



Applying for NAF Positions- Step 1

1. Understand what NAF is:
 - a. NAF = Non-Appropriated Funds. Means our employees are not paid from allocated funds from the government, instead we pay our employees with the revenue we make.
 - b. NAF positions considered Federal employment, therefore an extensive background check is required for all employees.
 - c. NAF employs Fitness, Sports and Deployed Forces Support (Liberty) and Child and Youth Programs (CYP)

2. Who May Apply:
 - a. Certain positions have an age requirement, however we do hire ages 16 and up.
 - b. Most positions are "SOFA Sponsored" meaning, only those who are in Japan as a dependent of an active duty military service member or a civilian contractor/civilian employee may apply.
 - c. There are "Seeking SOFA" or "Worldwide" positions where proof of SOFA is not required.

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1



Applying for NAF Positions- Step 2

GATHER YOUR REQUIRED DOCUMENTS

WHAT DO I NEED TO SUBMIT?

1. A Resume or NAF Application.
2. Look at "WHO MAY APPLY"
 - "If it says Applicants with SOFA sponsorship..." = You must submit proof of SOFA.
 - PCS ORDERS (your name must be listed under dependents, must be current, and specifically stating homeport is within a 50 mile radius from Yokosuka, Japan)
 - Family Entry Approval/ Dependent Entry Approval (FEA/DEA)
 - For Dependents of US hires- most recent Letter of Employment (LOE)
3. Look at the Qualifications Required, make sure you submit supporting documentation:

<ul style="list-style-type: none"> • Certifications: <ul style="list-style-type: none"> ○ Lifeguard/ First Aid ○ CPR 	<ul style="list-style-type: none"> • Education: <ul style="list-style-type: none"> • High School Diploma or Equivalent • Bachelors Degree 	<ul style="list-style-type: none"> • Masters Degree • PhD Degree
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4. Declaration Of Federal Employment – OF-306
 - TIP: Question 14 is often answered incorrectly:

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2



REQUIRED DOCUMENTS

- You are submitting this form to us, Commander Navy region Japan (CNRJ), NAF HR.
- We are a government agency under the Navy.
- If your sponsor is a USN service member or a civilian working for Dept of Navy.
- Then under #16. provide the details highlighted in #14.

Declaration for Federal Employment*

Form Approved:
OMB No. 3206-0182

(*This form may also be used to assess fitness for federal contract employment)

Additional Questions

14. Do any of your relatives work for the agency or government organization to which you are submitting this form? (Include: father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, and half-sister.) If "YES," use item 16 to provide the relative's name, relationship, and the department, agency, or branch of the Armed Forces for which your relative works. YES NO

15. Do you receive, or have you ever applied for, retirement pay, pension, or other retired pay based on military, Federal civilian, or District of Columbia Government service? YES NO

Continuation Space / Agency Optional Questions

16. Provide details requested in items 7 through 15 and 18c in the space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position and your agency is authorized to ask them).

EXAMPLE 1: "14. John Smith, father, Active Duty in the Navy."

EXAMPLE 2: "14. Jane Smith, Spouse, civilian engineer contractor for NAVSUP."

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3



MSP – Military Spouse Preference- Category 1

1. Applicants are organized into categories for priority selection.
 - a) MSP = Military Spouse Preference is Category 1 (highest priority)
 - b) This was implemented by the "Employment Opportunities for Military Spouses (10 U.S.C., 1784) and Executive Order 12568, Employment Opportunities for Military Spouses of Non-appropriated Fund (NAF) Activities"
 - c) If you are the spouse of an active duty service member, and you have not accepted a Formal Job Offer to a Regular Full Time or a Regular Part Time position at your current duty station, you are considered a Category 1 applicant.
 - a. Example: A position has 1 Vacancy. Two applicants are qualified, one is MSP (category 1) and one is a dependent child (category 2- family member). The MSP applicant will be referred to the hiring manager for an interview.
 - d) This is a perk you get to use 1 time for a Regular Full Time or a Regular Part Time position per duty station.
 - e) Once you have accepted or declined a Formal Job Offer for a Regular Full Time or a Regular Part Time position, you have used your preference and will be considered category 2 if you were to resign and apply to a new position.

