

College of  
MG Robert M



Installation Management  
Joyce, School for Family and MWR

# **NAF Personnel Management:**

## **Recruitment, Readiness & Retention**

### Session 1 Participant Guide



*Virtual Classroom Course*

## **Generations – Five in our workforce**

*“Each generation imagines itself to be more intelligent than the one that went before it, and wiser than the one that comes after it.”*

*~George Orwell*

In Session 1 of the NAF Personnel Management virtual course Learners will dive deep into the research surrounding the generations of our workforce to best assess their values, how we can benefit from their strengths and understand their challenges. Learners will then brainstorm how hiring practices will change as a result of this information as well as determine how to best retain the current workforce.

### **Objectives**

- Evaluate the author’s concepts to determine best practices for hiring NAF workforce
- Determine how to appeal to applicant’s strengths and needs based on generational information
- Select workplace practices to keep targeted employee productive

### **Pre-Course**

- Read *The great workplace revolution* by Klobucher and complete assignment. Upload to *Collaboration Space* by Instructor due date.

**In addition to the Participant Guide, have available:**  
Course Syllabus

### **Defense Connect Online (DCO):**

Your virtual classroom is located at <https://sfmwr.acms.com/pm>

*Please login 15 minutes prior to the start of your session*

### **Conference Calling**



### **OCONUS**

For OCONUS there are several dialing options. You will need to test each option to determine which one is best for your location.

Option 1 – dial 94 866-748-1120

Option 2 – dial 94 517-623-2946

Option 3 – dial 517-623-2946 as if you are dialing a local commercial number

Option 4 – dial 809-463-3376, wait for a second dial tone, and then dial 1-866-748-1120

**CONUS** 866-748-1120 (No DSN for CONUS calling)

**Participant Pass Code: 64104442#**

## POSITION DESCRIPTION

### ARMY NAF STANDARDIZED POSITION DESCRIPTION

**PD#:**  
AL965

**Sequence#:** VARIES

**Replaces PD#:**

#### RECREATION ASSISTANT

**NF-0189-03**

#### **POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION**

**Citation 1:** NAF PERSONNEL POLICY, AR 215-3, CHAPTER 3, 29 SEPTEMBER 2003

**Citation 2:** OPM PCS REC AID & ASST SERIES, GS-189, MAY 80

**Classification/Job Grading Certification:** *I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

**Classified By:** NAF GENERIC **Classified Date:** 08/07/2001

#### **POSITION INFORMATION:**

**FLSA:**

**Career Field:**

**Program Code:**

**Bus Code:** VARIES

**Region:** Northeast

**Financial Disclosure:** NO

**PD Status:** VERIFIED

#### **CONDITION OF EMPLOYMENT:**

**Drug Test Required:** VARIES

**Position Designation:** VARIES

**Position Sensitivity:**

**Security Access:** VARIES

**Emergency Essential:** VARIES

**Investigation:**

#### **DEVELOPMENTAL ASSIGNMENT:**

**Career Ladder PD:**  
NO

**Target Grade/FPL:**  
03

**Career Pos 1:**

**Career Pos 2:**

**Career Pos 3:**

**Career Pos 4:**

**Career Pos 5:**

**Career Pos 6:**

#### **DESCRIPTION OF MAJOR DUTIES AND RESPONSIBILITIES:**

##### MAJOR DUTIES:

Serves as a Recreation Assistant in support of a recreational activity applying a practical knowledge of recreational activities and skills in the use of recreation equipment, materials, and facilities. Assist in the planning/establishing of objectives and goals for the facility. Instruct customers in the proper use of equipment and programs within area of responsibility. Sets up recreational areas for sporting events, serving as an official as required. Helps plan, conduct, publicize, and arrange support for a variety of sponsored special events, social activities, tournaments and related functions.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued, accounts for monies, safeguards funds and makes daily deposits. Cleans and performs minor maintenance on facility equipment.  
Performs other duties as assigned.

