

NAFJobs.Org Website Training Aid

*96th Force Support Squadron
NAF Human Resource Office,
Located in Bldg 210, Rm 159, Eglin AFB
Phone: 850-883-3036*

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This training aid is intended to provide assistance to new applicants and current NAF employees when accessing and utilizing the NAFjobs.org website. It is the individual applicant's responsibility to ensure all required forms and documentation is included with a completed application. Please note, if all required documentation is not received, your application may not be referred to the hiring manager.

NAFJOBS.ORG: WEBSITE OVERVIEW



NAFJOBS.ORG HOME PAGE

Applicants can look at all jobs available or be base specific.

NAFJOBS.ORG: WEBSITE OVERVIEW

The screenshot shows the NAFJobs website interface. At the top, there is a navigation menu with links: HOME, OPEN POSITIONS, PREFERENCES, AFFILIATES, FORMS/PUBS, DIRECTORY, MY PROFILE, LOCAL SETTINGS, LOGOUT, and ABOUT US. Below the navigation is the 'Open Positions' section, which includes a search form with fields for Number, Keyword, and Base, along with checkboxes for 'Always Open', 'HOT Jobs!', 'Motor Vehicle Operation Required', and 'Position involves working with children'. A 'Search' button is located below the form. To the right of the search form is a 'help' button. Below the search form is a table of open positions with columns: Hot!, Number, Title, Base, Organization, Pay/Hr, Close Date, and Actions. The table lists several positions, including Accounting Technician, COMMERCIAL SPONSORSHIP COORDINATOR, CUSTODIAL WORKER (HOUSEKEEPER), Cook (Bowling Center), Laborer, Child & Youth Program Assistant (Intermediate), and Animal Health Technician.

Callout boxes provide additional information:

- Use these Search Options to narrow your position search.
- By clicking here, you will be able to search for positions for a specific base or all open NAF positions Air Force Wide.
- *This HELP button appears on every page. If you have questions throughout the application process, you can click this HELP button to get a clearer understanding of that page.*

OPEN POSITIONS TAB

If applicant clicks on open positions tab, they will see all positions that are always open, open until filled, and announced positions with closing dates.

Applicants have an option of browsing all available positions or defining their search by base or job position.

**All throughout the NAFJOBS.ORG website, a HELP Button is available to applicants if any questions arise at the time of use.*

NAFJOBS.ORG: WEBSITE OVERVIEW

INFOCON: 3 UNCLASSIFIED FPCON: Alpha

Preferences - Windows Internet Explorer

https://www.nafjobs.org/preferences.aspx

Links Customize Links 2548 DCPDS Portal

Preferences

USAF NAFJobs

--- Select Base --- Go

Feedback

HOME OPEN POSITIONS PREFERENCES AFFILIATES FORMS/PUBS DIRECTORY MY PROFILE LOCAL SETTINGS LOGOUT ABOUT US

HOME > PREFERENCES

Spouse, Transition and Veteran Preferences

What are Preferences? |

Preferences are advantages in the candidate selection process. Individuals can claim the following Preferences:

1. [Military Spouse Preference and Off-Duty Military](#)
2. [Transition Hiring Preference \(THP\)](#)
3. [Family Member Preference](#)
4. [Veteran's Preference](#)

Candidates with preferences are considered in the order listed. Then all other applicants are considered. Further distinctions are made when the position is either a **Stateside/Non-Foreign Area**.

[Back to top](#)

1. Military Spouse and Off-Duty Military Preference

Military Spouse Preference: Military spouses may be eligible to apply for employment preference for DoD NAF positions in conjunction with their military sponsor's transfer to a new duty station. Spouse preference eligibility begins 30 days before the military sponsor's reporting date to the new duty location. A military spouse preference eligible is a military

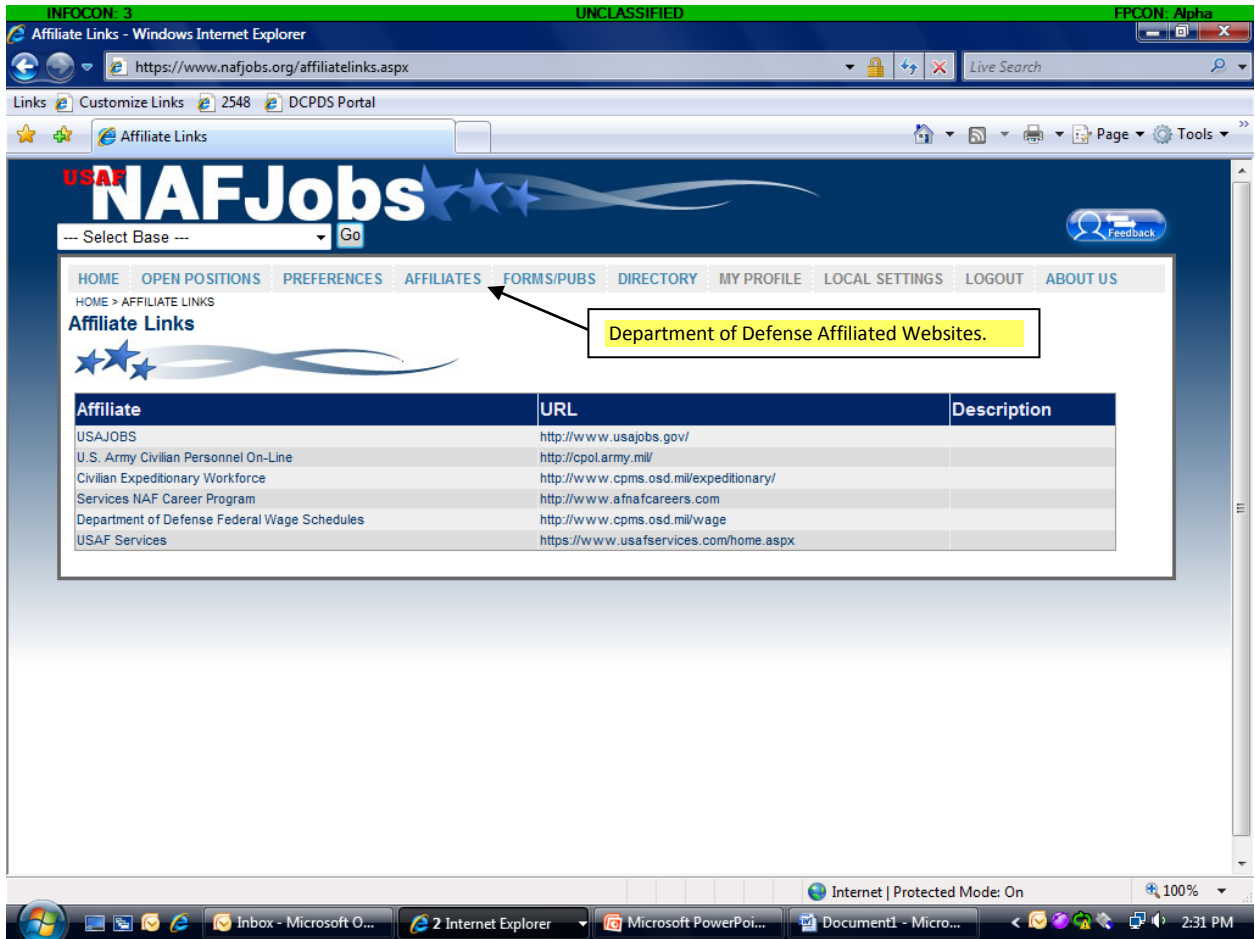
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Inbox - Microsoft O... Internet Explorer Microsoft PowerPoi... Document1 - Micro... 2:30 PM

PREFERENCE TAB:

This tab explains what each NAF preference is and the requirements to receive them.

