



Hours of Operation

Monday-Wednesday and Friday

7:30 am-3:30 pm

Thursdays

Closed

Weekends & Federal Holidays Closed

Address

NAF Human Resources Office

8011 Tampa Point Blvd. (Bldg 373, 2nd Floor)

MacDill AFB, FL 33621

Phone: (813) 828-2911

DSN: 968-2911

tinyurl.com/macdillhro

www.nafjobs.org



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NAF employees are Federal employees who are paid with money generated from base Force Support facilities, rather than tax dollars appropriated by Congress.

FLEXIBLE category employees have a work schedule that depends on the needs of the activity. They may work from 0 to 40 hours per week and are subject to on-call work, with no guarantee of minimum hours. Your employment category may change based on supervisor's discretion and the needs of the activity.

REGULAR category employees fall into 2 categories: Regular Part-Time (RPT) employees are guaranteed a work schedule of 20-34 hours per week and Regular Full-Time (RFT) are guaranteed a work schedule of 35-40 hours per week. Regular employees are also entitled to additional benefits such as paid leave, health insurance, retirement plan, 401(k) savings plan and holiday pay.

There are three pay systems within NAF – Crafts and Trades (NA, NL and NS), NAF Pay Band (NF) and Child & Youth Pay Band (CY).

Crafts and Trades (CT) includes positions such as Cook, Custodial Worker, Bartender, Laborer, etc. There are three pay schedules under the CT pay system covering non-supervisory (NA), leader (NL) and supervisory (NS) positions; each pay schedule consists of 15 grades with five steps in each grade. The grade is determined by the duties and skills required for the position. Only CT employees are eligible for within-grade increases (WGI's).

NAF and Child & Youth Pay Bands (NF and CY) include technical, administrative, child care, managerial and professional positions such as Recreation Aid, Child and Youth Program Assistant, Cashier, Accounting Technician, etc. There are six NF and two CY bands with a minimum and maximum pay rate for each band. New employees will normally start at the minimum rate in a band; however, supervisors may recommend the pay be set at any rate within the band. There are no within-grade increases in pay bands; your supervisor determines any salary increase except the annual cost of living increase.

MacDill Air Force Base

NAF Human Resources Office (HRO)



NAF HRO

Application Information - How to Apply

Forms to apply for NAF employment

- OF-306 – Declaration of Federal Employment

All application forms are available online at www.nafjobs.org. Applicants are encouraged to include a résumé for more job detail. All selectees will be required to complete a Tier 1 Investigation and provide Direct Deposit (DD) information.

Additional Information for Child Care

If applying for a position in Child Care, include:

- A copy of HS Diploma/GED, including name of high school, city/state, and date of diploma/GED.
- Official transcripts from college or university, including type of degree, and dates.

**For applicants between the ages of 16 and 18, be prepared to provide a copy of proof of age.*

Positions are Located in the Following Activities:

- Arts & Crafts Center
- Bowling Center
- Child Development Centers
- Golf Course
- Human Resources Office
- ITT (Information, Tickets & Travel)
- Library
- Lodging
- Marketing
- Outdoor Recreation
- Resource Management
- Rickenbacker's Café & Bar/Box Office Bistro
- Youth Center

Civilian Employment MacDill AFB, FL

NAF HUMAN RESOURCES OFFICE (HRO)

The NAF HRO provides personnel services for the Force Support Squadron. Force Support facilities include the Bowling Center, Club, Golf Course, Arts & Crafts Center, ITT, Lodging, Library, three Child Development Centers, Youth Center/School-Age Program, Marketing, Outdoor Recreation, Resource Management, Rickenbacker's and Human Resources.

There is a wide diversity of NAF positions within the Force Support Squadron, ranging from accounting, clerical, managerial and other administrative positions, to child and youth care, laborer, food service worker, cook, custodial worker, bartender, woodworking and recreation aid and assistant positions. Applicants can check current vacancies and apply online by visiting www.nafjobs.org.

CIVILIAN PERSONNEL OFFICE

The CPO provides employment for APF (Appropriated Fund) federal civil service personnel at MacDill AFB. Apply for jobs online at www.usajobs.gov. Applicants can obtain sample résumés, application instructions, and additional information by clicking on “**Help/FAQs**” at the bottom of the page. You may also find and apply for positions with DECA (the Commissary) on this same website.

ARMY & AIR FORCE EXCHANGE SERVICE (AAFES)

AAFES provides employment for positions at the Base Exchange/Food Court, Shoppette, Burger King, and military clothing sales. Applications are only accepted online; go to www.aafes.com and click on “**Exchange Careers**” under “**About the Exchange**” at bottom of page.

AIR FORCE CIVILIAN SERVICE

www.afciviliancareers.com

FLORIDA DEPT OF ECONOMIC OPPORTUNITY

www.floridajobs.org



6th Force Support Squadron Job Positions:

- Accounting Technician
- Bartender
- Cashier
- Child & Youth Program Assistant
- Cook
- Custodial Worker
- Food Service Worker
- Guest Services Representative
- Laborer
- Lifeguard (seasonal)
- Maintenance Worker
- Office Automation Clerk
- Receptionist
- Recreation Aid
- Recreation Assistant
- Sales Clerk
- Supply Clerk
- Woodworker