



97TH FORCE SUPPORT SQUADRON – NON-APPROPRIATED FUNDS
APPLICATION PACKAGE INSTRUCTION SHEET

HOW TO APPLY:

Complete the attached application package and return it to the NAF Human Resources Office. Only one application needs to be submitted along with the list of positions applied for. Attach any proof of education, PCS orders, resumes, etc., to the application package prior to turning it in. Applications are kept on file for 90 days. If you have not been placed within that time frame, you can request a 90-day extension.

PREFERENCES:

- **Spouse Preference:** If you are claiming "Spouse Preference" then you must attach a copy of your sponsor's PCS orders, showing that you traveled under those orders. NOTE: Upon accepting or declining a continuing Regular position you will have exhausted your Spouse Preference Eligibility at Altus AFB.
- **Veterans Preference:** If you are claiming Veterans Preference, you must attach a copy of your DD-214 (Member 4 Copy) to your application package.
- **Transitional Hiring Preference (THP):** Applicants who are separated from the Armed Forces and are entitled to Transition Assistance (TAP) are eligible for THP. Proof of your TAP eligibility must be presented before THP can be applied.

SPECIAL REQUIREMENTS:

Applicants for Youth Center or Child Development Center positions are required to attach the Supplemental Application Package along with the requested documents; these are available in the bin below the application packages.

WHERE TO APPLY:

Application Packages may be picked up and turned in at the NAF Human Resources Office, Building 52, Mon-Fri 7:30 am-4:30 pm (closed for training on Thursday afternoons from 1:00 pm to 4:30 pm). Applications are also available on our website. For additional information please call: 481-5639/5811/6416.

Website: www.altusservices.com

NAF Jobline: 481-6541

The Federal Government is an Equal Opportunity Employer

REMOVE THIS PAGE PRIOR TO SUBMITTING APPLICATION PACKAGE

Instructions for Optional Application for Federal Employment – OF 612

You may apply for most Federal jobs with a resume, an Optional Application for Federal Employment (OF 612), or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job. Type or print clearly in black ink. Help speed the selection process by keeping your application brief and sending only the requested information. **If essential to attach additional pages, include your name and Social Security Number on each page.**

- For information on Federal employment, including alternative formats for persons with disabilities and veterans' preference, contact the U.S. Office of Personnel Management at 478-757-3000, TDD 478-744-2299, or via the Internet at www.USAJOBS.opm.gov.
- If you served on active duty in the United States Military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive preference, if your service began after October 15, 1976, you must have a Campaign Badge, Expeditionary Medal, or a service-connected disability. Veterans' preference is not a factor for Senior Executive Service jobs or when competition is limited to status candidates (current or former career or career-conditional Federal employees).
- Most Federal jobs require United States citizenship and also that males over age 18 born after December 31, 1959, have registered with the Selective Service System or have an exemption.
- The law prohibits public officials from appointing, promoting, or recommending their relatives.
- Federal annuitants (military and civilian) may have their salaries or annuities reduced. Every employee must pay any valid delinquent debt or the agency may garnish their salary.
- Send your application to the office announcing the vacancy. If you have questions, contact the office identified in the announcement.

Privacy Act Statement

The U.S. Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications. Other laws require us to ask about citizenship, military service, etc. In order to keep your records in order, we request your Social Security Number (SSN) under the authority of Public Law 104-134 (April 26, 1996). This law requires that any person doing business with the Federal government furnish a SSN or tax identification number. This is an amendment to title 31, Section 7701. Failure to furnish the requested information may delay or prevent action on your application. We use your SSN to seek information about you from employers, schools, banks, and others who know you. We may use your SSN in studies and computer matching with other Government files. If you do not give us your SSN or any other information requested, we cannot process your application. Also, incomplete addresses and ZIP Codes will slow processing. We may confirm information from your records with prospective nonfederal employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation as shown on personnel action forms of specifically identified individuals.

Public Burden Statement

We estimate the public reporting burden for this collection will vary from 20 to 240 minutes with an average of 40 minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspect of the collection of information, including suggestions for reducing this burden to the U.S. Office of Personnel Management (OPM), OPM Forms Officer, Washington, DC 20415-7900. The OMB number, 3206-0219, is currently valid. OPM may not collect this information and you are not required to respond, unless this number is displayed. Do not send completed application forms to this address. Follow directions provided in the vacancy announcement(s).

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