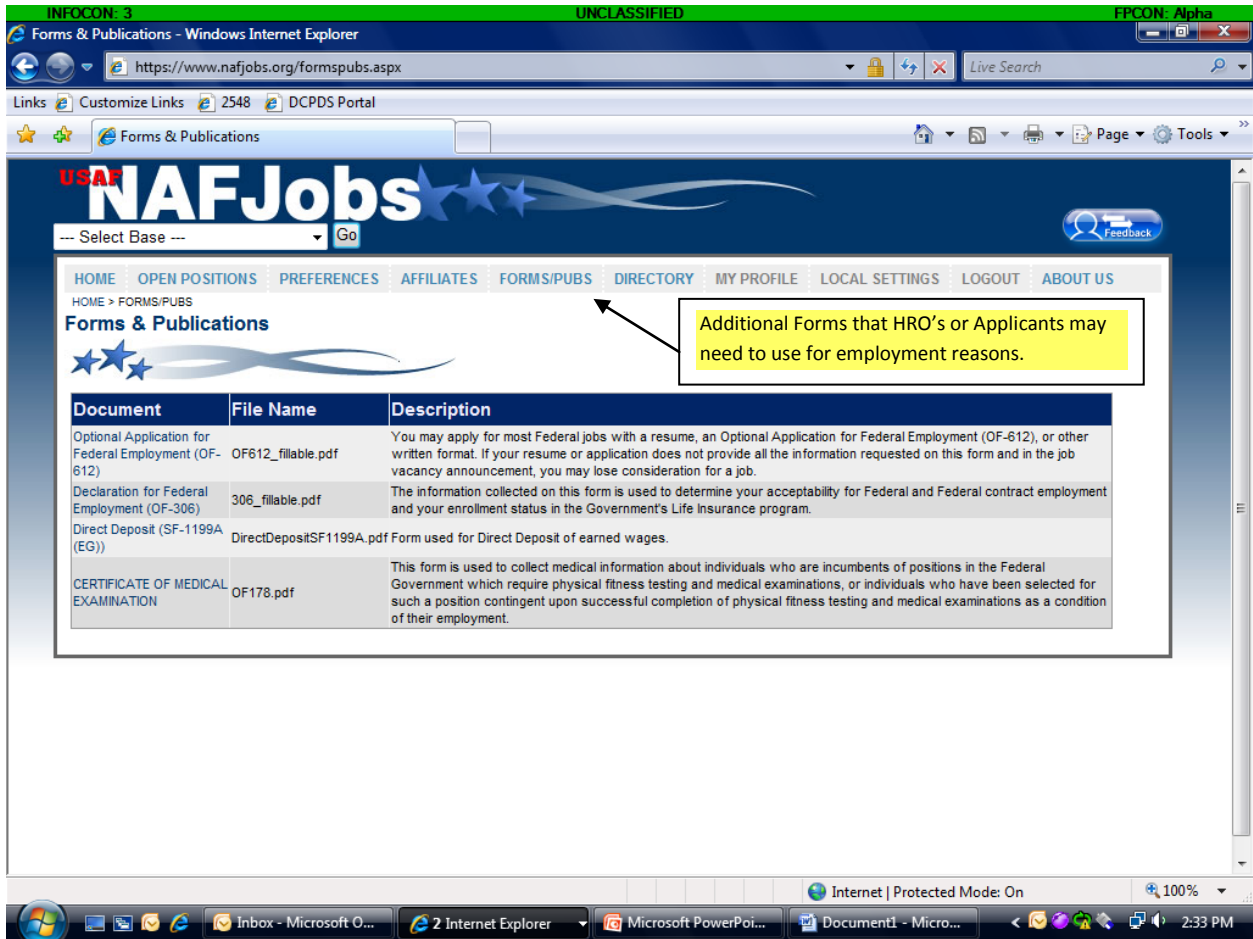
NAFJOBS.ORG: WEBSITE OVERVIEW



Affiliates Tab:

Quick links to other Department of Defense websites.

NAFJOBS.ORG: WEBSITE OVERVIEW



Forms/Pubs Tab:

These forms are used when applicants apply for NAF positions. By filling out and completing your 'MY PROFILE' account, these forms are auto-generated, however, you still need to verify that all required forms are completed. A completed application including all required documents must be submitted. If all required documentation is not received, your application may not be referred to the hiring manager.

NAFJOBS.ORG: WEBSITE OVERVIEW

INFOCON: 3 UNCLASSIFIED FPCON: Alpha

Untitled Page - Windows Internet Explorer

https://www.nafjobs.org/hrodirectory.aspx

Links Customize Links 2548 DCPDS Portal

HOME OPEN POSITIONS PREFERENCES AFFILIATES FORMS/PUBS **DIRECTORY** MY PROFILE LOCAL SETTINGS LOGOUT ABOUT US

HOME > HRO DIRECTORY

HR Office Directory

HR Office	Host Base	Phone	Fax	Email
10th Force Support Squadron	USAF Academy	719-333-3425	719-333-2016	ann.wortman@usafa.af.mil
14th Force Support Squadron	Columbus	662-434-2362	662-434-2327	14fss.nafhro@columbus.af.mil
17th Force Support Squadron	Goodfellow	325-654-5276	325-654-5529	margo.schaubs@goodfellow.af.mil
19th Force Support Squadron	Little Rock	501-987-6440	501-987-8198	shauna.hunter@littlerock.af.mil
1st Special Operations Force Support Squadron	Hurlburt Field	850-884-5223	850-884-2204	1sosvs.hro@hurlburt.af.mil
22nd Force Support Squadron	McConnell	316-759-1612	316-759-6104	timothy.vincent@mcconnell.af.mil
27th Force support Squadron	Cannon	575-784-2622	575-784-4847	patty.vaughn@cannon.af.mil
2nd Force Support Squadron	Barksdale	318-456-3243	318-456-1273	alex.vega@barksdale.af.mil
316th Force Support Squadron	Andrews	301-981-5622	301-981-9974	margaret.shipman@afncr.af.mil
319th Force Support Squadron	Grand Forks	701-747-5032	701-747-4126	lee.sherod@grandforks.af.mil
325th Force Support Squadron	Tyndall	850-283-2019	850-283-3622	mary.jenkins@tyndall.af.mil
341st Force Support Squadron	Malmstrom	406-731-4656	406-761-8583	cindy.hill@malmstrom.af.mil
355th Force Support Squadron	Davis-Monthan	520-228-2408	520-228-1459	355fss.fsmh@dm.af.mil
375th Force Support Squadron	Scott	618-256-3831	618-256-4993	375FSS.NAFHRO@scott.af.mil
377th Force Support Squadron	Kirtland	505-846-1525	505-846-7328	Glenda.Yellowhorse@kirtland.af.mil
42nd Force Support Squadron	Maxwell-Gunter	334-953-7005	334-953-1891	amanda.parker@maxwell.af.mil
436th Force Support Squadron	Dover	302-677-6954	302-677-4875	jacqueline.travis@dover.af.mil
47th Force Support Squadron	Laughlin	830-298-5454	830-298-5917	jose.flores@laughlin.af.mil
49th Force Support Squadron	Holloman	575-572-5454	575-572-5149	linda.pflug@holloman.af.mil
509th Force Support Squadron	Whiteman	660-687-6476	660-687-1198	Human.resources@whiteman.af.mil
55th Force Support Squadron	Offutt	402-294-2344	402-232-1070	eric.rath@offutt.af.mil
56th Force Support Squadron	Luke	623-856-7755	623-856-3846	56fss.fsmh@luke.af.mil
5th Force Support Squadron	Minot	701-723-2812	701-723-6921	5FSS.HRO@minot.af.mil
60th Force Support Squadron	Travis	707-424-5841	707-424-2422	Engracia.Commerford@travis.af.mil
628th Force Support Squadron	Charleston	843-963-6491	843-963-6492	chas.hro.office@charleston.af.mil
62nd Force Support Squadron	McChord	253-982-3838	253-982-3408	janice.cooper@mcchord.af.mil
66th Force Support Squadron	Hanscom	781-377-8741	781-377-6935	michelle.toupin@hanscom.af.mil

