



Department: **Department Of The Navy**

Agency: **US Marine Corps**

Job Announcement Number:

EA9-1750-01-K4236913-CE

Overview

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Instructional Systems Specialist

Salary Range: 32,573.00 - 79,280.00 USD per year

Open Period: Wednesday, January 28, 2009
to Wednesday, February 04, 2009

Series & Grade: YA-1750-01

Position Information: Full Time Career/Career Conditional

Promotion Potential: 02

Duty Locations: Few vacancies - Washington DC Metro Area, DC

Who May Be Considered:

United States Citizens

Job Summary:

No Limits. No Bounds. Discover a civilian career with the U. S. Department of the Navy or Marine Corps that is filled with possibilities and be a part of something that makes a difference for you, the country, and the world. We encourage you to apply online...It's easy, fast and convenient! Review the announcement carefully for detailed information and begin to manage your future today!

This position is located in Distance Learning Technology Department of the Marine Corps Institute.

Key Requirements:

- U.S. Citizenship required.

Duties

Major Duties:

This position is developmental in nature, leading to the target grade of YA-02. The incumbent works under close supervision and works in developmental capacity performing assignments and completing training. The incumbent analyzes occupational areas or jobs to identify specific tasks that can be efficiently and effectively supported by instruction or job performance aids; identifies performance problems and probable causes; and investigates the needs, wants, context, learners, resources and constraints that are related to a given need or problems. The incumbent develops, reviews and revises instructional programs and both individual and unit training materials; products include curricula, courses, and job aids. The incumbent conducts evaluation studies to measure the effectiveness and efficiency of the programs and products produced; uses techniques such as interviews, statistical validation of tests, and observation; gathers information and draws conclusions from student feedback and recommendations from formal schools and field commands; and formulates plans of action designed to improve the performance improvement intervention. Leads project teams; coordinates and integrates the work of others efficiently and effectively; serves as a resource specialist and internal consultant to the team Officer in Charge and distance learning instructors concerning instructional matters.

Qualifications and Evaluation

Qualifications:

BASIC REQUIREMENTS: Degree: that included or was supplemented by at least 24 semester hours appropriate to the work of the position to be filled. The course work must have included study in at least four of the following five areas: (1) **Learning theory, psychology of learning, educational psychology:** Study of learning theories as they relate to the systematic design, development, and validation of instructional material; (2) **Instructional design practices:** Study of the principles and techniques used in designing training programs, developing design strategy and models, and applying design methods to the improvement of instructional effectiveness; (3) **Educational evaluation:** Study of the techniques for evaluating the effectiveness of instructional/educational programs, including developing written and performance tests and survey instruments, and determining reliability and validity of evaluation instruments; (4) **Instructional product development:** Study of the techniques appropriate for developing training materials, including identifying learner characteristics, specifying objectives, applying training strategy, validating training materials, and evaluating training or (5) **Computers in education and training:** Study of the application of computers in education and training, including selecting appropriate computer software.

POSITIVE EDUCATION REQUIREMENTS: This position has a Positive Education Requirement. In order to meet basic qualifications applicants MUST submit a complete copy of their transcripts or an itemized list of college courses which includes equivalent information from the transcript (Course title, semester/quarter hours). Failure to submit this required information WILL result in an ineligible rating. **You MUST submit your transcripts or list of college courses through the "Application Manger" or by fax. This is the only method in which transcripts can be submitted. Failure to provide this information may result in an ineligible rating.**

IN ADDITION TO BASIC REQUIREMENTS, APPLICANTS MUST HAVE:

SPECIALIZED EXPERIENCE: One year of specialized experience in the same or similar work at a level of difficulty and responsibility equivalent to the next lower pay band or GS-05 level that has equipped you with the necessary knowledge, skills or abilities to perform successfully the duties of the position. Creditable specialized experience includes experience such as: applies an Instructional Systems Development (ISD) model; assists in conducting needs analyses and/or front-end analysis; assists with conducting formative and summative evaluations; develops, reviews, and revises instructional programs; and authors online course designs, e-learning concepts and techniques, or managing multimedia productions.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Applicants may substitute the following education for the required experience, provided it demonstrates the knowledge, skills and abilities necessary to do the work of the position: one year of graduate-level education from an accredited college or university *or* superior academic achievement related to the position.

You MUST submit your transcripts or list of college courses through the "Application Manger" or by fax. This is the only method in which transcripts can be submitted. Failure to provide this information may result in an ineligible rating.

