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| 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-new  Exp: mm-dd-yyyy |

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| **Who must comply?** | Public interested in applying for employment as a Coast Guard Non-Appropriated Fund employee with or without computer access and/or lacking basic digital skills. |
| **What is this collection about?** | The employment application is needed allow individuals with and without computers and/or digital skills equal 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. |
| **Where do I find the requirements for this information?** | 5 USC 301, 1104, 2103, 3301, and 3320, may be found at <http://uscode.house.gov/search/criteria.shtml>. |
| **When must information be submitted to the Coast Guard?** | The deadline for submission is the closing date for each vacancy announcement that the applicant is interested in applying for. |
| **How is the information submitted?** | 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 [**https://home.eease.adp.com/recruit/?id=1824501**](https://home.eease.adp.com/recruit/?id=1824501) |
| **What happens when complete information is received?** | 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. |
| **For additional information, contact--** | CG CSC 757-420-2480, extension 4937 |