



NAF Human Resource Office
8517 20th Street, Suite 110
Joint Base Elmendorf-Richardson, Alaska 99506
907-552-4653
naf.jobs@elmendorf.af.mil

Office Hours:
Monday, Tuesday, Thursday, and Friday
7:30 a.m. to 4:00 p.m.
Wednesday

WHAT IS NAFJOBS.ORG?

NAFJobs.org is a web-based program to apply for NAF employment opportunities. The program is intended to streamline the application process for both the applicant, and the hiring manager.

TYPES OF EMPLOYMENT CATERGORIES

There are two types of employment categories for NAF positions, Regular and Flexible.

Flexible category employees: Work schedules that depend on the need of the activity. These employees may work anywhere from 0 – 40 hours a week.

Regular category employees: Have work schedules between 20 and 40 hours a week depending on the position.

Benefits Available to Regular Category

Employees Include:

- Health / Life / Dental Insurance
- Retirement Plan
- 401 (K) Savings Plan
- Annual and Sick Leave
- Holiday Pay

Benefits Available to All Employees Include:

- Awards
- Overtime Pay
- Worker’s Compensation
- Unemployment Compensation
- Shift Differential

NAF ACTIVITIES

Sustainment Services

- Fitness Center
- Aquatic Program (Pool)
- Lodging

Resource Management

- NAF Accounting & Payroll
- Logistics

Airman and Family

Services

- Child Development Centers
- Family Day Care
- Pre-School Program
- School Age Program
- Youth Programs
- Family Assistance Centers
- Youth Sports Programs

Other Support Functions

- Marketing & Publicity
- Human Resource Office

Community Services

- Aero Club
- Auto Hobby
- Arts & Crafts
- Equipment Rentals
- Facilities Maintenance
- Hillberg Ski Lodge
- Information, Tickets & Travel
- Outdoor Recreation
- Outdoor Adventure Program
- Arctic Oasis Community Center
- Polar Bowl
- PermaFrost Pub
- Moose Run Golf Course
- Skeet & Trap Range
- Otter Lake



CREATING AN ACCOUNT

Log onto: www.nafjobs.org

Click **LOGIN/REGISTER**

New Users Select –

Click here to Register.

Complete the requested fields:


- **User Name**
- **Password** (*must be 9 characters long, have a number, and a special character*)
- **Confirm Password**
- **E-mail Address**
- **Security Question**
- **Security Answer**

Once completed select **Create User.**

The website will prompt you to select Click **“Continue”** to complete your profile in order to apply for jobs.

If you're locked out or forget your password –

Contact the Human Resource Office to reset your password.



The screenshot shows the NAFJobs website registration page. At the top, there is a navigation bar with links for HOME, OPEN POSITIONS, PREFERENCES, AFFILIATES, FORMS/PUBS, DIRECTORY, LOGIN/REGISTER, and ABOUT US. Below this is a 'Register to Apply' button and a 'SIGN UP FOR YOUR NEW ACCOUNT' link. The main form contains the following fields: User Name, Password (with a note: '(Your password must be at least 9 characters with at least one special character)'), Confirm Password, E-mail, Security Question, and Security Answer. A 'Create User' button is located at the bottom right of the form.

HOW TO APPLY FOR JOBS

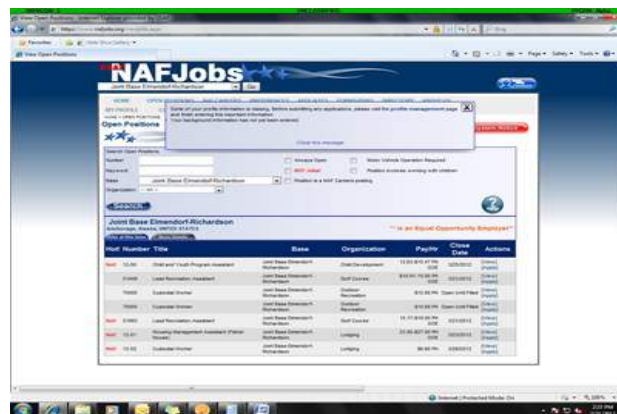
Select the drop down under the NAF Jobs tab at the top of the page to select the base or location you are interested in working at and click **GO.**



A list of all of the current job vacancies will appear below.

Make sure your location shows –

Joint Base Elmendorf-Richardson.



To view a job announcement you'll click **View.**

Once you find a job you're interested in applying for click **Apply.**

If you are able to claim a preference, select one. Otherwise read the certification, and select **“I agree, Post Application”.**

PROFILE MENU ITEMS

My Personal Information Tab – It's important to put correct contact information here. Hiring managers will access information from this screen to contact applicants.

My Background Information Tab – It's important that these questions are answered truthfully. Falsifying information on a federal application can lead to termination (if revealed after the employee is hired) or imprisonment. If you answered “Yes” to any question you must provide as much information as possible.

My Current NAF Position Tab – If you are NOT a current NAF employee, skip this section. If you are a current NAF employee complete all the fields.

My Work Experience Tab – It is good practice to list any work experience (paid or non-paid). Take the opportunity to sell yourself! Remember you must complete all bolded fields.

My Military Service Tab – If you had prior military service enter all required fields otherwise, this tab may be skipped.

My Education Tab – For any periods of education completed or in progress complete this section. Remember to complete all required fields.

My Driving Record Tab – This information will be most relevant if you are applying for a position that has driving/driver's license requirements. If you answer “YES” to any of these questions provide as much detailed information as possible.

My Work with Children Tab – This information will be most relevant if you are applying for a position that involves children. If you answered “YES” to any of these questions provide as much detailed information as possible.

My Resume and Documents Tab – This allows you to add a resume or supporting documents to your application. Examples of supporting documents: High School Diploma, DD 214 (Member Copy 4), PCS Orders, First Aid or CPR Certification, Resume, etc.