

**UNITED STATES MILITARY ACADEMY
AT WEST POINT
NONAPPROPRIATED FUND POSITION VACANCY**

PURCHASING AGENT

ANNOUNCEMENT # NENAFBR08087	PAY PLAN/SERIES/GRADE NF-1105-03	ISSUE DATE 02-DEC-2008
LOCATION DIRECTORATE OF CADET ACTIVITIES BOOKSTORE	PAY RATE \$25,044.00 PA	CLOSING DATE 23-DEC-2008
UNITED STATES MILITARY ACADEMY CIVILIAN PERSONNEL ADVISORY CENTER (NAF UNIT) 626 SWIFT ROAD WEST POINT, NEW YORK 10996		(845-938-2822) (845-938-4580)

DEPARTMENT OF ARMY RANKED ONE OF THE TOP TEN FEDERAL WORKPLACES FOR 2007!

AREA OF CONSIDERATION: This announcement is open to all sources of recruitment, Nonappropriated (NAF) and Appropriated (APF) Fund Employees and outside candidates. Employment preference is given to military spouses (SEP)* (see statement below) and involuntarily separated military members (ISM). Persons eligible must request consideration at the time application is made. Eligibility must be verified by ONE OF THE FOLLOWING: Sponsor's PCS orders, DD-214 or a copy of an official letter from the appropriate military service indicating eligibility. SEP and ISM preference is terminated upon acceptance or declination of any continuing position, whether or not preference was applied.

POSITION STATUS: REGULAR PART-TIME: Monday through Friday, Monday-Friday, 7:45am – 4:30 pm, may include weekends and evenings. Eligible for benefit package [health/life/long term care insurance, retirement and 401(k)], paid Holidays and accrual of annual and sick leave.

MAJOR DUTIES: Performs a variety of purchasing assignments requiring knowledge of Army procurement regulations and industry practices to provide a wide variety of services and goods to activities serviced. Ensures all purchases support documents are complete prior to initiating an acquisition. Prepares and monitors complete documentation, including modifications, for each transaction up to the point of signature by the contracting officer. Establishes and maintains records related to the procurement process. Performs contract administration. Reviews/reconstructs procurement actions worked by other procurement staff. Coordinates action with services and supporting activities.

QUALIFICATIONS: Completion of the requirements for a bachelors degree in business administration or comparable work experience.

CONDITIONS OF EMPLOYMENT:

- Mandatory Direct Deposit/Electronic Transfer of Pay Enrollment
- Satisfactory completion of pre-employment background checks in accordance with AR 215-3.

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IDENTIFICATION: E-Verify participant. Original Social Security Card, photo ID, and other documents as required on Form I-9, working card (for minors under 18), certifications and direct deposit information must be presented on date of inprocessing in order to start work.

NOTE: STATEMENTS CONCERNING QUALIFICATIONS ARE SUBJECT TO VERIFICATION

REQUIRED FORMS/WHERE TO FILE: DA FORM 3433 (Application for Nonappropriated Fund Employment) or USMA Form 2476 (Application for Current NAF Employees for In-House Promotion or Change) may be obtained and filed at the Civilian Personnel Advisory Center (NAF Personnel), 626 Swift Road, West Point, NY 10996, during the hours of 0800-1600, Mon thru Fri. Applications may also be downloaded from www.usma.edu/cpac. Click on NAF, NAF Jobs, How to Apply. Supporting documentation (transcripts, copies of college degrees, HS diplomas or other certifications as indicated on announcement should be attached and mentioned on application/resume for consideration in meeting qualification requirements of the position.

FOR OTHER POSITIONS: Visit our website at www.usma.edu/cpac (click on NAF) or www.epol.army.mil, click on Employment Information, Search for Jobs and then scroll to bottom of page and type %BR% where it asks for announcement #. If you need more assistance, call 1-845-938-2822.

EQUAL OPPORTUNITY EMPLOYER: Department of the Army Nonappropriated Fund Instrumentality's are Equal Opportunity Employers.

***MILITARY SPOUSE:** Must submit **DA Form 3433**, sponsor's **PCS order** and **Military Spouse Preference Request** form at time of application. (Please write "Military Spouse Preference" across top of application). Please note: preference can only be used once for each installation. Must qualify according to terms of announcement to be considered.

ADULTS WITH DISABILITIES ACT: The Department of the Army NAF 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 NAF civilian personnel unit. Requests for reasonable accommodation are made on a case by case basis.

WHISTLE BLOWER PROTECTION: Applicants for employment and employees are protected from reprisal in making protected disclosure. Complaints in this regard may be initiated by calling the DoD Hotline at 1-800-424-9098.