

# Nonappropriated Fund Human Resource Management System (NAF HRMS) OMB Package Respondent Supporting Documentation

<https://careers.usmc-mccs.org/>

**MCCS CAREERS**

POWERED BY MARINE CORPS COMMUNITY SERVICES

### Marine Corps Community Services (MCCS)

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 federal civilian employment opportunities, working in 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 focused on serving those who serve, 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.

Opportunities in Food and Lodging

**Ready to Search and Apply?**

Explore the opportunities by selecting *Prospective Employees* or *Current Employees*.

**PROSPECTIVE EMPLOYEES**      **CURRENT EMPLOYEES**

**POSITIONS**      **BENEFITS**      **PRIORITY PREFERENCE / EEO**

Positions are available in a wide variety of areas at our Marine Corps Installations worldwide:

- Administrative Support
- Accounting
- Behavioral Health
- Children, Youth & Teen Services
- Construction
- Contracting
- Finance
- Fitness & Health Promotion
- Food & Hospitality
- Human Resources
- Information & Referral
- Information Technology
- Libraries
- Management
- Marketing
- Warehouse Support
- Recreation
- Relocation Assistance
- Retail

For Additional Information about our organization and installations, please click below.

**MCCS Forward**

# MCCS CAREERS

< Search Jobs

Careers



Search Jobs



Welcome

[Sign In](#) | [New User](#)

- View All Jobs >
- My Job Notifications >
- My Job Applications >
- My Favorite Jobs >
- My Saved Searches >
- My Account Information >
- How to Apply >
- MCCS Locations - Contact Us >

Helpful Links

[Employment Process](#) | [Technical Help](#) | [Forms](#)

# MCCS CAREERS

< Careers

Search Jobs



- ▼ Location
- Camp Mujuk - Korea (1)
  - Courtney (4)
  - Foster (28)
  - Futenma (1)
  - HQBN Henderson Hall (2)
  - Hansen (6)
  - Hawaii (51)
  - Headquarters (10)
  - Kansas City (2)
  - MAGTFMC 29 Palms (15)
  - MCAS Cherry Point (16)
  - MCAS Iwakuni (21)
  - MCAS Miramar (27)
  - MCAS Yuma (10)
  - MCB Barstow (1)
  - MCB Camp Elmore (2)
  - MCB Camp Lejeune (25)
  - MCB Camp Pendleton (31)
  - MCB Quantico (13)
  - MCCS 8th & I (1)
  - MCCS South Carolina (40)
  - MCLB Albany (5)
  - MCRD San Diego (2)
  - McTureous (1)

Search Jobs

Search by job title, location, or keyword



[Clear Search](#)

[Save Search](#)

329 jobs found.



**RETAIL SHIFT OPERATOR (SCUBA), NF-02/FLX, CAMP FOSTER**

Job ID 54199

Location FOSTER

Department FOS SCUBA RET 3186

Job Family GENERAL BUSINESS AND INDUSTRY

Posted Date 01/06/2022

Close Date 01/20/2022

**SALES ASSOC NF1\***

Job ID 54206

Location MCB CAMP ELMORE

Department CEL 7-DAY STORE

Job Family SALES STORE CLERICAL

Posted Date 01/06/2022

Close Date 02/05/2022

**TRANSITION ADVISOR, NF-03/RFT, CAMP FOSTER**

Job ID 54196

Location FOSTER

Department TRANSITION ASSTNCE MGMT PRGM

Apply for Job

Job ID 54206

Location MCB Camp Elmore

☆ Add to Favorite Jobs

✉ Email this Job

🖨 Print Job Opening

MCCS Job Opening Information

Position/Grade	RETAIL SALES ASSOCIATE NF1		
Location	ELMORE MCX, NORFOLK, VA	Type of Appointment	FLEXIBLE (0-40 HOURS PER WEEK)
Open Date	01/06/2022	Close Date	02/05/2022
Who May Apply	ALL SOURCES	Salary	\$11.00 PER HOUR
Hours of Operation	SCHEDULE INCLUDES NIGHTS, WEEKENDS AND HOLIDAYS		
<input type="checkbox"/> Health Card Required	<input checked="" type="checkbox"/> Background Check Required	<input type="checkbox"/> Gun Control	<input type="checkbox"/> Drug Testing Position (DTP) <input type="checkbox"/> Valid Driver's License Required

Job Summary

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.

