

CHRA NAF Guide for Applicants: The Application Process



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 USAJOBS Account in Advance

A USAJOBS account is needed to apply for all Army NAF positions. Within www.usajobs.gov click on "First time Visitors" and then "Create an Account" and 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 5 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 list.

The following are commonly required documents:

- **Current or Former Federal Employees:** Your most recent (non-Award) Notification of Personnel Action (SF-50, DA Form 3434)
- **Veterans:** DD214 (Member-4 copy) or Documentation of terminal leave status-if still on active duty
- **Military Spouses:** Service Member's PCS orders with any amendments and Marriage Certificate
- **Other Frequently required documents:**
 - Official Transcripts (copy thereof) if you apply to positions with positive education requirements or you intend to qualify based in whole or part on education. Unofficial transcripts may only be used for the application process. Official transcripts will be required, if selected.
 - Certifications or licenses that are routinely required for the types of positions you seek (CDL, AED/CPR, CDA)
- You are able to add other documents required for specific vacancies during the application process. When you correctly upload a document once, it is available for reuse in all future applications.

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. Review Announcement Requirements



***Take time to develop a strong resume.**

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



***Locate supporting documents & upload to USAJOBS account in appropriate sections.**

- DD214 (Member 4 copy)
- PCS Orders & Marriage Certificate
- Official Transcripts, Licenses, and Certificates (CPR, First Aid, AED, VoTech)

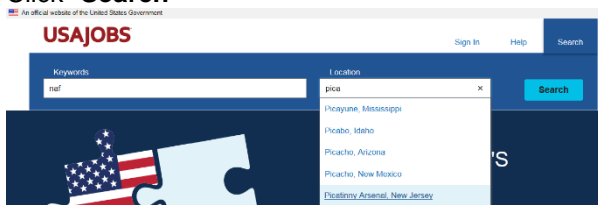
To avoid being ineligible, read the announcement in its entirety. There are conditions of employment, how to apply and application requirements addressed in the announcement that must be met.

5. Keep your Account Updated

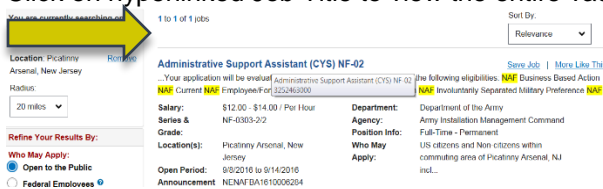
Make sure your account always has your current contact information, especially your email address. Applicant notifications are sent to the email address on record so it is important that any changes in your email address are reflected in your USAJOBS account.

HOW TO APPLY

- ✓ Search for current Army NAF vacancies at www.usajobs.gov
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 hyperlinked Job Title to view the entire vacancy announcement. **READ IT THOROUGHLY!!**



- ✓ Click **APPLY (preferred method)** or follow the Manual Application Instructions in the vacancy announcement

Administrative Support Assistant (CYS) NF-02

ARMY INSTALLATION MANAGEMENT COMMAND

Agency Contact Information

Four vacancies in the following location:

Picatinny Arsenal, NJ

Work Schedule is Full-Time - Permanent

Opened Thursday 9/9/2016

(8 days) ago

Closes Wednesday 9/14/2016

(6 days) away

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

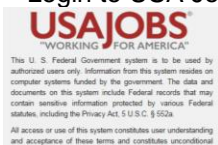
Job Announcement Number

NENAFBA1610006264

Print Share Save

Apply

- ✓ Login to USA Jobs or click [Create a new account](#) if this is your first time & follow the instructions.



Sign In

Username or Primary/Secondary Email

Password

[Forgot your username or password?](#)

Sign In

Don't have a USAJOBS account? [Create a new account](#)

Step 1 - Select Resume

Select Resume or click "Add Resume". Go through steps to add. Click "Save & Continue"

Step 2 - Select Documents

Select Documents or click "Add Document". Go through the steps to add them. Click "Save & Continue"

Step 3 - Review Package

Verify Resume & Documents, place checkmark in the "I acknowledge that I have reviewed my resume and

document(s)” box. Click “Save & Continue”

Step 4a – Include Personal Information

Choose to/not to provide demographic information to help the government’s equal employment opportunity efforts.

Step 4b – How You Heard About Us (Optional)

Choose the appropriate option. Click “Save & Continue”

Step 5 – Continue Application with Agency

Read Certification Statement. Place checkmark in front of statement. Click “Continue to Agency Site”

Step 6 - Welcome Applicant!

Page retrieves resume & documents selected during Steps 2 & 3. If this is you and there is a green “Done” bar and checkmark, Click “Continue”

Step 7 – Biographic Information

Verify & make necessary changes. Click “Continue”

Step 8 – Eligibilities

Read & answer accordingly. Click “Continue”

Step 9 – Assessment Questionnaire

Read & answer each statement/question accordingly. Once all are completed, click “Continue”

Step 10 – Documents

Assign resume and/or documents that the system imported from USA Jobs over to the Agency’s Application Site. Use drop-down menus and place in best category for each. Missing a document? You can fix it here. Click Upload, find document on your computer, upload & assign. Click “Continue”

Step 11 – Review & Submit

Review & ensure Status has Green checkmarks. Click “Submit Application”

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

The HR Office will not notify you that a document did not transmit or failed a virus scan.

Congratulations – you just applied for a federal job!

Don’t have computer availability? No problem, there is a manual application process!

Manual Application Instructions:

Go to the NAF HR Office listed as the Point of Contact for the Vacancy Announcement.

The NAF HR Office will provide you with a manual application form that must be completed by you and returned to the HR Office by the time and date specified on the job announcement to ensure they have adequate time to process your application.

Ensure you have thoroughly read the vacancy announcement and brought with you ALL required and supporting documents identified in the vacancy.

Failing to allow enough time to complete the manual process may make you ineligible for the vacancy unless you access a computer and go online before 11:59 p.m. EST and complete your application package electronically for that vacancy.

The NAF HR Office will input the information from the manual application form & scan/upload your required & supporting documents into USA Jobs on your behalf.

NAF Applicant Information Kit:

[www.armycivilianservice.com/JOA/NAF Applicant Information Kit.pdf](http://www.armycivilianservice.com/JOA/NAF_Applicant_Information_Kit.pdf)