



# DEPARTMENT OF THE NAVY RESUME SELF-NOMINATION AND UPDATE REQUEST

Last Name, First Name, MI:	Social Security Number:	Contact Phone (Comm & DSN, if applicable):
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Self-nomination and updating your current resume is quick and easy!

### SELF-NOMINATION (Re-Using your Resume)

The self-nomination process allows you to apply to civilian jobs using your current resume on file. You may self-nominate for up to ten series/announcements and/or update your geographic preference(s) using this request. The following conditions **must** be met before you may use this form to self-nominate:

- ✓ The announcement must permit use of the self-nomination process. This information is located in the "How to Apply" instructions on the announcement.
- ✓ You already have an active resume on file with the designated Human Resources Service Center (HRSC) which services the position(s) you are interested in.

If the above conditions are **not met**, self-nomination is not an option at this time and you should submit a complete resume in accordance with the announcement. If the above conditions are **met**, proceed to list the series/announcement number(s) and/or geographic preference(s) in the appropriate space below.

Series/Announcement Number(s)		Geographic Preference(s)	
1)	6)	1)	6)
2)	7)	2)	7)
3)	8)	3)	8)
4)	9)	4)	9)
5)	10)	5)	10)

### UPDATING INFORMATION IN YOUR RESUME

**IF** you already have a resume on file with the Human Resources Service Center (HRSC), using this form to update it will save you time! **(NOTE: You may update any information identified below. Information not listed below requires submission of a new resume)**

Work Phone (include area code):	Home Phone (include area code):
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Mailing Address (Include Street, City, State and Zip Code)
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I wish to remove my resume from further consideration for ALL series/announcements and potential vacancies:

**PRIVACY ACT INFORMATION.** Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

**TO SUBMIT THIS REQUEST:** You may submit this information to HRSC-SE by (1) Email to [wantajob@se.hroc.navy.mil](mailto:wantajob@se.hroc.navy.mil) (Note: Do not attach the form; submit the information in the body of the email); (2) Mail to Human Resources Service Center-Southeast, Attn: Wantajob: 9110 Leonard Kimball Road, Stennis Space Center, MS 39522-0002

### SUBMIT THIS REQUEST

**Send your completed request to the appropriate Human Resources Service Center that has your current resume on file. (Use the appropriate email address or mailing address.)**

**DEPARTMENT OF THE NAVY**  
**RESUME SELF-NOMINATION AND UPDATE REQUEST**

***DEPARTMENT OF THE NAVY***  
***Human Resources Service Center***  
***Contact Information***

**HRSC Capital**

Nebraska Avenue Complex, Bldg. 3  
3801 Nebraska Avenue NW  
Washington, DC 20393-5444  
Email: [wantajob@cap.hroc.navy.mil](mailto:wantajob@cap.hroc.navy.mil)

**HRSC Northwest**

3230 NW Randall Way  
Silverdale, WA 98383  
Email: [wantajob@nw.hroc.navy.mil](mailto:wantajob@nw.hroc.navy.mil)

**HRSC East**

Norfolk Naval Shipyard, Bldg. 17  
Portsmouth, VA 23709-5000  
Email: [wantajob@east.hroc.navy.mil](mailto:wantajob@east.hroc.navy.mil)

**HRSC Pacific**

178 Main St., Bldg. 499  
Honolulu, HI 96818-4048  
Email: [wantajob@pac.hroc.navy.mil](mailto:wantajob@pac.hroc.navy.mil)

**HRSC Europe**

PSC 821, Box 121  
FPO AE 09421  
Email: [wantajob@esc.hroc.navy.mil](mailto:wantajob@esc.hroc.navy.mil)

**HRSC Southeast**

9110 Leonard Kimble RD  
Stennis Space Center, MS 39522-0002  
Email: [wantajob@se.hroc.navy.mil](mailto:wantajob@se.hroc.navy.mil)

**HRSC Northeast**

111 S. Independence Mall, East  
Bourse Building  
Philadelphia, PA 19106-2598  
Email: [wantajob@ne.hroc.navy.mil](mailto:wantajob@ne.hroc.navy.mil)

**HRSC Southwest**

525 B Street, Suite 600  
ATTN: Code 53 (RB)  
San Diego, CA 92101-4418  
Email: [wantajob@sw.hroc.navy.mil](mailto:wantajob@sw.hroc.navy.mil)