• **By Fax:** Always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascoversheet.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up. The VIN for this announcement is TAG:VacancyID

COMBINATION OF EDUCATION AND EXPERIENCE: Equivalent combinations of education and experience may be combined to meet the total qualification requirements.

Superior academic achievement

S.A.A. is based on (1) class standing, (2) grade-point average, or (3) honor society membership.

1. Class standing--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.

2. Grade-point average (G.P.A.)--Applicants must have a grade-point average of:

- a. **3.0 or higher out of a possible 4.0 ("B" or better) as recorded on their official transcript, or as computed based on 4 years of education, or as computed based on courses completed during the final 2 years of the curriculum; or**
- b. **3.5 or higher out of a possible 4.0 ("B+" or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final 2 years of the curriculum.**

Grade-point averages are to be rounded to one decimal place. For example, 2.95 will round to 3.0 and 2.94 will round to 2.9.

The G.P.A should be credited in a manner that is most beneficial to the applicant. For example, applicants may list their G.P.A. as recorded on their final transcript, or they may choose to compute their G.P.A. The specific provisions are detailed below:

G.P.A. as recorded on the final transcript. The final transcript must cover the period being used to determine G.P.A., i.e., all 4 years or last 2 years.

G.P.A. including course work after bachelor's degree. Undergraduate course work obtained after an applicant has received a bachelor's degree can be credited in computing the G.P.A. of applicants who need those courses to meet minimum qualification requirements, i.e., the courses are required by the standard or by the individual occupational requirement.

3. Election to membership in a national scholastic honor society--Applicants can be considered eligible based on membership in one of the national scholastic honor societies. These honor societies are listed in the Association of College Honor Societies: Booklet of Information (1992-95) and/or Baird's Manual of American College Fraternities (1991).

NOTE: APPLICANTS QUALIFYING BASED ON EDUCATION OR A COMBINATION OF EDUCATION AND EXPERIENCE OR SUPERIOR ACADEMIC ACHIEVEMENT MUST SUBMIT A COMPLETE COPY OF THEIR TRANSCRIPTS OR AN ITEMIZED LIST OF COLLEGE COURSES WHICH INCLUDES EQUIVALENT INFORMATION FROM THE TRANSCRIPT (Course title, an semester/quarter hours). You MUST submit your transcripts or list of college courses by fax. Failure to provide

(1991).

FOREIGN EDUCATION: Education completed in foreign colleges or universities may be used to meet the qualification requirements if the applicant can provide documentation indicating that the foreign education is comparable to that received in an accredited educational institution in the United States. It is the responsibility of the applicant to provide such evidence when applying.

Special Requirements (some of the conditions of employment)

Selectee may be required to successfully complete a probationary period.

How You Will Be Evaluated:

Once the application process is complete, a review of your resume and supporting documentation will be made and compared against your responses to the occupational questionnaire. The numeric rating you receive is based on the degree to which your background matches the knowledge, skills and abilities required to perform the duties of this position.

BASIS OF RATING: Only experience, education and training acquired prior to the receipt of your application will be considered in the rating process. Unpaid or volunteer experience is creditable, provided the work done was of a quality level required for the position. You must show the actual time spent in such activities, such as number of hours per week. If you describe more than one type of work (e.g., painting and carpentry or personnel and budget) while employed in one position, you must indicate the percentage of time you spent performing each type of work. Failure to do so may result in an ineligible rating.

Missing application information will not be requested.

Statements concerning qualifications are subject to verification. Exaggeration or misstatement may be cause for your disqualification or later removal from your position.

Benefits and Other Information**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI>

Other Information:

Selectee is required to participate in the Department of Defense direct deposit of pay program.

Males born after December 31, 1959 will be required to certify that they have registered with the Selective Service System. If you fail to do so, you will be required to certify that you did not knowingly and willfully fail to register. This requirement must be met before you can be appointed to this position.

Applications mailed in Government postage-paid envelopes will not be accepted.

The selection of an annuitant is subject to the Department of Defense and Department of the Navy policy on the employment of annuitants. Policy information may be found at https://www.donhr.navy.mil/NSPSdocs/ASN_MRA.pdf.

