



ALL APPLICATIONS MUST INCLUDE THE FOLLOWING REQUIRED DOCUMENTS FOR CONSIDERATION

1. RESUME or NAF Application

- a. If you do not have a Resume, the FFSC offers resume building class; you may contact them at FFSCINFO@US.NAVY.MIL OR CALL: 243-3372
- b. Alternatively, you may fill out a NAF Application, which can be found at www.navywmryokosuka.com/careers on the "Join Our Team" page.

2. PROOF OF SOFA SPONSORSHIP*

* This is required when the announcement states "Who May Apply: SOFA sponsored ONLY" under the "Clarification from Agency" Section.

- a. Family members of Active Duty: you must submit a copy of your sponsor's orders with your name stated as an approved dependent, and DEA/FEA.
 - If your name is not on your sponsor's orders, you must submit a copy of the orders AND a command sponsorship letter.
- b. Family members of Civilian Employees: you must submit a copy of your sponsor's LOE - LETTER OF EMPLOYMENT.

*** PROOF OF EDUCATION**

*This is required when the announcement states "High School Diploma or equivalent required" under the "Qualifications" section.

- a. High School Diploma/Transcripts
 - Must be in English.
 - If it is not in English it must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency, which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.
- b. University Diploma/Transcripts
 - Degree must be complete and conferred/awarded in order to be accepted. If degree is not complete, applicants must submit High School Diploma/equivalent.
 - Foreign education must include evidence that it is comparable to education received at accredited educational institutions in the United States.
 - Transcripts from foreign colleges must be evaluated for U.S. equivalency in order to be considered. Applicants are responsible to obtain and submit proof of creditability of education as evaluated by a credentialing agency, which is a private U.S. organization. Credential evaluations are not free and applicants are responsible for the cost of the selected service.