


DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)

Overseas Program Center Europe, Africa, Central,
Human Resources Office (HRO), Sigonella, Italy

VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION

	Announcement #	LN25-147557		
	Position	MATERIALS HANDLER (FLO), UC-6907-05		
	Salary Range	€2,434.43 – €2,665.32 per month plus applicable allowances		
	Opening Date	06-FEB-2025	Closing Date	12-FEB-2025
	Location	DEFENSE LOGISTICS AGENCY (DLA) DISTRIBUTION, OPERATIONS DEPARTMENT, PRODUCTION DIVISION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> 1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. 2. Applications must be completed and submitted in English. 3. This is a Permanent Full Time Position. 4. Selectee will be required to favorably pass a drug and alcohol test, a physical examination and security background check as a condition of employment. 5. Position is subject to random drug and alcohol testing in accordance with Italian Law 81/2008. 6. Selectee will be occasional required to sit, crouch and crawl, and to manually lift and carry items weighing up to 20 kilograms, and heavier items with assistance. 7. Work requires bending, stooping and working in tiring and uncomfortable positions. 8. Selectee will be required to wear protective clothing such as as steel-toed shoes, respirators, safety glasses, and earplugs. 9. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. 10. The work schedule is Monday to Friday, 0730-1600 or Tuesday to Saturday, 0730-1600. Work schedule may be subject to change to include nights, weekends and holidays. Variations may occur in accordance with Italian Law. Overtime may required. 11. Must obtain and maintain appropriate certification for handling hazardous materials. 12. Must be able to obtain a U.S. Government Motor Vehicle Operators Permit to drive government vehicles and to operate forklifts and required material handling equipment. 			
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.			
Description of Duties	<p>Performs receiving, warehousing, packing, shipping, transshipping and/or delivery operations in accordance with regulations and guidelines. Selects proper storage locations, warehouse materials and assembles items for shipment in accordance with shipping requests. Identifies and completes issues of material, stows stock receipts, performs consolidations, processes shipments and deliveries, and loads trucks. Operates one or more of the material handling equipment which includes, but not limited to, fork trucks with a lift capability of loads weighing up to 20,000 pounds, warehouse tractors, stock selectors, turret trucks to move, transfer and/or transport material. Loads and unloads shipments from trucks and other material conveyances using fork lifts, as well as manual pallet hand trucks, electric pallet jacks, side loaders and warehouse tractors. Receives, unloads and processes incoming shipments. Examines a wide variety of incoming material. Pulls stock from bin, rack and bulk locations and Identifies, corrects discrepancies, and maintains proper storage practices to ensure cleanliness, safety and security of material in location. Prepares automated and manual documentation, handles and labels of hazardous, controlled and specialized materials. Recognizes and identifies hazardous materials, uses a variety of automated, technical and manual warehousing tools. Reports suspected safety hazards in the workplace. Processes and independently completes issue, packing, shipping, receiving, stow and inventory transactions. Reports shipment and receiving discrepancies relative to erroneous quantities and/or misidentified, improperly documented, packed or damaged material conditions. Performs general house-keeping duties to keep all staging operating and storage areas clean and safe. Performs other related duties as assigned.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-6900</p> <p>At the time of application, applicants must possess a valid:</p> <ol style="list-style-type: none"> 1. class “B” driver’s license to drive vehicles in Italy; 2. “Patentino Muletto/Attestato di Formazione per Carrellisti” issued by an authorized Italian Entity/Instructor. <p>The following Screen-out element will be used to determine minimum qualification eligibility. If your employment application form does not demonstrate possession of the screen out element gained through experience/military service, you will be found ineligible/not qualified for the position:</p> <p>1. Ability to do the work of Materials Handler (FLO) without more than normal supervision (load/unload materials, store, label, pack/unpack, stage/move material, perform inventory counts, operate forklift trucks and other warehouse mechanized equipment). (SCREEN OUT ELEMENT)</p> <p>In addition to the screen-out element above, applicants will be evaluated on the following job elements through the employment application form:</p> <ol style="list-style-type: none"> 1. Ability to operate/drive motor vehicles and warehouse equipment safely (e.g., forklifts, etc); 2. Work practices (keeping things and work area neat, clean and safe); 3. Technical practices; 4. Ability to interpret instructions; 5. Knowledge of materials; 6. Dexterity and safety. 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcnt.cnnc.navy.mil/Installations/NAS-Sigonella/About/Jobs/</p>			

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
Human Resources Office (HRO), Sigonella, Italy

Instructions for Completing The Employment Application (Local National – LN)

EMPLOYMENT APPLICATION

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

Vacancy announcements may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>. **Ensure that you are utilizing the latest version of the application form.**

ALL applications MUST be completed in English.

APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE HRO.

WHO MAY APPLY

Citizens of a European Union member state.

Only candidates specified in the “Who May Apply” section of the vacancy announcement may receive consideration.

Applicants with U.S. citizenship are ineligible to be employed in LN positions by the U.S. Forces in Italy.

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, including 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, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed)
- Language proficiency

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

If the announcement text is copied verbatim, the application will not be considered.

Typing Proficiency: Self-certify your English typing proficiency in the appropriate block of 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 are 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 to English.

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 education is College or University level education beyond the Italian 1st Level University Degree or equivalent.

Professional course work certificates released by Regional Institutions or equivalent may be considered for positions up to UA-06 grade level only.

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN ENGLISH, to: si-hro-wantajob@eu.navy.mil.

- **The subject line of your email MUST contain the Last and First name of the applicant AND the vacancy announcement number, for example: LAST NAME, FIRST NAME - LN19-003740;**
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- Utilize the latest version of the application form downloaded from the CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application form providing all the requested information;
- Do not send Postal Electronically Certified (PEC) emails;
- Attach the application form only in PDF format utilizing only ADOBE PDF Reader (additional attachments are not necessary and should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

VERIFICATION DOCUMENTS

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. 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.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. 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. Prior 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 in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 April 2024.