



**Applicant Information Kit
for Army NAF
Child Care Positions**

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SELECTION PREFERENCES

In certain 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:

Category	Applies to	Required Documents*
Spouse Employment Preference (SEP)	<p>A military spouse (wife or husband of an active duty member of the US Armed Forces**) and married <u>PRIOR</u> to the service member's relocation (via a Permanent Change of Station (PCS) move) to the military sponsor's new duty station.</p> <p>Note 1: Foreign OCONUS Only: Spouses are not eligible for preference until arrival at the overseas location.</p> <p>Note 2: Preference does NOT apply to a PCS move that is in conjunction with the retirement or separation of a Military member UNLESS the retirement or separation is based on 100% disability or death of a service member while on active duty.</p>	<p>(1) Sponsor's Permanent Change of Station (PCS) Orders listing the Spouse (By Name)</p> <p>Note: If the PCS orders do not list the applicant by name, additional documentation may be requested by the Human Resources Offices to validate eligibility.</p> <p>If seeking preference when in conjunction with a PCS move and the military sponsor was killed while on active duty, applicants must provide:</p> <ol style="list-style-type: none"> 1) Documentation verifying marriage. (2) Documentation verifying service member was released or discharged due to death while on active duty. (3) Statement that spouse is an unremarried widow(er) of service member.
Involuntarily Separated Military Preference (ISMP)	<p>Certain members of the US Armed Forces** (or their Family Members) who were involuntarily separated from active duty with an honorable or general under honorable conditions discharge.</p> <p>Family Members include: (1) the spouse or unmarried widow or widower of the service member or (2) unmarried children of the Sponsor who (a) have not passed their 21st birthday, (b) is incapable of self-support because of a mental or physical incapacity that existed before that birthday or (c) has not passed their 23rd birthday and is enrolled in a full time course of study in institution of higher learning.</p> <p>Note: This is a one-time preference in hiring for a period of 1 year after separation.</p>	<p>(1) DD Form 214 (Certificate of release or discharge from active duty, member-copy 4)</p> <p>(2) DD Form 1173*** (Uniformed Services Identification and Privilege Card) for Family Members</p> <p>Copy can be obtained by calling 800-827-1000 or TDD# 800-829-4833</p>

* Unless otherwise indicated, if you fail to upload required documentation for claimed preferences, you will be moved a subsequent category for which you did request (and provide required documents) or to an Outside Applicant Non Veteran when no further eligibility has been selected (or validating documents are available).

** The Armed Forces include the US Coast Guard and the full time National Guard or Reserves.

*** If not provided at time of application, will be required by HR prior to onboarding.

Category	Applies to	Required Documents*
Family Member Preference (FMP) (Foreign OCONUS Only)	<p>The spouse, or unmarried children**** of a member (sponsor) of the U.S. Armed Forces** or US Civilian employee (sponsor) of a U.S. Government Agency (including NAF activities) who either: (a) have not passed their 21st birthday, (b) is incapable of self-support because of a mental or physical incapacity that existed before that birthday or (c) has not passed their 23rd birthday and is enrolled in a full time course of study in institution of higher learning.</p> <p>Sponsor's duty location is in a foreign area.</p> <p>Family members may not receive preference until arrival at the foreign location.</p> <p>Unmarried children**** must physically reside with his or her sponsor to receive Family member preference.</p> <p>NOTE: Vacancies which are filled competitively will, in the absence of SEP eligible or ISMP members as defined above, be filled by qualified family members of either military personnel or U.S. citizen civilian employees</p>	<p>(1) Sponsor's Permanent Change of Station (PCS) Orders listing the Spouse and/or Family Member by name</p> <p>Note: If the PCS orders do not list the applicant by name, additional documentation may be requested by the Human Resources Offices to validate eligibility.</p>

* Unless otherwise indicated, if you fail to upload required documentation for claimed preferences, you will be moved a subsequent category for which you did request (and provide required documents) or to an Outside Applicant Non Veteran when no further eligibility has been selected (or validating documents are available).

