



Navy Fire and Emergency Services

Protecting Those Who Defend America

The Department of the Navy utilizes civilian Department of Defense firefighters to protect many of their domestic and foreign installations, high value assets and assigned personnel. Navy Region Mid-Atlantic Fire & Emergency Services members include Firefighter-EMT's, Firefighter-Paramedics, Fire Protection Inspectors and Fire Protection Specialists. They provide a wide variety of emergency services, prevention, training, and other operations to support the missions of the Navy.

Navy Region Mid-Atlantic Fire & Emergency Services is the DoD fire department that supports Navy operations on the Mid-Atlantic and Northeast coasts of the United States. This includes naval installations from North Carolina to Maine, and West to Indiana and Illinois. Responsibilities of the department include structural, shipboard & aircraft firefighting operations, emergency medical services, hazardous materials response, and technical rescue. The department also has a fire prevention branch that performs inspections, promotes fire safety, and interacts with civilian and active duty installation personnel.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER



Naval Station Norfolk, VA
NAS Oceana, Virginia Beach
Yorktown Naval Weapons Station
NSA Mechanicsburg, PA
Naval Station Newport, RI
NCTAMSLT Cutler, ME
Naval Station Great Lakes, IL

Joint Base Little Creek-Ft. Story
Norfolk Naval Shipyard, Portsmouth, VA
Earle Naval Weapons Station, NJ
Philadelphia Naval Business District
Submarine Base New London, CT
Portsmouth Naval Shipyard, Kittery, ME
NSA Crane, IN

Vacancies are filled by recruitment services performed by the Office of Civilian Human Resources Southeast, at NASA's Stennis Space Center, Mississippi. The main method of recruitment for the Department of Defense is:

Apply for a vacancy announcement at www.usajobs.gov. Depending on the recruiting method and vacancy location, applicants without an "eligibility status" may not be eligible to apply for all announcements. Citizens with one of the following appointment eligibilities are always eligible to apply:

- Already a current Federal Employee
- Have reinstatement rights, meaning you previously worked for the Federal service and resigned or left under favorable conditions and wish to return.

- VRA (Veterans Recruitment Appointment)
 - (1) You must have been on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; or (2) you must be a veteran who; while serving on active duty in the Armed Forces, participates in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded; you must be a recently separated veteran. Recently separated veterans are defined as those who have separated from active service within the last three years; or (4) be a disabled veteran.
- VEOA (Veterans Employment Opportunity Act)

You must have served in the military for three years or more of continuous active service, separated under honorable conditions, OR have veteran's preference.
- Spouses

Applicants appointable as spouses of relocating active duty military members and Department of Defense civilians.

In order to claim or have Veterans Preference verified you must provide acceptable documentation of your preference or appointment eligibility. The 'Member 4' copy of your DD214, "Certificate of Release or Discharge from Active Duty," is preferable. If claiming 10 point preference, you will need to submit a Standard Form 15 (SF-15) "Application for 10-point Veterans' Preference."

Certain types of announcements target citizens of the general public that do not have one of the above eligibilities. Refer to the "Who May Apply" section of the announcement to see if it is restricted to *appointment eligibles*, or is open to all U.S. citizens. The announcement will have an opening and closing date and you must apply during that time frame.

CONDITIONS FOR EMPLOYMENT AS A DOD FIREFIGHTER ARE:

- Thirty-seven (37) years old is the maximum entry age for firefighter positions. Selectees must be appointed by the last day of the month in which they reach their 37th birthday.
- Must pass a drug test
- Must pass a physical examination for arduous duty
- Must pass a physical agility test
- Must be able to obtain and maintain a SECRET security clearance eligibility, and have a background suitable for a position of public trust.

To access announcements on your computer, go to the website www.usajobs.gov. You can use this site to (1) Search for a job, (2) Build a resume, (3) Submit your resume online, and also (4) Track your progress. When you "search for a job" and find the announcement you want to apply for, click on the announcement number to open the entire announcement. The announcement will tell you the duties of the position, qualification requirements and how to apply.

DOD FIREFIGHTER STARTING SALARY RANGE 2016			
GROTON, CT / SUBMARINE BASE NEW LONDON LOCALITY PAY			
Grade	Annual GS Basic Salary	Basic Salary w/ New London Locality Pay	New London Salary w/ Scheduled Overtime
GS-081-4	\$25,261.00	\$31,879.00	\$49,038.60
GS-081-5	\$28,262.00	\$35,667.00	\$54,839.72
GS-081-6	\$31,504.00	\$39,758.00	\$61,159.28
GS-081-7	\$35,009.00	\$44,181.00	\$67,940.08
GS-081-8	\$38,771.00	\$48,929.00	\$75,229.44
GS-081-9	\$42,823.00	\$54,043.00	\$83,112.12

*Firefighter-EMT positions are GS4/5/6/7 career ladder positions.
Target pay grade for Firefighter-Paramedics is GS-9.
Other locality pay adjustments/supplements may apply depending on geographic location of position.*

FEDERAL EMPLOYEE BENEFITS

HEALTH INSURANCE

The Federal Employee's Health Benefits (FEHB) Program is a voluntary program. Employees have a choice of available plans and may select the one most suited to their needs. The cost is shared between the employee and the Government. All employees except those excluded by law or regulations are eligible to participate. Information can be found at www.opm.gov.