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4



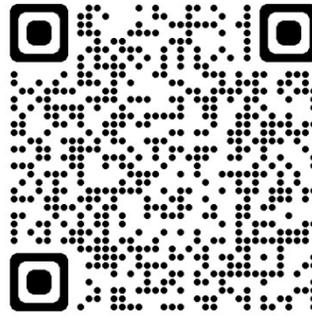
Applying for NAF Positions- Step 3

WHERE TO FIND OPEN POSITIONS

1. CFAY MWR Jobs page:
All CFAY Open Positions



2. USA JOBS: search location:
Yokosuka Naval Base



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5



Applying for NAF Positions- Step 4

3 WAYS TO APPLY

1. Online on USA JOBS, www.USAJobs.gov - search location: Yokosuka Naval Base
2. Come turn in your application to the NAF HR Office in the MWR Building
#1559 2nd floor of Starbucks building)
3. Email your application to include announcement number (FFRXX-XXXX and position title) – making sure to add all required documents to our Recruitment mailbox: MWR_Recruitment@fe.navy.mil

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6



Announcements on MWR Jobs Page



JOB TITLE Recreation Assistant (Lifeguard)
AGENCY Commander, Navy Installations Command
BRANCH N921 Fitness, Sports, & Deployed Forces / Purdy Gym
JOB ANNOUNCEMENT NUMBER FFR22-0106
SALARY RANGE \$15.00 Hourly
OPENING DATE Wednesday, February 9, 2022
CUT-OFF DATES Wednesday, February 16, 2022 (subsequent cut-offs every 27 days)
 December 31, 2022
CLOSING DATE NF-0189-02
SERIES & GRADE FLEX; flexible hours, to include evenings and weekends 8
POSITION INFORMATION Fleet Activities Yokosuka, Japan
NUMBER OF VACANCIES Applicants with SOFA Sponsorship (including applicants with current Military Spouse Preference, Family Member Preference, and active duty service members) within the local commuting area (within a 50 mile radius)
DUTY LOCATION(S)
WHO MAY APPLY

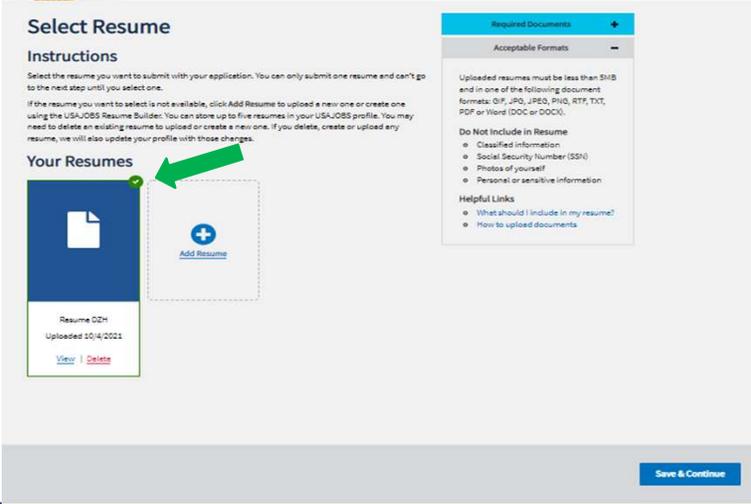
- If you are emailing your application to us, make sure to add this Announcement Number in the subject line of your email.
- These are how we ID each position
- Some positions have the same title but one is Full Time and one is FLEX.
- We need to know which specific position you want to apply to.

- If the Announcement says Applicants with SOFA sponsorship – you MUST submit proof.
- If you do not, we will not consider your application as it will be deemed incomplete.

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APPLYING ON USA JOBS



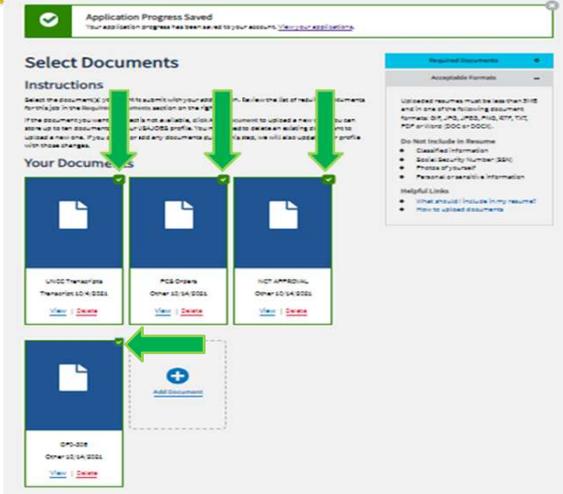
- After you click APPLY, the site will take you to this page.
- Upload your resume, and make sure you click the top right and get the green check mark.
- TIP: Add references to your resume to skip a step later in the onboarding process.