#### **QUALIFICATION REQUIREMENTS:**

Work experience or education directly related to the duties to be performed.



## Breakout Room Exercise

### Activity

- Discuss values of each generation (beginning on p. 11)
- Brainstorm: why does each generation have these specific values
- 15 minutes

### Technical

- Dial into phone sub-conferencing once you are put into BOR
- To return to main phone conferencing, dial 0##
- Raise your hand if you have questions



## Breakout Room Exercise

### Activity

- Given three generations, brainstorm how you'd appeal to someone of that generation if they were applying for a job in your facility/program
- Use your book as your guide
- Be prepared to defend your logic
- 15 minutes

### Technical

- Dial into phone sub-conferencing once you are put into BOR
- To return to main phone conferencing, dial 0##
- Raise your hand if you have questions



## Phone Sub-Conferencing Exercise

### Activity

- Use S1 PG to review PD for Rec Assistant (PD# AL965)
- List your best practices for keeping this employee productive in the workplace on group's *Notes* pod.
- Be prepared to outbrief
- 10 minutes

### Technical

- Dial into phone sub-conferencing
- To return to main phone conferencing, dial 0##
- Raise your hand if you have questions



## Post-Session Assignment

### Assignments

1. Read Rath's *Strengths finder 2.0* and review Klobucher's *The great workplace revolution* Strategy #3 (pp. 84-102)
  - Identify and justify three strengths you think a Recreation Assistant should have for a Recreation Assistant position(Use PD#AL965 in Session 1 PG)
  - Be prepared to discuss during Session 2

See syllabus and Participant Guide for Session 2 Pre-Session assignment(s).



**Traditionalists (Born before 1946)**

**Baby Boomers (Born between 1946-1964)**

**Generation X (Born between 1965-1976)**

**Millenials/Generation Y (Born between 1977-1997)**

**Generation 2020/Generation Z (Born between 1998-present)**



# Welcome to NAF Personnel Management: Recruitment, Readiness & Retention Session 1

1-1



## syl·la·bus

NOUN

1. An outline of the subjects in a course of study or teaching: "there isn't time to cover the syllabus".
2. (in the Roman Catholic Church) A summary of points decided by papal decree regarding heretical doctrines or practices.

Synonyms

curriculum - programme - program - summary

1-1



## Housekeeping

- Please mute your phone
- Close other applications on your computer
- Have a copy of the Syllabus Workbook & Participant Guide
- If you get disconnected, log back into Adobe Connect or call back on the phone

1-2

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SCHOOL FOR FAMILY AND MWR

# VIRTUAL COURSES\*

✓ **Program Managers' Curriculum – Virtual Courses**

- ☐ Procurement for the NAF Program Manager
- ☐ Implementing the Family & MWR Delivery System
- ☐ NAF Personnel Management
- ☐ NAF Financial Management
- ☐ NAF Internal Controls