** The Armed Forces include the US Coast Guard and the full time National Guard or Reserves.

*** If not provided at time of application, will be required by HR prior to onboarding.

**** The term "Children" include stepchildren, adopted children, and foster children.

PRIORITY CONSIDERATIONS

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

Category	Applies To	Required Documentation*
DoD** NAF Employees Separated by Business Based Action (BBA)	DoD** NAF Employees separated due to a business-based action (BBA) for job announcements at the same or lower grade or pay level and employment category and substantially same duties as the position from which separated. Note: This priority consideration is authorized for up to one year from date of separation.	(1) Official BBA notice OR (2) Personnel Action showing "Separation – Business Based Action"
Current or Former NAF Employees (CNE/FNE)	Current or Former NAF Employees to include any service with a DoD** NAFI. OR Current DoD** Appropriated Fund (APF) employees serving in a continuous position and have at least one year of continuous DoD** APF service.	(1) Resume clearly reflects employment OR (2) Most current personnel action*** (e.g. DA Form 3434, SF 50, etc.)
Outside Applicant Veteran (OAV)	Veterans**** as identified in 5 USC 2108.	(1) Veterans - DD Form 214 - Certificate of Release or Discharge from Active Duty (Member 4 or Service 2 copy) (2) Spouses, parent, or widow/widowers of deceased soldier - DD 1300*** (3) Spouse or parent of disabled soldier – DD214*** or other proof *** to validate the claim (e.g. An official statement dated 1991 or later, from the Department of Veterans Affairs)
	Spouses of "veterans"**** who were disabled (if the service member has been unable to qualify for any appointment in the civil service or in the government of the District of Columbia) or the unremarried widow/widower of a veteran killed in action or a veteran as identified in 5 USC 2108.	
	Parents of "veterans"**** who were permanently and totally disabled and the spouse of the parent is totally and permanently disabled or, the parents, when preference is claimed, is unmarried or, if married, legally separated from his/her spouse. OR Parents of "veterans"**** who lost their life under honorable conditions while serving in the Armed Forces as identified in 5 USC 2108.	
Outside Applicant Non Veteran	All other candidates not eligible for the listed Preferences or Priority Considerations.	

* Unless otherwise indicated, if you fail to upload required documentation for claimed preferences, you will be moved a subsequent category for which you did request (and provide required documents) or to an Outside Applicant Non-Veteran when no further eligibility has been selected (or validating documents are available).

** DoD – Department of the Defense

*** If not provided at time of application, will be required by HR prior to onboarding

**** "Veteran" for Nonappropriated Funds is defined the same as the term "preference eligible" in 5 USC 2108 (3) and (4); however, this is not a mandatory selection preference and would apply only to outside applicants applying for positions announced competitively for all grade level jobs.

OVERSEAS EMPLOYMENT AND HOST NATION RESIDENCE REQUIREMENTS

Country	Citizenship Requirements	Residence Requirements
Belgium	US Citizens and Non-Citizens* of a NATO Country (except Belgium)	Less than 90 days without status as a member of the U.S. Forces or civilian component as defined by the NATO SOFA
Germany	US Citizens and Non-Citizens* of a NATO Country (except Germany)	One (1) year without status as a member of the U.S. Forces or civilian component as defined by the NATO SOFA
Italy	US Citizens and Non-Citizens* of a NATO Country (except Italy)	One (1) year without affiliation with the U.S. Forces, he or she is ordinarily resident if either of the following is true: <ol style="list-style-type: none"> The person registered as a resident in the municipal register (Ufficio Anagrafe) of the town where residing The person has taken other affirmative steps to avail his self or herself of permanent resident benefits
Netherlands	US Citizens and Non-Citizens* of a NATO Country (except Netherlands)	24 hours without status as a member of the U.S. Forces or civilian component as defined by the NATO SOFA

* Non-US Citizens may only be employed in accordance with the restrictions and provisions of the respective Status of Forces Agreement (SOFA) which exists with that country and the United States of America.

