

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

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

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

### ADDITIONAL HELP

- ◇ If you need help creating a login.gov go to: <https://www.login.gov/help/>
- ◇ For questions regarding the position or your application, contact the NAF HR representative listed on the vacancy announcement.
- ◇ Don't have a computer? No problem, there is a manual application process! Contact the NAF HR Office or representative listed as the point of contact on the Vacancy Announcement to obtain a manual application.

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

## Resume Tips...

Take the time to develop a strong resume.

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

### Commonly Required Supporting Documents

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

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

**Current or Former Federal Employees:** Your most recent (non-award) Notification of Personnel Action (SF50, DA Form 3434).

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

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

## The Application Process (V 3.0)

Brought to you by:



CHRA Nonappropriated Funds (NAF)  
Division

December 2018



# NAF Guide for Applicants: The Application Process V 3.0

## BEFORE YOU APPLY

\_\_\_ Have you previously worked for Army NAF?  
\_\_\_ Was your resignation date within the last 3 years?

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

You may be eligible for non-competitive reinstatement into the same or equivalent position in grade, or one with a lower rate of pay. If interested contact your local NAF HR Office for more information

## PLAN AHEAD

### 1. Create your Login.Gov Account

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

### 2. Prepare your Application Package In Advance

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

#### ◇ Pre-position Your Resume(s)

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

#### ◇ Upload Supporting Documents

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

### 3. Create/Save Job Searches

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

### 4. Make your resume 'Searchable'

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

### 5. Review Announcement Requirements

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

### 6. Keep Your Account Undated.

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

## HOW TO APPLY

◇ Search for current Army NAF vacancies at [www.usajobs.gov](http://www.usajobs.gov)



**Keyword:** NAF

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

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



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

### Administrative Support Assistant (CYS) NF-02

ARMY INSTALLATION MANAGEMENT COMMAND

Agency Contact Information

Few vacancies in the following location:

Picatinny Arsenal, NJ

Work Schedule is Full-Time - Permanent

Opened Thursday 9/9/2016

(9:00) AM

Closes Wednesday 9/14/2016

(9:00) AM

Salary Range

\$12.00 to \$14.00 / Per Hour

Series & Grade

NF-0303-2/2

Promotion Potential

2

Supervisory Status

No

Who May Apply

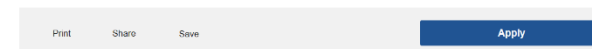
US citizens and Non-citizens within commuting area of Picatinny Arsenal, NJ including Morris, Passaic, Essex, Union, Somerset, Hunterdon, Warren and Sussex counties

Control Number

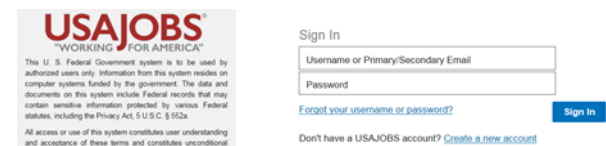
3252463000

Job Announcement Number

NENAFDA161006204



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



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

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

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

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

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

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

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

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