Nonappropriated Fund
JOB APPLICATION KIT

Working To Support Our Customers

INTRODUCTION

This guide contains information to aid you in successfully completing your resume/Nonappropriated Fund (NAF) job application when applying for NAF employment opportunities. The below information provides specific guidance and instructions to assist applicants with applying for Army NAF employment.

NAF vacancy announcements are posted at www.armycivilianservice.com or www.usajobs.gov. Simply click on "Employment", then on “Search for Jobs” to find vacancy announcements and locations of interest. Each vacancy announcement has instructions for completing your application which includes information about the position, qualifications requirements, how to apply, required documents, benefits, and what to expect. Announcement sites are updated daily and we encourage you to make frequent visits to the site.

The new online process also provides applicants an electronic tool for submitting and tracking their application. The Application Manager provides easy access to information concerning the status of an application.

PREPARING YOUR JOB APPLICATION PACKAGE IN ADVANCE

To start the application process, create a USAJOBS account at www.usajobs.gov. In addition to the USAJOBS account, a ‘USA Staffing Application Manager’ account will need to be created to apply for Army job opportunity announcements at https://applicationmanager.gov. It is a separate Federal system from USAJOBS and used by many Federal agencies to collect online applications and assessment information for specific positions.

For additional information refer to the USA Staffing Application Manager quick start guide available on the login page.

If you do not have a computer or internet available you may apply using the fax process. Follow the instructions on how to fax an application package outlined in the job announcement.

Your application package includes your resume or DA Form 3433 (Optional Application for NAF Employee), complete responses to the assessment questionnaire and supporting documents. You may store some of these items in both your USAJOBS and USA Staffing Application Manager accounts to save time when you apply for a specific job announcement.

When using the **DA Form 3433**, applicants should ensure that each period of work experience includes beginning and ending dates for each separate job (i.e. 08 Jan 1999). Summarize major duties, showing position title, pay plan, series, and grade (government positions), and provide employer’s name, complete address, supervisor's name and telephone number.

REVIEW OF RESUMES/JOB APPLICATION

Your Resume/Job application will be reviewed for eligibility and qualifications prior to the certificate being issued to the selecting official. You are reminded that all information included in your resume is subject to review and verification. Authorized legal or regulatory penalties may be imposed on those submitting false information. Falsification of your Resume/Job Application could result in termination of employment.

SUPPLEMENTAL DATA

Supplemental data is required to assist human resource professionals in determining whether you are within the area of consideration and whether you meet all eligibility requirements. Refer to the applicant checklist, available under the “How-to-apply” section in the job opportunity announcement, to verify all required supplemental data is provided.

SUPPORTING DOCUMENTS

Supporting documents may be required and should be readily available prior to applying. The following are commonly required documents to determine eligibility and to claim certain selection preferences and/or priority considerations:

- Official Transcripts (original or copy) for positions with positive education requirement
- Certifications or licenses (e.g. First Aid, CPR, drivers license)
- Veteran priority consideration - Military Service – DD Form 214 (member 4 copy)
- Spouse Employment Preference – Military Service Member's PCS orders
- Involuntary Separated Military Preference – DD Form 214 and/or DD Form 1173 (Dependents ID card)
- Family Member Preference (Overseas only) – Sponsors PCS orders
- A copy of the separation DA Form 3434 when requesting priority consideration under business-based action

HOW TO APPLY

To apply for any job announcement, you must provide a complete **Application Package** which includes:

Your Resume/DA Form 3433

- You may create and store multiple resumes and choose the best for each application you submit
- You may create your resume using the USAJOBS template or copy and paste your current resume into the USAJOBS template

A complete Occupational (Assessment) Questionnaire

- Your qualifications and eligibility will be determined based on your selected responses to a series of questions. Omitting any questions will lead to an inelgibile rating.

Supporting documents

- To assist you in ensuring your application package is complete, the announcement will identify all required and/or accepted documents in "How to Apply". Omitting supporting documents can adversely impact your eligiblility and/or qualification determination.

CHECKING THE STATUS OF YOUR RESUME/APPLICATION

If you applied using either automated system (USAJOBS, USA Staffing Application Manager) login to view your application status. Email notifications will also be disseminated to applicants that have a valid email address on file (to include applicants that fax their application package).

If you faxed your application package and do not have an email listed in your documents, you will only be able to receive an application status by calling the servicing Human Resources representative/office listed.

DESCRIPTION OF WORK SCHEDULES AND BENEFIT ENTITLEMENTS

Regular Full-time (RFT): Work schedule will be 40 hours per week. Employee will be entitled to benefits,(accrue annual and sick leave; and eligible to participate in Medical/Life/Long Term Care Insurance, NAF Retirement plan and NAF 401(k) savings plan).

