

Air Force NAF Guide for Applicants

The Application Process (V 1.0)

Brought to you by:



**AFSVC Nonappropriated Funds
(NAF) Human Resources**

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BEFORE YOU APPLY

___ Have you previously worked for Air Force NAF?

___ Was your resignation date within the last 6 months?

Did you answer "YES" to both of the questions above?
Then..... CONGRATULATIONS!!

You may be eligible for non-competitive reinstatement into the same or lower position in grade. If interested contact your local Air Force NAF HR Office for more information

PLAN AHEAD

1. Create your Login.Gov Account

A Login.Gov account is needed to apply for all Air Force NAF positions. You will need to create a Login.Gov account if you don't already have one. Within www.usajobs.gov click on "Create a Login.Gov Account" and then follow the instructions.

2. Prepare your Application Package In Advance

Your application package includes your resume, responses to the occupational questionnaire, and supporting documents. You can preposition some of these items in your USAJOBS account to save time when you want to apply to a specific vacancy announcement.

◇ Pre-position Your Resume(s)

Create and store up to five resumes in your USAJOBS account. Pre-positioning your resume(s) allows you to simply pick the resume that you want to include with specific application packages.

◇ Upload Supporting Documents

To upload supporting documents, scan and save the files to your computer. From within your USAJOBS account, complete the "Upload a New Document" section, choosing the applicable choice from the drop down

3. Create/Save Job Searches

Create and save job searches for the types of positions that you frequently seek. Request automatic email updates for positions that match your search criteria maximizing your awareness of job opportunities. You can create and save up to 10 different "saved searches."

4. Make your resume 'Searchable'

Make your resume searchable so your resume will be visible to recruiters and HR professionals.

5. Review Announcement Requirements

To avoid being ineligible, read the announcement in its entirety. There are conditions of employment, how to apply and application requirements addressed in the announcement that must be met.

6. Keep Your Account Undated.

Make sure your account always has your current contact information, especially your email address. Applicant notifications are sent to the email address on record so it is important that any changes in your email address are reflected in your USAJOBS account

HOW TO APPLY

- ◇ Search for current Air Force NAF vacancies at www.usajobs.gov

The screenshot shows the USAJOBS search page. At the top left is the USAJOBS logo. On the right are links for 'Sign In', 'Help', and 'Search'. Below these are two search input fields: 'Keywords' with the text 'naf' and 'Location' with the text 'miss'. A dropdown menu is open under the 'Location' field, showing 'Hollymead, Mississippi'. To the right of the input fields is a blue 'Search' button.

Keyword: NAF

Location: Leave blank or begin to type a specific location and wait for the website to auto-populate locations that match your text

Click "**Search**"

Click on the hyperlinked Job Title to view the entire vacancy announcement. **READ IT THOROUGHLY!!**

The screenshot shows the 'Overview' section of a job announcement. It includes a 'Home' link in the top right. The main content is organized into two columns. The left column contains: 'Open & closing dates' with a date range of 2019-08-29 to 2019-09-04 and a yellow progress bar; 'Pay scale & grade' with the value 'CY 1 - 2'; and 'Appointment type' with the value 'Permanent'. The right column contains: 'Service' with the value 'Competitive'; 'Salary' with the value '\$4.00 to \$6.00 / per hour'; and 'Work schedule' with the value 'Multiple Schedules'.

- ◇ Click 'Apply' (preferred method) or follow instructions to submit a manual application in the vacancy announcement.

The screenshot shows a job announcement page with the following sections:

- Overview:** Open & closing dates (2019-08-29 to 2019-09-04), Service (Competitive), Pay scale & grade (CY 1 - 2), Appointment type (Permanent), Salary (\$4.00 to \$6.00 / per hour), Work schedule (Multiple Schedules).
- Locations:** FEW vacancies in the following location: Randolph AFB, Texas (vacancy). Relocation expenses reimbursed: No. Telework eligible: No.
- Right side:** This job is open to: The public (U.S. citizens, U.S. states or those who owe allegiance to the U.S.). Clarification from the agency: Please see the "Who May Apply" section under Summary. A large blue 'Apply' button is present, along with 'Print', 'Share', and 'Save' options. Below are fields for Announcement number (19-0200001) and Control number (202219100).

- ◇ Login to USA Jobs or create a Login.Gov account if this is your first time.

USAJOBS
"WORKING FOR AMERICA"

This U.S. Federal Government system is to be used by authorized users only. Information from this system resides on computer systems funded by the government. The data and documents on this system include Federal records that may contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

All access or use of this system constitutes user understanding and acceptance of these terms and constitutes unconditional

Sign In

Username or Primary/Secondary Email

Password

[Forgot your username or password?](#)

Sign In

Don't have a USAJOBS account? [Create a new account](#)

Step 1: Select resume or click 'Add Resume'. Go through steps to add. Click 'Save and Continue'.

Step 2: Select documents or click 'Add Document'. Go through the steps to add them. Click 'Save & Continue'.

Step 3: Review package to verify resume and documents. Place checkmark in the 'I acknowledge that I have reviewed my resume and documents' box. Click 'Save and Continue'.

Step 4: Choose to/not to provide demographic information to help the government's equal employment opportunity efforts.

Step 5: Continue Application with Agency. After you read the Certification statement, place a checkmark in front of the statement. Click 'Continue to Agency Site'.

Step 6: Review resume and documents on the 'Welcome Applicant' page. If this is you and there is a green 'Done' bar, and checkmark, click 'Continue'.

Step 7: Verify biographic information, make changes if needed. Click 'Continue'.

Step 8: Answer 'Eligibility' questions. Click 'Continue'.

Step 9: Read and answer each statement/question on the 'Assessment Questionnaire'. Once complete, click 'Continue'.

Step 10: On the 'Documents' page, assign resume and/or documents that the system imported from USAJBOS to the Agency's Application Site. Use dropdown menus to assign best category for each document. Upload missing documents from your computer if needed. Click 'Continue'.

Step 11: Review and ensure final status has green checkmarks. Click 'Submit Application'.

ADDITIONAL HELP

- ◇ If you need help creating a login.gov go to: <https://www.login.gov/help/>
- ◇ For questions regarding the position or your application, contact the NAF HR representative listed on the vacancy announcement.

Please ensure you log back in to check the status of your application package to ensure all required questions & documents have been complete and/or submitted.

Resume Tips...

Take the time to develop a strong resume.

- ◇ Clearly describe duties and level of experience.
- ◇ Avoid jargon and acronyms.
- ◇ Check grammar and spelling.
- ◇ Include beginning and end dates for each job.
- ◇ Tailor resume content if you have different types of skills and are applying for different types of positions.
- ◇ Review and update resume to reflect current assignment/employment.

Commonly Required Supporting Documents

Military Spouse: Permanent change of Station (PCS) Orders.

Veterans: DD214 (Certificate of Release or discharge from active duty, member –4 copy)

Current or Former Federal Employees:
Your most recent (non-award)
Notification of Personnel Action (SF50,
AF Form 2545).

Other: Diploma, Transcripts, Licenses, and Certificates (CPR, First Aid, AED, VoTech, etc.)

You are able to add other documents required for specific vacancies during the application process.