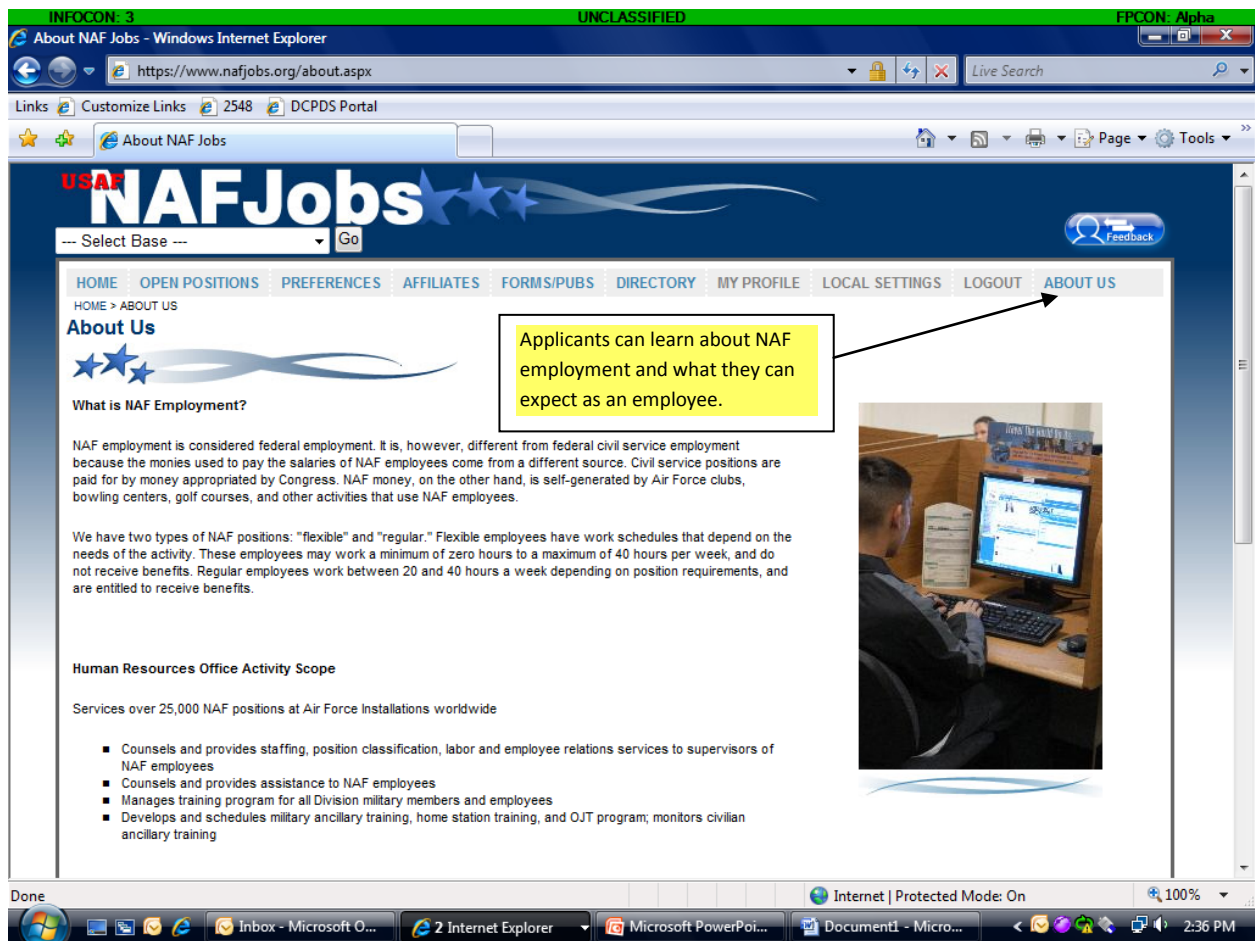
Internet | Protected Mode: On 100%

Inbox - Microsoft O... 2 Internet Explorer Microsoft PowerPoi... Document1 - Micro... 2:35 PM

Directory Tab:

This is a contact information sheet for all bases that have NAF employment opportunities.

NAFJOBS.ORG: WEBSITE OVERVIEW



About Us Tab:

Explains what NAF employment is all about.

NAFJOBS.ORG: CREATING AN ACCOUNT

The screenshot shows the NAFJobs website's login and registration interface. At the top, there is a navigation menu with links for HOME, OPEN POSITIONS, PREFERENCES, AFFILIATES, FORMS/PUBS, DIRECTORY, LOGIN/REGISTER, and ABOUT US. The main heading is "Login or Register to Apply". Below this, there is a text block explaining the login process: "Enter your User Name and Password if you are already a registered user. If you are not registered, please click the link in the 'New Users' block. You must register for an account in order to apply for available positions." The interface is divided into two main sections: "REGISTERED USERS" and "NEW USERS". The "REGISTERED USERS" section includes fields for "User Name" and "Password", along with "Log In" and "Forgot My Password" buttons. The "NEW USERS" section features a "Click here to Register" link and a note: "After registration you may then login and complete your profile to apply for a job." A "Privacy Act Statement" is also visible at the bottom. Three yellow callout boxes with arrows point to specific elements: one points to the "Login or Register to Apply" heading, another points to the "REGISTERED USERS" section, and a third points to the "Click here to Register" link. A small inset image shows a person at a computer workstation.

LOG IN/REGISTER TAB:

All applicants need to create a UserID and password in order to apply for positions. This includes current employees and hopeful applicants.

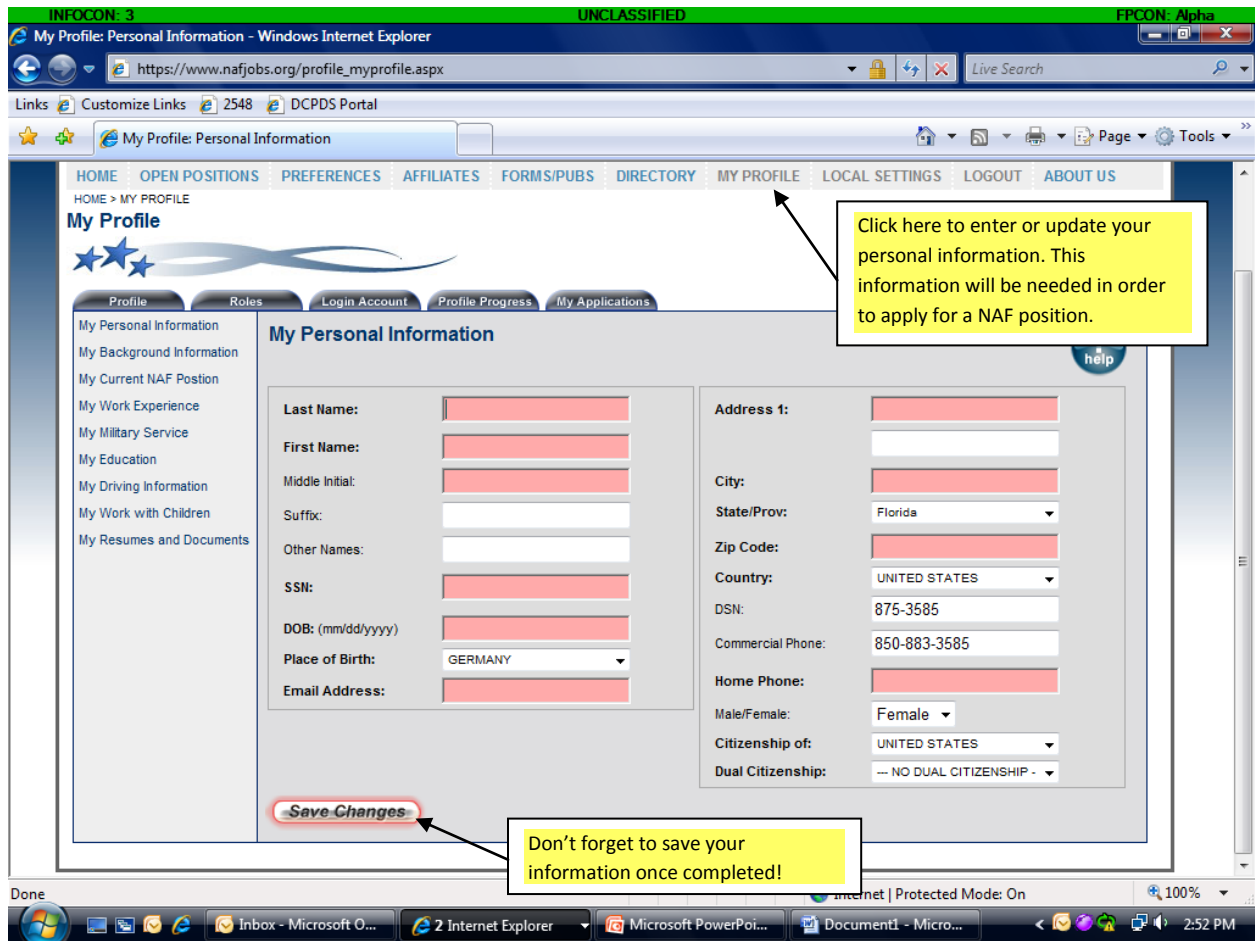
NAFJOBS.ORG: CREATING AN ACCOUNT

REGISTERING A NEW ACCOUNT:

Screen shot of how a new account is created.

****IMPORTANT NOTE! PLEASE MAKE SURE TO REMEMBER YOUR USERID OR WRITE IT DOWN AND STORE IN A SAFE PLACE. HUMAN RESOURCE OFFICES CANNOT RESET USERIDS. IF A USERID IS FORGOTTEN, A NEW ACCOUNT WILL HAVE TO BE CREATED AGAIN.****

