



Nonappropriated Fund (NAF) Employment Opportunities

Perhaps you're in the NAF Hospitality, Sports and Recreation, or Retail field, or maybe you see yourself managing a golf course, running a recreation program, setting up a retail facility to serve deployed servicemen and women, or caring for preschoolers. If that's the case, then you should use the links below and keep abreast of NAF positions that may become available within other DoD Morale, Welfare and Recreation (MWR) programs or Military Exchanges.

For more information about NAF employment, please visit the following DoD NAF Component employment websites:

Army and Air Force Exchange Services:

<http://odin.aafes.com/Employment/default.asp>

Air Force Services Career Program:

<http://www-p.afsv.af.mil/CR/>

Army Civilian Personnel On Line:

<http://www.cpol.army.mil/library/naf/>

Navy Morale, Welfare and Recreation:

<http://www.mwr.navy.mil/mwrprgms/personnel.html>

Marine Corp Community Services:

<http://www.usmc-mccs.org/employ/>

Navy Exchange System:

<https://www.nexnet.navy.mil/pls/nexjobs/work4us>



Employment Opportunities



**SPOUSE EMPLOYMENT
PREFERENCE**

The Army and Air Force Exchange Service (AAFES) brings a tradition of value, service and support to its 8.7 million customers at military installations in the United States, Europe and the Pacific. AAFES' mission is to provide quality merchandise and services at uniformly low prices.



**REINSTATEMENT
ELIGIBLE**



BENEFITS

A base or post exchange (BX/PX) is similar to a community shopping center. It normally includes one or more retail stores, snack bars/fast food outlets and concessions such as barber/beauty shops, photography services, movie theaters and similar activities.



**CORPORATE
PROFILE**

Our headquarters and regional offices are located in Dallas, Texas. Among the nation's largest retailers, AAFES employs over 50,000 civilian associates.



**CORE
VALUES**

AAFES recruits for entry-level positions and management positions world-wide in Retail, Information Systems, Finance & Accounting, Logistics, Food Service/Restaurant Management, Contracting & Procurement, and occasionally other career fields.



DIVERSITY

Job Postings can change daily.
Please select the appropriate link below.

Note: All Applicants must have a Social Security Card to show eligibility to work in the United States.

[Spouse Employment Preference](#). Do you qualify?

NEW APPLICANTS: Be sure to keep your Applicant ID and password to apply to future positions and/or update your information.



We serve the best customers in the world, members of the United States military and their families. These great patriots deserve the very best and that is what we have delivered for over 100 years.

We are looking for happy people that are energetic, customer friendly and want more than just a job. If that describes you, apply today!

Ronnie D. Compton
Senior Vice President
Human Resources

ALL APPLICANTS: You must apply for each position that you are interested in. You will only be considered for positions that you apply to.

[New Applicant](#)

Create an Applicant Profile
(Online Application)

[Returning Applicant](#)

To update information on your existing online application

[Entry-Level Jobs by Location](#)

Find openings at the local Exchange

[Management / College Trainee Positions](#)

View Available Management/College Trainee Postings

[Contact HR](#)

Contact Information for each Exchange

HAVE A QUESTION OR COMMENT?

- You may contact us or provide feedback [here](#).
- Forget your password or need assistance with the online application?
Call 1-800-508-8466
(Monday - Friday, 6:00 am - 7:00 pm CST)

We appreciate your interest in AAFES Employment.

**HQ AFSVA**
Services Career Program[Forms](#) [Links](#) [FAQs](#) [Contact Us](#)[Program Information](#)[Job Announcements](#)

Page OPR: HQ AFPC - COMM# (210) 565-4055 - SVCP@randolph.af.mil

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7. If you have any questions or comments about the information presented here, please forward them to [PublicAffairs](#)



[CPOL Home](#) > [Library Index](#) > Nonappropriated Fund

Nonappropriated Fund

OUR VISION: NAF personnel professionals in partnership with NAF management recruiting, developing and retaining an outstanding workforce through modern personnel programs, policies and processes.

OUR MISSION: Provide quality personnel programs that assist NAF management in attracting, developing and retaining a workforce that is diverse, knowledgeable and skilled.

