

Civilian Human Resources Agency (CHRA)  
Nonappropriated Fund (NAF)



# Army NAF Applicant Information Kit

*Your Companion for a Confident Army NAF Job Application*

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## INTRODUCTION

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Thank you for considering a career with Army Nonappropriated Funds (NAF)! Whether you're just starting out or looking to grow in a meaningful role, we're excited to share what makes NAF employment so rewarding.

As the Human Resources team supporting a wide range of essential programs—from Army Morale, Welfare, and Recreation (MWR) and Army Recreation Machine to Stars and Stripes and Veterinary Medical Services (and everything in between)—we help power the experiences that uplift our servicemembers and their families. When you join NAF, you become part of a mission-driven community that serves the best customers in the world.

This Applicant Information Kit guides you through the Army NAF employment process – from completing your application and understanding what happens next, to exploring the types of positions available and learning who receives initial and priority consideration. Along the way, you'll find helpful tips and insights to support your journey. More than just a how-to, this kit offers a glimpse into a career where your work truly makes a difference.

NAF positions offer more than just a paycheck. You'll enjoy access to installation amenities and events, and a workplace culture rooted in service and camaraderie. With roles in business operations, childcare, recreation, veterinary services, and more, there's a place here for every skill set and background.

For our Child and Youth Services (CYS) employees, we offer robust career development opportunities and the added benefit of free childcare for your first child at all installations.

Many of our team members have grown their careers with us—from Bartender to FMWR Program Manager, or from a Child and Youth Program Assistant (CYPA) to Child and Youth Services (CYS) Director. Advancement is not just possible—it's encouraged.

We're glad you're here. Let's explore how your next career move could be with Army NAF.

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**1. HOW CAN YOU ENSURE YOUR APPLICATION IS COMPLETE?**

Thinking about applying for an Army Nonappropriated Funds (NAF) position? Great choice! Preparing your application is the first step toward landing the job you want, and this kit can help you every step of the way. In this section, you'll find everything you need to know about creating a strong application package, from understanding the job announcement to submitting all the required documents. By following these tips, you'll set yourself up for success and make your application stand out.

**Job Announcement Basics**

Before you start your application, carefully review the job announcement. It outlines the qualifications, education, conditions of employment and other requirements needed for the position. Pay close attention to the "Required Documents" section to ensure you include everything necessary to support your application. For questions about a specific job announcement, please refer to the contact information provided within the "Questions About This Job" section of the job announcement on [USAJOBS](#).

**Qualifications**

Your qualifications will be verified by a careful review of your resume and any additional documentation you provide, such as transcripts, licenses, or certifications. These documents help us confirm that you meet the specific requirements for the job.

**Tip:** Think of your resume as your story—it should clearly show how your experience and qualifications align with the job requirements. Tailor your resume to the position and double-check that you've included everything listed in the job announcement.

**Education Requirements**

Proof of education is required for positions with specific education requirements (e.g., professional occupations).

Education Type	Proof Required
High School/General Education Degree (GED)	Copy of High School Diploma <b>OR</b> Copy of General Education Diploma (GED) <b>OR</b> Copy of College Transcripts* <b>OR</b> Copy of College Diploma or Degree
College Courses or Degree	Copy of College Transcripts from an accredited** college or university.
Foreign Education	Qualifying education from foreign colleges and universities must be evaluated for equivalency to U.S. standards. The Evaluation must be in English. For more information, visit <a href="#">Recognition of Foreign Qualifications</a> .


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

\*\*For information on accredited colleges or universities, go to [www.ed.gov](http://www.ed.gov). After you access this website, search for the database for all colleges, universities, schools, and educational institutions that have been accredited by accrediting bodies or organizations recognized by the U.S. Department of Education.

