



# *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 Nonappropriated Fund employment opportunities. Although we accept resumes sent by e-mail or traditional surface mail, we strongly encourage you to use electronic media. By using e-mail, you will save time and the cost of mailing and be less likely to miss consideration because your resume was not received in time, incomplete, or not in the proper format.

Nonappropriated Fund vacancy announcements are posted at <http://acpol.army.mil/employment/naf.htm>. Simply click on Employment, then on Search for Jobs to find vacancy announcements of interest to you and for which you are within the area of consideration.

## PREPARING YOUR RESUME

Applicants may submit either Department of the Army [\(DA\) Form 3433](#) (Optional Application for Nonappropriated Fund Employment) or a resume.

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 that you are interested in applying. 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 You will want to use judgment when including skills that may be outdated or no longer used in the workplace.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. If your description of duties combines Federal civilian positions at different grade levels, make sure you 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
<b>Full Name</b> (First MI Last) <b>Home Address</b> (City, State, Zip)  <b>Home Phone Number</b> (include country code or area code) <b>Work Phone Number</b> (include country code or area code) <b>DSN Phone Number</b> (if appl)	FRANCINE T REX 186 Southeast Ave Aberdeen MD 21001 410 555-7119 H 410 555-1110 W 459-1212 DSN  Typing: 70 WPM Stenography/Dictation Speed: 120 WPM
<b>Typing/Steno/Dictation Speed</b> (if appl) Use exact speed, not range  <b>EXPERIENCE:</b> Start and End Dates (MM/DD/YYYY); Hours Worked Per Week; Position Title, Pay Plan, Series, Grade (If Federal Civilian Position); Salary.	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

<p><b><u>If experience entry describes Federal civilian positions at different grade levels, include month and year for each grade:</u></b> 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.)</p> <p><b>EDUCATION:</b> 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 <b>positive education requirement</b> positions. If your highest level was high school, list either highest grade completed, year graduated or date you were awarded GED.</p> <p><b>ADDITIONAL INFORMATION:</b> <b>SPECIALIZED TRAINING:</b> Training courses you have completed and consider relevant to your career goals. Indicate dates and length of training.</p> <p><b>LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION:</b> 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</p>	<p>work year management reports.</p> <p>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.</p> <p>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.</p> <p><b>EDUCATION</b> 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.</p> <p><b>ADDITIONAL INFORMATION</b> <b>SPECIALIZED TRAINING:</b> 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</p> <p><b>LICENSES/CERTIFICATES/AWARDS/OTHER INFORMATION</b> Licensed Compensation Analyst; Aug 94 Human Resource Advisor of the Year/Mid-Atlantic Region; Federal Women's Association; Fluent in the German language.</p> <p>FRANCINE T REX, 198673021</p>
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<p>Resume, you must include your full name and Social Security Number on the BOTTOM left hand corner.</p>	
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NOTE: Your Resume may not exceed 3 pages, **excluding** the following general supplemental data information.

**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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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**

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**

Licensed Compensation Analyst; Aug 94 Human Resource Advisor of the Year/Mid-Atlantic Region;  
 NAF Job Application Kit  
 December 2009

Federal Women's Association; Fluent in the German language.

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

### **PREPARING YOUR JOB APPLICATION**

When using the [DA Form 3433](#), applicants should ensure that each period of work experience includes beginning and ending dates of each distinct job (i.e. 08 Jan 1999) summarizes major duties, shows position title, pay plan, series and grade (government positions), accounts for different grade levels, and indicates months and year(s) held, and provides employer's name, complete address, supervisor's name and telephone number.

### **When to Submit a New Resume/Job Application**

You must submit a new Resume or update your job application after you have accepted a position OR a change occurs in any of the following: name, address or telephone number. You should also submit a new Resume/Job Application if you have new work experience that has given you new skills and knowledge not reflected in the Resume/Job Application that you have on file.

### **Review of Resumes/Job Application**

A review of your Resume/Job application for eligibility and qualifications will be done prior to the referral list being issued to the selecting official. You are reminded that all information included in your Resume is subject to review and verification. Authorized legal and 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 meet all eligibility requirements. The standard Supplemental Data below must be provided when submitting a Resume/Job Application. Failure to submit supplemental data may result in you not receiving consideration.

