

NONAPPROPRIATED FUND - INSERVE APPLICATION
(USAREUR Reg 215-3)

Data Required by the Privacy Act of 1974

Authority: 5 USC 301

Principal Purposes: Provide management information concerning the employee's desire to be considered for position vacancies announced and provide employee applicants information on the disposition of their application.

Routine Uses: Used as an application form by current employees for consideration against announced vacancies. Also used to inform unsuccessful applicants as to the results of their applications. Information from records may be used in preparing reports, responding to correspondence, responding to grievances and complaints related to questions of qualifications, determinations, and nonselection for specific positions.

Mandatory or Voluntary Disclosure and Effect on Individual not Providing Information: Voluntary. Failure of the employee to provide requested information will deny employee explanation as to the results of his or her application.

Instructions

Employees will complete parts A and C of this form and send it, in duplicate, to the address indicated on the vacancy announcement. After completing the placement action the civilian personnel office will complete part B and return 1 copy, with an explanation to unsuccessful employee applicants.

Employees will be rated based on data in their official personnel folder. Although not required, employee may want to update their folder if it does not clearly show all education, training, and experience; particularly that which is related to the job for which they are applying. To update their folder, employee may submit a completely new DA Form 3433, Application for Nonappropriated Fund Employment, or submit data on a DA Form 3433-1, Continuation Sheet, giving complete information on the education, training, and experience to be added to their folder. As a minimum, the information should show the starting and ending dates (month and year), name of employer or education or training instructions, hours per week worked, percentage of time spent on each different kind of work, and an official transcript for any education. Official transcripts will be

Part A (To be completed by applicant)

1. Name (Last, first, MI)	2. Office telephone number	3. Vacancy announcement number
4. Title, series, and grade of position for which applying	5. Organization and location of vacant position	

6. Check appropriate block:

- Determine my qualifications based on data already in my official personnel folder.
- Use the attached data plus that in my official personnel folder to determine my qualifications.

Signature: _____

Date: _____

Part B (To be completed by personnel office specialist)

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> You can only be considered for one vacancy per application. | <input type="checkbox"/> Your application was postmarked and received after the closing date. |
| <input type="checkbox"/> You do not meet the minimum qualifications requirements for the position. | <input type="checkbox"/> You were determined to have insufficient specialized experience. |
| <input type="checkbox"/> The position vacancy has been canceled. | <input type="checkbox"/> Your application was not among the best qualified. |
| <input type="checkbox"/> Non-DOD candidates were not considered. | <input type="checkbox"/> You requested your application be withdrawn. |
| <input type="checkbox"/> Your application was rated and determined to be among the best qualified and therefore referred to the selecting official. | <input type="checkbox"/> You are not currently eligible for a position at this grade level. |
| <input type="checkbox"/> You were selected. | <input type="checkbox"/> Other (Specify). _____ |

Signature of personnel office specialist: _____

Date: _____

Part C (To be completed by applicant)

Return to:

Type or print your mailing address
(see reverse)