### Application Package

A complete application package includes:

1. **Resume:** Federal agencies follow a Merit Hiring Plan that limits resume to two pages. Focus on recent and relevant experience, use action verbs (e.g., "led," "built," "improved"), and tailor your resume to the job announcement.
2. **Completed Application:** Submit electronically via [USAJOBS](#). If you're unable to submit an electronic application for any reason, don't worry. A manual option is available. (See the *Two Ways to Apply* section, below.)
3. **Supporting Documents:** Include all required documentation, such as transcripts, certifications, licenses, PCS Orders, DD 214 forms, or Personnel Actions.

 **Tip:** If you're claiming a Preference or Priority Consideration but aren't sure what documents to submit, the [Who Gets First Priority? \(Selection Preferences\)](#) and the [What Other Considerations are Available? \(Priority Considerations\)](#) sections within this kit will guide you.

### 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. To request a manual application, refer to the "Questions About This Job" section of the job announcement for the appropriate contact information. A CHRA NAF Human Resources (HR) representative will be happy to assist you with the process and provide the necessary instructions.

### Common Pitfalls to Avoid

We want your application to shine! Common mistakes to watch out for include:

- **Resume Doesn't Support Your Qualifications:** Ensure your resume clearly reflects the experience, skills, and qualifications you've claimed.
- **Missing Supporting Documents:** Double-check that you've included all required documents.
- **Typos or Formatting Errors:** Proofread your resume and ensure it's clean and professional.
- **Incomplete or Inaccurate Information:** Fill out all sections of the application completely and accurately.

 **Tip: Remember the two-page limit:** Effective 29 Sep 2025, in accordance with the Merit Hiring Plan, USAJOBS implemented changes that ensure all applicant resumes are two pages or less. For instructions on how to check if the resumes in your USAJOBS Profile are two pages or less, go to: <https://help.usajobs.gov/faq/application/documents/resume/page-limit>

Taking the time to review your application and ensuring everything is in order can make a big difference.

### **Bonus Tip: Make Your Resume Searchable**

Making your resume searchable on USAJOBS can be a strategic move that opens doors you didn't even know existed. Here is why it matters:

- a. **Be Discoverable by Recruiters:** When you mark your resume as searchable, federal HR professionals can find your resume and reach out directly about job opportunities – even ones you haven't applied for yet!
- b. **Expand Your Visibility:** It's like putting your resume on a bulletin board inside the federal hiring system. You're not just applying for jobs – you're letting jobs find you.

If you're serious about landing a federal job, making your resume searchable is a low-effort, high-reward way to increase your chances. For additional details, go to: <https://help.usajobs.gov/how-to/account/profile/searchable>

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## 2. WHAT HAPPENS NEXT?


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Waiting to hear back after applying for a job can be stressful, but you don't have to stay in the dark. This section breaks down what happens next: how applications are reviewed, what kinds of notifications to expect, and how updates will be shared throughout the process. The goal is to keep everything transparent, so you know where things stand and what to look out for.

### Application Review

Once your complete application package is received, a CHRA NAF Human Resources (HR) representative will carefully review it. This includes evaluating your resume, questionnaire responses, and any supporting documents listed in the job announcement.

- Qualified applicants may be referred to the hiring manager for further consideration and, potentially, an interview.
- You will be notified once your rating is determined.

 **Tip:** Ensure your resume accurately reflects your qualifications and experience. It is best to honestly state experience, knowledge, skills and abilities. Overstating your qualifications can be counter-productive and could lead to a loss of consideration.

### A Note About Experience

Your experience matters, and we value all the ways you've developed your skills. Experience includes both paid and unpaid work, such as volunteer efforts through National Service programs (e.g., Peace Corps, AmeriCorps) or other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, or social groups).


Volunteer work can help you build critical competencies, knowledge, and skills that translate directly to paid employment. Be sure to include this experience in your application as they could make a big difference in showcasing your qualifications!

### Notifications

We want to keep you informed every step of the way. You'll receive updates in the form of email notifications at key stages of the application process, such as:

- **Application Received:** Confirms that you successfully submitted your application.
- **Notice of Results and Notice of Referral:** Contains information about your application's evaluation and qualification rating. In addition, it would notify you if we referred your application to the Hiring Manager for review and consideration.
- **Disposition Letter:** Final notification regarding the outcome of the recruitment process.

