


**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)  
OVERSEAS PROGRAM CENTER EUROPE, AFRICA, CENTRAL  
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY  
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**

**\*\*\*This is a re-announcement and it also amends notes to remove the 24/7 on call requirement \*\*\***

	Announcement No.	<b>3049B-567046-LD-R1/A1</b>
	Position Title	<b>Specialista Piani di Sviluppo e Controllo (Management &amp; Program Analyst), Ua-0343-01/Q-0343-Q2</b>
	Salary Range	Ua-01: Euro 2,851.08 – E 3,177.73 per month plus applicable allowances Q-Q2: Euro 3,621.11 – E 3,979.29 per month plus applicable allowances
	Closing Date	<b>1-SEP-2023</b>
	Work Schedule	Full-Time Permanent
	Job Location	Commander Navy Region Europe, Africa and Central (CNREURAFCENT), Religious Programs, Capodichino, Naples, Italy
	Notes	<p><b>The application form has been revised as of 01 Nov 2022, and any prior version will not be considered. Candidates must electronically submit a revised application form via e-mail to:</b>  <a href="mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil">HRO_NAPLES-LN_JOBS@eu.navy.mil</a></p> <ol style="list-style-type: none"> <li><b>Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application.</b></li> <li><b>In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).</b></li> <li>Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.</li> <li>Applicants must be able to read, write and speak fluently in both English and Italian. <b>Applications must be submitted in ENGLISH.</b></li> <li>Selectee will be required to favorably pass a security background check as a condition of employment.</li> <li>This position may be filled at any grade level. If filled at the lower level, the incumbent may be non-competitively promoted to the Q2 grade level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor.</li> <li>The incumbent must have knowledge of the ecclesiastical hierarchy within the Roman Catholic Church, and will be required to meet the Archbishop/Bishop of the various dioceses of each country.</li> <li>The incumbent will be required to regularly travel from the normal duty station, to include international destinations, therefore he/she must maintain passport for international travel.</li> <li><b>This is a re-announcement of vacancy 3049B-567046-LD, applicants who previously applied need not re-apply unless updating their application.</b></li> </ol>
Who May Apply	<b>Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.</b>	
Description of Duties	<p>This position is located in the Religious Programs Area (CNREURAFCENT), and operates under the direct supervision of the Religious Program Director. At the full performance level, the incumbent performs all aspects of program direction for assigned programs by accomplishing a wide variety of assignments, concerned with effective management of program resources as they relate to the execution for the mission, functions, and tasks of the Command Religious Programs. Serves as the focal point and subject matter expert for facilitation and integration of all aspects of resources management into a comprehensive long-term strategic plan for identifying Regional programmatic needs through execution of allocated resources. Provides financial management, administrative, budget and execution of the labor and non-labor manpower oversight for separate Installation Religious Programs, utilizing the Financial Management System to initiate and approve funding documents that obligates funds for Religious Programs and contracts. Develops long term detailed programming and financial plans, justification and documentation in support of programming requests. Reviews and analyzes all program submissions to ensure resources are properly aligned with labor dollars and manpower, including billets, Full Time Equivalents (FTE) and End Strengths (ES) to accurately reflect and justify required additions. Monitors and tracks Government Purchase Card (GPC) requests, accounting reports and monthly status of funds for all purchases. Manages and coordinates emergent current year requirements with related business and financial budget to ensure adequate program resourcing, reallocating program resources as needed to optimize and achieve 100% execution. Manages and reviews all Total Workforce management Systems (TWMS), and tracks and monitors BINs and employee data changes, as well as Management Board (PMB) and Manning &amp; Manpower (M&amp;M) requests for staffing and personnel/billeting changes. Serves as the Contract Services Management Office approver and the Contracting Official Representative (COR) for Religious Programs and the Chaplains Religious Enrichment Development Operations (CREDO) contracts, responsible for the oversight of non-personal service contractors spanning nine installations located on three different continents. Submits contractor packages for all non-personnel service contractors working in Italy for the area of responsibility in the DoD Contractor Personnel Office, in order for the contractors to receive authorization to obtain their “mission visa, “soggiorno,” and their CAC or ID card. Assists the Religious Programs Director as the Command Inspection Program Inspector for Religious Programs, CREDO and Suicide Prevention Program. Enters daily data in the Command Religious Program Analytics Tool to ensure that demographic data is captured to determine requirements, funding, manning and facilities for Religious Programs. Oversees, inputs and digitally signs Defense Travel Systems (DTS) authorizations and provides guidance and training to staff. The incumbent is required to be a subject matter expert in reference to the contractual process for Roman Catholic Priest Contracts within the CNREURAFCENT area of responsibility; nine Roman Catholic Priests in seven countries.</p>	

