

**DRAGON HILL LODGE PERSONNEL OFFICE  
NON-APPROPRIATE FUND APPLICATION INSTRUCTIONS**

**USE THE FOLLOWING CHART TO DETERMINE THE FORMS YOU ARE REQUIRED TO  
SUBMIT BASED ON YOUR APPLICATION CATEGORY**

FORMS REQUIRED	MILITARY SPOUSE PREFERENCE (MSP)	FAMILY MEMBER (FM)	VETERAN'S	OFF DUTY MILITARY	OUTSIDE APPLICANTS
APPLICATION (DA 3433 & 3433-1)	Yes	Yes	Yes	Yes	Yes
DA 3434 Notification of Personnel Action (most recent copy)	Yes If Applicable	Yes If Applicable	Yes If Applicable	Yes If Applicable	Yes If Applicable (current NAF)
TRANSCRIPTS	Yes If qualifying based on education)	Yes If qualifying based on education)	Yes If qualifying based on education)	Yes If qualifying based on education)	Yes If qualifying based on education)
SPONSOR'S ORDERS	Yes	Yes	No	No	No
LETTER FROM COMMANDER	No	No	No	Yes	No
DD-214 (copy labeled "MEMBER 4")	Yes If Applicable	Yes If Applicable	Yes	No	No
SF-15 Application for Veteran's Preference. Must be accompanied by letter from VA dated within one year	Yes If Applicable	Yes If Applicable	Yes If Applicable	No	No
LOCAL QUESTIONNAIRE	Yes	Yes	Yes	Yes	Yes
SUPPLEMENTAL SHEET	Yes	Yes	Yes	Yes	Yes
PASSPORT/ VISA COPY	Yes	Yes	Yes	No	Yes
SOCIAL SECURITY CARD (COPY)	Yes	Yes	Yes	Yes	Yes

**\*\*For Non-Family Members -- Be sure to list all entries and exits from Korea on the local questionnaire.**

**\*\* Please DO NOT add copies of awards, diplomas, letters of recommendation, certificates, etc. to your application. This information will not be used in the rating and ranking process and will be destroyed.**

**\*\*No Job Placements will be made without a copy of the applicants Social Security Card.**