

Table 1. Classification System for White-Collar NAF Employees

WORK LEVEL AND PAY CATEGORY	COMPARABLE GS GRADES	BASIC WORK CHARACTERISTICS	EXAMPLES OF JOB TITLES
Junior Clerical/ Customer Service NF-1	GS 1-3	Routine clerical and customer service duties such as filing, typing, or selling merchandise.	Computer, Accounting, Personnel, Operations, Supply, Sales, Mail, File and Desk Clerk, Receptionist, Identification Checker, Lifeguard, Recreation Aid, Cashier, Duty Officer, Courier, Clerk Typist, and Customer Service Assistant.
Senior Clerical/ Customer Service NF-2	GS 4	More complex clerical, customer service, administrative, and technical support duties such as creating and maintaining files, applying regulations, conducting studies, demonstrating and selling merchandise, planning and conducting patron activities, or supervising activities/departments.	Recreational Assistant, Water Safety Instructor, Secretary, Cashier, Computer or Personnel Clerk/Assistant, Club Operations Assistant, Payroll Clerk/Technician, Senior Sales Clerk, Accounting Technician, and Head of Customer Service.
Specialist/ Management NF-3	GS 5-8	Entry-level management jobs and certain full performance administrative and technical jobs. Also includes jobs that assist specialists in these program areas: sports, accounting, payroll, budget, theater, catering, purchasing, automation, personnel, and retail, or supervising activities/departments.	Retail or Stockroom Manager, Administrative Assistant or Secretary, Recreation Specialist, Supervisory Recreation Specialist, Computer Specialist, Accounting Technician, Bowling Center Manager, Caterer, Club Manager, Procurement or Purchasing Agent.

Table 1. Classification System for White-Collar NAF Employees, Continued

WORK LEVEL AND PAY CATEGORY	COMPARABLE GS GRADES	BASIC WORK CHARACTERISTICS	EXAMPLES OF JOB TITLES
Senior Specialist/ Management NF-4	GS 9-12	A subject matter expert in a specialized area, responsible for ensuring compliance with regulatory procedures and fiscal constraints. Represents area of expertise to a NAFI and the public. Plans, organizes, directs, and evaluates program activities. Performs the full range of supervisory duties. Conducts surveys and studies of activities and functions to resolve problems or improve efficiency of operations.	Senior Auditor; Food Activity Manager; General Manager (Exchange); Retail and Branch Managers; Family Support Officer, Human Resources Specialist and Support Services Supervisor; Recreation Specialist; Employee Relations Specialist; Computer Specialist; Program Analyst; Support Services Supervisor; Food and Beverage Director; Marketing and Advertising Specialist; Club Coordinator; Morale Welfare and Recreation Director.
Top Management NF-5	GS 13-15	Typically management and supervisory positions. Positions that are subject matter experts in highly specialized areas at a regional or national level may be included. Includes managing a large NAFI at a large installation or directing a major program area at a regional level. Plans, organizes, and conducts a comprehensive program that integrates a variety of resources. Provides guidance, assistance, and advice to field activities. Coordinates with other national staff and the Military Services. Directs all phases of a major area or division within a NAFI, or the management of subordinate activities to include examination and recommendation for expansion, relocation, or discontinuation.	General Manager (Exchange), Attorney, Retail Manager (Main Store), Retail Manager (Region), Family Support Officer, Personnel Management Specialist or Officer, Policy and Program Manager or Analyst, Senior Program Analyst, Comptroller, Finance Manager, Club Manager, Community Operations Officer, Executive Director, Benefits Program Manager, Club Coordinator, and MWR Director.

Table 1. Classification System for White-Collar NAF Employees. Continued

WORK LEVEL AND PAY CATEGORY	COMPARABLE GS GRADES	BASIC WORK CHARACTERISTICS	EXAMPLES OF JOB TITLES
Senior Executive NF-6	SES	Executive duties with extensive mission accomplishment responsibilities in directing an entire NAF organization or a major sub-division thereof.	Director, Hospitality Management (Component Level); Chief Operating Officer (Entire Exchange System); Senior Vice President (Entire Exchange System Division)