<b>Qualification Requirements</b>	<p><b>All eligibility and qualifications must be met by the closing date of this announcement. Please visit <a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-analysis-series-0343/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/management-and-program-analysis-series-0343/</a></b></p> <p><b>Ua-01: EXPERIENCE:</b> One (1) year of specialized experience equivalent to the <b>Ua-02</b> grade level or equivalent experience in the private or public sector that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.</p> <p><b>Q-Q2: EXPERIENCE:</b> One (1) year of specialized experience equivalent to the <b>Ua-01</b> grade level or equivalent experience in the private or public sector that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.</p> <p><b>HOW YOU WILL BE EVALUATED:</b> In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form.</p>
<b>Application Status</b>	<p>Status updates will be provided by position at the following website:  <a href="https://cnreuraftcent.cnmc.navy.mil/About/Job-Openings/Local-National-Vacancies/">https://cnreuraftcent.cnmc.navy.mil/About/Job-Openings/Local-National-Vacancies/</a></p> <p>Applicants may inquire about the status of their job applications by e-mailing to: <a href="mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil">HRO_NAPLES-LN_JOBS@eu.navy.mil</a>, and indicating in the SUBJECT LINE: "Inquiring on job application submitted by LAST and FIRST name, AND the announcement number with title, series, grade AND application DATE" (e.g. <i>Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-EI, Office Automation Clerk, Ua-0326-06, on 22 Nov 2022</i>).</p>

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Revised NOV 2022

**INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)**

**SUBMISSION OF EMPLOYMENT APPLICATION**

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. HRO will NOT accept "hard copy" applications. Submit your application to: [HRO\\_NAPLES-LN\\_JOBS@eu.navy.mil](mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil).

In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:

<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

The new application form may be downloaded from:

<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

Applications for white-collar positions (Ua) must be completed in English.

Applications for blue-collar positions (Uc) may be completed in Italian or English.

**EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY HRO:**

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- **The candidate's signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and DATE.**

**WHO MAY APPLY (AREA OF CONSIDERATION)**

- Citizens of a member state of the European Union.
- Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy. Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

**QUALIFICATION REQUIREMENTS**

Candidates must pay attention to the type of experience, education, certifications and licenses requested by the vacancy announcement and ensure that all this information, e.g. expiration dates as applicable, are reported in the appropriate block on the application form.

**Work experience:** Candidates must describe in **detail**, in their own words, any work experience related to the job vacancy and must specify:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer's name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

**Typing Proficiency:** Self-certify your typing proficiency in the appropriate block on the application indicating your typing speed when a "qualified typist (O/A)" certification is required. Qualified typists must meet a minimum of forty (40) words OR two hundreds (200) strokes per minute in English. Typing proficiency skills may be subject to verification.

**Education:** List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered.

Educational documents obtained outside the European Union (EU), with the exception of the U.S.A., must be evaluated by an appropriate organization that specializes in interpretation of foreign educational credentials. Foreign language documents must be officially translated into either the English or Italian language.

Graduate College or University level education is education beyond the Italian "Laurea 1 livello" or equivalent.

**VERIFICATION OF DOCUMENTS**

In case of selection, candidates **MUST** provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**NOTES**

- Employment of relatives is restricted in accordance with NAVSUPPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- "Local National" refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.