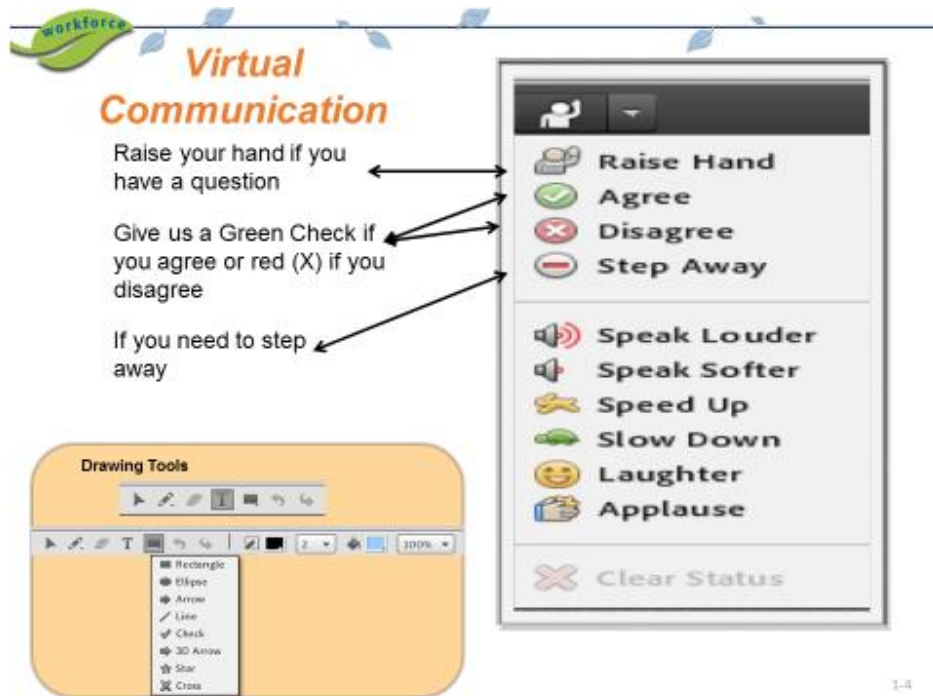
**Elective**

- \* Situational Leadership II for Program Managers

\* Please check the course catalog course dates, times, and course prerequisites. All times are based off of Central Standard Time (CST). Courses fill up quickly. Register today at [www.incomacademy.com](http://www.incomacademy.com).

1-3





1-4

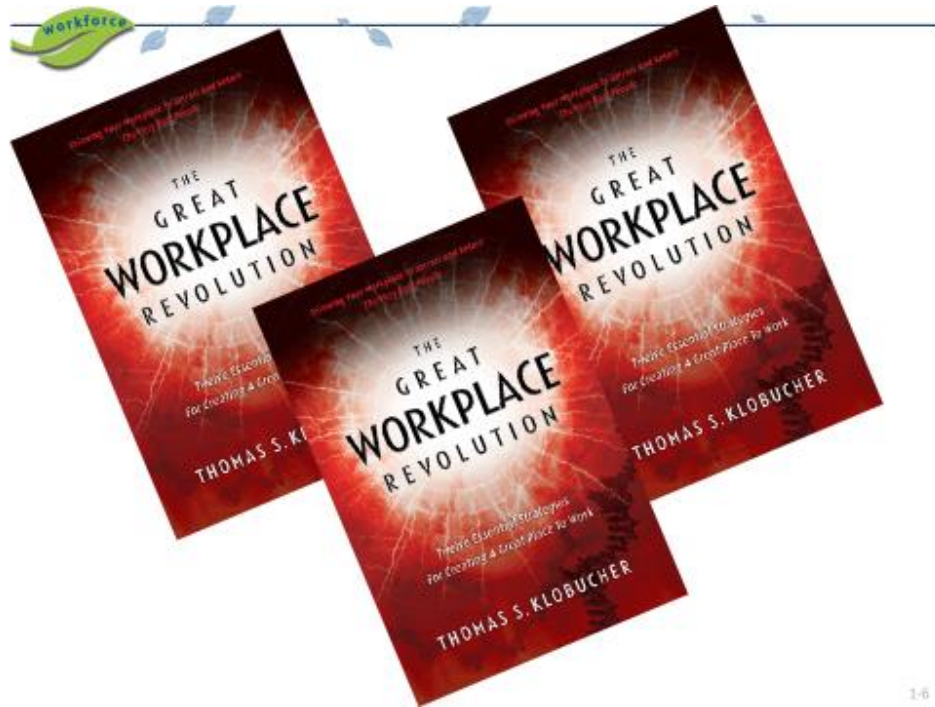


## Welcome to NAF Personnel Management

### Session 1 Objectives

- Evaluate the author's concepts to determine best practices for hiring NAF workforce
- Determine how to appeal to applicant's strengths and needs based on generational information
- Select workplace practices to keep targeted employees productive

1-5



1-6

## Generational Values



1-8



## What will you say?

Given three generations, brainstorm how you'd appeal to someone of that generation if they were applying for a job in your facility/program.



1-12