Applicants Claiming Veterans' Preference. You must clearly provide the following information in your resume:

1. Dates and branch of service for all periods of active duty military service, including reservist/guard time called or ordered to active duty.
2. List any campaign badges or expeditionary medals received.
3. Type of last discharge. If discharged prior to full period of active duty, provide reason.
4. If retired military, provide date and rank of retirement.
5. If you have a service-connected disability, indicate the percentage of the disability and the date of your last official statement (must be dated 1991 or later) from the Department of Veterans Affairs (DVA) or from the branch of the Armed Forces. Applicants may contact the nearest DVA to obtain an updated letter at: <http://www1.va.gov/directory/guide/home.asp?isFlash=1>.
6. Applicants claiming veterans' preference as a widow, spouse, or mother of a veteran must submit the required document listed on the SF-15 in order to receive this preference.

In addition to providing the veteran information in your resume you must submit your DD-214 showing your type of discharge and your VA letter indicating your total percentage of disability if claiming 10 point preference. Failure to submit these documents will result in you not receiving veterans preference for this announcement. Obtain a copy of the SF-15 at http://www.opm.gov/forms/pdf_fill/SF15.pdf.

Military Spouse Preference (MSP): If you are the spouse of an active duty military member, then you may be eligible for MSP.

To be eligible you: (1) must have been married to your military sponsor prior to reporting to the new duty assignment; and, (2) must have accompanied your military sponsor on a Permanent Change in Station (PCS) move; and, (3) the position for which you are applying must be within the commuting area of your military sponsor's new permanent duty station.

You must request MSP by submitting a copy of your military sponsor's PCS orders.

MSP applies if you are ranked among the "best qualified" and the candidate list established from this announcement is used to fill the vacancy. MSP does not apply, however, when preference would violate statutes or regulations on veteran's preference or nepotism.

DISPLACED EMPLOYEES

ICTAP Applicants: If you are a displaced employee of a non-Department of Defense Federal agency, you may be eligible for special priority consideration under the Interagency Career Transition Assistance Program (ICTAP). ICTAP applicants must be *well qualified* for the position to receive consideration for special priority selection. To be considered *well qualified* for this position, an ICTAP applicant must meet the basic qualification requirements and receive a score of 90 or above on the knowledge, skills and abilities listed in the Evaluation Method section. **Federal employees seeking ICTAP eligibility must, submit proof that they meet the requirements of 5 CFR 330.704. This includes a copy of the agency separation notice, a copy of their most recent performance rating, and a copy of their most recent SF-50 noting current position, grade level, and duty location.** Please annotate your ICTAP eligibility clearly on your application.

- **When submitting any of the supporting documentation listed above you must either submit it through the "Application Manager" or by Fax.**
- **Fax: Always use the official cover sheet when faxing information, which is located at: <http://staffing.opm.gov/pdf/usascoversheet.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.**

EQUAL EMPLOYMENT OPPORTUNITIES

The Department of 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.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Employment Information Center staff at 1-800-378-4559 or TDD (619)615-5649 to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

How to Apply

How To Apply:

To apply for this position you will need to submit the occupational questionnaire, a resume, and other supporting documentation as stated in the *Required Documents* section of this announcement. Instructions for completing the occupational questionnaire are located in the *Required Documents* section. Submit your documents using one or a combination of the methods outlined below. Follow all instructions carefully.

To apply for this position, you must provide a complete Application Package, which includes both of the following parts:

1. **Your responses to the Assessment Questionnaire, and**
2. **Your résumé and any other documents specified in the Required Documents section of this job announcement.**

Use *Application Manager* for convenience and quickest processing. Track your progress to a *Complete Application Package* using the *My Application Packages* checklist and status displays in *Application Manager*. Your *Application Package* status must be *Complete* by Wednesday, February 04, 2009

Application Manager

To begin, choose one of these options:

- **If your résumé is going to come from the *USAJOBS Resume Builder*, you begin the process by clicking the *Apply Online* button near the bottom of this page. Your résumé will be attached only to the *Application Package* you complete and Submit immediately**

after you click the Apply Online button for this job announcement, not to any Application Packages you may already have created.

- If your résumé is going to be one you prepared *outside of USAJOBS Résumé Builder*, click this link to begin the process:

[Online Questionnaire](#)

To return to Application Manager at any time, use whichever one of the links you used to begin as described above, or simply go to <https://ApplicationManager.gov>.

