



# Applicant Information Kit

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**1. 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:

Preference Category	Applies to	Required Documents*
<b>Spouse Employment Preference (SEP)</b>	<p>A <b>military spouse</b> (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><b>Note 1: <i>In foreign areas, spouses are not eligible for preference until arrival at the overseas location.</i></b></p> <p><b>Note 2:</b> This 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><b>Note:</b> If the PCS orders do not list the applicant by name, additional documentation may be requested from the Human Resources Office to validate eligibility.</p> <p>If seeking preference in conjunction with a PCS move <b>and</b> the military sponsor was killed while on active duty, applicants must provide:</p> <ol style="list-style-type: none"> <li>1) Documentation verifying marriage.</li> <li>2) Documentation verifying Service Member was released or discharged due to death while on active duty.</li> <li>3) Statement that spouse is an unremarried widow(er) of Service Member.</li> </ol>
<b>Involuntarily Separated Military Preference (ISMP)</b>	<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 21<sup>st</sup> 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 23<sup>rd</sup> birthday and is enrolled in a full time course of study in institution of higher learning.</p> <p><b>Note:</b> This is a <b>one-time</b> 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>

(Continued on next page)

\* 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.

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Preference Category	Applies to	Required Documents*
<b>Family Member Preference (FMP)</b> <i>(Foreign OCONUS Only)</i>	<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 21<sup>st</sup> birthday, (b) are incapable of self-support because of a mental or physical incapacity that existed before that birthday or (c) have not passed their 23<sup>rd</sup> birthday and are 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><b>NOTE:</b> 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 SEP eligible or ISM 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><b>Note:</b> 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.

**2. PRIORITY CONSIDERATIONS**

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

<b>Priority Category</b>	<b>Applies To</b>	<b>Required Documents*</b>
<b>DoD* NAF Employees Separated by Business Based Action (BBA)</b>	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.  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"
<b>Current or Former NAF Employees (CNE/FNE)</b>	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.)
<b>Outside Applicant Veteran (OAV)</b>	Veterans**** as identified in 5 USC 2108.  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 and/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.	(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)
<b>Outside Applicant Non Veteran</b>	All other candidates not eligible for the listed Preferences or Priority Considerations.	None

\* 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.

**3. APPOINTMENT TYPES AND WORK SCHEDULES**

Appointment Type/Work Schedule	What this means
<b>Intermittent (Flexible)</b>	<ul style="list-style-type: none"> <li>✓ Serve in a continuing position on a scheduled or as needed basis</li> <li>✓ Can work 0 to 40 hours per week</li> <li>✓ May be non-competitively converted to a Regular Part/Full Time category</li> <li>✓ 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</li> </ul>
<p><b>Permanent (Regular)</b></p> <p><b>Part Time</b> - workweek is from 20 to 39 hours (may be non-competitively converted to a Full-Time category)</p> <p><b>Full Time</b>- workweek is 40 hours</p>	<ul style="list-style-type: none"> <li>✓ Serves in a continuing position on a scheduled basis</li> <li>✓ May serve a one-year probationary and/or supervisory probationary period*</li> <li>✓ Eligible for Retirement/Pension (mandatory) and 401k plans, along with Life, Health, &amp; Long-Term Care insurances</li> <li>✓ Earns paid time off (annual leave) &amp; paid sick days (sick leave).</li> <li>✓ For additional information about benefits, click <a href="#">here</a>.</li> </ul>
<b>Seasonal (Part or Full Time)</b>	<ul style="list-style-type: none"> <li>✓ Non-duty, non-pay period is determined prior to placement into the position</li> <li>✓ Employee will be placed in a non-duty, non-pay status during periods when services are not required (e.g. a School Cafeteria worker that does not work during school breaks or Golf Course Greens Keeper that does not work during winter months)</li> <li>✓ May serve a one-year probationary and/or supervisory probationary period*</li> <li>✓ Eligible for Retirement/Pension (mandatory) and 401k plans, along with Life, Health, &amp; Long-Term Care insurances</li> <li>✓ Earns paid time off (annual leave) &amp; paid sick days (sick leave).</li> <li>✓ For additional information about benefits, click <a href="#">here</a>.</li> </ul>
<b>Temporary (Part or Full Time) Not To Exceed XX (days/months)</b>	<ul style="list-style-type: none"> <li>✓ Non-duty, non-pay period is determined prior to placement into the position</li> <li>✓ Employee will be placed in a non-duty, non-pay status during periods when services are not required (e.g. a School Cafeteria worker that does not work during school breaks or Golf Course Greens Keeper that does not work during winter months)</li> <li>✓ During duty/pay status periods, workweek is from 20 to 39 hours for Regular Part-Time</li> <li>✓ During duty/pay status periods, workweek is 40 hours for Regular Full-Time</li> <li>✓ May serve a one-year probationary and/or supervisory probationary period*</li> <li>✓ Eligible for Retirement/Pension (mandatory) and 401k plans, along with Life, Health, &amp; Long-Term Care insurances</li> <li>✓ Earns paid time off (annual leave) &amp; paid sick days (sick leave).</li> <li>✓ For additional information about benefits, click <a href="#">here</a>.</li> </ul>