You may submit Supplemental Data by:

- Entering data on a separate 8.5" X 11" sheet of white bond paper and mailing along with your Resume.
- E-mailing data along with your Resume.

The following questions represent the supplemental data to be supplied. Please note that an asterisk (\*) denotes information that you must provide.

\*Begin **Supplemental Data** (The words "Begin Supplemental Data" must appear at top of page)

\* Name

\* Last four digits of your Social Security Number

#### 1. Citizenship

<input type="checkbox"/> U.S. Citizen	<input type="checkbox"/> Non U.S. employed in U.S. territory
<input type="checkbox"/> Permanent Resident of the US	

2. Are you a current permanent NAF/Federal civil service employee (Yes/No)

3. If you are currently a NAF/Federal civilian employee, please give the date of your last appraisal: (format: MM/DD/YYYY)

Was this appraisal fully satisfactory or better (Yes/No)

4. Are you NAF/Federal Civil Service Retiree? (Yes/No)  
If Yes: Date of Retirement:  
Did you accept VSIP? (Yes/No)

5. Period of Active Duty Military Service (format MM/DD/YYYY)  
If none skip to Question #7.

Type of Discharge? choose from the following types:

Honorable	Under Honorable Conditions – General	Under Other than Honorable Conditions
Bad Conduct	Dishonorable	Uncharacterized

6. Retired Military? (Yes/No)  
If Yes, enter Rank at retirement:  
Rank  
Date of Retirement:

7. Work schedule(s) you are willing to accept:

<input type="checkbox"/> FullTime	<input type="checkbox"/> PartTime
<input type="checkbox"/> Flexible (Flex scheduled hours )	<input type="checkbox"/> Flexible (on-call)

8. Indicate all the types of employment you are willing to accept:

<input type="checkbox"/> Permanent	<input type="checkbox"/> Seasonal (PartTime or Full-Time)
<input type="checkbox"/> Temporary, to exceed 12 months	
<input type="checkbox"/> Flexible (Flex)	

**COMPLETE THE INFORMATION BELOW IF YOU ARE INTERESTED IN OVERSEAS POSITIONS ONLY**

9. Complete both entries:

A. Sponsor:	
<input type="checkbox"/> Active Duty Military	<input type="checkbox"/> Contractor Employed U.S. Citizen
<input type="checkbox"/> DOD Civilian USA Hire	<input type="checkbox"/> Self- I am the sponsor
<input type="checkbox"/> DOD Civilian Local Hire	<input type="checkbox"/> No affiliation with U.S. Forces Overseas
B. Specify relationship to Sponsor e.g., self, spouse, and child.	

10. Sponsor's Date Estimated Return from Overseas (DEROS)(format: MM/DD/YYYY)

11. Do you hold dual nationality with any country outside the USA? If yes, which country?

12. Do you currently hold a work permit for any countries outside the USA? (Yes/No)  
If yes, please list those countries for which you hold a work permit:

13. Date of arrival in Host country, if applicable? (format: MM/DD/YYYY)

14. Are you presently living in host country without affiliation with U.S. forces or civilian components?  
(Yes/No)

15. Are you currently on Leave Without Pay? (Yes/No)  
If yes, please enter expiration date -

16. Visa Type: \_\_\_\_\_ Visa Expiration Date: \_\_\_\_\_ (For Korea Local Applicants Only)

Begin Supplemental Data  
FRANCINE T REX  
5555  
1. U.S.Citizen  
2. Yes  
3. 10/30/2002, Yes  
4. No  
5. 03/01/1982 to 03/31/1987, Honorable  
6. No  
7. Full-time  
8. Permanent

#### DESCRIPTION OF WORK SCHEDULES AND BENEFIT ENTITLEMENTS

**REGULAR FULL-TIME (RFT):** Work schedule will be 40 hours per week. Employee will be entitled to 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 will be for a minimum of 20 not to exceed 39 hours per week. Employee will be entitled to 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.

**FLEXIBLE (FLEX):** Work schedule will be for a minimum 00 not to exceed 39 hours per week. Employee will NOT be entitled to accrue annual and sick leave, and NOT eligible to participate in Medical/Life Insurance, NAF Retirement plan and NAF 401(k) savings plan. Flexible appointees are subject to termination at any time without use of adverse action or reduction-in-force procedures. A flexible appointment does confer the ability to be non-competitively converted to a regular appointment.