These updates are designed to keep you in the loop and help you track your progress. If you have any questions, the contact information for each job announcement will be listed within your application status profile.

 **Tip: Stay Connected:** To receive updates about your application, make sure your USAJOBS profile has a current email address. Add **@usastaffing.gov** to your contacts or safe sender list so messages don't end up in your junk folder.

A quick check now can save you from missing something important later.

**3. WHAT KIND OF JOB IS IT? (UNDERSTANDING APPOINTMENT TYPES & WORK SCHEDULES)**

Seeking stability, flexibility or a foot in the door? Knowing the type of job you're applying for can help you choose the right fit for your lifestyle and goals. This section breaks down appointment types—Permanent, Temporary, and Intermittent/Flexible—and what they mean for your schedule, benefits, and long-term potential. Whether you're planning your next move or guiding someone else, you'll gain the clarity to make confident, informed decisions.

For additional information about Army NAF Benefits, go to:  
[https://academy.armymwr.com/glshared/2025\\_naf/story.html](https://academy.armymwr.com/glshared/2025_naf/story.html)

Appointment Type/Work Schedule	What this means
<p><b>Intermittent (Flexible) -</b> Can work 0 to 40 hours per week.</p> <p><b>Regularly Scheduled FLEX** (Flexible) –</b> Specifies the number of guaranteed work hours per week</p>	<ul style="list-style-type: none"> <li>✓ Serve in a continuing position on a scheduled or as needed basis. However, regularly scheduled flexible employees may be guaranteed a minimum number of hours per week</li> <li>✓ Might be non-competitively converted to a Regular Part/Full Time category</li> <li>✓ Benefits are not normally provided but <i>may</i> be provided later if hours worked for a specified timeframe meet benefit eligibility requirements or management elects to convert the employee to a regular part- or full-time position</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>✓ Serve 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 &amp; Health Insurance.</li> <li>✓ Earns paid time off (annual leave) &amp; paid sick days (sick leave)</li> </ul>
<p><b>Seasonal (Part or Full Time)</b></p>	<ul style="list-style-type: none"> <li>✓ Non-duty, non-pay period is determined prior to placement into the position</li> <li>✓ Employees 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 &amp; Health Insurance.</li> <li>✓ Earns paid time off (annual leave) &amp; paid sick days (sick leave).</li> </ul>
<p><b>Temporary (Part or Full Time) Not to Exceed XX (days/months)</b></p>	<ul style="list-style-type: none"> <li>✓ Time limitation associated with the position, is considered a limited tenure appointment that is non-permanent in nature.</li> <li>✓ During a Regular Part-Time temporary appointment, the work week may be from 20 to 39 hours</li> <li>✓ During Regular Full-Time temporary appointment, workweek is 40 hours</li> <li>✓ Eligible for enrollment in Retirement/Pension (mandatory) and 401k plans, along with Life &amp; Health Insurance.</li> <li>✓ Earns paid time off (annual leave) &amp; paid sick days (sick leave).</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.

\*\* In some overseas locations, when eligible, employees with 20 or more guaranteed hours may receive their own Individual Logistical Support (ILS). This may include but is not limited to Status under the Host Nation SOFA, Commissary and Exchange shopping privileges. For questions on eligibility for ILS, please reach out to your local overseas NAF HR office.

**4. WHO CAN WORK OVERSEAS?**

Dreaming of taking your career abroad? Working overseas with Army NAF can be an exciting opportunity to grow professionally while experiencing life in a new culture. Before you start planning, it's important to know where you're eligible to work. This section breaks down the citizenship and residence requirements for various locations across Europe and Asia—so you can explore your options with clarity and confidence and take the next step toward an international adventure.

