

**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**

**AMENDMENT**

**06-NOV-2024**



Announcement #	LN24-073819		
Position	AIRCRAFT REFUELER (MEO), UC-8862-06		
Salary Range	€2,333.48 – €2,542.82 per month plus applicable allowances		
Opening Date	31-OCT-2024	Closing Date	11-NOV-2024
Location	NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP), FLEET LOGISTICS CENTER, SITE DIRECTOR SI – FUELS SI DIVISION, SIGONELLA, ITALY		

**Notes**

**This announcement has been amended to extend the closing date from 06-NOV-2024.**

**Applicants who previously applied under this announcement do not need to re-apply, unless updating their application.**

**Announcement Status**

For inquiries concerning job application status, consult the CNIC website:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>


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

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	Salary Range	€2,333.48 – €2,542.82 per month plus applicable allowances		
	Opening Date	31-OCT-2024	Closing Date	06-NOV-2024
	Location	NAVAL SUPPLY SYSTEMS COMMAND (NAVSUP), FLEET LOGISTICS CENTER, SITE DIRECTOR SI – FUELS SI DIVISION, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> <li><b>Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</b></li> <li><b>Applications must be completed and submitted in English.</b></li> <li>This is a Temporary Full-Time position <b>NOT TO EXCEED SIX (6) MONTHS OR</b> prior to the return of regular incumbent, <b>whichever occurs first.</b></li> <li><b>Command of English language is mandatory to communicate with U.S. members of Fuels Dispatch, aircraft commander, crew chief, maintenance crew, airfield tower and/or Safety personnel and to comprehend training materials and operational instruction.</b></li> <li>Selectee will be required to favorably pass a <b>drug and alcohol test</b>, a <b>physical examination</b> and <b>security background check</b> as a condition of employment.</li> <li>Position is subject to random drug and alcohol testing in accordance with Italian Law 81/2008.</li> <li>Selectee will be required to work shifts including nights, weekends and holidays. Variations may occur in accordance with Italian Law.</li> <li>This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.</li> <li>Work requires climbing on top of mobile aircraft refuelers, standing for extended periods of time, bending and stooping to couple and uncouple fittings on mobile aircrafts refuelers and hydrant pantographs.</li> <li>Work is subject to exposure of high volume noise and involves working with highly combustible fuels.</li> <li>Must be able to obtain a U.S. Government Motor Vehicle Operators Permit to operate a refueling vehicle.</li> </ol>			
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.  <b>Eligibility and consideration is limited to qualified applicants who can serve the temporary appointment time-frame in accordance with Italian Law.</b>			
Description of Duties	Provides refueling and defueling services to all types of aircrafts at Naval Air Station Sigonella. Operates mobile aircraft refueling trucks, mobile tractor-trailer aircraft refueling trucks, diesel trucks and hydrant pantographs. Drives mobile aircraft refuelers or positions hydrant pantographs to wherever directed by radio from Fuel Division Dispatcher. Coordinates refueling or defueling operations with the tower, flight crew and safety personnel and maintenance crew. Corrects and verifies the attachment of aircraft mobile refueler and pantograph grounding cables for proper grounding. Throughout the refueling operations regulates pumping pressure, manipulates valves and monitors gauges, while during defuel operations obtains and examines defuel samples that are delivered for specification limits testing. Performs daily mobile aircraft equipment checklists on mobile aircraft refuelers and pantographs and delivers documents to other drivers as needed. Provides minor maintenance operations, including the daily check of engine and pump compartments. Cleans interior and exterior of mobile aircraft refuelers, utilizing a water or fire hose to keep vehicles free of dirt, dust, oily substances and trash. Attends training sessions as required.			
Qualification Requirements (OPM Qualification Standards)	<p><a href="http://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-8800">http://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-8800</a></p> <p><b>At the time of application, applicants must possess a valid:</b></p> <ol style="list-style-type: none"> <li>class “CE” driver’s license to drive vehicles (of up to 20,000 lbs) in Italy;</li> <li>“CQC” certification;</li> <li>“ADR” certification.</li> </ol> <p><b>This 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/s gained through experience/military service, you will be found ineligible/not qualified for the position:</b></p> <p>Ability to do the work of a <b>Aircraft Refueler (MEO)</b> without more than normal supervision such as operating aircraft refueling trucks, coordinating refueling or defueling services and providing quality inspections of mobile aircraft refuelers, hydrant pantographs and fuels issued.</p> <p>In addition to the screen-out element above, applicants will be evaluated on the following job elements through your application:</p> <ol style="list-style-type: none"> <li>Knowledge of aviation refueling equipment and practices, proper radio procedures and aviation fuels and fuels chemistry;</li> <li>Ability to visually identify bad quality fuels;</li> <li>Ability to understand and apply safety instructions and practices for handling high flammable fuels;</li> <li>Ability to use and maintain tools and equipment to perform minor maintenance operations on mobile aircraft refuelers and pantographs;</li> <li>Skill in operating simple machinery.</li> </ol>			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a>			

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**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 1<sup>st</sup> 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](mailto: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.