**LIMITED TENURE (FT or PT):** Temporary full-time or part-time position that should last in excess of a year that would end upon completion of the special circumstances that precipitated the need. Employee will be entitled to accrue annual and sick leave, and 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 accrue annual and sick leave, and eligible to participate in the employee benefits program.

#### SELECTION PREFERENCES

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

- Spouse Employment Preference (SEP). The Military Spouse Preference 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). MSP 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). MSP can only be used once during

a sponsor's tour. Once the spouse accepts or declines a continuing position, eligibility terminates whether or not the position was obtained through MSP. MSP eligibility is lost when the spouse accepts or declines an offer of a continuing position or declines a job interview for a continuing position. Once MSP is used, the spouse competes as either a current permanent Army NAF employee or as a family member without preference (overseas).

- **Involuntarily Separated Military Preference (ISMP).**  
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 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 DD214 (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.

If there is more than one eligible 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 of Spouse Employment Preference (SEP) eligible or involuntarily separated military (ISM) members as defined above be filled by qualified family members of either military personnel or U.S. citizen civilian employees

#### **Priority of Consideration**

After application of the above employment preferences, qualified applicants will be accorded 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 when requesting priority consideration.
- (2) Current or former NAF employees. This does not include emergency hire Flex service, but includes any other service with a DOD NAFI.Current Appropriated Fund (APF) employees serving in a continuous position who have at least one year of continuous Army APF service.
- (3) Outside applicant veteran (OAV). For purposes of this priority consideration, "veteran" shall be defined the same as the term "preference eligible" in 5 U.S. Code 2108(3). To receive priority consideration, veterans must submit a copy of their DD 214 at the time of application. Veterans' priority consideration does not apply to in-service placement actions.
- (4) Outside applicant non-veteran (OANV). To include active duty enlisted military personnel applying for positions.

#### **Applicable in Overseas Locations Only**

**Family Member with Preference (Overseas):** 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.

## **HOW TO APPLY**

There are several ways to apply. They include:

- By handcarrying the required document to the NAF Human Resources Office
- By electronic mail (e-mail)
- By traditional surface mail
- By fax

## **WHAT DO I NEED TO SUBMIT**

You will need to submit the following documents:

- Resume or NAF Job Application ([DA Form 3433](#))
- Supplemental Employment Application ([DA Form 3433-1](#))
- Supplemental Data
- For positions in Child and Youth Services ([DA Form 3433-2](#))
- An official copy of college transcripts (when required)
- A copy number 4 of (DD Form 214) if applicable
- A copy of separation DA Form 3434 when requesting priority consideration under business-based action
- For Off-Duty military – written Commander's permission to work off duty

NOTE: In addition to the forms and documents required above, applicants may be asked to complete additional paperwork prior to receiving further employment consideration as indicated in the vacancy announcements. For additional detailed information contact the the point of contact on the vacancy announcement.

All job offers are contingent upon the candidate providing required documentation immediately after notification of selection.

### **Where Do I Send My Documents**

- Using E-mail: to the e-mail address identified in the vacancy announcement.
- Using traditional surface mail: to the address identified in the vacancy
- Submitting Resume by fax to the number identified in the vacancy announcement.

### **E-mailing Your Resume and Supplemental Data**

1. Place the word **RESUME** and the **VACANCY ANNOUNCEMENT NUMBER** in subject line (Note: The subject line of your e-mail should only contain the word Resume. It can be typed in lower or upper case. Please **do not** type any other heading in the subject box (e.g. Resume for Mr. Smith, Resumes, Resume Submittal).

2. Include Supplemental Data with your Resume as shown in the sample below. Failure to submit Supplemental Data will result in your not receiving consideration.