Available Documents & Information -----



[NAF Director's Welcome](#)



[NAF Employee Handbook](#) Updated Aug 2004



[NAF Jobkit](#) NEW! March 2005



[NAF Special Guidance](#)



[NAF Classification Program and FASCLASS](#)



[Appropriated & Nonappropriated Fund Benefit Comparison](#)  & 



[NAF Leave Programs](#)



[Sample Disciplinary Letters](#)



[Business Based Actions \(BBA\) Procedures](#)



[NAF articles in PERMISS](#)



[NAF CHR IDEF](#)



[Email NAF!](#)

Related Links -----



[Army Regulations at APD](#)



[Army MWR Employee Benefits Website](#)



[Army MWR Website](#)



[NAF Salary Tables](#)

Messages and Memorandums -----

Memo Topics

1. [General Guidance](#)
2. [Technical Services](#)
3. [Pay](#)
4. [Labor/Management Employee Relations](#)
5. [Classification](#)
6. [Staffing](#)
7. [Employee Benefits](#)

Document

Title (Click on memo title to view the memo)

1. General Guidance:

 Memorandum Dec 10, 2004	NAF CHR IDEF
 Memorandum Mar 17, 2003	Clarification of Army regulation (AR) 215-3, 5-46.a.b
 Memorandum Oct 18, 2002	Requirement to Present Social Security Card Prior to Appointment
 Memorandum July 26, 2002	Retirement Election Opportunities Under Public Law 107-107, The National Defense Authorization Act for Fiscal Year 2002
 Memo for See Distribution April 10, 2002	Directive-type Memorandum Modifying Subsection E6.1.3 of Department of Defense Instruction 1402.5, "Criminal History Background Checks on Individuals in Child Care Services for Nonappropriated Fund Employees
 Memo for See Distribution Oct 29, 2001	Change to Military Leave for NAF Employees
 Memorandum Sept 27, 2001	Appointment of Retired Members of the Armed Forces to Positions in the Department of the Army
 Memo for Distribution July 20, 2000	Clarification of NAF Personnel Incentive Awards Policy
 Memo for See Distribution June 9, 1999	Army Regulation (AR) 600-85 Change #3 Includes NAF Positions
 Memo for See Distribution June 98	Preventing Violence in the Federal Workplace
 Message 271247Z May 98	NAF Employee Participation in Volunteer Activities
 Message 181140Z May 98	Electronic Fund Transfer (EFT) Waiver Address for NAF Employees
 DFAS-HQ/FMP memorandum April 17, 1998	Mandatory EFT for Unions Dues Payments
 Message 281729Z Apr 98 1 pg	Electronic Fund Transfer for NAF Employees
 Memo for See Distribution April 1, 1998	Nonappropriated Fund (NAF) Personnel Modern System
 Message 251443Z Mar 98	NAF Reporting Requirements for the President's Welfare to Work Initiative
 Message #131312Z Jan 97	Clarification of Spouse Employment Preference (SEP) for Nonappropriated Fund (NAF) Positions

 Message #121314Z Sept 95	Nonappropriated Fund (NAF) Employee Furloughs
 Message #312347Z Jan 95	Performance Based Pay Adjustments for NAF Pay Band Employees
 Message 011554Z May 92	Revisions to the NAF Personnel System Modernization
 Memorandum , March 1, 1991	NAF Personnel System Modernization
2. Technical Services:	
 Message #201244Z April 99	Identification of Emergency Essential Personnel for Mobilization
 Message #191558Z Feb 99	Job Description Form 374
 Message #171855Z Feb 99	Deletion of Job Description Form for Nonappropriated Fund
 Memo for See Distribution Feb 99	Electronic Personnel Security Questionnaire (EPSQ) for Nonappropriated Fund, National Agency Checks
 Message 270820Z Oct 94	NAF Personnel Action: Separation-Death (DA Form 3434)
 Message 261015Z Aug 93	Service Computation Date - Length of Service
 Memorandum Dec 92	Delay of Return Travel from Foreign Areas
 Message 301632Z Nov 92	Criminal History Background Checks on NAF Individuals in Child Care Services
 Message Oct 92	Guidelines for Deploying NAF Civilian Employees into a Theater
 Message 291039Z Oct 91	Procedures for Effecting Pay Adjustments in NAF Pay Bands
 Message 051530Z Apr 91	Army Pay Band System Nomenclature
 Message 261530 Mar 91	Personnel Actions - NAF Pay Band Employees
 Message 061500 Mar 91	Advances of Pay of NAF Employees
 Message 061600Z Dec 90	Desert Shield Guidelines for Deploying NAF Civilian Employees to Southwest Asia

