

**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 #	LN24-038966		
Position	SUPPLY CLERK, UA-2005-06		
Salary Range	€2,402.90 - €2,612.24 per month plus applicable allowances		
Opening Date	23-SEPTEMBER-2024	Closing Date	27-SEPTEMBER-2024
Location	FLEET READINESS, MORALE, WELFARE AND RECREATION (MWR) DEPARTMENT, TREASURY OPERATIONS, ACCOUNTING BRANCH, U.S. NAVAL AIR STATION, SIGONELLA, ITALY.		

<b>Notes</b>	<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><b>Applicants must be able to read, write and speak fluently in both English and Italian.</b></li> <li>This is a Permanent Full-Time position.</li> <li>Work schedule is Monday through Friday, 0830 to 1700. Working hours are subject to change.</li> <li>Selectee will be required to favorably pass an <b>alcohol test</b>, a <b>physical examination</b> and <b>security background check</b> as a condition of employment.</li> <li><b>Position is subject to random alcohol testing in accordance with Italian Law 81/2008.</b></li> <li>Selectee will be required to obtain a U.S. Government vehicle driver’s license to operate Government vehicles up to 2 ½ tons.</li> <li>Selectee must be able to obtain and maintain a Government Credit Card.</li> <li>Position requires standing, bending, walking and lifting and carrying lightweight items up to 20 kilograms, and heavier items with assistance.</li> <li>Position may require the use of personal protective equipment (PPE).</li> </ol>
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<b>Who May Apply</b>	Permanent and temporary Appropriated and Non-Appropriated fund local national employees serviced by Human Resources Office and Morale, Welfare & Recreation (MWR) Office Sigonella, Italy.
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<b>Description of Duties</b>	Incumbent serves as the supply clerk, credit card holder and courier for the department. Provides clerical support involving inventory control, storage, and/or distribution of supplies, equipment, material, property, publications and other related items. Assists with receiving, labeling, and inventorying of all warehouse products and examines items received for overages, shortages or damages incurred in shipping, notifies vendors or shipping companies by phone or in writing, initiates necessary claims and ensures these are properly processed. Enters all purchases and activity transfer requisitions into a computerized program. Responsible for setting and maintaining reorder levels. Investigates and reconciles discrepancies between reports and physical counts and prepares adjustment forms to correct the records and documents. Maintains accurate and current records of supply requisitions, purchases, monthly inventories, reorder frequencies and discrepancies. Acts as a Caller for Blanket Purchase Agreements (BPA’s). Responsible for assigning appropriate call numbers and tracking of requests. Ensures that requests follow approved methods to include funding thresholds and appropriate signature authorities. Submits completed calls to accounts payable for processing. Translates effectively US Government policies and any purchasing requirements in order to secure goods and services from the local economy. Picks up all outgoing correspondence from the Fleet Readiness (MWR) Administration Office, and other FFR activities. Processes, screens and sorts outgoing mail. Delivers mail items to base Administration Office or other department locations as requested. Acts as the primary backup to the Central Cashier and is responsible for routine cash pickups within the same base, between the bases, and housing areas, ensuring that appropriate security measures are taken to receive and deliver funds and other items safely. Performs other related duties as assigned.
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<b>Qualification Requirements</b>	<a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2000/supply-clerical-and-technician-series-2005/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2000/supply-clerical-and-technician-series-2005/</a>
<b>(OPM Qualification Standards)</b>	<p><b>At the time of application, applicants must possess a valid:</b></p> <ol style="list-style-type: none"> <li>Class “B” driver’s license to drive vehicles in Italy</li> </ol> <p><b>UA-06:</b> One (1) year of <b>general experience</b> progressively responsible clerical, office or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled <b>OR</b> one (1) year of education above the Italian “Diploma di Maturità” or equivalent.</p>

<b>Announcement Status</b>	For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcent.cnnc.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcent.cnnc.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a>
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**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 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.