



375th Force Support Squadron
Nonappropriated Fund (NAF)
Human Resources Office (HRO)
NAF Employment Information

Who Can Apply?

All U.S. citizens, noncitizen nationals of the U.S., lawful permanent residents, or individual who are otherwise authorized to work in the United States, are eligible to apply for Nonappropriated Fund (NAF) positions.

The Department of the Air Force does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee organization, or other non-merit factor.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify our office. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

How to Apply

All applications and documents must be submitted via our secure online application program located at usajobs.gov. While on our application program you can view Hot Jobs, continuously open positions, and the completion status of your application. **Note:** Each time you apply for a position you will be able to select an appropriate hiring preference. Please keep in mind that if you are claiming a preference other than “All Others” you will be required to upload the proper document to support that preference.

Preferences

Applicants can choose from five categories.

1. Military Spouse
2. Transition Hiring
3. Family Member (applicable overseas only)
4. Veteran's
5. All Others (this includes current NAF Employees at Scott AFB)

In order to claim a “preference” you will need to upload the proper documentation. Military Spouses must upload a copy of the Sponsor’s PCS Orders to Scott AFB, Veterans must upload a copy of the DD214/Member 4, and Transition Hiring applicants must upload a copy of their Transition Hiring Preference card. For more information on preferences please log on to usajobs.gov and then click on the Preferences tab. **No preference will be granted without the applicable documents having been uploaded into the application program.**

Document Submission

All documents must be uploaded into the online application during the application process. No documents will be accepted via email, fax, or in person. **Failure to do so may result in your application not being considered by management.**

Knowledge, Skills, and Abilities (KSA’s): KSA’s are the specific characteristics that candidates must possess in order to perform the major duties of the position. Qualified applicants will be evaluated on the degree to which they possess the KSA’s.

Selection: Vacancies are filled by the best qualified as determined by the selecting official. This determination may be made solely by application review, but can include an interview.

National Agency Check with Inquiries (NACI)

All applicants are required to complete a background check prior to employment and is a condition of employment.

Direct Deposit

All Federal NAF employees are required by Public Law 104-134 to have salary payments made by Electronic Funds Transfer/Direct Deposit.