Asia	Requirements
<b>Bahrain</b>	U.S. Citizen Eligible Family Members (UEFMs), Member of Household (MOR), Not Ordinarily Resident (MOR must have US SSN) and U.S. Veterans
<b>Korea</b>	U.S. Citizens and non-U.S. citizens* eligible to work in the United States.  U.S. citizens with ordinarily resident** status are not eligible for appointment under SOFA.  Korean citizens under Command sponsorship of a MIL or CIV sponsor may work under US employment conditions for the duration of the assignment in the overseas area.
<b>Japan</b>	U.S. citizens or a non-U.S. citizen* dependent of a member of the United States Armed Forces or civilian employee stationed in Japan.  U.S. citizens with ordinarily resident** status are not eligible for appointment under SOFA unless selectee cancels their permanent residence status at appointment and changes to SOFA.  Non-US citizens under Command sponsorship of a MIL or CIV sponsor may work under US employment conditions for the duration of the assignment in the overseas area.

(Europe citizenship and residence requirements on the next page)

\* 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.

\*\*The term *ordinarily resident* refers to individuals who live in a foreign country on a permanent or long-term basis and are not considered to have the status of a U.S. citizen employed under the Status of Forces Agreement (SOFA) or other applicable agreements between the United States and the host country. The specific definition may vary from country to country. This status typically applies to individuals who:

- Are citizens or permanent residents of the host country.
- Hold dual citizenship (including citizenship of the host country) and reside in the host country.
- Have established permanent residency in the host country, including those who have lived there for an extended period and are integrated into the local community.
- **Implications:** Individuals who are "ordinarily resident" in a foreign country may not be eligible for certain benefits or employment opportunities tied to SOFA status, such as tax exemptions, logistical support, or access to U.S. government facilities. Employment eligibility for "ordinarily resident" individuals is determined by local labor laws and agreements between the U.S. and the host country.

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Europe	Citizenship Requirements
<b>Belgium</b>	<p>U.S. citizens and legal U.S. residents.</p> <p>Legal U.S. residents must possess a valid Permanent Resident Card (Green Card), Social Security Number and be citizens of a NATO county, except for the host country of Belgium.</p> <p>U.S. citizens with ordinarily resident** status are not eligible for appointment under SOFA.</p>
<b>Germany</b>	<p>U.S. citizens and legal U.S. residents. Legal U.S. residents must possess a valid Permanent Resident Card (Green Card), Social Security Number and be citizens of a NATO county, except for the host country of Germany.</p> <p>U.S. citizens with ordinarily resident** status are not eligible for appointment under SOFA.</p>
<b>Italy</b>	<p>U.S. citizens and legal U.S. residents. Legal U.S. residents must possess a valid Permanent Resident Card (Green Card), Social Security Number and be citizens of a NATO county, except for the host country of Italy.</p> <p>U.S. citizens with ordinarily resident** status are not eligible for appointment under SOFA.</p>
<b>Netherlands</b>	<p>U.S. citizens and legal U.S. residents. Legal U.S. residents must possess a valid Permanent Resident Card (Green Card), Social Security Number and be citizens of a NATO county, except for the host country of Netherlands.</p> <p>U.S. citizens with ordinarily resident** status are not eligible for appointment under SOFA.</p>
<b>Spain</b>	<p>U.S. citizens and legal U.S. residents. Legal U.S. residents must possess a valid Permanent Resident Card (Green Card), Social Security Number and be citizens of a NATO county, except for the host country of Spain.</p> <p>U.S. citizens with ordinarily resident** status are not eligible for appointment under SOFA.</p>
<b>United Kingdom</b>	<p>U.S. citizens and legal U.S. residents. Legal U.S. residents must possess a valid Permanent Resident Card (Green Card), Social Security Number and be citizens of a NATO county, except for the host country of the United Kingdom.</p> <p>U.S. citizens with ordinarily resident** status are not eligible for appointment under SOFA.</p>

\* 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.