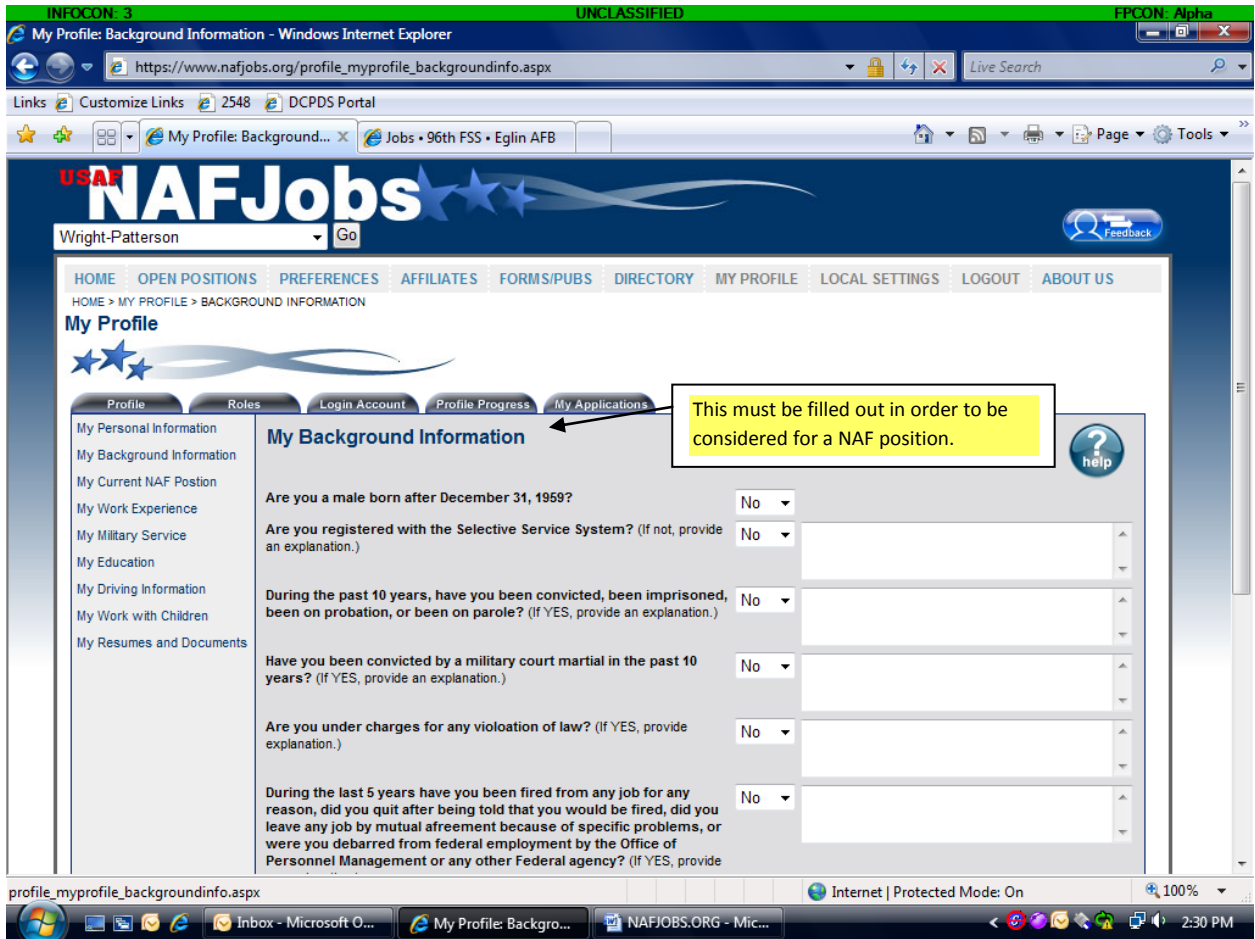
Once your account has been activated, it will automatically direct you to MY PROFILE.



MY PERSONAL INFORMATION:

Once an applicant has created an account they must fill in their Profile Information. If an applicant leaves a box blank, the system will notify the applicant that they will be unable to submit an application for a position until all required information is entered.

Once all information is entered, the applicant will then have to save their changes. The system will not automatically save if the applicant forgets.



MY BACKGROUND INFORMATION:

Applicants will need to fill out their background information. Again applicants must save their answers!

NAFJOBS.ORG: MY PROFILE

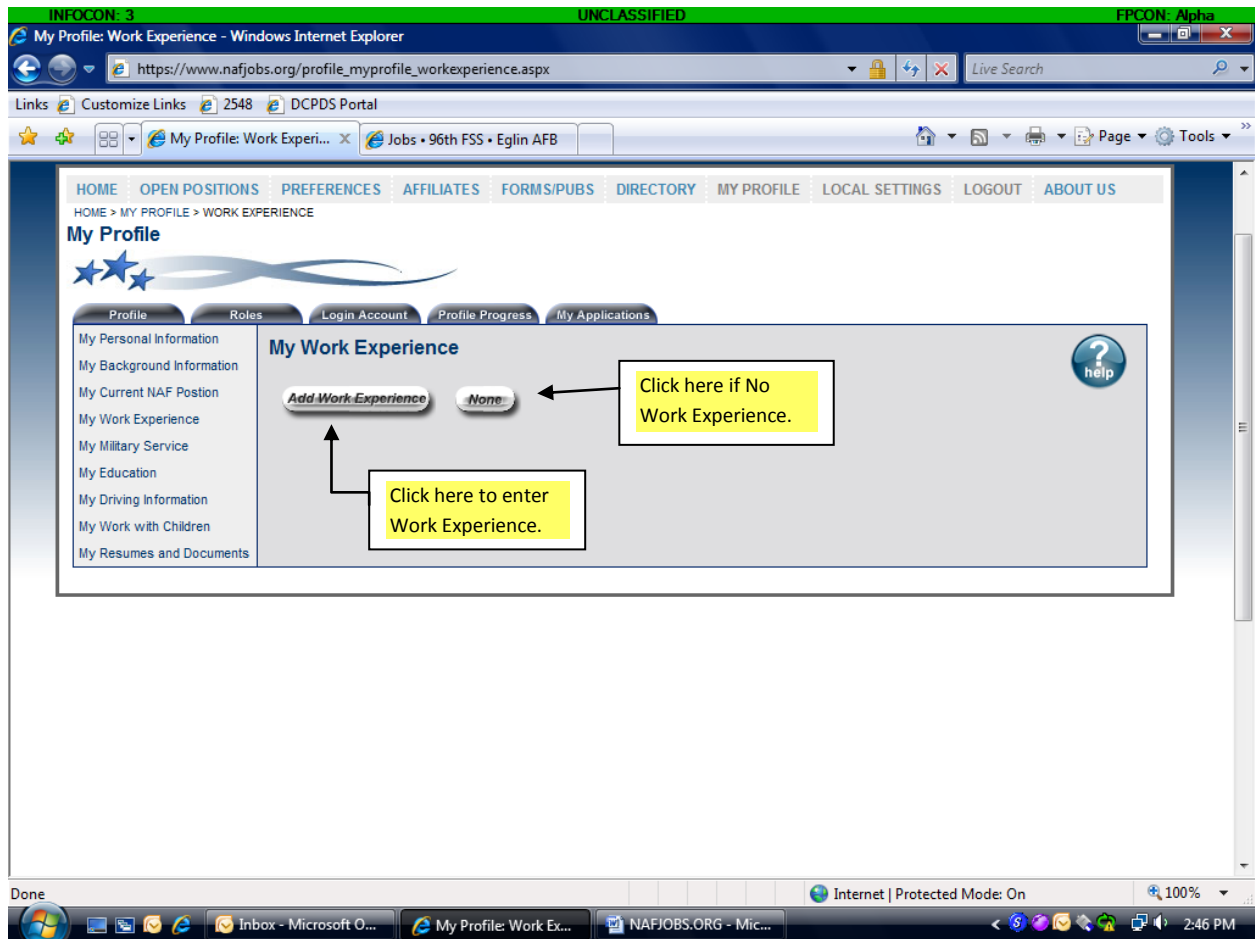
The screenshot shows the 'My Profile' page on NAFJobs.org. The main heading is 'My Current NAF Position'. A yellow callout box with an arrow pointing to the 'Current NAF Employee?' checkbox contains the text: 'Current Employees need to check this box and fill out all subsequent information.' The form includes the following fields and sections:

- Current NAF Employee?**
- Current Position:** [Text Input]
- Current Pay Grade:** -- Select a Paygrade --
- Highest Pay Grade:** -- Select a Paygrade --
- Base:** -- Select a Base --
- Organization:** --- Select an Organization ---
- Supervisor:** [Text Input]
- Supervisor Phone:** [Text Input]
- Fund:** 39 - Air Force MWR Fund
- Recognition and Awards:** [Text Area]
- Reassignment Request:** [Text Area]

A 'Save Changes' button is located at the bottom of the form. The browser window title is 'My Profile: Current NAF Position - Windows Internet Explorer' and the URL is 'https://www.nafjobs.org/profile_myprofile_currentnafpos.aspx'.