APPOINTMENT TYPES

Appointment Type	What this means
Intermittent (Flexible)	<ul style="list-style-type: none"> ✓ Serve in a continuing position on a scheduled or 'as needed' basis ✓ Can work 0 to 40 hours per week ✓ May be non-competitively converted to a Regular Part/Full Time category ✓ Benefits are not normally provided but <i>may</i> be provided at a later time if hours worked for a specified timeframe meet benefit eligibility requirements
Permanent (Regular) Part Time (RPT) - workweek is from 20 to 39 hours and may be non-competitively converted to a Regular Full-Time category Full Time (RFT) - workweek is 40 hours	<ul style="list-style-type: none"> ✓ Serves in a continuing position on a scheduled basis ✓ May serve a one-year probationary period ✓ Eligible for Retirement/Pension (mandatory), 401k plans along with Life, Health, & Long-Term Care insurances ✓ Earns paid time off (annual leave) and paid sick days (sick leave) ✓ For additional information about benefits, click here.

Seasonal (Part or Full Time)	<ul style="list-style-type: none"> ✓ Non-duty, non-pay period is determined prior to placement into the position ✓ Employee will be placed in a non-duty, non-pay status during periods when services are not required ✓ During duty/pay status periods, workweek is from 20 to 39 hours for Regular Part-Time ✓ During duty/pay status periods, workweek is 40 hours for Regular Full-Time ✓ May serve a one-year probationary period ✓ Eligible for Retirement/Pension (mandatory) and 401k plans, along with Life, Health, and Long-Term Care insurances ✓ Earns paid time off (annual leave) and paid sick days (sick leave) ✓ For additional information about benefits, click here
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QUALIFICATION AND EDUCATION REQUIREMENTS

Entry Level Possess a high school diploma, or GED certificate, and able to communicate effectively in English, both orally and in writing

Skill Level In addition to the above, candidate must possess:

1. Three (3) months of experience working in a group program with children or youth, plus Army or other military service Entry Level Training as evidenced by service-issued Certificate of Completion.

OR

2. Six (6) months of experience working in a group program with children or youth, plus nine (9) semester hours of college credit with course content directly related to the age group to which assigned, for example: Child Development Centers: Early Childhood Education/Child Development, Elementary Education, Special Education; School Age: Elementary Education, Child Development, Youth Development, Special Education; Youth Services: Youth Development, Secondary Education, Human Development, Youth Program Administration, Recreation, Physical Education, or directly-related behavioral or cultural science (developmental psychology, child psychology/sociology, sociology of the family, gender identity, parenting. General psychology/sociology coursework is not qualifying). One year vocational certificate in child care or equivalent to other child/youth programs meets the intent of the education requirement.

Target (Full Performance) Level Possess a high school diploma or GED certificate. Be able to communicate effectively in English, both orally and in writing.

In addition, candidate must:

1. Possess 18 months of experience working in a group program with children or youth, plus Army or other military service Foundation Level Training as evidenced by service-issued Certificate of Completion.

OR

2. Possess 18 months of experience working in a group program with children or youth, plus an associate's degree or least 60 semester hours of college credit which included a major course of study (24 semester hours) with content directly related to the age group to which assigned, for example: Child Development Centers: Early

Childhood Education/Child Development, Elementary Education, Special Education; School Age: Elementary Education, Child Development, Youth Development, Special Education; Youth Services: Youth Development, Secondary Education, Human Development, Youth Program Administration, Recreation, Physical Education, or directly-related behavioral or cultural science (developmental psychology, child psychology/sociology, sociology of the family, gender identity, parenting. General psychology/sociology coursework is not qualifying).

OR one of the following:

1. A bachelor's degree or at least 120 semester hours which included a major course of study (24 semester hours) with content as indicated above.
2. Possess and maintain one of the following directly related to the age group of the position to which assigned: Child Development Associate (CDA) Credential, Military School Age Credential, Army Youth Practicum, or other nationally recognized Youth Development Credential.

A Note about Qualifications

Qualifications are verified by the applicant's resume along with any additional documentation submitted to support other requirements (e.g. Education, Certificates, etc.). Failure to provide sufficient information on the resume or any required documentation listed on the job announcement may result in an Ineligible rating.

Proof of Education

Education Type	Proof Required
High School/General Education Degree (GED)	Copy of High School Diploma OR OR Copy of General Education Degree (GED) OR Copy of College Transcripts* OR Copy of College Diploma or Degree
College Courses or Degree	Copy of College Transcripts from an accredited** college or university.

* Unofficial transcripts are accepted for initial review and referral. Upon selection official, sealed transcripts must be provided to the HR.

** For information on accredited colleges or universities click [here](#) or copy and paste this URL: <https://www.ed.gov/accreditation?src=rn>

Foreign Education

Qualifying education from colleges and universities in foreign countries must be evaluated in terms of equivalency to that acquired in U.S. colleges and universities. For further information, click [here](#) or copy and paste this URL: <https://search.usa.gov/search?utf8=%E2%9C%93&affiliate=ed.gov&query=Foreign+Accreditation>

A Note About Qualification / Education Requirements

Qualifications listed on the job announcement are verified by the applicant's resume along with any additional documentation submitted to support other requirements (e.g. Education, Certificates, etc.). Failure to provide sufficient information on the resume or any required documentation listed on the job announcement may result in an Ineligible rating.

References

Please ensure the resume and/or application contains the contact information for at least two (2) Professional references

HOW YOU WILL BE EVALUATED

- Application Review** After we receive your complete application package (including all required documents), your qualifications will be reviewed and assigned an initial rating. We will also review your application to make sure that your resume supports the answers given in the questionnaire. If your resume does not support your questionnaire answers, we will adjust your rating accordingly. Based on your ranking you may be referred to the hiring manager for further consideration and possible interview. The referral of applicants is based on the date of application based on management's desired pool. You will be notified when your rating is determined. If a determination is made that you have inflated your qualification and/or experience, you may lose consideration for the position. Please follow all instructions carefully; errors and omissions may affect your eligibility.
- A Note About Experience** Experience refers to paid and unpaid experience including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. Applicants will receive credit for all qualifying experience, including volunteer experience.

HOW TO APPLY

- Deadline for Applications** Applicants may submit the application package using one of the two (2) methods identified below no later than 11:59 PM Eastern Time (for electronic applications) or 3:00 PM Central Time (for manual applications) on the closing date reflected on the job announcement.
- Two Ways to Apply**
- Electronically** (preferred) At <https://www.usajobs.gov>
- Manually** If applicants are unable to apply electronically, there is an alternate application process that is available. Please refer to the Job Announcement for additional instructions on the manual application process,
- Applicant Package** A complete application package contains:
1. Resume or job application form (DA Form 3433).
 2. Completed electronic (or manual application).
 3. Any required documentation to support qualification or educational requirements (e.g. certification(s), licensure, transcripts, etc.)

CONDITIONS OF EMPLOYMENT

For positions in Child Development Centers only: Possess and maintain the physical ability to lift and carry up to 40 lbs., walk, bend, stoop, and stand on a routine basis.

The following conditions of employment apply for all types of childcare facilities:

- ✓ Must have current health assessment which documents good mental and physical health, freedom from communicable disease, and immunizations in accordance with current Army and DoD policy including annual influenza vaccinations.
- ✓ Incumbent is legally required to report all suspected incidents of child abuse/neglect.
- ✓ Individuals who have been trained will be required to administer routine and rescue medications prescribed by a physician to children/youth, perform CPR and first aid, and provide a reasonable accommodation to children/youth with a special need.
- ✓ Schedule may include irregular hours, evenings, and/or weekends.
- ✓ Duties involve working both indoors and outdoors.
- ✓ Successful completion of Entry Level training requirements within prescribed time frame and demonstrated on the job competence is required before non-competitive advancement to the next level of responsibility (CYPA Skill Level 3).
- ✓ Successful completion of Entry Level training requirements within prescribed time frame and demonstrated on the job competence is required before non-competitive advancement to the next level of responsibility (CYPA Target Level 4).
- ✓ Successful completion of Annual training requirements within the prescribed time frame and demonstrated on the job competence is required.
- ✓ Meet all qualifications/eligibility/background check requirements.
- ✓ Satisfactorily complete an employment verification (E-Verify) check to confirm employment eligibility (Note: Applicants have the ability to perform an E-Verify Self Check [here](#)). This requirement is not applicable to foreign OCONUS locations.
- ✓ A completed and signed copy of job application DA Form 3433 must be completed prior to placement into the position.
- ✓ No person, regardless of circumstance, will be approved to provide a child care services and/or approved for hire in positions designated as having regular and recurring contact with children if the background check discloses that the individual has been convicted for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug offense.

