

# HOW TO APPLY

<http://www.navymwrkingsbay.com/>

Submit the following:

1. **NAF Application:** Please ensure that the application is filled out completely and is supplied along with the Declaration for Federal Employment Form (OF-306) found at: [www.opm.gov/forms](http://www.opm.gov/forms).

**--OR--**

**Resume:** Please ensure that all information is supplied along with the Declaration for Federal Employment Form (OF-306) found at: [www.opm.gov/forms](http://www.opm.gov/forms).

2. Current NAF employees must submit a copy of their last Annual Performance Appraisal and a copy of their Personnel Action Report (PAR) showing current salary.
3. Copy of College Transcripts (if required or if substituting education for experience).

### APPLICANTS CLAIMING HIRING PREFERENCE:

Please ensure your status is indicated on your application/resume and ALL required documents to claim preference are submitted at the time of application/resume submission.

**What are preferences?:** Preferences are advantages in the candidate selection process. Individuals can claim the following preferences:

1. **Re-Employment Priority List (RPL):** Qualifying separated employees shall have priority placement in the NAF activity from which they were separated as a result of a Business Based Action (BBA), when the position has substantially the same duties as the position from which they were separated and it is not a higher grade or employment category, provided the position is not being filled by an internal candidate. To claim this preference you MUST: Submit a copy of your BBA Separation and Notification indicating eligibility for RPL.
2. **Military Spouse Preference (MSP):** Qualifying spouses eligible for MSP are spouses of an active duty member of the U.S. Armed Forces, including members of the National Guard or Reserves on Active Duty. The marriage must have occurred before the military member received official Permanent Change of Station (PCS) orders to the installation. MSP is applicable only when applying for NAF positions at the NF-03 and below level, Child & Youth CY-02 and below level, and equivalent Craft & Trade (CT) positions. To claim this preference you MUST: Submit the Request for Military Spouse Preference Form; AND Submit the sponsor's PCS orders; AND If you are not indicated as a spouse on the PCS orders, you MUST submit proof of marriage prior to the PCS orders having been issued.
3. **Veteran's Preference / Gold Star Veteran's Preference:** Qualifying military veterans, and spouses/parents of deceased veterans, shall be given employment preference over non-preference applicants if they are equally qualified. Preference applicable for positions open to external candidates. To claim Veteran's Preference you MUST: Submit a copy of your DD-214 (member 4 copy); AND Submit completed SF-15 from the Veterans Administration (VA); AND Submit any other supporting documentation (disability, official statements, proof of service, etc.) To claim Gold Star Veteran's Preference you MUST: Submit completed SF-15 from the Veteran's Administration (VA); AND Submit a legible copy of DD-1300; AND Submit any other supporting documentation (official statements, document of service, court decree, etc.).

Qualifying applicants with preferences are considered in the order listed above. Then all other qualifying applicants are considered. FAILURE TO PROVIDE ALL OF THE REQUIRED AND APPLICABLE DOCUMENTS MAY RESULT IN YOU BEING DISQUALIFIED.

<b>MAIL TO:</b>	<b>E-MAIL TO:</b>	<b>FAX TO:</b>
<b>Morale, Welfare and Recreation</b>		
Attn: NAF Human Resources	<b>kngsmwrjobs@navy.mil</b>	<b>912-573-2363</b>
1063 USS Tennessee Avenue		
Naval Submarine Base		
Kings Bay, GA 31547		

**HOW TO APPLY cont.****Important Notes:****\*\*For employment on NSB Kings Bay applicants must be United States Citizens or Military Spouse Preference Eligibles\*\***

\*\* Employment is contingent on the successful completion of all required State, Local or National Agency background checks. A Security/Criminal Background Consent Form is required to allow a Federal, State or Local criminal history check to be performed on all personnel. In the event that you are interviewed or hired a form will be provided to you for completion.

\*\*Please ensure that your application/resume contains all the information requested in the vacancy announcement or you may lose consideration for the position.

\*\*All documents submitted will become the property of MWR and will not be returned.

\*\*A non-competitive eligible (transfer, re-assignments, etc.,) may be selected for specific positions at any time.

\*\*Direct Deposit/Electronic Fund transfer of your paycheck is mandatory and is a condition of employment.

\*\*It is against Federal Regulations to mail applications for Federal employment in Official Government postage-paid envelopes.

\*\*The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor.

\*\*Information on Reasonable Accommodation may be obtained from MWR Human Resources Office at 912-573-4583/8572.

\*\*Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Morale, Welfare and Recreation participates in the E-Verify program. For more information, call 1-888-464-4218.