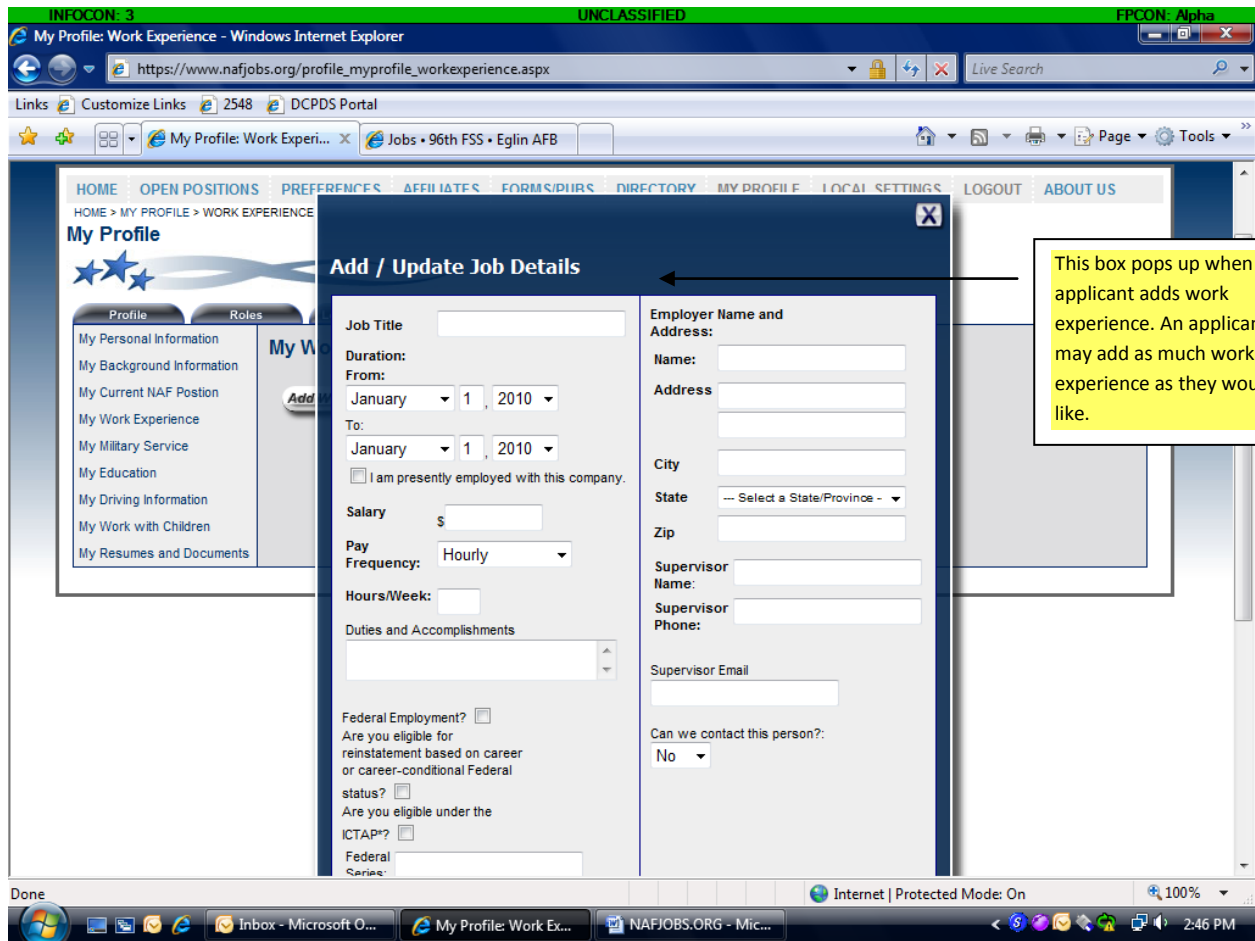
MY CURRENT NAF POSITION:

All current NAF employees will need to check the “Current NAF employee?” box. Current Employees will also be made to fill out the rest of the information before continuing on. Don’t forget to **SAVE YOUR CHANGES!**



MY WORK EXPERIENCE:

This is a screen shot of My Work Experience page. If an applicant has work experience they need to click on “Add Work Experience.” If the applicant has none, then click “None.” The System will automatically save if “None” is clicked.



MY WORK EXPERIENCE:

Add/ Update Job Details

When an applicant clicks on Add Work Experience this box pops up. All information will need to be filled out. Don't forget to SAVE YOUR CHANGES!

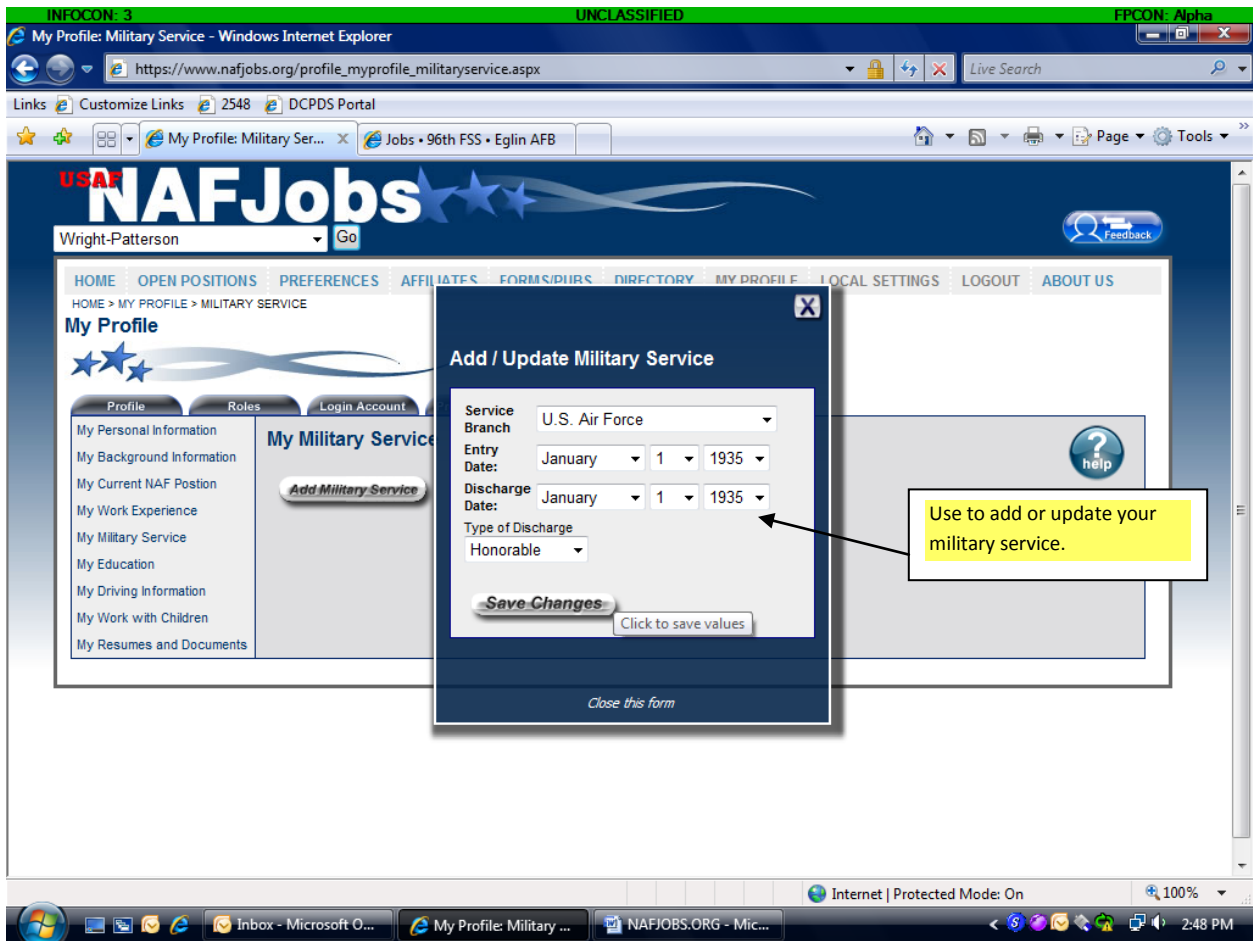
NAFJOBS.ORG: MY PROFILE

The screenshot shows a web browser window displaying the NAFJobs.org 'My Profile' page, specifically the 'My Military Service' section. The browser's address bar shows the URL: https://www.nafjobs.org/profile_myprofile_militaryservice.aspx. The page features a navigation menu with links: HOME, OPEN POSITIONS, PREFERENCES, AFFILIATES, FORMS/PUBS, DIRECTORY, MY PROFILE, LOCAL SETTINGS, LOGOUT, and ABOUT US. The 'MY PROFILE' link is selected. Below the navigation menu, there are tabs for Profile, Roles, Login Account, Profile Progress, and My Applications. The 'My Military Service' section contains two buttons: 'Add Military Service' and 'None'. A yellow callout box with an arrow points to the 'Add Military Service' button, containing the text 'Click here to enter Military Service.'. Another yellow callout box with an arrow points to the 'None' button, containing the text 'Click here if No Military Service.'. The page also includes a sidebar with links to various profile sections like 'My Personal Information', 'My Background Information', etc., and a 'Feedback' button in the top right corner.

MY MILITARY SERVICE:

If an applicant would like to claim Veteran's Preference, they will need to click "Add Military Service." If they have none, applicant would need to click "None." Don't forget to upload your DD214 (discussed later on in training aid!)

NAFJOBS.ORG: MY PROFILE



MY MILITARY SERVICE:

Screen Shot of Adding/Updating Military Service. Don't forget to SAVE YOUR CHANGES!

