

Revised March 2015	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT			
	Announcement No.	LR-50-15MJ		Number of Vacancies 1
	Position Title	MAIL FILE CLERK, GS-0305-04		
	Opening Date	20 MAY 15	Closing Date	03 JUNE 15
	Salary Range (DOLLAR)	\$25,011-32,517 PER ANNUM	Work Schedule	FULL TIME PERMANENT
	Job Location	NAVSUP FLEET LOGISTICS CENTER, SIGONELLA, ROTA, SPAIN		
How To Apply	Please read Instructions For U.S. Citizen Local Announcements located at http://www.cnic.navy.mil/rota . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to rotahro@eu.navy.mil . Emails containing application/attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.			
Who May Apply	<p>U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those domiciled in the Rota, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel who meet one or more of the following conditions:</p> <p>(a) Applicants with career/conditional status, (b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6), (c) Veterans Recruitment Authority (VRA) (d) Veterans Employment Opportunities Act (VEOA)</p> <p>Referral of qualified candidates will be based on respective hiring authorities for which eligible.</p> <p>NOTE:</p> <p>(1) Family members who have less than 6 months remaining in an area are not entitled to family member preference when a position is filled without time limitation. (2) The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable when determining eligibility. If you have resided in Spain more than ninety (90) days, as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities. ORDINARILY RESIDENT: Applicants determined to be "ordinarily resident" in Spain cannot be appointed to positions designated for U.S. occupancy. (3) TOURIST: Spanish law defines tourists as "Foreigners who have entered Spain with proper documentation, for the purpose of touring, recreation, non-professional sporting, health-care, attend family matters, pilgrimage, or short term studies, and who may stay in Spanish territory without executing any professional or labor activity whatsoever, for a period of three months or for the duration granted in the Visa. (COMNAVACTSPAININST 1900.1F)</p>			
About the Job	This position involves the processing of incoming and outgoing mail. Incumbent maintains accurate logs of daily postal service business and consolidate and submit associated reports to the postal officer for review and verification. Performs other clerical duties such as reports, maintaining administrative records, required forms and adequate miscellaneous office and postal service supplies. Maintains daily accountability of cash and cash instruments associated with a full service financial post office. Coordinates mail pick-up and drop-off schedules with supported commands and departments. Processes mail in accordance with established postal procedures. Provides strict security to registered mail according to Department of Defense regulations. Maintains accountability of all accountable mail.			
OPM Qualification Requirements	http://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=Group-Standards BASIC REQUIREMENTS GENERAL EXPERIENCE: One (1) year of progressively responsible clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. OR EDUCATION: Two (2) years of education above the high school level (include transcripts). OR Have a combination of experience and education which, when combined, is equivalent to 100% of the qualification requirement.			
Pertinent Information	<ol style="list-style-type: none"> 1. Selectee is required to participate in the Department of Defense direct deposit of pay program. 2. Must be able to successfully obtain and maintain a Secret Security clearance. 3. This position is Emergency Essential. 4. Must obtain and maintain a current valid United States driver's license. 5. Selectee must successfully complete a pre-appointment physical examination. 6. May be required to work evenings, weekends and/or holidays. 7. Recall to duty may be requirement of this position and member may be required to be available on call. 8. Occasional travel may be required. 			
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, Monday through Friday, 0800-1600 , at least 7 business days after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.			
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER				

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnic.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Social Security number; (5) Mailing address; (6) Day and Evening phone number; (7) Country of Citizenship; (8) Veteran's preference; (9) Reinstatement Eligibility; (10) Highest Permanent Federal Civilian grade held; (11) Education (highest level); (12) High School name/ mailing address of High School/ Date of Diploma or GED; (13) Accredited colleges and universities attended with total credits earned, major and/ or minor.

Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).

2. Family Member Status Form (**Mandatory**)
3. Sponsors PCS orders – **Navy orders MUST include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (Mandatory)**
4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action (**SF-50**) (if claiming federal status)
6. DD-214 Record of Discharge, Member-4 copy (**if claiming Veteran's Preference**)
7. Copy of all pages of U.S. Passport (i.e. tourist) (**Mandatory** if not command sponsored)

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in –grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.