\*\* The term *ordinarily resident* refers to individuals who live in a foreign country on a permanent or long-term basis and are not considered to have the status of a U.S. citizen employed under the Status of Forces Agreement (SOFA) or other applicable agreements between the United States and the host country. The specific definition may vary from country to country. This status typically applies to individuals who:

- Are citizens or permanent residents of the host country.
- Hold dual citizenship (including citizenship of the host country) and reside in the host country.
- Have established permanent residency in the host country, including those who have lived there for an extended period and are integrated into the local community.
- **Implications:** Individuals who are "ordinarily resident" in a foreign country may not be eligible for certain benefits or employment opportunities tied to SOFA status, such as tax exemptions, logistical support, or access to U.S. government facilities. Employment eligibility for "ordinarily resident" individuals is determined by local labor laws and agreements between the U.S. and the host country.

**5. WHO GETS INITIAL CONSIDERATION? (SELECTION PREFERENCES)**

Every job search is personal, and certain experiences — like being a military spouse, a family member of someone who served, or a recently separated service member — can offer a valuable advantage in the hiring process. These selection preferences are designed to recognize your connection to military service or federal employment and help ease the transition into your next career step. This section outlines who qualifies and what documentation is needed to claim these preferences.

Preference Category	Applies to	Required Documents*
<p><b>Spouse Employment Preference (SEP)</b></p>	<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>In general, the eligibility time begins 30 days before the military sponsor's reporting date at the new duty station, if accompanied.</p> <p><b>Note 1: In foreign areas, spouses are not eligible for preference until arrival at the overseas location.</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>Sponsor's Permanent Change of Station (PCS) Orders listing the Spouse (By Name)</p> <p><u>If the PCS orders do not list the applicant by name:</u> additional documentation may be requested from the Human Resources Office to validate eligibility.</p> <p><u>If seeking preference in conjunction with a PCS move and the military sponsor was killed while on active duty,</u> applicants must provide:</p> <ol style="list-style-type: none"> <li>Documentation verifying marriage.</li> <li>Documentation verifying Service Member was released or discharged due to death while on active duty.</li> <li>Statement that spouse is an unremarried widow(er) of Servicemember.</li> </ol>
<p><b>Involuntarily Separated Military Preference (ISMP)</b></p>	<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><u>Family members include:</u> (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><b>Note:</b> This is a one-time preference in hiring for a period of 1 year after separation.</p>	<ul style="list-style-type: none"> <li>DD Form 214 (Certificate of release or discharge from active duty, member-copy 4)</li> <li>Supporting documentation to validate claim***. (e.g., Supporting documentation from Transition Assistance).</li> </ul>

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\* Unless otherwise indicated, job seekers who do not upload required documents for claimed preferences will be placed in the next eligible category for which documentation was provided. If no other eligibility is selected or validated, they will be considered as an "Outside Applicant (Non-Veteran)".

\*\* 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.

Preference Category	Applies to	Required Documents*
<p><b>Family Member Preference (FMP)</b> <i>(Foreign OCONUS Only – excludes non-foreign overseas locations)</i></p>	<p>a. The spouse of a military Servicemember or civilian employee.</p> <p>b. Unmarried widow(er) of a member or former member of the uniformed Service**.</p> <p>c. Unmarried child **** of a sponsor who:</p> <p>(a) Has not passed their 21st birthday; or</p> <p>(b) Is incapable of self-support because of a mental or physical incapacity that existed before that birthday and is (or was at the time of the member’s or former member’s death) in fact dependent on the sponsor for over one-half of his or her support; or</p> <p>(c) Has not passed his or her 23rd birthday, is enrolled in a full-time course of study in an institution of higher learning approved by a Secretary of an executive department specified in 10 USC 111, and is (or was at the time of the member’s or former member’s death) in fact dependent on the sponsor for over one-half of his or her support.</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. Unmarried child**** 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>Sponsor’s Permanent Change of Station (PCS) Orders listing the Spouse and/or Family Member by name</p> <p><u>If the PCS orders do not list the applicant by name</u>, additional documentation may be requested by the Human Resources Offices to validate eligibility.</p>

\* Unless otherwise indicated, job seekers who do not upload required documents for claimed preferences will be placed in the next eligible category for which documentation was provided. If no other eligibility is selected or validated, they will be considered as an "Outside Applicant (Non-Veteran)".