Regular Part-time (RPT): Work schedule a minimum 20 not to exceed 39 hours per week. Employee will be entitled to same benefits as full-time employees.

Flexible (FLEX): Work schedule with no minimum requirement but not to exceed 39 hours per week. Employee are not entitled to accrue annual and sick leave, and not eligible to participate in Army benefits. Flexible appointees are subject to termination at any time without use of adverse action. A flexible appointment may be converted to a regular appointment without competition.

Limited Tenure (FT or PT): Temporary full-time or part-time position that is expected to last in excess of a year that would end upon completion of the special circumstances that precipitated the need. Employee will be eligible to participate in the employee benefits program.

Seasonal (FT OR PT): Permanent appointment use to provide seasonal services at the same time each year that exceed six consecutive months. These employees are placed in a non-duty, non-pay status during the periods when their services are not needed. During the active duty status employee will be entitled to participate in the employee benefits program.

SELECTION PREFERENCES

In competitive recruitment actions, employment preferences as required by law and Department of Defense (DoD) policy shall be accorded to fully qualified applicants in the following order of selection priority:

- **Spouse Employment Preference (SEP) for NF-3 and below, FWS, and CY positions**

  The SEP Program applies to spouses of active duty military members of the U.S. Armed Forces who desire priority consideration for positions at DoD activities. To receive preference eligibility, the spouse must be married to the military sponsor before reporting to the new duty assignment. MSP applies only with-in the commuting area of the military sponsor's permanent duty station and if you are ranked among the "best qualified" for the vacancy for which you are applying. Military spouses will not lose MSP eligibility when accepting a temporary or limited tenure position or permanent position with a flexible work schedule (non-continuing positions). SEP eligibility is retained until the military spouse accepts or declines the offer of a permanent appointment to a full-time or part-time position with fixed work schedules (continuing positions). SEP can only be used once during a sponsor's tour. Once the spouse accepts or declines a continuing position (FT or PT), eligibility terminates whether or not the position was obtained through SEP, or declines a job interview for a continuing position.

- **Involuntarily Separated Military (ISM) Preference**

  Certain members of the Armed Services who were involuntarily separated from active duty with an honorable or general under honorable conditions discharge are entitled to a one time preference in hiring for a period of 1 year after separation. This preference also applies to their dependents.
  Preference requires verification through the submission of DD Form 214 (Certificate of release or discharge from active duty, member-copy 4) and a DD Form 1173 (Uniformed Services Identification and Privilege Card) for Family Members.

- **Family Member Preference (FMP) (Applicable in overseas locations only):**

  The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) whose duty station is in a foreign area. This category does not apply to family members of contractors. FMP applies when the Family Member (FM) arrives in the overseas area and to positions in the commuting areas of the sponsor's duty station. FMP also applies when an active duty member of a dual military couple exits the service overseas and applies for civilian employment as a family member. NOTE: FMP applies to initial employment at the overseas location.

If there is more than one best qualified candidate in a given preference category, a selection may be made from within that category in any order.

NOTE: Consistent with Status of Forces Agreements (SOFA) and country-to-country agreements and treaties, vacancies in foreign countries which are filled competitively will, in the absence SEP eligible or ISM members as defined above be filled by qualified family members of either military personnel or U.S. citizen civilian employees.

PRIORITY CONSIDERATION FOR NF-3 AND BELOW, FWS AND CY POSITIONS

After application of the above employment preferences, qualified applicants will be given priority consideration for Army NAF positions in the following order:

(1) DoD NAF employees separated by business-based action (BBA). This priority consideration is authorized for vacancies at the same or lower grade or pay level and employment category, and substantially the same duties as the position from which separated. This priority consideration is authorized for up to one year from separation when requested by the individual. Eligible applicants must include documentation of the business-based action when requesting priority consideration.

(2) Current or former NAF employees, to include any other service with a DoD NAFI. Current Appropriated Fund (APF) employees serving in a continous position who have at least one year of continuous Army APF service.

(3) Outside applicant veteran (OAV). In order to receive priority consideration, veterans must submit a copy of their DD Form 214 at the time of application.

PREPARING YOUR RESUME

Applicants may submit either resume or DA Form 3433.

You should start by thinking about your career goals. Focus on defining and identifying key and meaningful skills you currently possess, particularly those that are related to the positions for which you want to be given consideration. Describe your experience in sufficient detail with concrete words rather than vague descriptions. Do not use acronyms unless you spell them out first. You will want to use judgment when including skills that may be outdated or no longer used in the workplace.

