annual operations plan that defines the organizational structure; sets staff duties and responsibilities and establishes short/long term goals and procedures. Requires one year specialized experience which has provided knowledge of a standardized body of rules, procedures & operations related to one or more indoor/outdoor recreation functions in order to perform the required activities in a fitness and sports environment. Requires skill in preparing budgets, managing financial & physical resources of fitness & sports program & in organizing available resources with program framework. Must be able to lift up to 75 pounds and work an uncommon tour of duty. Ability to



supervise, train & schedule subordinates. Must satisfactorily complete a physical exam and Local and National Agency check.