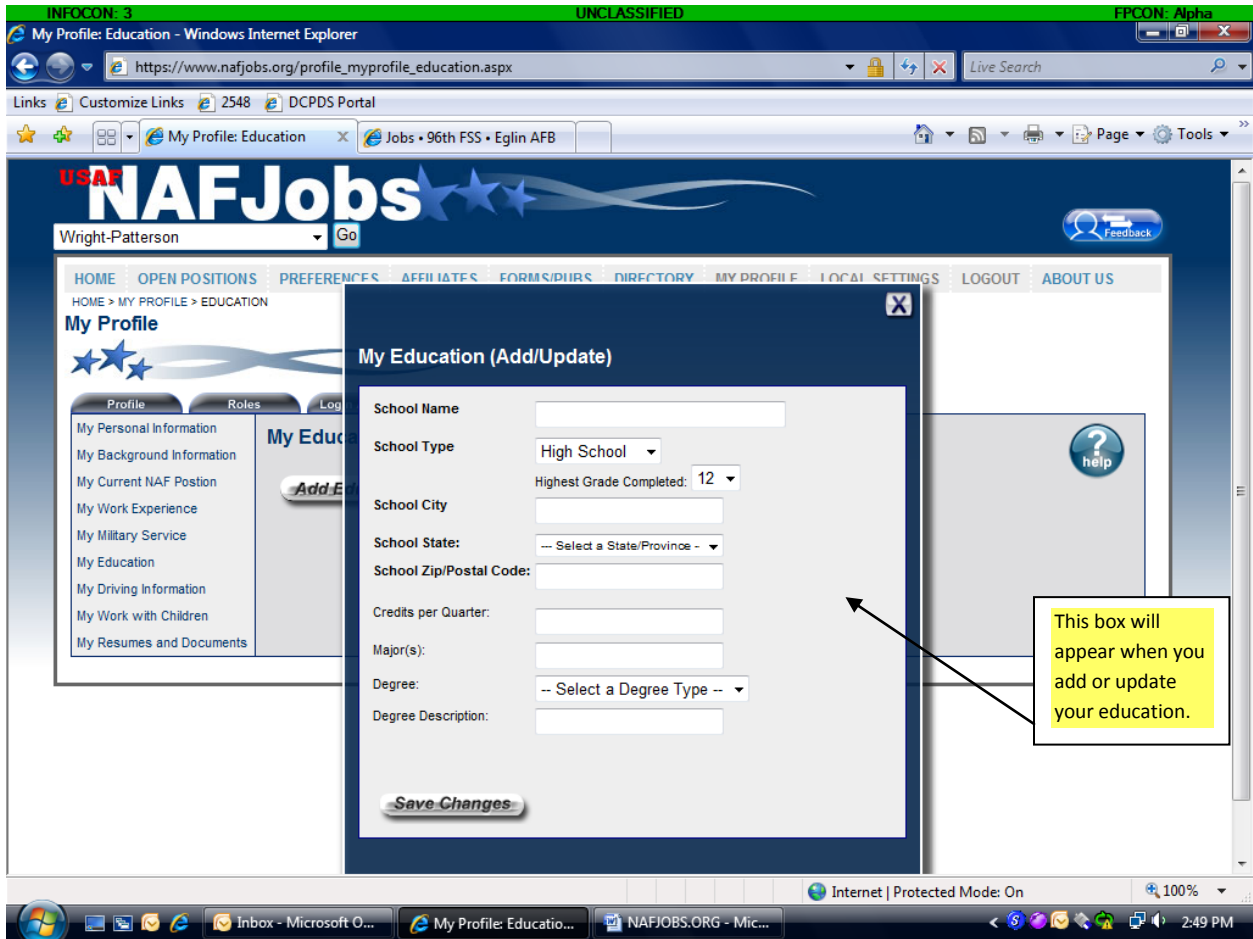
NAFJOBS.ORG: MY PROFILE

The screenshot shows a web browser window displaying the 'My Education' section of a user profile on NAFJobs.org. The browser's address bar shows the URL 'https://www.nafjobs.org/profile_myprofile_education.aspx'. The page features a navigation menu with options like 'HOME', 'OPEN POSITIONS', 'PREFERENCES', 'AFFILIATES', 'FORMS/PUBS', 'DIRECTORY', 'MY PROFILE', 'LOCAL SETTINGS', 'LOGOUT', and 'ABOUT US'. The 'My Profile' section is active, with a sub-menu including 'Profile', 'Roles', 'Login Account', 'Profile Progress', and 'My Applications'. The 'My Education' section contains two buttons: 'Add Education' and 'None'. A yellow callout box with an arrow pointing to the 'None' button contains the text 'Click None if applicant has no education.' Another yellow callout box with an arrow pointing to the 'Add Education' button contains the text 'Click here to Add Education.' The browser's taskbar at the bottom shows several open applications, including 'Inbox - Microsoft O...', 'My Profile: Educatio...', and 'NAFJOBS.ORG - Mic...'. The system clock indicates the time is 2:49 PM.

MY EDUCATION:

Here an applicant can add or update their education starting with High School Education and it is also used for Tech School Education and College Education.

NAFJOBS.ORG: MY PROFILE



MY EDUCATION:

My Education (Add/Update)

This is a screen shot of the updating and adding education box. Don't forget to SAVE YOUR CHANGES!

NAFJOBS.ORG: MY PROFILE

The screenshot shows a web browser window displaying the NAFJobs.org website. The browser's address bar shows the URL: https://www.nafjobs.org/profile_myprofile_drivinginfo.aspx. The website header includes the NAFJobs logo and a navigation menu with links: HOME, OPEN POSITIONS, PREFERENCES, AFFILIATES, FORMS/PUBS, DIRECTORY, MY PROFILE, LOCAL SETTINGS, LOGOUT, and ABOUT US. The user is logged in as 'Wright-Patterson'. The main content area is titled 'My Profile' and contains a sidebar with navigation links: My Personal Information, My Background Information, My Current NAF Position, My Work Experience, My Military Service, My Education, My Driving Information, My Work with Children, and My Resumes and Documents. The 'My Driving Information' section is active and contains two questions with 'No' selected in the dropdown menu:

My Driving Information

Have you ever been charged with driving under the influence of alcohol or a controlled substance? No

If your answer is yes, at a minimum provide the date and location of the incident giving rise to the charge, the name of the law enforcement agency which investigated the incident, the name and address of the court which adjudicated the charge, and the disposition of the charge.

Have you ever refused a law enforcement official's request to submit to a test (e.g. a blood alcohol test or urinalysis) related to the official's suspicion that you were driving under the influence of alcohol or a controlled substance? No

If your answer is yes, at a minimum provide the date and location of the incident, the name of the law enforcement agency which made the request, the name and address of the court which adjudicated the charge which resulted from the refusal and the disposition of any charge which resulted from the refusal.

During the past 10 years, have you been involved

MY DRIVING INFORMATION:

These questions will need to be answered if an applicant wishes to apply for a position that requires a valid driver's license or positions working with children! Don't forget to **SAVE YOUR CHANGES!**

NAFJOBS.ORG: MY PROFILE

INFOCON: 3 UNCLASSIFIED FPCON: Alpha

My Profile: Work with Children - Windows Internet Explorer

https://www.nafjobs.org/profile_myprofile_workwithchildren.aspx

Links Customize Links 2548 DCPDS Portal

My Profile: Work with ... Jobs • 96th FSS • Eglin AFB

USAF NAFJobs

Wright-Patterson Go

Feedback

HOME OPEN POSITIONS PREFERENCES AFFILIATES FORMS/PUBS DIRECTORY MY PROFILE LOCAL SETTINGS LOGOUT ABOUT US

HOME > MY PROFILE > WORK WITH CHILDREN

My Profile

Profile Roles Login Account Profile Progress My Applications

My Personal Information

My Background Information

My Current NAF Postion

My Work Experience

My Military Service

My Education

My Driving Information

My Work with Children

My Resumes and Documents

My Work with Children

Have you ever been arrested for, or charges with a crime involving a child? (If YES, provide a description of the disposition of the arrest or charge.): No

Have you ever been arrested or charged with a crime involving drugs or alcohol?(If YES, provide a description of the disposition of the arrest or charge.): No

This is to advise you that if you are accepted for employment, the Air Force is required to request a State Criminal History Repository Check as a condition of employment. You have the right to obtain a copy of the Criminal History Report and to challenge the accuracy and completeness of any information contained in the report. You are signing this application continuation under penalty of perjury. The penalty for perjury is a \$2000 fine or 5 years in jail, or both.:

Select 'YES' to indicate your acceptance and understanding of this statement. No

Save Changes

Internet | Protected Mode: On 100%

Inbox - Microsoft O... My Profile: Work wit... NAFJOBS.ORG - Mic... 2:51 PM

MY WORK WITH CHILDREN:

These questions will need to be answered if an applicant is applying for a position that deals with children. Don't forget to **SAVE YOUR CHANGES!**

