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**Hampton Roads Regional Military Employment Program (RMEP)**  
***Air Force, Army, Coast Guard, Navy, Marines***  
**JOB VACANCY ANNOUNCEMENT**

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After completing your Job Vacancy Announcement, save the file as an attachment (instructions below) and email to [Regional-JVA@navy.mil](mailto:Regional-JVA@navy.mil). Please list job title and location in the subject line of the message.

To create an attachment, go to 'File', then 'Save As'. Click on the email address above, select 'Insert', then 'File', select 'JVA.doc', and click on 'Insert'. Your file is now attached to the e-mail.

**Company Name & Website:**

**Title of Available Position:**

**Location of Job:**

**Point of Contact:**

**Phone Number:**

**E-mail:**

**Fax Number:**

**Mailing Address:**

**Nature of Business:**

**Job Description:**

**Days and Hours of Work:**

**Salary:**

**Open Date:**

**Closing Date:**

Due to the volume of job listings, we request that announcements have a closing date or they will be removed from our files after 45 days. *This form is meant to be a template, if your organization has a similar form please ensure all information is included.*



Little Creek/Fort Story 462-7563	Newport News 688-6289	Norfolk/Portsmouth 444-2102	Northwest 421-8770	Oceana/Dam Neck 433-2912	Yorktown 887-4606
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