Paper Qualifications Questionnaire

If it is not possible for you to use *Application Manager*, you can write your answers on paper. Follow these steps:

1. You can print a copy of this job announcement so that you can read the questions offline.
2. Obtain and print a copy of the OPM Form 1203-FX, which you will use to provide your answers. You can obtain the form at this URL http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf or by calling USAJOBS by Phone at (703) 724-1850; after the introduction, press 1, and listen for instructions.
3. You may submit the Form 1203-FX, resume, and any supporting documents by fax.
 - **By Fax:** If you are faxing a Form 1203-FX, do not use a separate cover sheet. Simply make sure the Form 1203-FX is on top of any other documents you are faxing. If you are faxing any documents without the Form 1203-FX on top, always use the official cover sheet which is here -- <http://staffing.opm.gov/pdf/usascover.pdf> -- and be sure to fill it out completely and clearly. The fax number is 1-478-757-3144. Feed all documents into your fax machine top first so that we receive them right-side up.

It is recommended that you keep the confirmation copy of your facsimile transmission.

QUESTIONNAIRE:

Social Security Number

Vacancy Identification Number

Enter: EN236913

1. Title of Job

Instructional Systems Specialist

2. Biographic Data

3. E-Mail Address

4. Work Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

5. Employment Availability

6. Citizenship

Are you a citizen of the United States?

7. Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

8. Other Information**9. Languages**

If you are applying by the OPM Form 1203-FX, leave this section blank.

10. Lowest Grade

01

11. Miscellaneous Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

12. Special Knowledge

If you are applying by the OPM Form 1203-FX, leave this section blank.

13. Test Location

If you are applying by the OPM Form 1203-FX, leave this section blank.

14. Veteran Preference Claim**15. Dates of Active Duty - Military Service****16. Availability Date**

If you are applying by the OPM Form 1203-FX, leave this section blank.

17. Service Computation Date

If you are applying by the OPM Form 1203-FX, leave this section blank.

18. Other Date Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

19. Job Preference

If you are applying by the OPM Form 1203-FX, leave this section blank.

20. Occupational Specialties

001 None

21. Geographic Availability

0675 Washington DC Metro Area, DC

22. Transition Assistance Plan**23. Job Related Experience**

If you are applying by the OPM Form 1203-FX, leave this section blank.

24. Personal Background Information

If you are applying by the OPM Form 1203-FX, leave this section blank.

25. Occupational/Assessment Questions:

1. I have a bachelor's or higher degree that included or was supplemented by at least 24 semester hours appropriate to the work of the position to be filled. The course work included study in at least four of the following five areas: (1) Learning theory, psychology of learning, educational psychology: Study of learning theories as they relate to the systematic design, development, and validation of instructional material; (2) Instructional design practices: Study of the principles and techniques used in designing training programs, developing design strategy and models, and applying design methods to the improvement of instructional effectiveness; (3) Educational evaluation: Study of the techniques for evaluating the effectiveness of instructional/educational programs, including developing written and performance tests and survey instruments, and determining reliability and validity of evaluation instruments; (4) Instructional product development: Study of the techniques appropriate for developing training materials, including identifying learner characteristics, specifying objectives, applying training strategy, validating training materials, and evaluating training or (5) Computers in education and training: Study of the application of computers in education and training, including selecting appropriate computer software.

- A. YES
- B. NO

2. Read the following descriptions and select the one that best describes the level of your experience. Your selection must be supported by your resume.

- A. I have one year of specialized experience in the same or similar work at a level of difficulty and responsibility equivalent to the next lower pay band or GS-05 level that has equipped you with the necessary knowledge, skills or abilities to perform successfully the duties of the position. Creditable specialized experience includes experience such as: applies an Instructional Systems Development (ISD) model; assists in conducting needs analyses and/or front-end analysis; assists with conducting formative and summative evaluations; develops, reviews, and revises instructional programs; and authors online course designs, e-learning concepts and techniques, or managing multimedia productions.
- B. I have completed one year of graduate-level education from an accredited college or university.
- C. I qualify for superior academic achievement as described above.
- D. My experience and/or education is not reflected in the above criteria.

For task statement 3 through 12, choose the response (A-E) from the list below that best describes your experience and/or training. Select only one letter per statement. Ensure that your application supports all of your responses.

- A- I have not had experience or education in performing this task.
- B- I have had study or education directly related to this task, but have not performed it on the job.
- C- I have performed this task on the job under normal supervision.
- D- I have performed this task independently and without the review of a supervisor.
- E- I have served as the technical authority on this task, providing guidance or supervision to others because of my background.

3. Analyzes occupational areas or jobs to identify specific tasks that can be efficiently and effectively support by instruction or job performance aids.