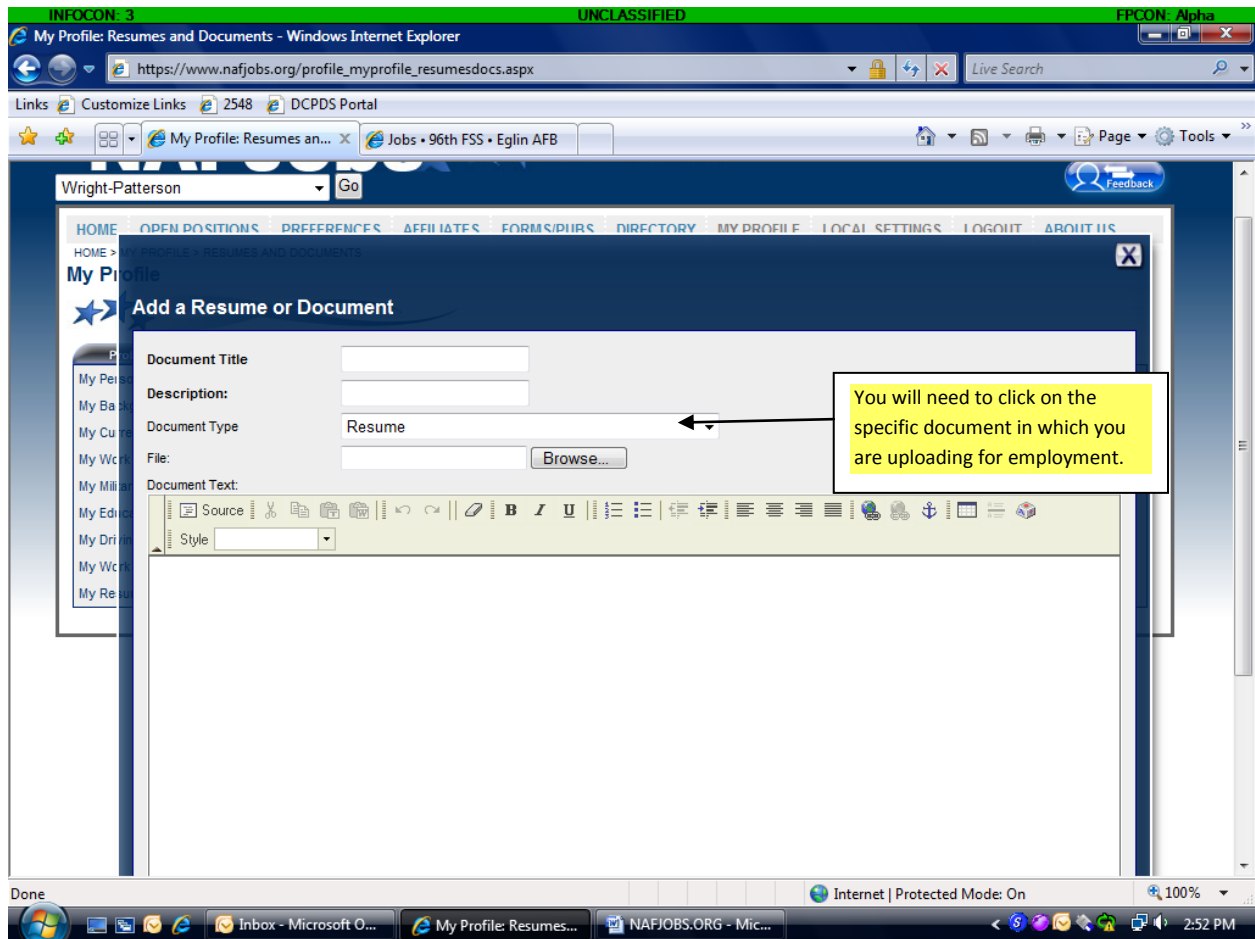
NAFJOBS.ORG: MY PROFILE

The screenshot displays the 'My Resumes and Documents' section of the NAFJobs.org website. The page features a navigation menu on the left with options such as 'My Personal Information', 'My Background Information', 'My Current NAF Position', 'My Work Experience', 'My Military Service', 'My Education', 'My Driving Information', 'My Work with Children', and 'My Resumes and Documents'. The main content area is titled 'My Resumes and Documents' and contains two buttons: 'Add Document' and 'None'. A yellow callout box with the text 'Click here to Add Documents.' has an arrow pointing to the 'Add Document' button. Another yellow callout box with the text 'Click NONE if no documents need to be added.' has an arrow pointing to the 'None' button. The browser window shows the URL 'https://www.nafjobs.org/profile_myprofile_resumesdocs.aspx' and the Windows taskbar at the bottom.

MY RESUME AND DOCUMENTS:

Applicants can upload their resumes and other important documents. Other important documents will include DD214's, college/high school transcripts, PCS Orders, and other supporting documentation.

NAFJOBS.ORG: MY PROFILE



MY RESUME AND DOCUMENTS:

This box will appear when an applicant wishes to upload documents. They will need to select what type of document they will be uploading.

NAFJOBS.ORG: MY PROFILE

The screenshot displays the 'Profile Progress' page on the NAFJOBS.ORG website. The page is titled 'Profile Progress' and shows a progress bar at 22%. The progress bar is a blue bar with a white segment representing the completed portion. To the right of the progress bar, a yellow callout box states: 'Here an applicant can view the completeness of their profile information. It is imperative that applicants complete every question and section of MY PROFILE.' Below the progress bar, a list of profile sections is shown with green checkmarks indicating completion. A second yellow callout box points to the checkmarks and states: 'These checkmarks allow the applicant a visual of what section has been completed and what has not been completed.' The sections listed are: Personal Information (checked), Background Information (unchecked), NAF Position (checked), Work Experience (unchecked), Military Service (unchecked), Education (unchecked), Driving Information (unchecked), Childcare Work (unchecked), and Resumes and Documentation (unchecked). The page also features a navigation menu at the top with links to HOME, OPEN POSITIONS, PREFERENCES, AFFILIATES, FORMS/PUBS, DIRECTORY, MY PROFILE, LOCAL SETTINGS, LOGOUT, and ABOUT US. The browser window shows the URL 'https://www.nafjobs.org/profile_progress.aspx' and the system tray at the bottom indicates the time is 2:54 PM.

PROFILE PROGRESS:

This allows applicants to view their progress on the Profile Page. This is a helpful tool for applicants so that they can monitor their status. If applicants have completed everything and have answered all necessary questions, they should have 100% in the block above.

NAFJOBS.ORG: HOW TO APPLY

The screenshot shows the NAFJobs website interface. At the top, there's a navigation menu with links like HOME, OPEN POSITIONS, PREFERENCES, AFFILIATES, FORMS/PUBS, DIRECTORY, MY PROFILE, LOCAL SETTINGS, LOGOUT, and ABOUT US. Below the navigation is a search area with fields for Number, Keyword, and Base, along with checkboxes for 'Always Open', 'HOT Jobs!', 'Motor Vehicle Operation Required', and 'Position involves working with children'. A 'Search' button is located below the search fields.

A yellow callout box points to the 'VIEW' button in the 'Actions' column of the first job listing in the table below. The text in the callout box reads: "To view any position's duties and responsibilities as well as qualifications, you must click VIEW for the position in which you are interested in."

Hot!	Number	Title	Base	Organization	Pay/Hr	Close Date	Actions
Hot!	0303-02	Operations Clerk (OA)	Barksdale	Outdoor Recreation	\$8.71	7/15/2010	[View] [Apply]
	7420-01	Waiter	Barksdale	Food Operations	\$8.00	Always Open	[View] [Apply]
	7408-01	Food Services Worker	Barksdale	Food Operations	\$8.00	Always Open	[View] [Apply]
	3566-01	Custodial Worker	Barksdale	Lodging	\$8.00	Always Open	[View] [Apply]
	2005-01	Supply Clerk	Barksdale	Lodging	\$7.25	Open Until Filled	[View] [Apply]
Hot!	FSCG-N0267	Recreation Aid	Beale	Golf Course	\$8.00	Open Until Filled	[View] [Apply]
Hot!	FSCG-N0292	Laborer	Beale	Golf Course	\$9.37	Open Until Filled	[View] [Apply]
Hot!	FSCO-70090	Recreation Aid	Beale	Outdoor Recreation	\$8.00	Open Until Filled	[View] [Apply]
Hot!	FSCB-70052	Cashier-checker	Beale	Bowling Center	\$8.00	Open Until Filled	[View] [Apply]
Hot!	FSFC-70019	Food Service Worker	Beale	Child Development	\$9.37	Open Until Filled	[View] [Apply]

VIEWING A POSITION:

To view the position details, please click VIEW.

NAFJOBS.ORG: HOW TO APPLY

The screenshot shows a web browser window displaying the NAFJOBS.ORG website. The browser's address bar shows the URL <https://www.nafjobs.org/viewjobs.aspx>. The page title is "View Open Positions". The main content area is titled "Job Details" and features a job listing for "Operations Clerk (OA)".

Callouts on the page provide the following information:

- Position Details are listed here.** Points to the left sidebar containing job metadata: Number: 0303-02, Base: Barksdale, Organization: Outdoor Recreation, Date Opened: 07/09/2010, Date Closed: 07/15/2010, Pay Grade: NF-II, Pay / Hr: \$8.71. It also lists checkboxes for "Always Open", "Open Until Filled", "Hot Job!", "Motor Vehicle Operation Required", "Position involves working with children", and "Is HS or GED required?".
- Position Description is here.** Points to the main text area containing the job title "Regular position (benefits) located at Outdoor Rec., Barksdale Air Force Base, Louisiana", "DUTIES", and "QUALIFICATIONS".
- By pressing APPLY, you will post your application for consideration.** Points to the "Apply" button located at the bottom right of the job details section.

