



# Non-appropriated Fund Human Resource Management System (NAF HRMS) OMB Package Respondent Review



## MCCS Civilian Careers

Marine Corps Community Services | Serving Those Who Serve



Careers

Search Jobs  
Search by job title, location, or keyword

Welcome SH

[Sign Out](#)


Marine Corps Community Services (MCCS) is looking for the best and brightest to join our Team! MCCS is a comprehensive program that supports and enhances the quality of life for Marines, their families, and others in the Marine Corps Community.

We offer a team oriented environment comprised of military personnel, civilian employees, contractors and volunteers who keep the organization functioning smoothly and effectively. As a service-oriented organization, we never waver in our commitment to our Corps.

MCCS has a wide variety of worldwide career paths for individuals from all backgrounds and experiences. Explore the opportunities by selecting "View All Jobs".


For additional information about our organization and installations, please visit [www.usmc-mccs.org/careers](http://www.usmc-mccs.org/careers).

- [View All Jobs](#)
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## MCCS Civilian Careers

Marine Corps Community Services | Serving Those Who Serve



Careers Search Jobs

Search Jobs  
Search by job title, location, or keyword

[Clear Search](#) [Save Search](#)

204 jobs found.

**RECREATION ASSISTANT- ATHLETIC GROUNDS**  
Job ID 36068  
Location MCAS CHERRY POINT  
Department ATHLETIC GROUNDS  
Job Family RECREATION AID AND ASSISTANT  
Posted Date 02/15/2019  
Close Date 04/02/2021

**SALES ASSOC NF1\***  
Job ID 35625  
Location MCAS MIRAMAR  
Department MAIN STORE  
Job Family SALES STORE CLERICAL  
Posted Date 01/18/2019  
Close Date 06/30/2019

**LABORER A03\* (RPT) FIVE PALMS**  
Job ID 35545  
Location HAWAII  
Department BILLETING FUND  
Job Family LABORING

Location: Courtney (5), Foster (13), HQBN Henderson Hall (2), Hansen (3), Hawaii (58), Headquarters (5), Kansas City (3), Kinser (2), MAGTFTC 29 Palms (2)

Country: USA (168), JPN (36)

State: AP (36), AZ (3), CA (40), DC (1), GA (5), HI (58), LA (1), MO (3)

1	Start	In Progress
2	Prequalify	Not Started
3	Resume	Not Started
4	Preferences	Not Started
5	Education and Work Experience	Not Started
6	Applicant References	Not Started
7	Referrals	Not Started
8	Questionnaire	Not Started
9	Self-Identify	Not Started
10	Review and Submit	Not Started

**Step 1 of 10: Start**

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.

**Privacy Act Statement**

OMB CONTROL NUMBER: 0703-XXXX  
OMB EXPIRATION DATE: XX/XX/XXXX

**Authority:** 10 U.S.C. 5013; 10 U.S.C. 5042; 5 U.S.C. Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 71, 72, 75, 83, and 99; 5 U.S.C. 7201; 10 U.S.C. 136; E.O. 9830, as amended; 29 CFR 1614.601; 10 U.S.C. 1588; DoDI 1400.25; DoDD 1400.25; SECNAVINST 12250.6A; MCO P12000.11A, as amended; MCO 1710.30; MCO 5380.2; E.O. 9397 (SSN), as amended; and SORNs: OPM/GOVT-1, N12293-1, NM07010-1, NM07421-1, and NM01754-3.

**Purpose:** To evaluate applicant qualifications and suitability for employment with Marine Corps Community Services (MCCS) and upon employment, data management and administration of personnel actions, benefits, payroll processing, retirement plans, and reporting and documentation required in connection with these actions.

**Routine Uses:** To MCCS personnel with a need-to-know to meet the purpose. In addition, a complete list and explanation of applicable routine uses are included in SORNs OPM/GOVT-1, "General Personnel Records," accessed at <http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570733/oomgovt-1/>; N12293-1, "Human Resources Civilian Portfolio," accessed at <http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570405/n12293-1/>; NM07010-1, "DON Non-Appropriated Funds Standard Payroll System," accessed at <http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570452/nm07010-1/>; NM07421-1, "Time and Attendance Feeder Records," accessed at <http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570455/nm07421-1/>; and NM1754-3, "DON Child and Youth Program," accessed at <http://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570428/nm01754-3/>.

