

APPLYING FOR NONAPPROPRIATED FUND (NAF) EMPLOYMENT

30th Services Division Human Resources Office (HRO) accepts applications for NAF employment for all positions on an on-going basis. Applications are accepted only at the HRO and may not be accepted at any Services activity. HRO accepts applications from 0800-1600 Monday through Friday. The HRO is closed on the 4th Thursday of every month and on all federal holidays.

A **separate** Optional Application (OF 612), Declaration for Federal Employment (OF 306), and Release of Information Form is required for **every** application submitted.

Incomplete applications will not be accepted. Please review the below requirements and ensure you have the proper documentation when you return with your application.

- To claim military spouse preference, you must attach a copy of the sponsor's PCS orders showing your name as a dependent and you must sign the "Military Spouse Preference" letter (located in our office). Spouse preference eligibility is terminated upon placement to or declination of any Regular position (including APF & AAFES), even if you do not claim it.
- ***PRIOR MILITARY:*** A copy of your DD-214 (Member 4 copy) is required. ***NOTE: RETIRED MILITARY:*** There is a 6 month waiting period before you are eligible for hire into a NAF position, unless there is a waiver approved by the Support Group Commander. These waivers are used for hard to fill positions only.
- ***ACTIVE DUTY MILITARY:*** AF Form 3902 for off-duty employment will be required upon submission of application. This is available through your orderly room.
- ***MINORS*** (applicants under the age of 18): A valid work permit is required with application. You can get this at your high school. If you are a high school graduate under the age of 18, you must provide a copy of your high school diploma.
- ***APPLYING FOR CHILD CARE/YOUTH POSITIONS:*** *In addition to any of the above, must have:*
 - ❖ Copy of High School Diploma or equivalent
 - ❖ Identification verifying proof of age (18 years or older)
 - ❖ Acknowledge of Rights and Consent to Release Records
 - ❖ Continuation for Positions Working with Children under the Age of 18