The resume you prepare should provide enough information to determine your eligibility and qualifications. Your description of duties for federal civilian positions at different grade levels should include the month, day and year (MM/DD/YY) you were promoted to each grade. Ensure that each period of work experience summarizes major duties, includes position title, pay plan, series and grade, accounts for different grade levels, and includes employer's name, complete address, supervisor's name and telephone number. The same should be followed in deciding which specific education and training information to place on your resume to support your qualifications. Some positions require a college degree where you will be required to submit a transcript if specified in the vacancy announcement or if you are selected for a job.

In order to ensure accurate extraction (identification of job-related skills), we recommend that you develop your Resume according to the following guidelines.

RESUME CONTENT	SAMPLE RESUME
Full Name (First MI Last) **Home Address** (City, State, Zip) **Home Phone Number** (include country code or area code) **Work Phone Number** (include country code or area code) **DSN Phone Number** (if appl)	FRANCINE T REX 186 Southeast Ave Aberdeen MD 21001 410 555-7119 H 410 555-1110 W 459-1212 DSN
Typing/Steno/Dictation Speed (if applicable) Use exact speed, not range	Typing: 70 WPM Stenography/Dictation Speed: 120 WPM
EXPERIENCE: Start and End Dates (MM/DD/YYYY); Hours Worked Per Week; Position Title, Pay Plan, Series, Grade (If Federal Civilian Position); Salary. **<u>If experience entry describes Federal civilian positions at different grade levels, include month and year for each grade</u>**; Employer's Name and Complete Address; Supervisor's Name and Telephone Number; All Major Duties; (Include in your description any systems you have worked on; any software programs you have used; any special programs you have managed; any regulations, directives, etc. you have used; any other job-related information you would like to include.)	EXPERIENCE 01/21/1993 - Present, 40 Hours per Week, Human Resource Advisor, $46,321 PA, Bell Atlantic, 92134 Hillsdale Street, Baltimore, MD 23001, Kenneth Jones, (410) 555-8670. Serve as a Human Resource Advisor for Bell Atlantic employees. Provide face-to-face counseling with employees on health insurance and life insurance options. Counsel employees on retirement benefits. Provide information to regional manager and division managers on filling positions. Coordinates with state employment offices on position openings. Evaluate candidate qualifications. Prepared work year management reports. 04/02/1991 - 01/20/1993, 40 Hours per Week, Personnel Management Specialist, NF-0201-04, $42,068 PA, Promoted to NF-04 in Apr 92, Heidelberg Civilian Personnel Office, Heidelberg GE, Betty Smith, 011-49-6221-57-5555. Served as the Personnel Staffing Specialist for seven major organizations. Performed organizational and position management reviews. Developed personnel policies and personnel regulations in human resource functional areas. 09/02/1989 - 04/01/1991, 40 Hours per Week, Personnel Staffing Specialist, NF-0212-04, $38,827 PA, Fort Devens Civilian Personnel Office, Fort Devens MA 01746, Frances North, (508) 555-9000 Provided recruitment and placement services for major units. Developed recruitment strategy and crediting plans. Developed vacancy announcement. Evaluated candidate applications. Referred candidates. Provided health benefits, life insurance counseling.
EDUCATION: Provide your highest level of education. If degree completed (e.g., AA, BA, MA) list major field of study, name of school, year degree awarded. Resume must include courses and semester/quarter hours for **positive education requirement** positions. If your highest level was high school, list either highest grade completed, year graduated or date you were awarded GED.	EDUCATION BA, Personnel Management, Boston College, Boston, MA, 02337, May 89, BA, Accounting, University of Maryland, College Park, MD 21213, May 95, Accounting I (3 sem hrs), Accounting II (3 sem hrs), Tax Accounting (3 sem hrs), Managerial Accounting (3 sem hrs), Intro to Governmental Accounting (3 sem hrs), Business Law I (3 sem hrs), Intermediate Accounting I (3 sem hrs), Intermediate Accounting II (3 sem hrs) MS, Computer Science, University of Maryland, College Park, MD 21213, May 97.

ADDITIONAL INFORMATION: SPECIALIZED TRAINING: Training courses you have completed and consider relevant to your career goals. Indicate dates and length of training.	ADDITIONAL INFORMATION: SPECIALIZED TRAINING Advanced Staffing, Dec 89, 2 weeks; Advanced Recruiting Techniques, May 91, 1 week; Management Development Seminar, July 93 2 weeks; Job Analysis Techniques, Jun 94, 1 Week; Interviewing Techniques, Apr 95, 1 Week
LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION: Professional licenses and certificates including date(s) certified and the State where it was awarded. List any awards and any other information (e.g. language proficiencies, professional associations, etc) pertinent to your career goals. For each additional page of your Resume, you must include your full name and Social Security Number on the BOTTOM left hand corner.	LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION Licensed Compensation Analyst; Aug 94 Human Resource Advisor of the Year/Mid-Atlantic Region**;** Federal Women's Association; Fluent in the German language. FRANCINE T REX, 198673021

NOTE: Your Resume should not exceed 3 pages.

