



NAF VACANCY ANNOUNCEMENT

MARINE CORPS COMMUNITY SERVICES

HUMAN RESOURCES DIVISION

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EQUAL OPPORTUNITY EMPLOYER

No. 153-09

Opens: 5 Nov 09

Closes: 16 Nov 09

POSITION: SEWING MACHINE OPERATOR LEADER

NL-3111-07

MINIMUM STARTING SALARY \$12.07 PER HOUR

TYPE OF EMPLOYMENT: FULL-TIME

LOCATION: MARINE CORPS EXCHANGE DIVISION, MILITARY CLOTHING SALES STORE (MCSS), HADNOT POINT

AREA OF CONSIDERATION: ALL SOURCES

MINIMUM QUALIFICATION REQUIREMENT: Must have two years experience in sewing and mending various clothing items on industrial type sewing machines according to military regulations.

1. **Introduction.** This position is located in the Marine Corps Exchange Division, Military Clothing Sales Store (MCSS), Hadnot Point, Marine Corps Community Services (MCCS), Marine Corps Base, Camp Lejeune, North Carolina. The incumbent leads Alteration Shop seamstresses in their daily duties.

2. **Duties and Responsibilities.** Demonstrates and promotes World Class Customer Service with an emphasis on courtesy. Assists customers and associates, and communicates positively in a courteous and considerate manner. Sews and mends military dress uniforms. Operates sewing machine and blind stitch machine. Sews on new or replaces chevrons, buttons, zippers, and NCO stripes. Assembles large and miniature medals with new ribbon and places in precedent sequence. Places attachments on medals and ribbons. Rips open seams with sharp knife or instrument to facilitate sewing. Uses a steam press or an iron to press seams open or take wrinkles out prior to sewing. Maintains a running inventory of all sewing supplies, ribbons and medal accessories within the Alteration Shop. Trains other employees in the proper sewing and altering techniques.

3. **Knowledge, Skills and Abilities (KSA's).** KSA's are the specific characteristics, gained through experience, that candidates must possess in order to perform the major duties of the position. Qualified applicants will be evaluated on the degree to which they possess the KSA's shown below. Applicants should indicate their KSA's on a separate sheet of paper attached to their resume with each KSA labeled to coincide with paragraphs below. There is no specific format required for KSA's; however, the recommended format is a narrative descriptive format. Applicants are encouraged to provide in detail their work or volunteer experiences that show relatedness to the particular KSA, being careful to annotate **specific positions, examples, and dates** for each work experience listed.

a. Describe work and related experience that demonstrates your ability to operate an industrial type sewing machine, such as blind stitch machine, eyelet machine and hemmer machine.

b. Describe work and related experience that demonstrates your skills in performing difficult sewing repair work on various articles of clothing to established military regulations.

c. Describe work and related experience that demonstrates your knowledge of the precedence sequence of medals and ribbons according to military regulations.

- d. Describe work and related experience that demonstrates your ability to lead others in accomplishment of work.
- e. Describe work and related experience that demonstrates your skills in fitting and marking military uniforms with a high degree of accuracy and precision.
- f. Describe work and related experience that demonstrates your knowledge in processing 604 forms and procedures.

SPECIAL REQUIREMENT: This is a Blue Collar Position where the incumbent must be able to lift and carry objects up to 45 pounds independently and objects over 45 pounds with assistance

4. **Selection.** This vacancy will be filled by the best qualified as determined by the selecting official.

VACANCIES MAY BE FILLED BY METHODS OTHER THAN INTERNAL COMPETITIVE PROCEDURES WHEN IT APPEARS THAT THE BEST QUALIFIED PERSON CAN BE OBTAINED FROM OTHER SOURCES. CURRENT AND FORMER NON APPROPRIATED FUND FEDERAL EMPLOYEES MUST LIST CURRENT AND/OR PREVIOUS EMPLOYMENT INFORMATION TO BE CONSIDERED FOR NONCOMPETITIVE APPOINTMENT. **INCLUDE POSITION TITLE, SERIES, GRADE, EMPLOYMENT DATES, AND REASON FOR SEPARATION FROM EACH POSITION HELD.**

5. **How to apply.** You may apply on line by attaching your resume and KSA's to an e-mail addressed to: lejeune.vacancies@usmc-mccs.org. You may also submit a resume/application/KSA's in person or mail to Marine Corps Community Services (MCCS), Attention: Director, Human Resources Division, Building 1401 West Road, Camp Lejeune, NC 28547-2539, **prior to 1500, 16 November 2009.** The application/resume must describe all experience, education and training to indicate ability to perform duties specified in paragraph 2. You may access Frequently Asked Questions (FAQ) concerning Merit Staffing procedures on our web site at <http://www.mccslejeune.com/jobs/jobsfiles/MeritStaffing.pdf>.

Spouses of relocating active duty military members applying through **Spouse Preference Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and attach a copy of sponsor's Permanent Change of Station (PCS) orders. **Effective 7 Oct 04, Spousal Preference applicants hired in a flexible position will not lose their spousal preference eligibility until movement or hired into a regular Full-Time or Part-Time position.** Involuntarily separated members of the armed forces and eligible family members applying through the **Transition Assistance Program** must submit a written request/statement (may be obtained from the MCCS Human Resources Division) and present ID card with "TA" stamped in red on front of card.

6. **Action Required of Managers/Supervisors.** Post on all official bulletin boards and distribute copies to supervisors for dissemination to employees.

As part of the employment process, Human Resources Division may obtain a Criminal Record Check and/or an Investigative Consumer Report. Employment is contingent upon the successful completion of a National Agency Inquiry background check.

Human Resources Division provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact HR at (910) 451-9279. The decision to grant an accommodation will be made on a case-by-case basis. It is Department of the Navy (DON) policy to provide a workplace free of discrimination and retaliation. The DON No Fear policy link is provided for your review. <https://www.donhr.navy.mil/NoFearAct.asp>.

This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.

Direct Deposit of total NET Pay is mandatory as a condition of employment for all appointments to positions within Marine Corps Community Services.