



# 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 [NAFCAREERS@RANDOLPH.AF.MIL](mailto:NAFCAREERS@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 [vacancy announcements](#).
- 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 [NAFCAREERS@RANDOLPH.AF.MIL](mailto:NAFCAREERS@RANDOLPH.AF.MIL) 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:
  - Name
  - Social security number
  - Address
  - Contact phone numbers
  - Vacancy announcement number
  - Position title and duty location of vacancy

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