SAMPLE RESUME

FRANCINE T REX
186 Southeast Ave
Aberdeen MD 21001
410 555-5555 H
410 555-5555 W
555-5555 DSN

Typing: 70 WPM
Stenography/Dictation Speed: 120 WPM

EXPERIENCE
01/21/1993 - Present, 40 Hours per Week, Human Resource Advisor, $46,321 PA, Bell Atlantic, 92134 Hillsdale Street, Baltimore, MD 23001, Kenneth Jones, and (410) 555-8670. Serve as a Human Resource Advisor for Bell Atlantic employees. Provide face-to-face counseling with employees on health insurance and life insurance options. Counsel employees on retirement benefits. Provide information to regional manager and division managers on filling positions. Coordinates with state employment offices on position openings. Evaluate candidate qualifications. Prepare work year management reports.

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LICENSES/CERTIFICATES/AWARDS/ OTHER INFORMATION
Licensed Compensation Analyst; Aug 94 Human Resource Advisor of the Year/Mid-Atlantic Region; Federal Women's Association; Fluent in the German language.

NOTE: Your resume may not exceed 3 pages, **excluding** the required supplemental data information.

DO	DO NOT
• Type with black ink on 8.5" X 11" white bond paper, printed on one side only. • Use a minimum margin of 1 inch on all sides of your printed Resume. • Use a COURIER font, 12 point font. • Use all capital letters for section headings. • Type your name and social security number in the BOTTOM left corner of each additional page of the Resume. – For faxed applicants only. • Describe your experience with specific words rather than vague generalizations. • Proofread and spell-check your Resume. • Try to limit your resume to no more than three pages.	• **Do not** use a dot matrix printer or low quality copies. • **Do not** use vertical lines, horizontal lines, graphics and boxes. • **Do not** use two-column format or Resumes that look like newspapers. • **Do not** use fancy fonts such as *italics,* underlining, or shadows. • **Do not** use acronyms or abbreviations, other than to describe type of systems used. • **Do not** submit any documentation not specifically requested. • **Do not** expect your Resume or any documents submitted to be returned.

HIRING REQUIREMENTS AND REGULATIONS

- DoD NAFI are equal opportunity employers. All eligible qualified applicants will receive consideration regardless of race, color, religion, sex, age, marital status, disabled, national origin or political affiliation. Placement under this announcement will be made under existing NAF rules and regulations, and DoD employment policy (including limitations on overseas employment, tenure, residence, and family member employment policy). NAFI employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Installation Commanders will establish local procedures for the prompt investigation of allegations or reprisal.

- The Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the servicing NAF civilian personnel unit. Requests for reasonable accommodation are made on a case-by-case basis.

- The Dual Compensation Act of 1964 prohibits an individual from receiving pay from more than one position for more than aggregate of 40 hours of work in one calendar week. The act does not prohibit the employment of off-duty active military personnel. This prohibition does not preclude the use of multiple appointments, including one part-time and one or more flexible appointments, provided the total number of hours worked each week does not exceed 40 hours.

- All applications will be maintained in an electronic case folder for the time periods specified in AR 215-3.

- WHISTLEBLOWER PROTECTION: Public Law 98-94 provides for special protection for employees and applicants of NAF positions who have disclosed information which the employee or applicant reasonably believe evidence a violation of any law, rule or regulation, or mismanagement, or gross waste of funds, and abuse of authority, or a substantial and specific danger to public health or safety. If you believe that your rights under this law have been violated you may petition the Secretary of Defense to request prevention or correction of any personnel action taken as a reprisal for disclosure of information described above. Petitions to the Secretary of Defense may be made by use of the DoD hotline. Toll free 800-424-9098; DSN 664-8555; Commercial 703-604-8666; or in writing to DoD hotline, the Pentagon, Washington, DC 20301.

Privacy Act Statement

The information requested in this brochure is pursuant to Public Law 93-579 (Privacy Act of 1974), 31 Dec 1974 for individuals completing federal records and forms soliciting personal information.

AUTHORITY: Sections 1302, 3301, and 7201 of Title 5 U.S. Code

The information requested in this brochure will be used for employment purposes. Collection of your Social Security Number is authorized by Executive Order 9397. Furnishing the information requested, including your Social Security Number, is voluntary, but failure to do so may result in non-referral.