

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD	Coast Guard Non-Appropriated Fund Employment Application 5 U.S.C. 301	OMB No. 1625-0120 Exp: 11/30/2017
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<b>Who must comply?</b>	Public interested in applying for employment as a Coast Guard Non-Appropriated Fund employee without computer access and/or lacking basic digital skills.
<b>What is this collection about?</b>	The employment application is needed allow individuals without computers and/or digital skills access to apply for employment in the Coast Guard non-appropriated fund (NAF) workforce. Application needed to fill the void created when the OPM form OF-612, Optional Application for Federal Employment was cancelled.
<b>Where do I find the requirements for this information?</b>	5 USC § 301 may be found at <a href="http://uscode.house.gov/search/criteria.shtml">http://uscode.house.gov/search/criteria.shtml</a> search 5 USC 301
<b>When must information be submitted to the Coast Guard?</b>	The deadline for submission is the closing date for each vacancy announcement that the applicant is interested in applying for.
<b>How is the information submitted?</b>	In writing or electronically. Information may be submitted to Human Resources, U.S. Coast Guard Community Services Command, 510 Independence Parkway, Suite 500, Chesapeake, Virginia 23320 or electronically to <a href="https://home.eease.adp.com/recruit/?id=1824501">https://home.eease.adp.com/recruit/?id=1824501</a>
<b>What happens when complete information is received?</b>	The Coast Guard Community Services Command Personnel Assistant and/or hiring manager reviews the applications against the vacancy announcement to determine the applicant's qualifications for the position.
<b>For additional information, contact--</b>	CG CSC 757-420-2480, extension 4937

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden per response for this report is about 60 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commanding Officer, CG CSC, 510 Independence Parkway, Suite 500, Chesapeake, Virginia 23320, or Office of Management and Budget, Paperwork Reduction Project (1625-0045), Washington, DC 20503.