


**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**

	Announcement No.	LKUDJ0-979883-SA
	Position Title	Store Worker, Uc-6914-08
	Salary Range	Euro 2,011.06 – E 2,185.01 per month plus applicable allowances
	Closing Date	02-AUG-2024
	Work Schedule	Part-Time-Temporary
	Job Location	Defense Commissary Agency DECA, Gricignano D'Aversa, Naples, Italy
Notes	<p>The application form has been revised as of 01 Nov 2022, and any prior version will not be considered. Candidates must electronically submit the application form via e-mail to the revised address as below: usn.naples.ochrWASHINGTONDC.mbx.hro-naples-lt-jobs@us.navy.mil</p> <p>IMPORTANT:</p> <ul style="list-style-type: none"> • Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application. • 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). • Applicants will receive an automatic e-mail from HRO, acknowledging receipt of their Employment Application. It is recommended that applicants add this e-mail address to their contacts so e-mails are not filtered to the junk or trash e-mail box. • If an applicant does not receive this e-mail <u>within 24 hours of submitting</u> their Employment Application, it is applicant's responsibility to contact HRO at: usn.naples.ochrWASHINGTONDC.mbx.hro-naples-lt-jobs@us.navy.mil or via telephone at DSN: 314-626-5409 / COMM: 081-568-5409, Mon-Fri, from 08:00-within the office duty hours. • If there have been difficulties with submitting the Employment Application, the applicant has until the <u>closing date</u> of the Job Announcement to resend the e-mail with the application form. Any incident after the closing date of the Job Announcement will result in the request not being considered. There will not be exceptions to this rule. <p>NOTES:</p> <ol style="list-style-type: none"> 1. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment. 2. Applicants must be able to read, write and speak in both English and Italian. Application must be submitted in English language. Applications in Italian language will not be considered. 3. Selectee will be required to favorably pass a security background check as a condition of employment. 4. Salary shown is based on a full time work schedule. Compensation and benefits will be proportionate to the number of hours worked. 5. The incumbent is required to perform minimal amount of lifting, usually no more than 15 kilograms or less for women and 25 kilograms or less for men. 6. The incumbent may be exposed to differences in temperatures in storing or obtaining items in refrigerated rooms. 7. Subject to irregular work schedule that may include night shifts, rotating shifts, weekends and/or holidays. 8. Skill in operating a manual and/or electric pallet jack in a safe manner. 	
Who May Apply	<p>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.</p> <p>Eligibility and consideration is limited to qualified applicants who can serve the temporary appointment time-frame and be released at the end of the temporary appointment period without exceeding an aggregate of 24 months of temporary employment performing duties of the same grade level and employment category. This includes all prior extensions and renewals.</p>	
Description of Duties	<p>The incumbent performs a variety of store worker duties involved in the handling, marking, preparing, and maintaining of stock levels of grocery items. Replenishes depleted stock with incoming items or by obtaining stock from storage area(s) and transporting to shelving or display areas. Uses cart and manual or electric pallet jacks to move items. Places computer-generated selling price labels on shelves for the commissary patron to see and performs price verification. Scans product code and compares price with label price. Arranges stock on shelves or in displays in a neat and orderly manner, rotating stock on the basis of age and freshness. Constantly checks for damaged, spoiled, or out-of-date merchandise and refers items to supervisor and/or food inspector. Ensures produce and/or meat cases are adequately stocked and maintained. Visually inspects meat and/or produce for signs of deterioration, discolorment, damage, and/or leakage and reports any findings to a higher graded department employee or to a management official. Ensures all merchandise, supplies, and equipment are properly accounted for and secured from spoilage, damage, and possible theft. Picks curbside orders for the customer within established time constraints. Bags items, making changes to weight and number of items. Identifies orders with patrons' name and places in the staging area. Retrieves the order from the staging area, transports to the customer's vehicle and loads the order into the customer's vehicle. The incumbent may be required to operate a cash register scanning system, which records unit prices in proper amounts and accounts. Totals purchases and collects, validates, and processes payment including cash, checks, debit and credit card transactions, electronic benefits transfer transactions, and coupons.</p>	

Qualification Requirements	<p>Applicants must meet the requirements of the Office of Personnel Management (OPM) Job Qualification System for Trades and Labor Occupations (X-118C). https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-6900</p> <p>HOW YOU WILL BE EVALUATED: This position has a Screen-Out Element (SOE) which will be used to determine minimum eligibility. Candidate's description of experience/military service must show possession of the following job elements. Applicants who do not meet the SOE will be found ineligible/not qualified.</p> <p>The Screen-Out-Element for this position is: Ability to do the work of the position without more than normal supervision.</p> <p>In addition to the Screen-out Element you will be evaluated on the following job elements through your application:</p> <ol style="list-style-type: none"> 1. Knowledge and familiarity with items name, descriptions, sizes, and case pack; 2. Skill and ability to follow procedures for safe and attractive display; stock movement; and other factor affecting sales; 3. Skill in preparing, arranging and/or stacking items together for safety and neatness; 4. Ability to use mathematical common sense in accomplishing accurate inventories; 5. Ability to recognize defeats that render items unsalable; 6. Ability to use price markers, carton cutters, and other tools; 7. Dexterity and safety;
Application Status	<p>Status updates will be provided by position at the following website: https://cnreurfacent.cnmc.navy.mil/About/Job-Openings/Local-National-Vacancies/</p> <p>Applicants may inquire about the status of their job applications by e-mailing to: usn.naples.ochrashingtondc.mbx.hro-naples-in-jobs@us.navy.mil 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 JUN 2024

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

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E MAIL IN ENGLISH**. HRO will NOT accept "hard copy" applications. Submit your application to the **revised** e-mail address as below:

usn.naples.ochr@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://cnreura-cent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

The new application form may be downloaded from:

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

(NEW) Applications for white-collar (Ua/Q) and blue-collar (Uc) **MUST** be completed in English language only. Applications in Italian language will not be considered.

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED/INELIGIBLE" 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 CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Application form 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 European Union member state.
- **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:

1. Job title (include pay schedule, series and grade if experience gained in the Federal employment);
2. From/To dates of employment (month and year);
3. Salary (monthly);
4. WEEKLY HOURS;
5. Employer's name and address;
6. Experience gained during military service, providing detailed description of duties performed;
7. 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:

- If education is used for qualification purposes, the title of the degree/certificate/diploma **AND** all courses/subjects **MUST** be translated into English.
- 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 to English.
- Graduate College or University level education is education beyond the Italian "Laurea 1 livello" or equivalent.

VERIFICATION OF DOCUMENTS

Prior to appointment, selectees **MUST** provide verification 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.

INTERVIEWS AND SELECTIONS

Interviews and selections are made by the Hiring Manager of the department requesting the vacancy announcement. Selectees will be notified exclusively by a staff member of the HRO.

NOTES

1. Employment of relatives is restricted in accordance with NAVSUPACT policy. Relatives cannot be in the same line of supervision of another relative.
2. If a candidate is selected at a lower grade level for a position with promotion potential (e.g. UA-05/04/03), he/she can be promoted to the target level without further competition at management's request.
3. Lists of qualified candidates may be used to fill additional similar positions without further competition.
4. "Local National" refers to citizens of a European Union member state.
5. 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 April 2024.