



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.usajobs.gov

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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 (WGs).

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

All job openings are available at www.usajobs.gov. Applicants are encouraged to create a profile and take the time to develop a strong résumé.

Searching for NAF jobs on USAJOBS:

Applicants should do a USAJOBS “Keywords” search using “Air Force Services” and the “Location” search using “MacDill AFB” or “MacDill Air Force Base” as the installation name.

Commonly Required Supporting Documents Include:

- Military Spouse: Permanent Change of Station (PCS) orders.
- Veterans: DD214 (Certificate of Release or Discharge from active duty, member 4 copy).
- Current or former Federal employees: Your most recent (non-award) Notification of Personnel Action (SF50 or AF Form 2545).
- Other: Diploma, Transcripts, Licenses & Certificates
Applicants may add other documents required for specific vacancies during the application process.

Positions are Located in the Following Activities:

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

Civilian Employment MacDill AFB, FL

Home to the 6th Air Refueling Wing and various tenant units, MacDill AFB draws a personnel base of more than 22K to the Tampa Bay, Florida area with an economic impact of \$3 billion. In addition, the 6th Force Support Squadron, part of “Air Force Services,” was recently awarded the General Curtis E. LeMay winner for large bases in 2018 and offers employment in 25+ programs/facilities throughout the installation. Tampa is conveniently located close to beautiful gulf coast beaches, a short distance to major theme park attractions, and home to various major sports teams. If you love people, are a team player, love serving military families and are ready to live “the Florida lifestyle” join our award winning team!

www.usajobs.gov

NAF BENEFITS

All Non-Appropriated Fund (NAF) employees are eligible to use the Fitness Center, Bowling Center, Golf Course, Club, Child Development Centers and other NAF facilities. There are also Civilian Development Education opportunities for eligible permanent employees.

Regular employees are eligible for health and life insurance, dental plans, performance awards, retirement plan, 401(k) savings plan, leave (annual, sick, military, administrative, maternity, paternity & court), FMLA (after 12 months of service), overtime pay, holiday pay, Sunday premium pay, shift differential, worker’s compensation, and unemployment compensation.

Flexible employees are eligible for overtime pay, FMLA (after 12 months of service), Sunday premium pay, shift differential, performance awards, worker’s compensation, and unemployment compensation.



Follow the 6th FSS is on Social Media!

<https://www.facebook.com/macdillfss>

<https://twitter.com/6FSS>

<https://www.instagram.com/macdillfss>

AIR FORCE CIVILIAN SERVICE

www.afciviliancareers.com



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