**Disclosure:** Providing information is voluntary; however, failure to provide the information may result in ineligibility for employment, related benefits, and participation in related activities.

**Agency Disclosure Notice**

The public reporting burden for this collection of information, [0703-XXXX], is estimated to average 30 minutes as appropriate per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at [whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil](mailto:whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**Prequalification Notices**

1	Start	In Progress
2	Prequalify	Not Started
3	Resume	Not Started
4	Preferences	Not Started
5	Education and Work Experience	Not Started
6	Applicant References	Not Started
7	Referrals	Not Started
8	Questionnaire	Not Started
9	Self-Identify	Not Started
10	Review and Submit	Not Started

**Prequalification Notices**

Job Title SALES ASSOC NF1\*      Job ID 35625

**MCCS NOTICE**  
=====

To be eligible to submit an application for this position you will need to answer the following Prequalification question(s).

Please note that your answer(s) to this questionnaire establishes your basic eligibility to apply for this position and any false or misstatement will render your application ineligible.

Questions are answered by selecting on the checkbox next to the correct answer. Please read the question(s) carefully as in some cases more than a single checkbox selection may be indicated.

It is not possible to save and return to a questionnaire in progress so all questions must be completed and submitted in this session for evaluation which will be provided to you immediately after your submission should you agree to the terms and conditions for the assessment of your eligibility to make an application for this position.  
=====

**Agreements**

**Prequalification Terms**

After you submit your answers to the following questionnaire, you will be immediately informed if you are eligible to continue with the application.

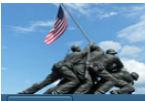
**Application Terms**

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

Applicants who are extended a contingent offer of employment may be required to successfully complete a pre-employment drug test. All applicants will have their education and employment history reviewed as part of the employment process.

[View Terms and Conditions](#)

I agree to the Terms and Conditions



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SALES ASSOC NF1\*

- 1 Start Complete
- 2 Prequalify In Progress
- 3 Resume Not Started
- 4 Preferences Not Started
- 5 Education and Work Experience Not Started
- 6 Applicant References Not Started
- 7 Referrals Not Started
- 8 Questionnaire Not Started
- 9 Self-Identify Not Started
- 10 Review and Submit Not Started

### Step 2 of 10: Prequalify

To be eligible to submit an application you will need to answer the following questions.

#### Prequalify (Required)

1. Are you eligible to work in the United States (USA)?

- YES
- NO



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SALES ASSOC NF1\*

- 1 Start Complete
- 2 Prequalify Complete
- 3 Resume In Progress
- 4 Preferences Not Started
- 5 Education and Work Experience Not Started
- 6 Applicant References Not Started
- 7 Referrals Not Started
- 8 Questionnaire Not Started
- 9 Self-Identify Not Started
- 10 Review and Submit Not Started

### Step 3 of 10: Resume

#### Resume Attachment

\*Resume Title

Attached File [MY\\_RESUME.txt](#)

[Change Resume](#)



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SALES ASSOC NF1\*

- 1 Start  
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- 5 Education and Work Experience  
Not Started
- 6 Applicant References  
Not Started
- 7 Referrals  
Not Started
- 8 Questionnaire  
Not Started
- 9 Self-Identify  
Not Started
- 10 Review and Submit

## Step 4 of 10: Preferences

### Job Preferences

1. I can start my new job on or after

03/01/2019

2. I want to work the following kind of employment

- Full-Time
- Part-Time
- Either

3. I am willing to travel

- Never or rarely
- Up to 25% of the time
- Up to 50% of the time
- Up to 75% of the time
- Up to 100% of the time

4. I am willing to relocate

No

5. I am available to work the following days of the week

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

6. I want to work the following shift(s)

- Not Applicable
- Day
- Evening
- Night
- Compressed
- Rotating
- Any

7. I want to work this number of hours (per week)

8. I require a minimum pay of

Amount

Currency

Frequency

9. I would prefer a work location in or around

Comments about where I prefer to work

The information entered below in the Priority/Preference field is for Federal Employment Consideration only. If you select one of the priority categories, it serves to notify the recruiter that you have reviewed and meet the eligibility requirements and are requesting priority consideration. If you do not select one of the priority categories, you are notifying the recruiter you are not requesting consideration. Upon submission of your completed application, you will need to navigate to "My Job Applications", and under Cover Letters and Attachments, upload the required attachments/documentation immediately as required for the preference selected.

