

# USAG Humphreys

## CHRA NAF Human Resources and Family and MWR

### OPEN CONTINUOUS VACANCIES

Child and Youth Program Assistants (CYS)

Food Service Workers

Food and Beverage Attendants

Waiter

Recreation Aid

Bartenders

Cooks

Cashiers

### HARD TO FILL POSITIONS

Lead Child and Youth Program Assistants (CYS)

Supervisory Program Specialists (CYS)



**Come Work With Us!**



# How to Apply

## **1** CREATE YOUR LOGIN.GOV ACCOUNT

A Login.Gov account is needed to apply for all Army NAF positions. You will need to create a Login.Gov account if you don't already have one. Visit [www.usajobs.gov](http://www.usajobs.gov), click on "Create a Login.Gov Account", and then follow the instructions. Keep Your Account Updated. Make sure your account always has your current contact information, especially your email address.

## **2** CREATE/SAVE JOB SEARCHES

Create and save job searches for the types of positions you frequently seek. Request automatic email updates for positions that match your search criteria, thus maximizing your awareness of job opportunities. You can create and save up to 10 different "saved searches." Make your resume searchable so it will be visible to recruiters and HR professionals.

## **3** PREPARE YOUR APPLICATION PACKAGE

Save time by prepositioning some required documents in your USAJOBS account. The application package typically includes your resume, responses to the occupational questionnaire, and supporting documents. Create and store up to five resumes, which allows you to simply pick the resume that you want to include with specific application packages.

## **4** SEARCH FOR CURRENT NAF VACANCIES

Search for current Army NAF vacancies at [www.usajobs.gov](http://www.usajobs.gov). Read the announcement in its entirety. Review eligibility requirements, conditions of employment, application requirements, and how to apply. Ensure email address is correct for application notifications.

## **5** APPLY FOR POSITIONS

Click 'Apply' (preferred method) or follow instructions to submit a manual application in the vacancy announcement. Review package to verify resume and documents. Answer 'Eligibility' questions. Read and answer each statement/question on the 'Assessment Questionnaire'. Upload required documents.

## **6** SUBMIT APPLICATION

Review and ensure final status has green checkmarks. Click 'Submit Application'. Login again to check the status of your application package to ensure all required questions and documents have been complete and/or submitted. Contact the NAF HR Office listed for manual application instructions.

**FOR MORE INFORMATION ABOUT THE APPLICATION PROCESS, RESUME TIPS, AND COMMONLY REQUIRED SUPPORTING DOCUMENTS, VISIT: [HTTPS://HUMPHREYS.ARMYMWR.COM/PROMOS/JOB-OPPORTUNITIES](https://humphreys.armymwr.com/promos/job-opportunities)**