The "DUTIES" section describes the role: "Prepares and types various reports and other statistical and financial data pertaining to the Outdoor Rec. operations for final review by the Outdoor Rec. Manager. Provides information on activity operations to appropriated officials in the absence of the manager. Types and posts all employee schedules received from section supervisors and management. Checks transfers between activities (TBC's), purchase orders and pre-order forms and forwards to inventory control in a timely manner. Types and compiles monthly schedules and ensures payments are received promptly. Calculates daily financial summary sheets for all cost centers. Compiles, prepares and proofs all Observer ads/special advertisements and event briefs. Creates and maintains all official files and all other reference material IAW established procedures and the Privacy Act. Upgrades all pay sheets with current employee pay grades and pay rates. Maintains and updates all books to include but not limited to Safety, Continuity, Resource Management etc.. Types and initiates correspondence and other documents pertaining to routine operational matters. Prepares daily leave audit on TMX payroll system and ensures payroll information is turned in every 2 weeks in a timely manner and inputs all Access lists for special functions. Assist with other duties as deemed necessary by Outdoor Rec. management".

The "QUALIFICATIONS" section states: "Must have a minimum of one year of responsible clerical or office experience involving most or all of the duties of the position: some substantive subject matter knowledge of the organization programs and operations. A basic knowledge of correspondence formats, grammar and spelling;; ability to compose correspondence and maintain organized files is required. Proficiency in typing (40wpm) is required. Familiarity with the operation of personal computer is required. Satisfactory completion of National Agency Check (NAC) is required."

VIEWING A POSITION:

This screen shot is an example of what a position description may entail. Please note that position specific information such as pay, opening and closing dates, and grade are listed on the left. The duties, responsibilities, and qualifications are listed on the right.

NAFJOBS.ORG: HOW TO APPLY

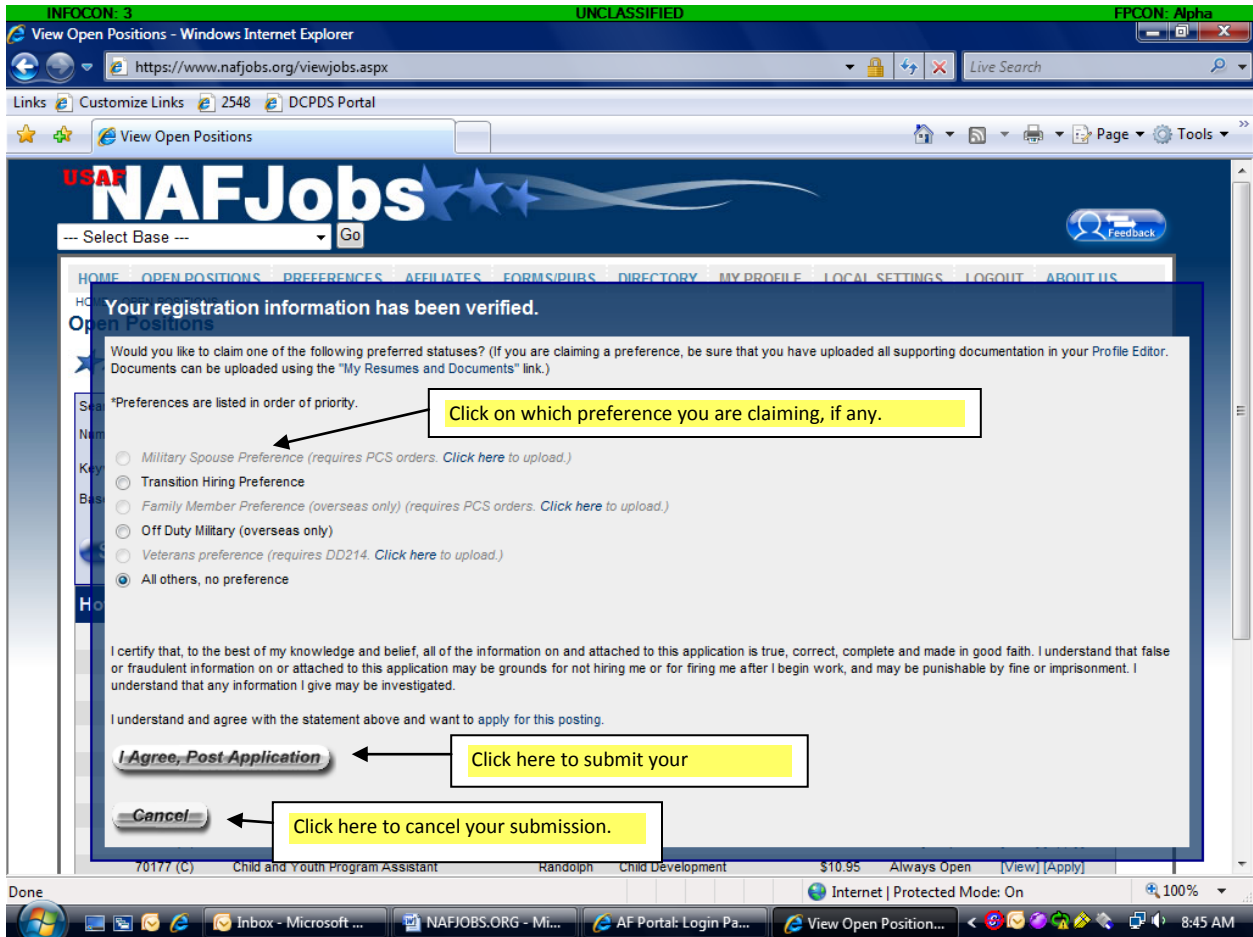
The screenshot shows a web browser window displaying the NAFJOBS.ORG website. The page title is "View Open Positions". The browser address bar shows the URL "https://www.nafjobs.org/viewjobs.aspx". The page content includes a search form with fields for "Number", "Keyword", and "Base", and checkboxes for "Always Open", "HOT Jobs!", "Motor Vehicle Operation Required", and "Position involves working with children". A "Search" button is located below the search form. Below the search form is a table of open positions. The table has columns for "Hot!", "Number", "Title", "Base", "Organization", "Pay/Hr", "Close Date", and "Actions". The "Actions" column contains "[View] [Apply]" links for each position. A yellow callout box with a black border points to the "Apply" link in the "Actions" column of the first row. The callout box contains the text "Click APPLY to submit your application." The browser's taskbar at the bottom shows several open applications, including "Inbox - Microsoft...", "NAFJOBS.ORG - Mi...", "AF Portal: Login Pa...", and "View Open Position...". The system clock in the bottom right corner shows "8:42 AM".

Hot!	Number	Title	Base	Organization	Pay/Hr	Close Date	Actions
Hot!	0303-02	Operations Clerk (OA)	Barksdale	Outdoor Recreation	\$8.71	7/15/2010	[View] [Apply]
	7420-01	Waiter	Barksdale	Food Operations	\$8.00	Always Open	[View] [Apply]
	7408-01	Food Services Worker	Barksdale	Food Operations	\$8.00	Always Open	[View] [Apply]
	3566-01	Custodial Worker	Barksdale	Lodging	\$8.00	Always Open	[View] [Apply]
Hot!	2005-01	Supply Clerk	Barksdale	Lodging	\$7.25	Open Until Filled	[View] [Apply]
Hot!	FSCG-N0267	Recreation Aid	Beale	Golf Course	\$8.00	Open Until Filled	[View] [Apply]
Hot!	FSCG-N0292	Laborer	Beale	Golf Course	\$9.37	Open Until Filled	[View] [Apply]
Hot!	FSCO-70090	Recreation Aid	Beale	Outdoor Recreation	\$8.00	Open Until Filled	[View] [Apply]
Hot!	FSCB-70052	Cashier-checker	Beale	Bowling Center	\$8.00	Open Until Filled	[View] [Apply]
Hot!	FSFC-70019	Food Service Worker	Beale	Child Development	\$9.37	Open Until Filled	[View] [Apply]
Hot!	FSFC-70177	Child and Youth Program Assistant	Beale	Child Development	\$14.36	Always Open	[View] [Apply]
Hot!	FSSL-70068	Guest Services Representative	Beale	Lodging	\$8.25	Open Until Filled	[View] [Apply]
Hot!	FSCC-70015	Bartender	Beale	Recce Point Club	\$10.45	Always Open	[View] [Apply]
Hot!	FSCC- N023	Kitchen Operation Manager	Beale	Recce Point Club	\$13.31	Open Until Filled	[View] [Apply]
Hot!	FSCO-70095	Recreation Assistant (Swim Instructor)	Beale	Swimming Pools	\$12.00	Open Until Filled	[View] [Apply]
Hot!	FSCO-70052	Cashier- Checker	Beale	Swimming Pools	\$8.00	Open Until Filled	[View] [Apply]
Hot!	FSCO- N028	Recreation Aid (Lifeguard)	Beale	Swimming Pools	\$11.72	Open Until Filled	[View] [Apply]
Hot!	FSSL-70124	Custodial Worker Leader	Beale	Housekeeping	\$9.80	Open Until Filled	[View] [Apply]

APPLYING FOR A POSITION:

To apply for a position, click on APPLY next to the position in which you are interested in.

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APPLYING FOR A POSITION:

This screen will appear when you click apply. At this point, if you are claiming preference, you will click on which preference you are applying with and then you will need to upload your documentation that will verify your eligibility, if you have not done so already.

*After you agree to post your application, another screen will pop up stating that your application will be on file for 90 days. Current employee's applications remain on file until they are selected for the position, until they withdraw their application or resign from NAF employment.