

Department of the Navy (DON) Employee Application Information

In an effort to streamline the Federal recruitment process, the Federal government's one-stop recruitment site, USAJOBS, will ask for detailed hiring eligibility information from the job seekers. This factsheet provides special supplemental instructions for current Department of the Navy employees.

If you are a current Department of the Navy civilian employee (including both Navy and Marine Corps), take the following steps when entering your hiring eligibility responses under USAJOBS:

- Log in to your USAJOBS account at www.usajobs.gov. If you do not already have an account, create one.
- Select My Account, Profile, Hiring Eligibility:



- Under Hiring Eligibility question #4, click the radial button next to "I am currently a Federal employee."

* 4. Please select the statement below which best reflects your Federal employment status (if applicable).

- I am not and have never been a Federal employee.
- I am currently a Federal employee.
- I am a former Federal employee with reinstatement eligibility.
- I am a former Federal employee but do not have reinstatement eligibility.



- As a current Federal employee, you will receive supplemental questions regarding your employing Federal organization.
 - a. Under Select Department, select: Department Of Defense – Dept. of the Navy
 - b. Under Select Agency, select appropriate Major Command

4.1 By which Federal agency and organization are you currently employed?

Select Department:

Select Agency:

- c. Be sure to respond to all Hiring Eligibility questions and save your responses.

Once you take the above steps, any time you log in to USAJOBS and search for jobs, USAJOBS will automatically search “Jobs for Federal Employees” as shown on the below screenshot:

Refine Your Results

Jobs for U.S. Citizens

Jobs for **Federal Employees**

The USAJOBS Resource Center provides detailed “How To” information about USAJOBS, including answers to frequently asked questions. Learn more about full USAJOBS features and capabilities at www.usajobs.gov.