

## Sample

Army & Air Force Exchange Service

### Exchange Electronic Application for CONUS Job Positions

(Read Agency Disclosure Notice, Privacy Act Statement, and Instructions before completing form.)

OMB NO. 0702-  
OMB approval expires  
MMM DD, YYYY

#### AGENCY DISCLOSURE NOTICE

The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100 (0702-XXXX). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

#### PLEASE DO NOT RETURN YOUR RESPONSE TO THE ABOVE ADDRESS.

Responses should be sent to the Exchange Human Resources Support Office at 3911 South Walton Walker Blvd., Dallas, TX 75236-1598.

#### PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10 U.S.C. §3013, "Secretary of the Army"; Title 10 U.S.C. §8013, "Secretary of the Air Force"; Army Regulation 215-3, "Non-appropriated Funds Personnel Policy"; Army Regulation 215-8/AFI 34-211(I), "Army and Air Force Exchange Service Operations"; and Executive Order 9397 (SSN).

**PRINCIPAL PURPOSES(S):** This electronic system collects information necessary to process applications for employment with the Army and Air Force Exchange Service within the continental United States of America.

**ROUTINE USE(S):** Records may be disclosed outside of DoD pursuant to Title 5 U.S.C. §552a(b)(3) regarding DoD "Blanket Routine Uses" published at <http://dpcl.dod.mil/Privacy/SORNsIndex/BlanketRoutineUses.aspx>. This includes disclosure to Federal agencies, and state, local and territorial governments. Application data may be verified by LexisNexis Risk Solutions.

**DISCLOSURE:** Voluntary, however, failure to provide all the requested information may result in the denial of your application for inadequate data.

#### INSTRUCTIONS

1. Complete each area of the application questions. Make sure the information is complete and accurate.
2. Press the "? Help" button for additional instructions on logging into the application system, setting up SMS messages, search openings, uploading documents, adding resumes and creating or editing your profile data.
3. Once all information is loaded into the selected job opportunity listing, press the apply link to complete the application process.
4. Questions on the system should be directed to the Exchange Human Resources Support Center at 800-508-8466 or through e-mail to [hrsc@aafes.com](mailto:hrsc@aafes.com). Local Nationals applications are available through the local Human Resource Office.