As an eligible employee, you may elect this coverage without a medical examination or restriction because of age, current health, or pre-existing conditions. You have 60 days from the date of your appointment to elect coverage. Once you elect your health insurance plan, it will be effective the beginning of the next pay period. Time is an important consideration since you will not have any type of coverage until you make the election.

Your choices in health insurance range from a Health Maintenance Organization (HMO) to a Fee for Service Plan. You can review the various plans and make a determination that is best for you.

Your health insurance cost is paid by payroll deduction. You will automatically be participating in FEHB premium conversion. This means your FEHB premiums will be paid with pre-tax dollars unless you waive participation. Participation will reduce your Federal taxable income. However, it also reduces the gross pay for Social Security wages.

You have the opportunity to change your enrollment during the 'Open Season,' which occurs during mid-November through mid-December of each year.

Your health insurance coverage may be continued after retirement if you have been enrolled from your first opportunity or for at least 5 years prior to your retirement. Benefits and costs are the same for retirees as for employees. If you resign, you have the right to convert to an individual policy.

LONG TERM CARE INSURANCE

Long Term Care Insurance that pays benefits to cover services that individuals may need because they are unable to care for themselves due to a chronic mental or physical condition is available through the Federal Government. This plan covers a variety of services including: nursing home care, home health care, assisted living facilities, and adult day care. Participants are responsible for 100% of the cost of this coverage. The cost will depend on the individual's age at the time of enrollment and the package and options selected. For information about this benefit, visit the webpage at www.ltcfeds.com.

LIFE INSURANCE

Federal Employees' Group Life Insurance (FEGLI) is term insurance with no cash value. As a new employee, you are automatically enrolled in the Basic Life Insurance unless you waive the coverage. You may elect optional insurance coverage within the first 31 days after your appointment. You may elect without a medical examination. To elect options, you must have the Basic coverage.

Your insurance must be paid through payroll deductions. Your employer pays part of the cost of the Basic coverage; you pay the full cost of any Optional coverage elected.

Cost of Basic Life insurance is based on the total amount of your coverage. Basic coverage may be continued into retirement if you have had coverage at least 5 years immediately preceding retirement.

RETIREMENT

Generally, all new employees are participants in the Federal Employees' Retirement System (FERS). This is one of the most important benefits you receive as a Federal employee. Many of the FERS features are "portable," so that if you leave Federal employment, you may still qualify for the benefits. FERS enables you to take an active role in securing your future.

FERS is a three tiered retirement plan consisting of a basic benefit plan, social security benefits and the Thrift Saving Plan (TSP). You pay full social security taxes and a small contribution to the basic benefit plan (pension). Your TSP account is the part of your retirement that you control: you decide how much of your pay you put in, how to invest it, and how you want your money paid out when you retire.

The Office of Personnel Management has a brochure that provides an overview of your benefits including such things as when you can retire, what types of employment count towards retirement, military service, and how your retirement is figured.

As a general rule, Firefighters fall under a "special retirement provision" that allows for retirement at:

- Age 50 and 20 years of service *OR* any age with 25 years of service

THRIFT SAVING PLAN

Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees. The TSP offers Federal employees the same type of savings and tax benefits that many private corporations offer their employees under "401(k)" plans.

The TSP is a defined contribution plan. The retirement income that you receive from your TSP account will depend on how much you and your agency have contributed to your account during your working years and the earnings on those contributions.

The contributions that you make to your TSP account are voluntary and are separate from your contributions to your FERS Basic Annuity.

As a FERS employee you can contribute up to 13 percent of your basic pay each pay period to your TSP account as soon as you become a Federal employee. On the second open season after you are hired, you will receive 1% Automatic Agency Contribution whether or not you are contributing to your account. If you are contributing to your account, you will also receive Agency Matching Contributions at that time.

LEAVE

ANNUAL LEAVE: Accrual for full time employees is as follows:

- Less than 3 years service --- 4 hours per biweekly pay period
- 3 years but less than 15 years --- 6 hours per biweekly pay period
- 15 or more year's service --- 8 hours per biweekly pay period

Special provisions exist for shift workers- Firefighters/Paramedics work a typical 72 hours work week, so accrual rate is:

- Less than 3 years service --- 7 hours per biweekly pay period (2-1/2 weeks/year)
- 3 years but less than 15 year ---11 hours per biweekly pay period (4 weeks/year)
- 15 or more year's service --- 14 hours per biweekly pay period (5 weeks/year)

SICK LEAVE: Full time employees accrue sick leave at the rate of 4 hours for each full biweekly pay period. Special provisions for accrual of sick leave exist for shift work employees. Since Firefighters work 72 hour work weeks, they actually accumulate 7 hours sick leave per pay period. There is no 'cap' or 'use by' date for sick leave; it accrues indefinitely.