NAVSEA
NAVAL SEA SYSTEMS COMMAND

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Extraordinary Civilian Careers, Unique Possibilities.

Imagine tomorrow…then create it as a civilian engineer, scientist, accountant, or contract administrator within the Naval Sea Systems Command (NAVSEA).

NAVSEA offers a variety of unique and exciting career choices supporting and developing Navy and Marine Corps ships, submarines, aircraft carriers, and combat systems.

We invite and challenge you to grow across our numerous civilian career fields and trades – from science, technology, engineering, and mathematics to finance, business, and human resources. As a member of our team, you'll work on cutting-edge programs and projects that can't be found elsewhere and thrive within NAVSEA by linking your talents with our military community.

Become a vital part of the team that provides our Sailors and Marines with the support and capabilities they need to secure the world's waterways and shores. Take pride in keeping our nation's Navy #1 in the world.

FINDING YOUR NAVSEA OPPORTUNITY ON USAJOBS

To stay in touch with NAVSEA, please complete a short survey at www.navseacareers.com.

STEP 1: CREATE AN ACCOUNT

1. Visit www.usajobs.gov and select 'Create an Account.'
2. Fill in the required data fields and agree to the terms and conditions.
3. Once you have successfully logged in, select 'Edit Profile.' Populate all of the required fields on each page and select 'Finish.'
4. Next, select 'Resumes.' You will be prompted to 'Build a New Resume' or 'Upload a New Resume.' USAJOBS allows you to create and store up to five distinct resumes.
5. Once you have finished creating and/or uploading your resumes, it is strongly recommended you upload all required documents prior to applying for positions. To do so, select 'Saved Documents' and upload up to 10 attachments.

STEP 2: SEARCH FOR JOBS

To search for vacancy announcements, select the 'Search Jobs' option on the top of the screen and select 'Basic Search' or 'Advanced Search.'

* Basic Search: For a quick and effective way to search for broad career opportunities, visit the USAJOBS homepage to search for positions based on location and keywords.

* Advanced Search: Select the 'Advanced Search' button on the USAJOBS homepage. Fill in as many parameters as possible to ensure your results are consistent with your preferences. To search for opportunities with NAVSEA, enter "Naval Sea Systems Command" under Department and Agency.

* You can also find most NAVSEA opportunities by visiting www.navsea.usajobs.gov.

* Please note: To search for Naval Shipyard and Naval Acquisition Development Program (NADP) positions:
    * Naval Shipyards: Search by location (Portsmouth, VA; Pearl Harbor, HI; Kittery, ME; and/or Bremerton, WA).
    * NADP: Search by keyword ("Naval Acquisition Development Program" or "NADP").

STEP 3: APPLY FOR JOBS

Follow the instructions in the "How to Apply" section of the announcement.

STEP 4: MANAGE YOUR CAREER

Log into your account to check the status of any applications you have submitted.

ADDITIONAL TIPS:

* Set up customized job alerts and regular email notifications. On the search results page, select 'Save This Search' and enter the required information. USAJOBS allows you to save up to 10 different job searches. Keep in mind that some jobs close quickly, so setting up daily email alerts might be the best solution for you.

* When creating your profile, elect to receive application status notifications via email.

* Use the Resource Center (www.help.usajobs.gov) to review tutorials, frequently asked questions, and job search tips for best practices .

* Use the resume builder in USAJOBS to ensure your resume is as thorough as possible.

* Most positions require applicants to complete a self-assessment questionnaire to determine whether their skills and experience meet the minimum qualifications required for the job. When completing the self-assessment questionnaire, be sure to select the most appropriate responses based on your skillset as outlined in your resume.

* When searching for jobs, be sure to select positions applicable to your current employment status (i.e., federal employee or U.S. Citizen).

Please Note: If an announcement states that specific documentation is required to apply, you MUST include the documentation with your application or you WILL NOT be considered for employment. Some examples of documents that may be required include Personnel Action SF-50, DD-214 (Member 4 copy), unofficial transcripts, and any applicable Schedule A letters.