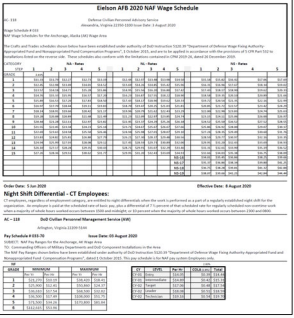


NAF

Civilian Positions

NAF BENEFITS



Employment Types

- Flexible
- Regular
 - Full-Time 35 to 40 hours
 - Part-Time 20 to 34 hours

Includes Benefits:

- 20 Hours minimum
- Tuition Assistance
- Life Insurance
- Medical Insurance
- Dental Insurance
- Retirement Plan (pension)
- 401K
- Annual Leave
- Sick Leave
- Paid Holidays

SPECIAL PREFERENCES

Individual with a Disability Schedule A

Are the most severe disabilities including blindness, deafness, partial and full paralysis, missing extremities, dwarfism, epilepsy, intellectual disabilities, and psychiatric disabilities.

Must have Schedule A Individual w/ Disability letter

Veterans w/ 30% or more Disability Compensation Rating

Must have VA generated rating letter

Military Spouse Preference

- Can start using up to 30 days in advance
- Meet basic qualifications and among best qualified, must be selected
- Uses standard application; preference must be declared in application process
- Can use multiple times until acceptance or declination of a Regular position

BOTH CATEGORIES ABOVE
 MAY APPLY FOR ANY JOB THEY'RE QUALIFIED FOR - ANY WAY

RESUME

Importance of a Good Resume

- Qualification Screening (Resume must speak to these requirements!)**
 Job Series - OPM Minimum Qualifications
 Position Description - Knowledge, Skills & Ability
- Resume - More is better/stronger - more viable**
 Address: Qualifications, Specialized Experience, Education, Part-time or Unpaid Experience; and Volunteer Work Experience
- Describing Experience**
 - Describe your responsibilities
 - Describe what tasks you accomplished
 - Describe what you are most proud of - in terms of achievement
- Don't Hesitate Repeating Job Experience, i.e., jobs at different bases**
- Be explicit**
- Include Weekly or Monthly Hours**
- Include Current Contact Info**

CREDENTIALS & REFERENCES

Importance of Credentials & References

Goal 1: Get Pass The Qualification & Eligibility Check

- Many positions require certain credentials, such as:
 - ✓ DD Form 214 (Military Service)
 - ✓ VA Disability Rating letter (if applicable)
 - ✓ Schedule A - Individual w/ Disability letter (if applicable)
 - ✓ High School Diploma or College Transcripts
 - ✓ Special credentials, i.e., licenses, certifications, etc.
 - ✓ Documentation of Previously Held Federal Position

Goal 2: Get Pass The Selection Screening

- ✓ Some Positions Require Multiple Reference Checks
- ✓ Many Selecting Officials Choose To Use Reference Checks To Validate Their Preliminary Selection Assessment
- ✓ Provide accurate reference contact info

SELECTION PROCESS



EMPLOYEE STARTS

Applying Made Easy

Opportunities Await

- Step 1. Eielsonjobs.com
- Step 2. Select positions
- Step 3. Gather documents
- Step 4. APPLY

HOW TO APPLY

LOCAL DIRECT HIRE

How to Apply - Submit a Resume Package by one of the following 4 ways

Special Category - Allows Intake & Consideration of Applications Locally

1 E-mail

E-mail to 354FSS.FSCA.DHA@us.af.mil with Direct Hire in the subject line

3 Mail

Mail to 354 FSS/FSCA 354 Broadway St Unit 1D Eielson AFB, AK 99702-1899

2 Hand Deliver

Hand deliver to Building 3112 (Amber Hall) Room 205

4 USAJobs.gov

Respond to USAJobs.gov Announcement Apply On-Line

HOW TO APPLY

NAF & APF TRADITIONAL HIRING

Must apply online through USAJOBS.GOV

1 EielsonJobs.com

Links Go To USAJOBS and Automatically Filters for Eielson Vacancies

Applications – typically should include

- A Robust Resume
- DD Form 214 (if applicable)
- VA Disability Rating letter (if applicable)
- Schedule A – Individual w/ Disability letter (if applicable)
- High School Diploma or College Transcripts
- Special credentials, i.e., licenses, certifications, etc.
- Documentation of Previously Held Federal Position