4. Identifies performance problems and probable causes and recommends solutions.

5. Selects and designs appropriate intervention (instruction or job performance aids) for achieving the predetermined goals and requirements (strategy includes identification of specific objectives, instructional/non-instructional events, measurement activities and media).

6. Reviews instructional packages and/or job performance aids developed by others for possible adoption.
7. Uses techniques such as: interviews, statistical validation of tests and observation.
8. Gathers information and draws conclusions from student feedback and recommendations from formal schools and field commands.
9. Formulates plans of action designed to improve the performance improvement intervention.
10. Conducts formal and informal training and outgoing instructional guidance to individual assigned product development duties.
11. Initiates and maintains detailed audit trail of specific supporting documents; keeps team informed of project status providing oral and written progress report.
12. Maintains paper based content with the ability to convert paper based to e-learning on a Blackboard Learning Management System.

Required Documents:

All application materials must be received by the closing date of this announcement. The following documents are required:

- **Occupational Questionnaire**
- **Resume** - Please ensure that your resume contains the basic information outlined in the Applying for a Federal Job link: <http://www.opm.gov/forms/pdfimage/of0510.pdf>
- **Transcript** - education must be from an educational institution accredited by an accrediting agency recognized by the U.S. Department of Education.
- **Veterans' Preference Documentation, if applicable** (e.g., DD214 or statement of service, VA letter, SF-15 - see *Other Information* section for further details)

Submitting Documents

If you upload your documents using Application Manager, **DO NOT FAX** the same documents. To verify uploaded documents have been processed, please wait one hour to ensure they have cleared the virus scan. You can verify that your uploaded documents are attached to your application by checking the Details tab of your Application Manager account <https://applicationmanager.gov> for this vacancy announcement. Your documents will display under the Details tab in the Document area.

Faxed documents will take 2-3 business days to process. To fax documents, you **MUST** use the special cover page. Print the pre-populated cover page on the upload documents screen of Application Manager. Or, you may click this link <http://staffing.opm.gov/pdf/usascovers.pdf> to print a copy of the cover page. When faxing documents, follow the procedures outlined below.

- Include the 8-character Vacancy Identification Number EN236913
- Provide your Social Security Number and full name in the spaces provided or we will not be able to associate your document(s) with the rest of your application.
- You may submit multiple documents for the same vacancy announcement using one cover page.
- Fax your cover page and documents to **1-478-757-3144**.

Faxed documents submitted with missing information will not be processed. The following will prevent your documents from being processed:

- Not using the special cover page mentioned above.
- Missing, incomplete, or invalid Vacancy Identification Number
- Missing or incomplete Social Security Number or name

Note: If you have documents in your Application Manager account from a previous vacancy announcement they can be opened, copied and saved then reused as an upload file for this vacancy. Uploading your documents will speed the processing of your application for this announcement.

Contact Information:

HRSC EAST Navy
Phone: (757)396-7994
Email: hrsceast.deu@navy.mil

Or write:

NAVY HRSC East
Human Resource Service Center East
Bldg 17 Norfolk Naval Shipyard
Portsmouth, VA 23709
PLEASE DO NOT MAIL APPS TO THIS ADDRESS

What To Expect Next:

Applicants will receive notification advising them of their rating. If your name is referred to the hiring official, you may be contacted directly by that office for a possible interview.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation Policy Statement

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Please Note:

Veterans' preference does not apply to positions in the Senior Executive Service, and may not apply to other excepted service appointing authorities. If you have questions about the applicability of veterans' preference for a particular vacancy please contact the agency posting the announcement.

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for [veterans' preference](#). For service after October 15, 1976, the veteran must have received a Campaign Badge, Expeditionary Medal, a service connected disability, or have served during the Gulf War between August 2, 1990 and January 2, 1992 or for more than 180 consecutive days, other than training, any part of which occurred during the period beginning September 11, 2001, and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.

[The Veterans Employment Opportunity Act \(VEOA\)](#) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others

claiming 10 point preference will need to submit [Form SF-15, Application for 10-point Veterans' Preference](#).

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the [VetGuide](#).

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

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Send Mail

Send Mail to:

NAVY HRSC East

Human Resource Service Center East

Bldg 17 Norfolk Naval Shipyard

Portsmouth, VA 23709

PLEASE DO NOT MAIL APPS TO THIS ADDRESS



Questions?

For questions about this job:

HRSC EAST Navy

Phone: (757)396-7994

Email: hrsceast.deu@navy.mil

USAJOBS Control Number: 1458473

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