\*\* 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 "Child(ren)" include stepchildren, adopted children, and foster children.

**6. WHAT OTHER CONSIDERATIONS ARE AVAILABLE? (PRIORITY CONSIDERATIONS)**

Experience, service, and dedication deserve recognition. If certain criteria are met, Priority Consideration status may apply, which gives your application added visibility during the hiring process. While it doesn't guarantee a job offer, it ensures your qualifications receive closer review, which can make a meaningful difference. This section explains who qualifies and what documentation is needed to help your application stand out.

Priority Category	Applies To	Required Documents*
<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 the date of separation.	Official BBA notice <b>or</b> 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.  <b>Or</b> Current DoD** Appropriated Fund (APF) employees serving in a continuous position and have at least one year of continuous DoD** APF service.	Supporting documentation such as a personnel action (e.g., DA Form 3434, SF-50, etc.) or copy of Performance Appraisal <b>or</b> copy of Individual Development Plan (IDP) <b>or</b> certificates of training or promotion, etc. <b>or</b> detailed information on the job seeker's resume to identify their current or former NAF (or current APF) employment experience. Resume information should ideally include position title, installation/duty station location, along with additional details such as the activity/program name <b>or</b> pay plan <b>or</b> occupational series <b>or</b> grade, etc.

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\* Unless otherwise indicated, job seekers who do not upload the required documents for claimed considerations will be placed in the next eligible category for which documentation was provided. If no other eligibility is selected or validated, they will be considered as an "Outside Applicant Non-Veteran".

\*\*DoD – Department of the Defense.

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

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Priority Category	Applies To	Required Documents*
	<p>Veterans**** as identified in 5 USC 2108.</p> <hr/> <p>Spouses of “veterans”**** who were disabled (if the Servicemember 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.</p> <hr/> <p>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.</p> <p>OR</p> <p>Parents of “veterans”**** who lost their life under honorable conditions while serving in the Armed Forces as identified in 5 USC 2108.</p>	<p><u>Veterans:</u></p> <ul style="list-style-type: none"> <li>• DD Form 214 - Certificate of Release or Discharge from Active Duty (Member 4 or Service 2 copy)</li> </ul> <p><u>Spouses, parent or Widow/widowers of deceased soldier:</u></p> <ul style="list-style-type: none"> <li>• DD 1300***</li> </ul> <p><u>Spouse or parent of disabled soldier:</u></p> <ul style="list-style-type: none"> <li>• DD214 or *** or other proof *** to validate the claim (e.g. An official statement dated 1991 or later, from the Department of Veterans Affairs)</li> </ul>
<p><b>Outside Applicant Non-Veteran (OANV)</b></p>	<p>If you don't meet the criteria for a hiring preference or priority category, don't worry—your application still matters.</p> <p>Army NAF positions are open to all qualified candidates, and Outside Applicants (Non-Veteran) are absolutely considered for employment.</p>	<p>None</p>

\* Unless otherwise indicated, job seekers who do not upload the required documents for claimed considerations will be placed in the next eligible category for which documentation was provided. If no other eligibility is selected or validated, they will be considered as an “Outside Applicant Non-Veteran”.

\*\*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 consideration and would apply only to outside applicants applying for positions announced competitively for all grade level jobs.

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## 7. WHAT ELSE DO YOU NEED TO KNOW?

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Navigating the hiring process is easier when you understand the details. This section covers key topics that may affect your employment journey—like reemployment restrictions, selective service, background checks, benefits, and accommodations for individuals with disabilities.