▼ Federal Preferences

\*IMPORTANT: Priority / Preference , Military Affiliation and Applicant's National ID/SSN are required fields.

\*Priority / Preference  [Help](#)

Uniformed Service

Military Grade

Military Discharge Status

Military Service Start Date

Military Service End Date

\*Military Status

Applicants National ID/SSN Information

Applicant's Social Security Number (SSN) or  
International Tax Identification Number (ITIN)

Personal Information

Date of Birth

Gender



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SALES ASSOC NF1\*

1 Start  
Complete

2 Prequalify  
Complete

3 Resume  
Complete

4 Preferences  
Complete

1 Start  
Complete

2 Prequalify  
Complete

3 Resume  
Complete

4 Preferences  
Complete

5 Education and Work Experience  
In Progress

6 Applicant References  
Not Started

## Step 5 of 10: Education and Work Experience

### Education History

Highest Education Level

### Work Experience

You have not added any work experience.

Add Work Experience

### Previous NAF / APF Service

You have not added any previous naf / apf service.

Add Previous NAF / APF Service

### Degrees

You have not added any degrees.

Add Degrees

### Licenses and Certifications

You have not added any licenses and certifications.

Add Licenses and Certifications

### Language Skills

You have not added any language skills.

Add Language Skills

### Additional Skills

You have not added any additional skills.

Add Additional Skills



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SALES ASSOC NF1\*

- 1 Start Complete
- 2 Prequalify Complete
- 3 Resume Complete
- 4 Preferences Complete
- 5 Education and Work Experience Complete
- 6 Applicant References In Progress
- 7 Referrals Not Started
- 8 Questionnaire Not Started
- 9 Self-Identify Not Started
- 10 Review and Submit Not Started

### Step 6 of 10: Applicant References

#### References

You have not added any references.

Add Reference



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SALES ASSOC NF1\*

- 1 Start Complete
- 2 Prequalify Complete
- 3 Resume Complete
- 4 Preferences Complete
- 5 Education and Work Experience Complete
- 6 Applicant References Complete
- 7 Referrals In Progress
- 8 Questionnaire Not Started
- 9 Self-Identify Not Started
- 10 Review and Submit Not Started

### Step 7 of 10: Referrals

#### Referrals

\*How did you learn of the job? Advertisement

Specific Referral Source

\*MCCS Relative No

Relative's name, title and agency

Are you a former employee No



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SALES ASSOC NF1\*

- 1 Start Complete
- 2 Prequalify Complete
- 3 Resume Complete
- 4 Preferences Complete
- 5 Education and Work Experience Complete
- 6 Applicant References Complete
- 7 Referrals Complete
- 8 Questionnaire In Progress
- 9 Self-Identify Not Started
- 10 Review and Submit Not Started

## Step 8 of 10: Questionnaire

### Questionnaire (Required)

1. Are you able to accommodate flexible and varied hours of duty, including nights, weekends, and/or holidays including on an as needed basis due to organizational requirements?

- NO
- YES

2. Do you have at least 6 months of cash register experience?

- YES
- NO

### Open Ended Questions (Required)

1. Have you ever been convicted of a felony?

Word Count

Total Words 0

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SALES ASSOC NF1\*

- 1 Start Start Complete
- 2 Prequalify Complete
- 3 Resume Complete
- 4 Preferences Complete
- 5 Education and Work Experience Complete
- 6 Applicant References Complete
- 7 Referrals Complete
- 8 Questionnaire Complete
- 9 Self-Identify In Progress
- Disability In Progress
- Diversity Not Started
- 10 Review and Submit Not Started

## Step 9 of 10: Self-Identify - Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020

### Why are you being asked to complete this form?

Because we are the federal government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Diabetes
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

\*Handicap Code   I do not have a disability.

### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

<sup>1</sup>Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.





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SALES ASSOC NE1\*

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- 2 Prequalify  
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- 3 Resume  
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- 4 Preferences  
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- 5 Education and Work Experience  
Complete
- 6 Applicant References  
Complete
- 7 Referrals  
Complete
- 8 Questionnaire  
Complete
- 9 Self-Identify  
In Progress
- Disability  
Complete
- Diversity  
In Progress
- 10 Review and Submit  
Not Started

### Step 9 of 10: Self-Identify - Diversity

You are invited to provide the information requested regarding diversity.

#### Diversity

Our organization is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, applicants are invited to voluntarily self-identify their gender and their race or ethnicity.

The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations. When reported, data will be aggregated and will not identify any specific individual.

#### Ethnicity and Race Identification

##### Are you Hispanic or Latino?

[Definition](#)

- Yes, I am Hispanic or Latino.
- No, I am not Hispanic or Latino.

##### What is your race? Select one or more.

[Definition](#)

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Pacific Islander
- White
- I decline to answer



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SALES ASSOC NF1\*

- 1 Start Complete
- 2 Prequalify Complete
- 3 Resume Complete
- 4 Preferences Complete
- 5 Education and Work Experience Complete
- 6 Applicant References Complete
- 7 Referrals Complete
- 8 Questionnaire Complete
- 9 Self-Identify Complete
- 10 Review and Submit In Progress

**IMPORTANT:** Please review your application to ensure you are submitting a complete and accurate application.

To ensure all of your contact information is correct, select "Modify" under My Contact Information and review all of the additional information prior to submission.

### Step 10 of 10: Review and Submit

**My Contact Information**

Email	MCCSAPP@USMC-MCCS.ORG	Address	
Phone	5555555555	Contact Method	Not Specified

[Modify](#)

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**Prequalify**

**Eligible to apply for:**

Job Title	Job ID
SALES ASSOC NF1*	35625

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**MCCS ONLINE NOTIFICATION**

Your submitted questionnaire has been evaluated. The answer(s) to the questionnaire submitted by you indicate that: [You are eligible to make an application for this Job Opening.](#)

**NOTE:** This document is a Federal Application form. It is important to provide complete and truthful information when completing your application. By proceeding you confirm that "This application is being submitted and signed under penalty of perjury and with the understanding that the penalty for perjury is a fine or imprisonment for not more than five years, or both pursuant to 18 U.S.C. Sec. 1621 and 18 U.S.C. Sec 3571." Please proceed with the completion of your application by entering all information you consider to be relevant in the following pages. When you submit your completed application for this position, it will be accepted by MCCS for consideration in terms of MCCS's recruitment procedure. When ready press the "Submit" button to enter information into your application. Be sure to verify existing information previously entered. It is important to ensure your application is complete and accurate prior to submission as you will only be able to apply ONCE to each job posting and you will not be able to edit your application or resume for that job posting after it is submitted.

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**Online Screening Notice**

Job Title: SALES ASSOC NF1*	Job ID: 35625
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MCCS will assess your application to determine whether your application meets our minimum requirements for acceptance before we review it further. We will advise you of this outcome after you submit your application. Please note that this assessment establishes your basic eligibility to apply for this position and any false information or misstatement will render your application ineligible.

**Resume Attachment**

Resume Title	MY_RESUME.txt
Attached File	MY_RESUME.txt

[Modify](#)

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**Preferences**

Preferred Start Date	03/01/2019
Regular / Temporary	Regular
Work Preference	Either
Willing to Travel	Never or rarely
Ready to Relocate	No
Work Days	Mon, Tue, Wed, Thu, Fri
Shift Preference	Not Applicable
Hours per Week	40
Require Minimum Pay	10.000000 Hour
Preferred Work Location	
Comments	

[Modify](#)