

**REGIONAL NAF PERSONNEL OFFICE**  
**MWR Dept/NSA, VQ-WPNSTA Yorktown, FISC Cheatham Annex**  
**VACANCY ANNOUNCEMENT**

1/5/04

Does not confer to Civil Service Status

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**POSITION:** **Motor Vehicle Operator** **ANNOUNCEMENT # YT 26-04**  
NA-5703-07  
Salary: \$9.26-\$9.67  
**LOCATION:** MWR Fund, Recreation Division **CLOSING DATE:** Open Until Filled  
Yorktown, VA 23691

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**AREA OF CONSIDERATION:** Open (2) Positions, Flexible  
**NOTE:** No relocation costs will be paid Direct Deposit of salary is a condition of employment

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**DUTIES:** Drives vehicles on a non-regular basis to various destinations on board NWS, Yorktown, to provide support to Fleet Personnel while at Naval Weapons Station, Yorktown Va., and other required movement of personnel in support of the overall Recreational Services Mission. Vehicles may vary from a 15 passenger van, 29 passenger van or 48 passenger diesel operated bus. Keeps trip records or logs, showing time of departure, trip mileage, gasoline, diesel fuel, and oil consumption, etc. Reports any defects in vehicle operation, accidents, damages, or traffic violations. Makes operational inspection of vehicle for loose parts, damaged or worn tires, proper oil level, battery condition, and similar items. Check presence and usability of assigned equipment, such as tools, tire changing equipment, fire extinguishers, and first aid kits. Cleans assigned vehicle daily. Is responsible for the comfort and well being of passengers assigned to his/her trip to the extent possible with the equipment available to him/her. In this area incumbent will also be responsible for maintaining discipline amongst the passengers as far as possible without using any form of physical force or violent language. Performs other related duties as assigned.

**QUALIFICATIONS:** Incumbent is required to be skilled in handling controls for starting, stopping, backing and driving vehicles, including buses, in congested conditions and during adverse weather. Must know safety rules and regulations. Be familiar with various streets, highways and station location points normally driven. Know the law governing highway traffic and military rules and regulations on traffic. Must have a valid VA chauffeurs driver's license (CDL) with passenger writer and be able to procure a valid government drivers license up to and including a 48 passenger van.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: MWR Office, NAF Personnel Office, Building 2011 Belzer Road, Yorktown, VA 23691.

-**MAILING INSTRUCTIONS:** MWR Department-NWS, P.O. Box 32, Lackey, VA 23694-0032.

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. **ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.**

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- **VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. **ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.**

-**ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

***"The Department of the Navy is an Equal 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 or any other non-merit factors."***

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS Line: 440-JOBS (5627)