

**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
NONAPPROPRIATED FUNDS DIVISION
ATTN: DES-Q
8725 JOHN J. KINGMAN ROAD, SUITE 3428
FORT BELVOIR, VA 22060-6221**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 023-04

TITLE: Automotive Mechanic Helper, NA-5823-05

OPENING DATE: 18 August 04

CATEGORY: Flexible

1st CUTOFF DATE: 27 August 04

OPEN UNTIL FILLED

LOCATION: Defense Distribution Center,
Auto Center, New Cumberland, Pennsylvania

SALARY: \$9.58 PER HOUR

MAJOR DUTY DESCRIPTION:

Assists automotive mechanics in performance of maintenance and repair on all combustion powered vehicles. Helps with repairs that can be accomplished by removing, replacing, adjusting, or cleaning defective parts or components such as fouled spark plugs, worn brake shoes, water pumps, engine gaskets belts and hoses, etc. Under the direct supervision of the automotive mechanic or higher grade worker, removes and replaces with standard parts, items such as spark plugs, fan belts, starters, carburetors, fuel pumps, water pumps, mufflers, tail pipes, etc. Assists in making settings and adjustments such as setting distributor and voltage regulator points, gapping spark plugs, setting engine idle and time, and taking up on brakes. Observes environmental, safety, and security rules and regulations.

QUALIFICATION REQUIREMENTS:

A basic knowledge of automotive repair such as could be gained at the high school or trade school level. Ability to use standard and metric automotive hand and powered tools. Ability to operate a motor vehicle. A driver's license is required. Works under the direct and constant supervision of an automotive mechanic or higher-grade automotive worker. Work is constantly reviewed for adherence to instructions.

WORKING CONDITIONS: Usually works indoors on concrete surfaces. Continually exposed to dirt, drafts, noise, dust, grease, and to the potential for burns, chemical irritations, chocks, bruises, cuts and strains. Occasionally works outside under adverse weather conditions. Required to follow safety procedures and use standard safety equipment such as gloves, ear protectors, and safety glasses and exercise proper handling of equipment and hazardous materials to avoid serious injury in the work area.

ELIGIBILITY AND AREA OF CONSIDERATION: Applicants who apply and who are determined to meet qualification requirements. Applications will be accepted from current Nonappropriated Fund employees serviced by this office. In the absence of sufficient well-qualified candidates from this source, applications (DA Form 3433) will be given consideration from former DA Nonappropriated Fund employees, eligibles from other Nonappropriated Fund activities and to applicants not employed by a Nonappropriated Fund.

EMPLOYMENT PREFERENCE: (1) **Military Spouses:** Spouse Employment Preference (SEP) will be given to eligible spouses of active duty military members, to include National Guard, and Reservist and Coast Guard on active duty. To be eligible for SEP, applicant must submit a signed statement requesting spousal preference and **a copy of the sponsor's PCS orders with the application for a position.** Refusal by the spouse to participate in established

recruitment procedures (i.e., interview, KSA's where required, etc.) is considered a declination of employment and is basis for termination of SEP entitlement for the current PCS of the sponsor. (2) **Involuntarily Separated Military Members**: Preference will be given to eligible members of the Armed Forces and their Families members, who were involuntary, separated under other than adverse conditions. To be eligible for ISM, applicants must submit a copy of DD Form 214 or DD Form 1173 for Family members, or a copy of official letters from Department of the Army indicating eligibility. (3) **Current and Former Nonappropriated Fund Employees**. (4) **Outside Applicants, Veterans**. (5) **Outside Applicants, Non-Veterans**.

EVALUATION METHODS: Candidates will be rated and/or ranked based on recency and relatedness of experience, appraisals and past performance by current supervisor, if available, special recognition and awards pertinent to the position applied for, self development and training directly related to the duties of the position to be filled.

HOW TO APPLY: Submit DA Form 3433 (NAF Application) ONLY. In keeping with the objective expressed by the Department of the Army (AR 215-3) to select the best qualified candidates available, management reserves the right to fill vacancies by the following methods: Reassignments, promotion, transfer, reinstatement of new appointments. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. Resumes will be accepted.**

BACKGROUND CHECKS: Installation Records Checks (ICR) is required for all positions. All background checks are a condition of employment for all employees.

EQUAL OPPORTUNITY: Defense Logistics Agency Nonappropriated Funds are Equal Opportunity Employers.

REASONABLE ACCOMMODATION: Defense Logistics Agency Nonappropriated Funds 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.

WHISTLEBLOWER PROTECTION: Applicants for employment are protected from reprisal in making protected disclosures.

**Mail to: Defense Distribution Center
(Auto Center Position)
2001 Mission Drive
New Cumberland, PA 17070
Or
Defense Logistics Agency
NAF Personnel Office, DES-Q
8725 John J. Kingman Rd, Suite 3428
Fort Belvoir, VA 22060-6221
Or Email: cisy.lapradd@dla.mil**