This position is located at **Camp Elmore Main Exchange**. Candidates selected for this position will serve as a **Sales Associate** for MCCS.



Save as Draft

Next >

- 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: 0703-0071

OMB EXPIRATION DATE: 04/30/2022

Authority: 10 U.S.C. 5013; 10 U.S.C. 5042; E.O. 9830, as amended; DoDI 1400.25; DoDD 1400.25; SECNAVINST 12250.68; 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, complete lists and explanations of applicable routine uses are accessible at https://dpcld.defense.gov/Privacy/SORNsindex/DOD-Component-Notices/NavyUSMC-Article-List/.

Disclosure: Voluntary; however, failure to provide the requested 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, [0703-0071], 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 https://www.dod.gov/privacy/foia/foia-requests/foia-requests.html. 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

Save as Draft

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- 1 Start In Progress
- 2 Prequalify Not Started
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- 4 Preferences Not Started
- 5 Education and Work Experience Not Started
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penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**Prequalification Notices**

Job Title SALES ASSOC NF1\* Job ID 54206

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

Save as Draft

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- 1 Start Complete
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**Step 2 of 10: Prequalify**

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

**Prequalify**

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

- NO
- YES

\*2. As required by Executive Order 14043, Federal employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exemptions as required by law. If selected, you will be required to be vaccinated against COVID-19 and submit documentation of proof of vaccination by November 22, 2021 or before appointment or onboarding with the agency, if after November 22. The agency will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exemption from this requirement. Further information can be found at: [www.saferfederalworkforce.gov](http://www.saferfederalworkforce.gov) Do you acknowledge and understand this requirement?

- YES
- NO

SALES ASSOC NF1\*

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- 1 Start Complete
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## Step 3 of 10: Resume

### Resume Attachment

\*Resume Title

Attached File [My\\_Resume.docx](#)  
[Change Resume](#)

SALES ASSOC NF1\*

Save as Draft

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- 1 Start Complete
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## Step 4 of 10: Preferences

### Job Preferences

1. I can start my new job on or after

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

# MCCS CAREERS

Apply for Job

SALES ASSOC NF1\*

Save as Draft | Previous | Next

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

Saturday  
 Sunday

Not Applicable  
 Day  
 Evening  
 Night  
 Compressed  
 Rotating  
 Any

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

40

8. I require a minimum pay of

Amount: 11  
Currency: USD - US Dollar  
Frequency: Hourly

9. I would prefer a work location in or around

Comments about where I prefer to work

# MCCS CAREERS

Apply for Job

SALES ASSOC NF1\*

Save as Draft | Previous | Next

- Start Complete
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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 Required: Select Value...  
Uniformed Service  
Military Grade  
Military Discharge Status  
Military Service Start Date  
Military Service End Date  
\*Military Status Required: Select Value...

**Applicants National ID/SSN Information**

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

**Personal Information**

Date of Birth  
Gender Male

**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](#)

**Progress Bar:**

- 1 Start Complete
- 2 Prequalify Complete
- 3 Resume Complete
- 4 Preferences Complete
- 5 Education and Work Experience In Progress**
- 6 Applicant References Not Started
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**Step 6 of 10: Applicant References**

**References**

You have not added any references.

