

NAF Career Program Registration

Eligibility For Registration

- Registration in the Services NAF Career Program is open to all **US citizens**.
- Active duty enlisted military members may register within six months of retirement or separation, and are eligible for referral 60 days prior to start of terminal leave.

Registration Procedures

Submit the following documents for registration by email to MAFCAREERS@RANDOLPH.AF.MIL. Resumes must be in the required format. Registrants must update their resume annually to remain active.

- Resume with Supplemental Data. (REQUIRED FORMAT)
- AF Form 2545 or DOD equivalent (NAF Notification of Personnel Action) for current NAF employees.
- Standard Form 50 (Notification of Personnel Action) for current appropriated fund employees.
- **DD Form 214** (member copy 4) for applicants with prior military service.

Self-Nomination Procedures

- View posted <u>vacancy announcements</u>.
- Determine if you are within the "Area of Consideration" as stated on the vacancy announcement.
- Only current Air Force NAF employees may self-nominate for vacancies announced as Internal.
- Internal announcements are posted for five (5) workdays.
- Announcements open to both Internal and External applicants are posted ten (10) workdays.
- If your resume on file is not current, you must submit an updated resume and supplemental data at the time you self-nominate.
- Self-nominate by e-mail to <u>NAFCAREERS@RANDOLPH.AF.MIL</u> or by FAX to DSN 665-3703, Commercial 210-565-3703. We cannot accept self-nominations by phone. Your self-nomination must include the following:
 - o Name
 - O Social security number
 - o Address
 - O Contact phone numbers
 - Vacancy announcement number
 - O Position title and duty location of vacancy

Self-nominations must be received by close of business on the date the announcement closes.