 Message 281500Z Aug 90	NAF Civilian Employees Entering on Active Duty
 Message 11150Z Apr 90	NAF Separation/Resignation DA Form 3434
 Message 121600Z Feb 90	Clarification of CNPO Procedures
3. Pay:	
 Memorandum Apr 8, 2002	Hostile Fire Pay for NAF Employees
 Memorandum Nov 26, 2001	Guidance on Repayment of Student Loans
 Memorandum July 30, 2001	Extension of Recruitment and Relocation Bonuses and Retention Allowances for Nonappropriated Fund (NAF) Federal Wage System (FWS) Employees
 Memorandum Apr 2, 2001	Audit of Nonappropriated Fund (NAF) Payroll
 Memorandum Aug 21, 2000	Guidance for Change in Calculation of Severance Pay for NAF Employees
 Memo for Distribution June 23, 1999	Department of Defense (DoD) Policy on Recruitment, Retention and Relocation Bonuses and Allowances for Nonappropriated Fund (NAF) Employees
 Message #151533Z Mar, 99	Removal of 90-Day Waiting Period Requirement for New NAF Employees Before Use of Annual Leave
 Message #171219Z May 96	Placement of NAF Child Development Program Assistant Employees
 Message 201309Z Feb 96	Compressed Work Schedules for NAF Employees
 Message 251558Z Oct 95	Duty Station for NAF Employees
 Memorandum October 24, 1995	Change in NAF Personnel Policy on Payment of Living Quarters Allowance (LQA)
 Message 112356Z Jan 95	NAF Employee Severance Pay
 Message 011533Z Dec 94	NAF Severance Pay
 Message 141011Z May 93	DFAS NAF Payroll Standardization

 Message 031500Z
Apr 90

[COLA for CC Employees](#)

4. Labor/Management Employee Relations:

 Memorandum
July 7, 1998

[Nonappropriated Fund Labor Agreement Review](#)

 Memorandum
Apr 3, 1998

[Nonappropriated Fund Labor Agreement Review](#)

 Message 032158Z
Feb 95

[NAF Incentive Awards](#)

 Message 291235Z
June 93

[Maximum on-the-spot Award NAF](#)

 Message 050913Z
Apr 93

[NAF Employee Grievances](#)

 Message 071356Z
Dec 92

[Extension of Negotiated Provisions to Nonbargaining Unit Employees](#)

 Message 041218
June 92

[Procedure to Follow When negotiating a NAF Labor Contract](#)

 Message 241512Z
Feb 92

[Required documentation of a Nonstandard Benefit and Premium Pay](#)

 Message 311700Z
Jan 91

[Procedure to Follow When Negotiating a Labor contract Affecting Payroll Procedures or Employee Benefits](#)

 Message 231500Z
Oct 90

[NAF Union Proposals Affecting Wages or Benefits](#)

5. Classification:

 Message 021506Z
June 94

[Classification of NAF CT and CPPP Positions](#)

 Memorandum
Feb 11, 1991

[Instructions for Implementation of the NAF Pay Band System](#)

 Memorandum
Nov 13, 1990

[DOD NAF Pay Band System](#)

 Memorandum
Oct 29, 1990

[DoD NAF Pay Band System](#)

6. Staffing:

 Message 041452Z
June 92

[DoD NAF Employee Benefit Portability Program](#)