**Sample email**

JOHN Q JONES  
987 Northeast Blvd (Home Address Only)  
Aberdeen, MD 21001  
410 272 1234 H (Home Phone Number)  
410 306 8765 W (Work Phone Number, Commercial)  
272 8765 DSN (Work Phone Number, Defense)

Typing: 40 WPM (If applicable) (Use exact speed, do not use a range)  
Steno Dictation Speed: 120 WPM (If applicable) (Use exact speed, do not use a range)

**EXPERIENCE**

01/21/1992 - Present, 40 Hours per Week, Chemical Operations Specialist, NA-8738-10, \$15.86 PH, Promoted to NA-10 in Jun 1993. US Army, White Sands, NM, MAJ Johnson, 275-6753. Training instructor at Missile Base, Nuclear Biological Chemical School. Set up and schedule classes for training. Training topics include Nuclear Biological Chemical warfare clothing, decontamination, detection and alarm systems, and proper movement and storage of Nuclear Biological Chemical agents.

04/02/1991 - 01/20/1992, 40 Hours per Week, Assistant Marketing Manager, \$28,540 PA, Chesapeake Crab Factory, 67 Dock Street, Northeast MD 21007, Jim E. Dean, (410) 284-8843. Responsible for nationwide marketing campaign for Chesapeake Crabs. Wrote and directed radio and television advertisements. Wrote and edited newspaper and magazine articles on the health benefits of eating more crab. Traveled throughout North America to promote and sell Chesapeake Crab products. Increased nationwide crab consumption by 38%.

**EDUCATION**

AA., World History, Tampa Community College, Tampa FL 38654, May 86.

**SPECIALIZED TRAINING**

Nuclear Biological Chemical Training, 1991; Decontamination Procedures 1992; 1993

**LICENSES/CERTIFICATES OTHER INFORMATION**

Fluent in the German language, Military Drivers License 1991

**Begin Supplemental Data**

- John Q. Jones  
6789
1. U.S. Citizen
  - ~~2~~-2. Yes,
  - ~~4~~-3. 10/30/2002, Yes
  - ~~5~~-4. No
  - ~~6~~-5. 03/01/1982 to 03/31/1987, Honorable
  - ~~7~~-6. No
  7. Full-Time
  8. Permanent

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**Submitting Resume By Surface Mail**

You may prepare a Resume and required documentation on a typewriter or word processor and mail it. It is important that you carefully follow the "Do" and "Do not" rules listed below to ensure that your Resume can be scanned and accepted into the system. Due to the poor quality of Resumes submitted by FAX and the subsequent problems with scanning and extracting skills from faxed Resumes, you may not fax your Resume.

DO	DO NOT
<ul style="list-style-type: none"> <li>• Type with black ink on 8.5" X 11" white bond paper, printed on one side only.</li> <li>• Use a minimum margin of 1 inch on all sides of your printed Resume.</li> <li>• Use a COURIER font, 12 point font.</li> <li>• Use all capital letters for section headings.</li> <li>• Type your name and social security number in the BOTTOM left corner of each additional page of the Resume.</li> <li>• Describe your experience with specific words rather than vague generalizations.</li> <li>• Proofread and spell-check your Resume.</li> <li>• Limit your resume to no more than three pages. The supplemental data does not count against this three-page limit.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Do not</b> use a dot matrix printer or low quality copies.</li> <li>• <b>Do not</b> staple, fold, bind, or punch holes in your Resume.</li> <li>• <b>Do not</b> use vertical lines, horizontal lines, graphics and boxes.</li> <li>• <b>Do not</b> use onion skin or heavy weight paper.</li> <li>• <b>Do not</b> use two-column format or Resumes that look like newspapers.</li> <li>• <b>Do not</b> use fancy fonts such as <i>italics</i>, <u>underlining</u>, or shadows.</li> <li>• <b>Do not</b> use acronyms or abbreviations, other than to describe type of systems used.</li> <li>• <b>Do not</b> submit your Resume on colored paper.</li> <li>• <b>Do not</b> submit any documentation not specifically requested.</li> <li>• <b>Do not</b> expect your Resume or any documents submitted to be returned.</li> <li>• <b>Do Not</b> write on your resume.</li> </ul>

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### CHECKING THE STATUS OF YOUR RESUME

Contact the local NAF Resources Office as indicated on the vacancy announcement.

### HIRING REQUIREMENTS AND REGULATIONS

- DOD Nonappropriated Fund Instrumentalities 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.

- Applications submitted in postage paid government envelopes will not receive consideration and applicants are reminded of the legal prohibition against the use of such envelopes or other government property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205; 39 U.S.C. and 18 U.S.C. Envelopes with postage due cannot be accepted and will be returned to sender.
- 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 the vacancy announcement 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.***