



How to Apply

- Search for current Army NAF vacancies at www.armycivilianservice.com and click on 'Job Search'.
 - Locate NAF positions by adding the word '**NAF**' under What, '**Desired location /state**' under Where. Select—Search for results.
- To fax supporting documents for an application:
1. Print a copy of the fax cover sheet. A fax cover sheet pre-populated with the necessary information (name, SSN, and vacancy identification number) to process your fax for the application on which you are working can be obtained by extracting it from the announcement. A blank cover sheet can be obtained through the following URL <https://staffing.opm.gov/pdf/usascover.pdf>
 2. Complete the fax cover sheet, verifying accuracy and legibility to ensure the fax is appropriately matched with your application.
 3. Place your supporting documents under the completed fax cover sheet and fax them to 1-478-757-3144. Please allow 2-3 business days for processing the fax.
- Additional documents needed:
- 1203FX must be completed (extract 'full questionnaire' from announcement) and as part of your application packet.
 - Optional Application (DA3433) or Resume
 - Additional supporting documentation as outlined in the vacancy announcement (ex. PCS Orders, Certificate(s), DD214 etc.)

PLAN AHEAD

- Take time to develop a strong resume
 - Clearly describe your 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 may apply for different types of positions
 - Review and update to reflect current assignment
- Locate supporting documents such as DD214, PCS Orders, transcripts and licenses and upload to USAJOBS account in appropriate sections.
- Verify all requirements have been met for announcement (additional documents, questionnaire completion etc.).
- If you don't have a resume, you may use the NAF Optional Application, DA form 3433. Available by: Vacancy announcement, local NAF HR Office, online (<http://www.apd.army.mil/pub/eforms/pdf/a3433.pdf>)



USAJOBS Tips for Applicants

**A guide to making the
USAJOBS application process
as simple as possible**

**Real opportunities.
Important work.
Army Civilian Service.
Join us.**

www.armycivilianservice.com





Applicant Tips for Applying via USAJOBS



The Department of Army is introducing a new online process to fill our vacant positions.

The applicant portal to all Army vacancies can be accessed via www.armycivilianservice.com or www.usajobs.gov

Create your USAJOBS Account in Advance

A USAJOBS account is needed to apply for all Army 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

Some documents are regularly required and should be pre-positioned in your USAJOBS account. 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

Veterans:

- DD214 (member 4 copy); SF-15 - if claiming veteran’s preference
- Documentation of disability percentage- if claiming veteran’s preference based on disability
- Documentation of terminal leave status-if still on active duty

Military Spouses:

- Service Member’s PCS orders and any amendments

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 lead to an ineligible rating.
- Certifications or licenses that are routinely required for the types of positions you seek

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.

Require additional help?? Go to:

http://help.applicationmanager.gov/ApplicantHelp/index.php/Application_Manager

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

To avoid misconsideration, read the announcement in its entirety. There are conditions of employment, how to apply and application requirements, outlined within the announcement body that must be met. Contact your local servicing NAF Human Resources Office for additional assistance/clarification.

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.

Don’t have computer availability? No problem, stop by your servicing NAF Human Resources Office for additional assistance. A manual process, using a fax machine, is available to you!