

OCHR FACTSHEET

Applying for Department of the Navy (DON) Civilian Positions in Overseas Areas

Issued: 24 March 2016

HR OPERATIONS

This Fact Sheet:

- Identifies USAJOBS as the exclusive DON application tool when applying for employment in OCONUS civilian positions
- Highlights key benefits of using USAJOBS for applicants
- Provides first time users with instructions for accessing USAJOBS

Background

The ability of federal agencies to perform their missions effectively and efficiently depends on a talented and engaged workforce. This is especially challenging when filling civilian positions located in overseas areas. In order to meet this challenge and comply with Presidential Hiring Reform Initiatives, the Department of the Navy (DON) will now recruit for all overseas civilian appropriated fund positions exclusively through the USAJOBS automated processes. This applies to all overseas recruitments initiated on or after **31 March 2016**.

How does this affect me as an Applicant?

If you are already living overseas or preparing to relocate to an overseas duty location, you only need to visit USAJOBS to find information on overseas employment opportunities. As the Federal Government's official one-stop source for federal jobs and employment information, USAJOBS helps applicants conduct searches and apply for positions through one single automated method. In addition, USAJOBS has a variety of resources including customized job alerts, search tips and tutorials to help you find the right federal job. It also functions as a resume and document repository to keep your documents in one place and readily available for submission. Most of all, the benefit of using USAJOBS is that throughout key stages of the application process, individuals applying for Federal employment will be notified through USAJOBS about the status of their application.

Applicants are strongly encouraged to store their appointment and preference documents in USAJOBS **prior** to their relocating overseas, so they will be readily available at all times should they wish to apply for a job during transit.

What do I need to have in order to get started on USAJOBS?

A valid email is required to create a USAJOBS account. First time users can access USAJOBS via the web at <https://don.usajobs.gov>. Simply follow the instructions under the "Create an Account" tab to establish your account. Once you confirm your email, you will be asked to provide personal information (name and telephone number) and account information (password creation and password question setup) to finalize your registration.

First time users are highly encouraged to visit the USAJOBS Resource Center for additional information. The Resource Center has information on a variety of USAJOB related topics including a Top Ten Frequently Asked Questions (FAQ) section and a USAJOBS Fact Sheet.

DEPARTMENT OF THE NAVY
CIVILIAN CAREERS

Where Purpose and
Patriotism Unite



OCHR
FACTSHEET

Frequently Asked Questions

Q. Does USAJOBS require me to establish a user account?

A. Yes. You can go online and establish a USAJOBS user account at <https://don.usajobs.gov> at any time. Look for the “Create an Account” link at the top of the web page. Please note that you do not need to create an account to search for jobs, but you must create an account to apply for jobs online.

Q. I am relocating overseas with my sponsor. Can I apply for local US positions in the overseas area before I leave Continental United States (CONUS)?

A. Yes. A military spouse or family member may apply for employment up to 30 days before their anticipated arrival overseas within the command. However, they may not receive preference until their arrival at the foreign location; it is highly recommended that upon arrival at your overseas destination that you locate the Command’s Human Resources Office (HRO) and inform them of your arrival.

Q. I currently live at an overseas station and usually go to the local overseas DON HRO to look at the posted job announcements and submit a hard copy resume. Does this change impact me?

A. Yes. No hard copy resumes will be accepted after the transition date of 31 March 2016. All job opportunity announcements for US positions-filled either from CONUS or locally overseas –will be announced only on USAJOBS and will be filled exclusively through this application. Also, applicants will be required to submit an electronic resume to the USAJOBS announcement and answer assessment questions regarding their eligibility and qualifications.

Q. What supplemental documentation might I be asked to submit during the recruitment process?

A. Carefully follow the instructions in the “How to Apply” section for each job announcement. If you are a military spouse or family member you will be required to submit a copy of your Sponsor’s Travel Orders when you apply for a position. If you are claiming veteran’s preference eligibility you must submit your Certificate of Release or Discharge from Active Duty (DD-214 Member Copy 4) and any supporting documents e.g., Veterans Administration Preference Award Letter, etc., when you apply for a position. If selected, you may be asked to submit any additional documentation to verify your qualifications or eligibility such as transcripts, Notification of Personnel Action (SF-50), marriage license, etc.

Q. What time (including time zone) does USAJOBS announcements expire?

A. All USAJOBS announcements expire at 11:59 PM Eastern Time (ET) on the published closing date. However, agencies can close, remove, cancel or extend announcements from USAJOBS at their discretion. Typically, an agency would advise applicants of this potential on the Job Opportunity Announcement.

Next Steps for Applicant

Applicants are strongly encouraged to take the following steps if they anticipate applying for overseas positions:

- Establish a USAJOBS account at <https://don.usajobs.gov> as soon as possible if you do not already have one.
- Familiarize yourself with essential information, such as how to apply for a job go to <https://don.usajobs.gov> Click on the USAJOBS Resources Center tab and select the “Resources Center – Main Page.”
- Establish job alerts if you are seeking employment in specific positions or duty locations.
- Make sure you have an updated electronic resume.
- Ensure supplemental documents (e.g. Sponsor’s Travel Orders, etc.) you normally submit with your resume are electronic so they can be uploaded to USAJOBS when applying for a position.

Still Need Assistance?

For additional questions on applying for DON civilian positions in overseas areas contact the Employment Information Center at doneic@navy.mil.

Send Us Your Feedback

OCHR welcomes your comments and suggestions on the quality and usefulness of this document. Your input is an important part of the revision process. If you have comments or suggestions for improvement, please send them to us via the DON HR FAQ box at DONhrfaq@navy.mil.

