

**Non-Appropriated Fund (NAF) Human Resources (HR) Office  
U.S. Naval Station Rota Bldg. 1-A  
Phone number: Com. 956-821723/ DSN 727-1723  
INSTRUCTIONS FOR U.S. APPLICANTS**

- Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from <https://www.navymwrrota.com/jobs>
- It is your responsibility to submit a complete application package. Incomplete or incorrect information may affect the status of your application.
- If you wish to use education as a substitution for experience attach a copy of your unofficial transcripts to your application package. Upon request, you may have to submit official transcripts as well.
- Résumé and supporting documents must be received by the closing date of the announcement. Applications and supporting documents will not be returned.
- Two relatives may not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a tentative offer for a regular full-time or a regular part-time position.
- Applicants with dual citizenship (Spanish/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.
- Civil service employment law (5 U.S.C. 3328) requires that male candidates, born after December 31, 1959 and at least 18 years of age, must register with the Selective Service System, unless they meet certain exemptions (attach proof of registration to your application package). Additional information may be found on [www.sss.gov](http://www.sss.gov)

**INFORMATION REQUIRED ON RÉSUMÉ**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address (with 9-digit zip code), local phone numbers and e-mail address
- High school (name and full address) and date of diploma or GED
- Colleges and universities (name and full address). Type the date of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

**GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:**

- Job title (include series/grade if Federal)
- Detailed description of duties
- Employer's name and full address
- Starting/ending dates and hours per week

**You can submit your application forms to the NAF HR Office, to [personnel@rotamwr.com](mailto:personnel@rotamwr.com), or you can deposit it in the NAF HR office at Bldg#1-A Admin Office. It is the applicant's responsibility to verify that documents are received.**

For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or on Thursdays from 1200 to 1730.

**Revised October 2017**