

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.

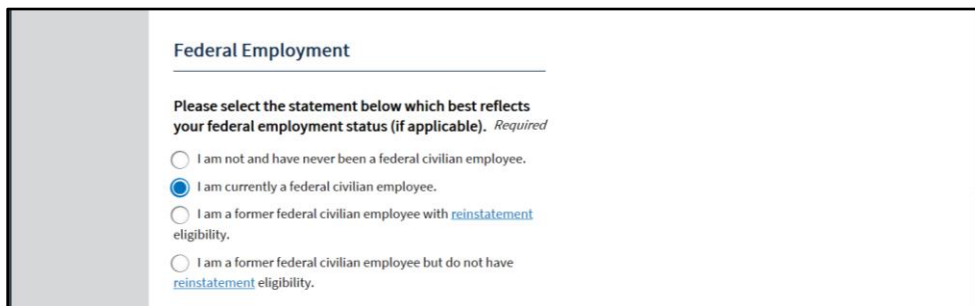
If you are a current Department of the Navy civilian employee (including both Navy and Marine Corps), take the following steps when entering your hiring eligibility responses under USAJOBS:

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



The screenshot shows the USAJOBS user interface. On the left is a navigation menu with options: Profile Complete (highlighted in green), HOME, PROFILE, DOCUMENTS, and USERNAME & PASSWORD. The main content area is titled 'Profile' and includes sections for CONTACT (REQUIRED), ELIGIBILITY (REQUIRED), DEMOGRAPHICS, and PREFERENCES. The 'Eligibility' section is expanded, showing 'U.S. Citizenship' with a 'Required' label. Below this is the question 'Are you a U.S. Citizen?' with radio buttons for 'Yes' (selected) and 'No'. At the bottom of the section is 'Selective Service Registration'.

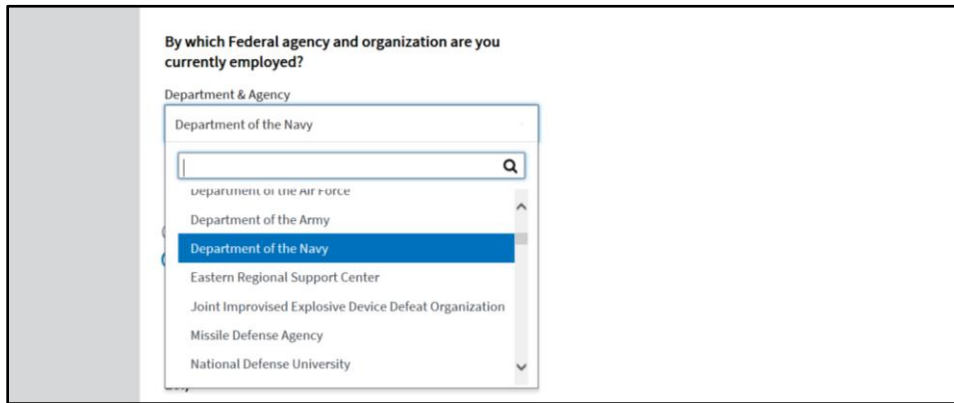
- Under question #4 - Federal Employment, click the radial button next to “I am currently a Federal employee.”



The screenshot shows a question titled 'Federal Employment'. The text reads: 'Please select the statement below which best reflects your federal employment status (if applicable). Required'. There are four radio button options:

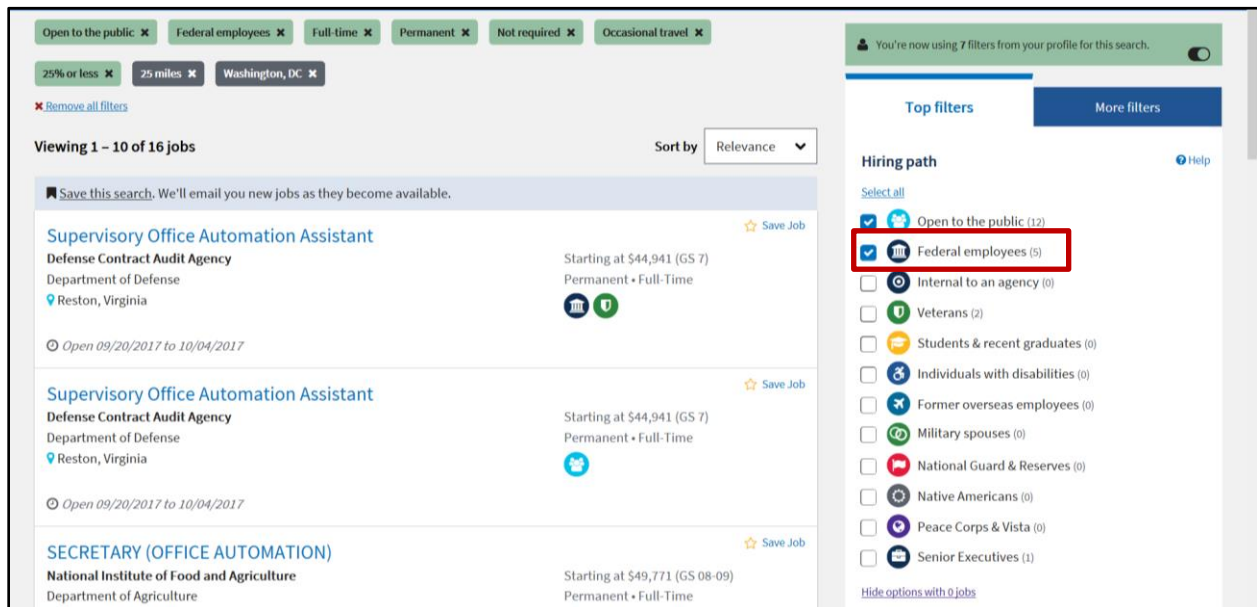
- I am not and have never been a federal civilian employee.
- I am currently a federal civilian employee.
- I am a former federal civilian employee with [reinstatement](#) eligibility.
- I am a former federal civilian employee but do not have [reinstatement](#) eligibility.

- As a current Federal employee, you will receive a supplemental question regarding your employing Department and Agency.
 - a. Scroll to the Department of Defense Agencies and then select Department of the Navy



- b. Be sure to respond to all 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 for jobs open to “Federal Employees” under the Hiring Paths as shown on the below screenshot:



The USAJOBS Help 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.