Click Save and Continue

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- Next you will upload the rest of your required documents.
- The gray box will show you all the acceptable file formats.
- If you are taking a picture, please make sure the document is not blurry or distorted.
- TIP: use an app on a smartphone or tablet to take a picture of a file and convert to a PDF for easier uploading.
- Make sure you click the top right of ALL your documents and that they have a green checkmark before hitting save and continue

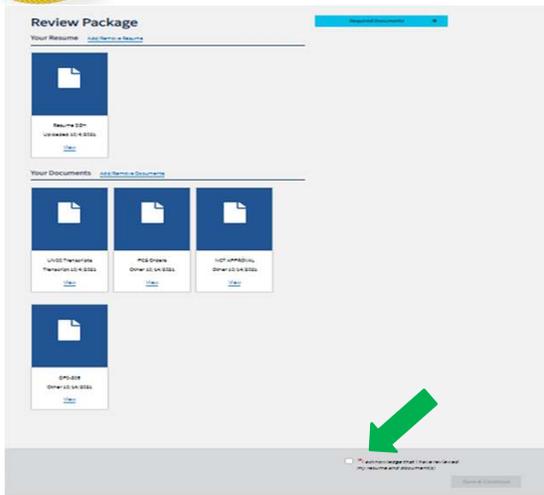
***if you don't, we won't receive your documents and your application will be incomplete, therefore not considered.**

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9



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- You will then be brought to this review page.
- Double check that all your files have been uploaded.
- TIP: label your files in the following format:
 - *Last name, Name of document*
 - Ex: Smith Resume
 - Smith Orders
 - Smith LG Certifications

Then, read the message at the bottom and then click this little box. Then save and continue

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10



APPLYING ON USA JOBS

This information was imported from USAJOBS. If you need to change or correct the information, please return to USAJOBS, make your changes, and apply again.

[Return to USAJOBS](#)

40% Complete

PERSONAL INFORMATION:

NAME

UPLOADED DOCUMENTS

List of documents imported from USAJOBS or uploaded into FedHR Navigator.

Document Name	Document Type
Resume DZH	SECURE_RESUME
UNCC Transcripts	TRANSCRIPTS
PCS Orders	OTHER
NCT APPROVAL	OTHER
OF0-306	OTHER

DESIRED EMPLOYMENT LOCATION:

What geographic locations do you want to be considered for?

YOKOSUKA NAVAL BASE, JAPAN

GRADES:

What Grades do you want to be considered for?

02

Submit

- Scroll down, and review your info
- Triple check you documents are uploaded, then check the boxes on the questions
- Then hit submit

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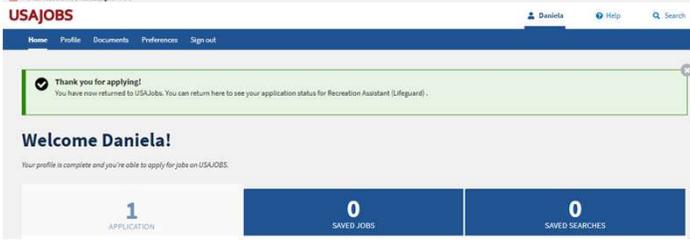
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100% Complete

Daniela Zambrano-Hensley, thank you for your application.

[Return to USAJOBS](#)

- Once you've hit Submit you should see this page.
- Click on "Return to USA Jobs"



- Once you're back on USA Jobs you will see this green confirmation box.
- On this page you can see all you applications and they're current status.
- You can also make any changes, add or replace files to your applications.

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HOW TO CONTACT US:

AGENCY CONTACT INFO:

NAF Human Resources Office (N941)

Tel: 315-243-5446 / 046-816-5446

Email: MWR_RECRUITMENT@fe.navy.mil

MWR Building - same building as Starbucks, double glass doors across the eye glasses center, 2nd floor, way down to the left, Office #225, labeled "CNRJ NAF HUMAN RESOURCES")

Hours: Mon-Fri 0800-1630.

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13