[Add Reference](#)

**Progress Bar:**

- 1 Start Complete
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SALES ASSOC NF1\*

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## Step 7 of 10: Referrals

### Referrals

\*How did you learn of the job? Walk-in

Specific Referral Source

\*MCCS Relative No

Relative's name, title and agency

Are you a former employee No

SALES ASSOC NF1\*

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- 1 Start Complete
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## Step 8 of 10: Questionnaire

### Skills Questionnaire

Questions marked with an \* are required. You are required to answer all the mandatory questions. Please answer the following questions as carefully as possible.

\*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



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

**Voluntary Self-Identification of Disability**

Form CC-305  
Page 1 of 1  
OMB Control Number 1250-0005  
Expires 05/31/2023

Employee ID: \_\_\_\_\_ (if applicable)  
Date: 01/06/2022

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

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

**Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, 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).**

**How do you know if you 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:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

\*Disability Code 05

**Reasonable Accommodation Notice**

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

**Voluntary Self-Identification of Disability**

Form CC-305  
Page 1 of 1  
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- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression

\*Disability Code 05

**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.

SALES ASSOC NF1\*

Save as Draft Previous Next

**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

Disability Complete

Diversity In Progress

10 Review and Submit Not Started

SALES ASSOC NF1\*

Save as Draft Previous Submit

**Step 10 of 10: Review and Submit**

**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.

**My Contact Information**

Email	zzz@zzz.com	Address	
Phone		Contact Method	Not Specified

[Modify](#)

**Prequalify**

Eligible to apply for:

Job Title  
 SALES ASSOC NF1\*

**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. 3371."* 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.

[Online Screening Notice](#)

# MCDCS CAREERS

- 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

**Online Screening Notice**

Job Title SALES ASSOC NF1\* Job ID 54206

MCDCS 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.docx  
Attached File [My\\_Resume.docx](#) [Modify](#)

---

**Preferences**

Preferred Start Date 01/16/2022  
Regular / Temporary Regular  
Work Preference Full-Time  
Willing to Travel Up to 75% of the time  
Ready to Relocate No  
Work Days Mon, Tue, Wed, Thu, Fri  
Shift Preference Not Applicable  
Hours per Week 40  
Require Minimum Pay 11.000000 USD Hour  
Preferred Work Location  
Comments [Modify](#)

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](#)

# MCDCS CAREERS

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- 10 Review and Submit In Progress

**Federal Preferences**

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

Priority / Preference 4) Not Applicable/All Other Priority Preferences

Uniformed Service  
Military Grade  
Military Discharge Status  
Military Service Start Date  
Military Service End Date  
Military Status Retired Military

---

**Applicant's National ID/SSN Information**

Applicant's Social Security Number (SSN) or International Tax Identification Number (ITIN) 111111111 [Modify](#)

---

**Education History**

Highest Education Level Not Indicated [Modify](#)

---

**Work Experience**

Employer	Job Title	Start Date	End Date
>			

---

**Previous NAF / APF Service**

You have not added any previous naf / apf service. [Modify](#)

---

**Degrees**

You have not added any degrees.

# MCCS CAREERS

Exit

Apply for Job

SALES ASSOC NF1\*

Save as Draft

Previous

Submit

- 1 Start Complete
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- 10 Review and Submit In Progress

### Licenses and Certifications

You have not added any licenses and certifications.

Modify

### Language Skills

You have not added any language skills.

Modify

### Additional Skills

You have not added any additional skills.

Modify

### References

You have not added any references.

Modify

### Personal Information

Date of Birth: 01/01/1900

Gender: Male

Modify

### Referrals

# MCCS CAREERS

Exit

Apply for Job

SALES ASSOC NF1\*

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Gender: Male

Modify

### Referrals

How did you learn of the job? Walk-In

Specific Referral Source

\*MCCS Relative: No

Relative's name, title and agency

Are you a former employee: No

Modify

### Disability

Option: No, I Don't Have A Disability, Or A History/Record Of Having A Disability

Name: HAPPY APPLICANT

Modify

### Diversity

Ethnic Group: No, I am not Hispanic or Latino.

Race: American Indian or Alaska Native

Modify

### Skills Questionnaire

\*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

Modify