

**Non-Appropriated Fund (NAF) Human Resources (HR) Office**  
**U.S. Naval Air Station Sigonella (NAS I) Bldg. 157**  
**Phone numbers: Com. 095-56-0522 DSN 624-0522**

**INSTRUCTIONS FOR U.S. APPLICANTS**

- Copies of vacancy announcements and forms are available at the NAF HR Office, or they can be downloaded from <http://tinyurl.com/mwrsig-naf-jobs>
- It is your responsibility to submit a complete application form. Incomplete or incorrect information may affect the status of your application.
- If you wish to use education as a substitution for experience submit a copy of your transcripts.
- Résumé and supporting documents must be received by close of business on the closing date of the announcement. Applications and supporting documents will not be returned.
- Two relatives may not be permitted to work in the same section.
- Preference will be given to military spouses in filling NAF positions at the NF-03 pay band and below. Military spouse preference may be exercised no more than one time per permanent relocation of the sponsor and it is terminated upon accepting or declining a regular full-time or a regular part-time position.
- Applicants with dual citizenship (Italian/U.S.) are ineligible for employment.
- All qualified candidates who are not selected for a position may be considered for future vacancies of the same title, series and grade that may occur within 90 days of the closing date of the first vacancy announcement.

**INFORMATION REQUIRED ON RÉSUMÉ**

- Announcement number, title and grade of the job for which you are applying.
- Full name, mailing address (with 9-digit zip code), phone numbers and e-mail address
- Country of citizenship
- Date of Birth
- Veterans' preference (Attach DD-214)
- High school (name, city and state, zip code) and date of diploma or GED
- Colleges and universities (name, city and state). Type the date of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)
- Scheduled rotation date

**GIVE THE FOLLOWING INFORMATION FOR YOUR PAID/UNPAID WORK EXPERIENCE:**

- Job title (include series/grade if Federal)
- Detailed description of duties
- Employer's name and address
- Starting/ending dates and hours per week

You can submit your application forms to the NAF HR Office, to [mwrjobs\\_sigonella@eu.navy.mil](mailto:mwrjobs_sigonella@eu.navy.mil), or you can deposit it in the NAF HR (MWR & NGIS) box near the Pass & ID window at the NAS I gate.

It is the applicant's responsibility to verify that documents are received.

For inquiries on the status of your job application, please call the NAF HR Office on Tuesdays or on Thursdays from 1300 to 1530.

Revised May 2016