\* **SUPERVISORY PROBATIONARY PERIOD** - Upon initial appointment or selection to a **supervisory or managerial position**, an employee is required to serve a 1 year probationary period to demonstrate successful performance as a supervisor. This **supervisory probationary period** is in addition to any previously completed probationary period. Prior to the end of the probationary period, a determination will be made whether to retain that employee as a supervisor or to return the employee to a nonsupervisory position that is no lower in grade or pay band and pay than the one held prior to appointment to the supervisory or managerial position. Such action is not considered a disciplinary action

**4. ABOUT JOB REQUIREMENTS**

**Qualifications** Each job announcement must be carefully reviewed. Qualifications listed on the job announcement are verified by the 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.

**Education Requirements** Proof of education is required for positions that have an education requirement (such as a professional occupation).

**Note:** Unless otherwise stipulated on the job announcement, proof of education (when required) must be uploaded at the time of application

**Proof of Education**

Education Type	Proof Required
<b>High School/General Education Degree (GED)</b>	Copy of High School Diploma Copy of General Education Degree (GED) Copy of College Transcripts*
<b>College Courses or Degree</b>	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 Offices.

\*\* For information on accredited colleges or universities click [here](https://www.ed.gov/accreditation?src=rn) 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. further information, click [here](https://search.usa.gov/search?utf8=%E2%9C%93&affiliate=ed.gov&query=Foreign+Accreditation) or copy and paste this URL: <https://search.usa.gov/search?utf8=%E2%9C%93&affiliate=ed.gov&query=Foreign+Accreditation>

**References** Please ensure the resume and/or application contains the contact information for at least two (2) professional references.

**5. 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 (EST) 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 a manual application process that is available. Please refer to the Job Announcement for additional instructions on the how to submit a manual application.

**Application 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 education requirements (e.g. certification(s), licensure, transcripts, etc.).

**6. HOW YOU WILL BE EVALUATED**

<b>Application Review</b>	After receipt of the complete application package (including all required documents), the qualifications will be reviewed and assigned an initial rating. The application will be reviewed to make sure that the resume supports the answers given in the questionnaire. If the resume does not support the questionnaire answers, the rating will be adjusted accordingly. Qualified applicants may be referred to the hiring manager for further consideration and possible interview. Applicants will be notified when the rating is determined. If a determination is made that the resume overstated the applicant's qualification and/or experience, the applicant may lose consideration for the position. Please follow all instructions carefully; errors and omissions may affect the applicant's eligibility.
<b>A Note about Experience</b>	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.
<b>Notifications</b>	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.

**7. OTHER INFORMATION**

<b>Benefits</b>	<p><b>Permanent (Regular) employees</b></p> <ul style="list-style-type: none"> <li>➤ Are eligible for Retirement/Pension (mandatory) and 401k plans, as well as Life, Health, Dental &amp; Long-Term Care insurances</li> <li>➤ Earn paid time off (annual leave) &amp; paid sick days (sick leave)</li> </ul> <p><b>Flexible (Intermittent) employees</b></p> <ul style="list-style-type: none"> <li>➤ Are not normally eligible for benefits however benefits <i>may</i> be provided at a later time if hours worked for a specified timeframe meet benefit eligibility requirements</li> </ul> <p>For additional information about benefits, click <a href="#">here</a>.</p>
<b>Reemployment Restrictions</b>	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 re-employment restrictions.
<b>Selective Service</b>	An 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.
<b>E-Verify</b>	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 may click <a href="#">here</a> .
<b>Termination of SEP Preference</b>	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.



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### 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, skills, 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 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 may employ non-US Citizens under certain conditions, in certain non-sensitive 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 the United States of America.