OTHER INFORMATION

Benefits	Permanent (Regular) employees	Are eligible for Retirement/Pension (mandatory) and 401k plans, as well as Life, Health, and Long-Term Care insurances Earn paid time off (annual leave) and paid sick days (sick leave)
	Flexible (Intermittent) employees	Are not normally eligible for benefits; however, benefits may be provided at a later time if hours worked for a specified timeframe meet benefit eligibility requirements For additional information about benefits, click here
Reemployment Restrictions		If you are a NAF/Federal Civil Service retiree or accepted a Voluntary Separation Incentive Pay (VSIP), be prepared to provide additional information to HR to ensure there are no restrictions to your re-employment
Selective Service		Any individual who was required to register with Selective Service and who is not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable to the individual, will not be hired.

E-Verify	(Not applicable to foreign OCONUS) Applicants have the ability to perform an E-Verify Self Check to confirm employment eligibility. Although a Self-Check is not mandatory, it can be a useful tool for applicants to find out if there is a problem with their employment eligibility records and resolve any issues before taking a job. Applicants who would like to do an E-Verify self-check, click here .
Termination of SEP Preference	Refusal of a military spouse to participate in established recruitment procedures for a RFT or RPT position (for example, interview, and so forth) is considered a declination of employment and is a basis for termination of Spouse Employment Preference (SEP) entitlement for the current Permanent Change of Station (PCS) of the sponsor.
Denial of Employment	It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skill, and abilities. Although an individual's personal conduct may be relevant in any employment decision, including conduct during periods of unemployment or evidence of dishonesty in handling financial matters, financial difficulty that has arisen through no fault of the individual will generally not itself be the basis of an unfavorable suitability or fitness determination.
Reasonable Accommodations	The Department of the Army provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, notify your servicing NAF HR Office. Requests for reasonable accommodation will be made on a case-by-case basis.
Notifications	Touch-Point notifications/updates will be sent during key stages of the application process. These are intended to keep applicants informed throughout all the steps of the recruitment process. If applicants have any questions, the contact information for each individual announcement will be listed within the application status profile.
Positions Having Regular and Recurring Contact with Children	No person regardless of circumstance, will be approved to provide child care services and/or approved for hire in positions designated as having regular and recurring contact with children if the background check discloses that the individual has been convicted for any of the following: a sexual offense, any criminal offense involving a child victim, or a felony drug charge.
Equal Opportunity Employer	The Department of the Army Nonappropriated Fund Instrumentalities are an equal opportunity employer.
Background Screening Process	All individuals selected for a position will be subject to a background screening process which will include at minimum local background checks (i.e. military police, criminal investigations division, host nation law enforcement, etc.). Positions requiring a background investigation through the Defense Counterintelligence and Security Agency (DCSA) will be subject at minimum, to a Tier 1 (National Agency Check with Inquiries). This is a federal investigation including a fingerprint and/or name check against FBI and other federal agency databases, as well as an investigation into, at minimum, your residence and employment history within the past 5 years, your education and degrees obtained, the character of your military service, among other areas. In addition to the above requirements, positions in Childcare will require more extensive background checks such as State Criminal History Repository Checks. National Security positions, requiring a Tier 3 or higher investigation will have a significantly more expansive federal investigation by the OPM.

A successful background investigation submission to the Office of Personnel Management (OPM) is a condition of employment that must be met no later than 30 calendar days after entry on duty or placement in the position for internal candidates.

Appointment is subject to the completion of a favorable suitability determination.

**Employment of
Non-US Citizens**

Department of the Army Nonappropriated Funds (NAF) may employ non-US Citizens under certain conditions, in certain non-selective positions. Within the United States, a non-US citizen must possess a valid green card and a Social Security Card with no employment restrictions. In overseas locations, non-US Citizens may only be employed in accordance with the restrictions and provisions of the respective Status of Forces Agreement (SOFA) which exists with that country and United States of America