Family Member Status Form

This form is **MANDATORY** for all applicants. Please submit with each application for employment.

Your answers to the following questions will be used to determine your eligibility for employment as a Family Member in Germany and eligibility for Military Spouse Preference.

TO BE COMPLETED BY ALL APPLICANTS:

Position for which applying: _____

Vacancy Announcement: _____

Applicant's Name: _____

SSN: _____

Sponsor's Name: _____

Relationship: _____

Sponsor's Status: Military _____ Civilian _____

Other: _____
(Please specify- e.g. contractor, VEOA, etc.)

Sponsor's Command: _____

Work Phone: _____

I understand that I am responsible for advising HRO of any changes in my address, telephone number, family member status, rotation date of sponsor, employment status, availability for employment, or other job offers and failure to do so may result in loss of consideration for employment.

TO BE COMPLETED BY ALL MILITARY SPOUSES:

If this is a temporary (less than 52 weeks) or intermittent position and you are appointed, you will not lose eligibility for Military Spouse Preference.

1. Date of marriage to Sponsor: _____
2. Date of Sponsor's entry into the Germany area: _____
3. Date of Sponsor's scheduled rotation from the Germany area: _____
4. Have you accepted or declined a position in Germany? _____
5. If yes, complete the following:

   Title of position: _____ Location: _____

I certify that my responses on this form are true and correct to the best of my knowledge.

_____ _____

Signature Date

Revised Oct 2008	**DEPARTMENT OF THE NAVY, US NAVAL SUPPORT ACTIVITY, HUMAN RESOURCES OFFICE NAPLES, ITALY** **U.S. JOB OPPORTUNITY ANNOUNCEMENT**	
	Announcement No.:	EUR9-231850-MM1
	Opening Date: 27 FEB 09	**Closing Date:** 13 MAR 09
	Position Title, PP-Series-Band:	Secretary (OA), YB-0318-02
	Salary Range:	$32,217 - $56,973 per annum
	Work Schedule:	Full-Time Temporary
	Location:	Special Staff, U.S. Marine Corps Forces Europe, Boeblingen, Germany

How to Apply

All applicants must submit the following information & documentation in order to receive proper consideration:
Resume containing the required information:

1. Announcement number, position title, series and grade/pay band for position you are applying.
   Full name, mailing address, with zip code, day and evening phone numbers (with area code & e-mail address).
   Work experience, signature and date.

WORK EXPERIENCE:

2. **Job title** (include pay schedule, series and grade/pay band if experience gained in the Federal employment).
3. **Starting and ending dates (must specify month and year, work schedule, and hours worked per week . (e.g. 40 hours)**
4. **Duties and accomplishments** (identify percentage of time spent when work involved multiple/varying duties)
5. **Salary** (annual)
6. **Employer's name and address**. Supervisor's name and phone number.
7. Indicate if we may contact your current supervisor.
8. Complete Family Member Form.
9. Fax at Comm: 39 081 568-5767 – DSN: 626-5767 **OR** E-mail at **Carmelina.santore.it@eu.navy.mil**

Who May Apply

U.S. citizens residing in the Germany who meet the following conditions:

1. Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments.
2. Veterans Recruitment Appointment (VRA)
3. Reinstatement Eligibles

About the Job

The incumbent serves as personal secretary and assistant to the Commander Marine Corps Forces, ensures that the personal, administrative and social activities are carried out. Receives all visitors and telephone calls, determines the nature of the call or business of the visitor, makes referrals to staff members and forwards to the Commander those contacts requiring his/her personal attention based on judgment of protocol matters, sensitivity of the subject and the rank/position of the person making contact. Schedules appointments and makes commitments for the Commander to host luncheons, attend meetings and make appearances. Prepares correspondence from dictation, rough notes or verbal direction. Personally maintains a projected calendar of activities for the Commander. Provides guidance to the staff on social amenities and protocol.

OPM Qualification Requirements

Candidates must meet the minimum OPM qualifications requirements established for the lowest level of work within the pay band. Time in grade restrictions are not applicable to NSPS positions. However, in addition to meeting the minimum pay band entry requirements, the quality of experience must clearly demonstrate to what extent an applicant's background and recency of experience, education, and training are relevant to the duties and responsibilities of the position.

Eligible applicants will be evaluated based on a comparison of the position requirements against the quality and extent of the experience and/or related education as reflected in their resume. Candidates should demonstrate that work experiences clearly show possession of knowledge of the subject matter pertinent to the position, the technical skills to successfully perform the duties of the position, and the ability to communicate both orally and in writing

Job Conditions

1. This position is covered by the Department of Defense (DOD) National Security Personnel System (NSPS).Pay will be set within the range specified in this announcement and will be based on your qualifications, labor market data, and NSPS pay setting guidelines. For more information on NSPS, please visit the website at http://www.cpms.osd.mil/nsps/index.html
2. Selectee must be eligible to obtain and maintain a secret clearance. Applicants are asked to specify on resume level of security clearance currently held.
3. **A fully qualified typist is required.**

Application Status

For inquiries concerning job application status, call HRO CML (081) 568-1144 or DSN 626-1144, Monday through Friday, 0900-1500, at least **15** days after the closing date of the announcement, providing the

	announcement number. Your inquiries will be responded to within 3 business days. Applicants will be notified **only** if selected.
	THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER