

JOB APPLICATION INFORMATION
FOR POSITIONS WITH MORALE, WELFARE AND RECREATION (MWR)
UNDER NON-APPROPRIATED FUNDING (NAF)

Fleet & Family Readiness NAF Local Naples job announcements within CNREURAFSWA may be viewed at: https://www.cnic.navy.mil/regions/cnreurafswa/about/job_openings.html

I. INFO FOR NAF U.S. POSITIONS ONLY

ELIGIBILITY FOR NAF U.S. POSITIONS: Applicants seeking employment with MWR must belong to one of the following categories (known as **area of consideration or eligibility criteria**):

1. Current U.S. citizen permanent MWR NAF employees;
2. U.S. citizen spouses of active duty military members;
3. U.S. citizen family members of active duty military members and DoD civilians;
4. Active duty military member (part time or flexible positions only);
5. (FOR CERTAIN POSITIONS) Non-U.S. family members with citizenship of one of the NATO countries and who are family members of active duty U.S. military members. (Italian citizens may NOT be considered under this category). Family members must have a social security number.
6. Applications will be valid for consideration for six (6) months from the date of receipt. If you still wish to be considered after this time, please notify the MWR Personnel Office.

The applications may be emailed to NAFPersonnel@eu.navy.mil
For any questions you have you may reach us at 081-568-4164/8202/2505/5612.

HOW TO APPLY: Please submit the resume and documentation listed below:

1. Resume – The resume should contain required information listed below:
JOB INFORMATION: Specify announcement number, title, pay plan, occupational code and grade level(s) for which you are applying. (Please note: you will only receive consideration for the title, pay plan, occupational code and grade level(s) that you specify). **PERSONAL INFORMATION:** Full name, mailing address (with zip code), day and evening phone numbers (with area code) plus email address, Social Security Number Country of citizenship. **WORK EXPERIENCE:** Give the following information for your work experience related to the job for which you are applying: Job title (include pay schedule, occupational code and pay band/grade if experience gained in Federal employment) Duties and accomplishments (identify percentage of time spent when work involved multiple/varying duties) Starting and ending dates: must specify month and year and hours worked per week (e.g., 40 hours) Employer's name and address; Supervisor's name and phone number Indicate if we may contact your current supervisor .
EDUCATION: High school - Name, city, and State (zip code if known), Date of diploma or GED Colleges and universities - Name, city, and State (zip code if known), Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours) Copy of transcripts **must** be attached to receive credit for education .

2. Overseas Residency Questionnaire

3. A signed copy of the Preference entitlement survey form

4. A signed copy of the **military spouse preference program** form, if applicable
5. A legible photocopy of your **sojourn permit**, **OR** a copy of your receipt of application if you have just applied for it
6. A copy of your **sponsor's PCS orders**
7. A copy of your **official/no-fee passport**, showing your picture, passport number and expiration date page, and your visa-stamped page
8. If PRIOR MILITARY, copy of your DD-214
9. **ACTIVE DUTY MILITARY MEMBERS:** You may apply for part time or flexible positions with MWR. Please submit **ONLY** a **resume** a copy of **your orders** and a **chit/authorization form** from your command stating you may work during off duty hours.

WHEN APPLYING FOR MORE THAN ONE POSITION WITH MWR:

A **separate** resume and documentation package (see items 2-9 above) must be submitted for EACH position you wish to apply for. The resume must include the **job title, grade** (with series and level, e.g. NF-0189-01 and the **announcement number**.

WORK SCHEDULES: MWR has many positions in which the employees may be required to work nights, week-ends and/or rotating shifts. Please read each announcement carefully to see if that is a requirement of the position.

TYPES OF EMPLOYMENT: (known as employment categories): **MWR** positions may be permanent full time (35-40 hours per week) or permanent part time (20-34 hours per week)> Employees in these categories are entitled to accrue paid annual and sick leave, and are eligible to participate in the retirement and medical plans and the 401K savings and investment plan. Permanent full time employees **only** are eligible to participate in **CNIC NAF** group benefits program, i.e. life and disability insurance.

Many of the MWR positions are filled with employees hired under the Flexible category. They may work up to 39 hours per week, they are not entitled to participate in any of the benefits programs, nor are they entitled to accrue annual or sick leave. Every job announcement will indicate under which employee category the job will be filled (e.g., Flexible, or Permanent Part Time/20-34 hours per week, etc).

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