 Message 212124Z Sep 91	NAF to APF Conversions
 Message 121750Z Aug 91	Preference in Hiring in NAF Positions for Involuntarily Separated Military Members of the Armed Forces and Their Family Members
 Message 201500Z Feb 91	Implementing Instructions for Priority Consideration for NAF Employees
7. Employee Benefits:	
 Memorandum Mar 25, 2003	Rights and Benefits of Army NAF Employees Called to Active Duty
 Memorandum Aug 8, 2002	NAF HR Policy to Assist Civilian Employees Called to Active Military Duty
 Memorandum Dec 4, 2001	Department of Defense (DOD) Telework Policy and Guide Dated October 22, 2001
 Memorandum Aug 2, 2000	Nonappropriated Fund Expanded Sick Leave to Care for a Family Member with a Serious Health Condition
 Message #031319Z Sep 99	DoD NAF Health Benefits Plan Premium Negotiability Issues and HMO Issues
 Memo for SEE Distribution Jan 25, 1999	Selection of Third Party Administrator (TPA) for the Department of Defense(DoD) NAF Health Benefits Program
 Message 081816Z Oct 98	Enhancements to United States (US) Army Employee Retirement Plan (Military Service)
 Memo for SEE Distribution June 9, 1998	FERS Election Opportunity for NAF Employees Covered by CSRS
 Memo Jan 21, 98	Procedures for Requesting, Funding and Crediting Certain Military Service in the U.S. Army NAF Employee Retirement Plan
 Message 071715Z July 1997	Nonappropriated Fund (NAF) Discontinued Service Retirement (DSR) Clarification
 Message 101429Z March 1997	Voluntary Early Retirement Authority (VERA) and Discontinued Service Retirement (DSR) Program for NAF Employees
 Message 271438Z Jan 97	Tip-Offset for NAF Waiter Positions
 Message 201339Z June 95	Continuation of NAF Employee Benefits System Coverage During Periods of LWOP
 Message 112345Z Jan 95	Family Friendly Leave Act NAF Employees
 Message 090730Z May 94	Continuation of Insurance Benefits During extended LWOP - NAF Employees

 Message 230959Z
Mar 94

[Continuation of US Army NAF EBS Coverage During Periods of LWOP](#)

 Message 141530Z
May 91

[Waiver of NAF Health and Life Insurance Premiums - NAF Employees](#)

 Message 061500Z
Mar 91

[Advances of Pay of Nonappropriated Fund \(NAF\) Employees](#)

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MARINE CORPS COMMUNITY SERVICES



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EMPLOYMENT



The employee benefits package available to all regular full time and regular part time civilian Marine Corps nonappropriated fund (NAF) employees provides a full range of options, including health insurance, life insurance, a group retirement plan and a 401(k) savings plan.

Enrollment in the benefits package is available to all eligible employees during their 31 day eligibility period. Failure to enroll during that period may result in delay or loss of coverage opportunity. Consult your local personnel office for more details.

Military Spousal Preference applicants hired in a flexible position will not lose their spouse preference eligibility until movement or hired into a regular full or part time position. Once the spouse accepts or declines such a federal position at the new duty station, eligibility terminates, whether or not the position was obtained through spouse preference.

Spouses with less than 6 months time remaining in the area may be non-selected for permanent continuing positions.

Spouse preference may be exercised once per permanent relocation of military. If spouse preference is used to obtain a NAF vacancy, it cannot be used a second time for a civil service/APF vacancy, or vice versa.



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- Find A Job
- Benefits
- Associate Handbook
- Annual Report
- NEX Application

Work for Us

The Navy Exchange System, with headquarters in Virginia Beach, VA, is a \$2 billion plus retail division of the U.S. Navy, operating over 100 shopping complexes and 42 Navy Lodges around the world.

We have 16,000 civilian associates who enjoy a challenging and rewarding work environment. We offer attractive benefits package that includes medical/dental/life insurance, retirement, a 401K plan, paid holidays, vacation and sick leave, and much more. We are an Equal Opportunity Employer and welcome diversity in our workforce.



JOB OPPORTUNITIES

Managerial and supervisory opportunities are available at our headquarters in Virginia Beach, VA and at many of our facilities worldwide. View and apply for our most current opportunities online, by category below.

Entry level and non-supervisory positions are available at headquarters and many of the Navy Exchange locations worldwide. To see what openings are posted, use the Category search or Location pull down menu below to find the location you are interested in and to find out how to apply. Not all store vacancies may be posted. Visit our [Store Locator](#) map to obtain the contact information for the Human Resources Office of your desired location.

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