Take a moment to review this section carefully. It's designed to answer your questions and provide clarity on important policies and procedures

<b>Reemployment Restrictions</b>	Job seekers who are NAF/Federal Civil Service retirees or have accepted a Voluntary Separation Incentive Pay (VSIP), should be prepared to provide additional information to HR to ensure there are no re-employment restrictions.
<b>Selective Service</b>	Persons born/assigned <u>male</u> at birth after December 31, 1959, must be registered with the Selective Service to be eligible for federal employment, unless exempt by law.  An individual who was required to register with Selective Service and who has not registered or knowingly and willfully did not register before the requirement terminated or became inapplicable to the individual, will not be appointed.  <b>Note:</b> This requirement is not applicable to persons born/assigned female at birth.
<b>Dual Employment</b>	The law regarding Nonappropriated Funds (NAF) dual pay and employment in sections 5531 and 5533 if Title 5, U.S.C. is no longer applicable to NAF employment. A covered NAF Instrumentalities employee may be appointed to multiple positions and receive dual pay for work exceeding a total of 40 hours per week. Adherence to federal pay limits (e.g., Fair Labor Standards Act (FLSA), pay caps, etc.) is required.
<b>E-Verify</b>	Applicants can use the E-Verify Self Check tool to confirm their employment eligibility. While completing a Self-Check is not required, it can be a helpful resource for identifying and resolving any potential issues with employment eligibility records before starting a new job. For those interested, the E-Verify Self Check is available at <a href="https://myeverify.uscis.gov/">https://myeverify.uscis.gov/</a> .
<b>Termination of SEP Preference</b>	Refusal of a military spouse to participate in established recruitment procedures for a Regular Full-Time or Regular Part-Time 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.
<b>Denial of Employment</b>	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 unfavorable suitability or fitness determination.
<b>Reasonable Accommodations</b>	The Department of the Army provides reasonable accommodation to applicants with disabilities. If job seekers need reasonable accommodation for any part of the application and hiring process notify the servicing NAF HR Office. Requests for reasonable accommodation will be made on a case-by-case basis.

## CHRA NAF Applicant Information Kit

<b>Equal Opportunity Employer</b>	The Department of Army Nonappropriated Fund Instrumentalities are an equal opportunity employer.
<b>Positions Having Regular and Recurring Contact with Children</b>	No person regardless of circumstance will be approved to provide childcare 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 <b>convicted</b> for any of the following: a sexual offense, any criminal offense involving a child victim or a felony drug charge.
<b>Background Check Screening Process</b>	<p>All individuals selected for a Nonappropriated Funds (NAF) position will be subject to a background screening process, including at a minimum, Federal Bureau of Investigation (FBI) fingerprints and local background checks as applicable (e.g., military police, criminal investigations division, host nation law enforcement).</p> <p>Positions requiring a background investigation will be subject to at least a Tier 1-Non-Sensitive investigation (National Agency Check with Inquiries) or higher. This federal investigation, conducted by the Defense Counterintelligence and Security Agency (DCSA), includes checks of federal records, FBI fingerprints and/or name checks, residential and employment history within the past 5 years, education verification, and assessment of military service (if applicable), as well as other applicable checks.</p> <p>Positions with regular and recurring contact with children will require additional background checks, including State Criminal History Repository Checks and Installation Records Checks.</p> <p>National Security positions requiring security clearance will undergo a more in-depth federal investigation by DCSA. Additional requirements may include, but are not limited to, expanded federal records checks, detailed financial review, investigation of foreign contacts, and character assessments.</p> <p>Submission of a background investigation request via the electronic application (e-APP) to the Personnel Security Investigation Center of Excellence (PSI-CoE) is a condition of employment and must be completed within 30 calendar days of entry on duty or placement for internal candidates. <u>All appointments are contingent upon a favorable suitability determination.</u></p> <p><u>For additional information on federal investigation requirements, please visit the DCSA website: <a href="https://www.dcsa.mil/">https://www.dcsa.mil/</a></u></p>
<b>Employment of Non-US Citizens</b>	<p>Non-U.S. citizens may be eligible for certain NAF positions if they meet specific requirements.</p> <p>Within the U.S., a valid Green Card and a Social Security card allowing unrestricted employment are required.</p> <p>For foreign overseas positions, employment is governed by the applicable Status of Forces Agreement (SOFA). Applicants must have continuously resided in the U.S. (or U.S. Territories) for at least three years preceding federal employment to be eligible.</p>