


**DEPARTMENT OF THE NAVY  
OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)  
HUMAN RESOURCES OFFICE (HRO), ROTA, SPAIN  
INTERNAL LOCAL LABOR PERSONNEL (LLP)  
JOB OPPORTUNITY ANNOUNCEMENT (JOA)**

	<b>Announcement No.</b>	JOA-26-23MJC		<b>Number of Vacancies</b>		1	
	<b>Opening Date</b>	12 DECEMBER 2022		<b>Closing Date</b>		19 DECEMBER 2022	
	<b>Position Title, Series, &amp; Grade Level</b>	TRANSPORTATION ASSISTANT, EA-2102-6					
	<b>Professional Group</b>	4	<b>Labor Category</b>	ADMINISTRATIVE OFFICIAL	<b>Monthly Salary</b>	2,120.06 EUROS	
	<b>Work Schedule</b>	FULL TIME	<b>Working Hours</b>	40 HOURS PER WEEK FROM MONDAY TO FRIDAY			
	<b>Department/Activity</b>	NAVSUP - U.S. NAVAL STATION ROTA, SPAIN					
<b>How To Apply</b>	Employment Application Packages must be submitted to the following e-mail address NO LATER THAN 23:59 HRS LOCAL TIME OF THE CLOSING DATE OF THIS JOA: <a href="mailto:RotaHROInternalLNJobs@eu.navy.mil">RotaHROInternalLNJobs@eu.navy.mil</a> . Instructions in the “ <b>APPLICANT’S GUIDE FOR SUBMITTING EMPLOYMENT APPLICATIONS FOR LOCAL PERSONNEL (LLP) VACANCIES</b> ” must be adhered to.						
<b>Who May Apply</b>	Current Internal LLP, who completed the probationary period and meet the minimum requirements established. Spanish citizenship is required. All eligibility, qualifications, and experience requirements must be met by the closing date of this Job Opportunity Announcement (JOA).						
<b>Description of Duties</b>	<p>Incumbent books all commercial water and truck shipments from NAVSTA Rota to destinations in the Iberian Peninsula (including Balearic Islands), Europe, Africa and CONUS; arranges order and schedules commercial transportation equipment; submits ocean freight booking requests working with the integrated Booking System (IBS). Inputs Export Integrated Booking Requests (ETRR) to book outbound cargo by commercial water freight.</p> <p>Position performs all functions related to the gates system (WPS/GATES) inputting outbound cargo data, printing inbound and outbound cargo manifest, tracking DOD cargo arriving or departing the Iberian Peninsula, forwarding information required for customs processing and maintains container controls. He/she prepares and distributes all documentation for inbound and outbound surface shipments; ensures that documentation is complete, accurate and timely, prepares and submits diplomatic clearance requests for commercial truck shipments throughout the Iberian Peninsula and the European Theater, arranges ADR certifications and the proper packaging and loading of outbound cargo. Maintains all records, logs, manual and automated files of cargo received and shipped. He/she Coordinates cargo port clearances, line haul, drayage and delivery of cargo; alerts customer activities of containers about to go into detention status and verifies the correctness of invoices for detention charges prior to payment.</p>						
<b>Minimum Qualification Requirements (*)</b>	<p><b>EDUCATION:</b> Vocational School 2nd Grade Degree or Superior Technician in any Administrative branch or any other occupation related to the position.</p> <p><b>AND</b></p> <p><b>EXPERIENCE:</b></p> <p>One (1) year of specialized experience at or equivalent to the EA-5 grade level (experience that has 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>(*) Education Substitution: For qualifications determinations, candidates who do not meet the minimum education must have six (6) additional months to the specialized experience required.</p>						
<b>Additional Requirements</b>	English: Wide knowledge of the Language						
<b>Selection System</b>	COMPETITIVE EXAMINATION AND MERIT PROMOTION PROGRAM						
<b>Test And Scoring</b>	<p>THE COMPETITIVE EXAMINATION WILL CONSIST OF TEN QUESTIONS TO BE DEVELOPED RELATED TO PRINCIPLES OF CARGO TRANSPORTATION.</p> <p>SCORE: EACH QUESTION IS TEN POINTS. TEN POINTS FOR FULL CORRECT ANSWER. 0.5 POINTS FOR PARTIAL ANSWERS AND ZERO (0) POINTS PER EACH WRONG ANSWER. THE TOTAL VALUE IS 100 POINTS.</p>						

	<p>THIS STAGE IS ELIMINATORY. CANDIDATES WITH A SCORE OF LESS THAN 60 POINTS WILL NOT BE CONSIDERED FOR MERIT PROCESS.</p> <p>REFERENCE INFORMATION CAN BE OBTAINED AT:</p> <p>- DEFENSE TRANSPORTATION REGULATION (DTR). DEFINITIONS  <a href="https://www.ustranscom.mil/dtr/dtr_definitions.pdf">https://www.ustranscom.mil/dtr/dtr_definitions.pdf</a></p> <p>- CARGO ROUTING AND MOVEMENT (Chapter 202)  <a href="https://www.ustranscom.mil/dtr/part-ii/dtr_part_ii_202.pdf">https://www.ustranscom.mil/dtr/part-ii/dtr_part_ii_202.pdf</a></p> <p>- SHIPPER, TRANSSHIPPER, AND RECEIVER REQUIREMENTS AND PROCEDURES Chapter 203  <a href="https://www.ustranscom.mil/dtr/part-ii/dtr_part_ii_203.pdf">https://www.ustranscom.mil/dtr/part-ii/dtr_part_ii_203.pdf</a></p> <p>TIME OF EXECUTION WILL BE 45 MINUTES.</p> <p>THE TOTAL FINAL SCORE WILL BE ADDED TO THE POINTS MERIT PROCESS.</p>																								
<b>Merit Chart</b>	<p>The points (i.e. Education, Experience, English/Interview and Other Merits) will be assigned at the discretion of the Selection Board. If the position requires English and you are unable to communicate in English during the interview, you may be immediately disqualified.</p> <p><u>Education (Maximum 40 points) - The degrees are not cumulative</u></p> <table border="0"> <tr> <td style="padding-right: 20px;">00</td> <td>Points if the candidate does not meet the minimum education requirements or if the degree is not directly related to vacancy (**)</td> </tr> <tr> <td>30</td> <td>Points for a Vocational School 2nd Grade Degree or Superior Technician, in any administrative branch or occupational group or any other occupation related to the position, or in accordance with (*) note, six (6) months of specialized experience.</td> </tr> <tr> <td>35</td> <td>Points for a Medium University degree or "Grado" degree (level 2 MECES), if determined to be directly related to the position</td> </tr> <tr> <td>40</td> <td>Points for a Superior University degree or Master's degree (level 3 MECES), if determined to be directly related to the position</td> </tr> </table> <p>(**) The Selection Board may decide to assign zero (0) points for education or (*) deduct six months (6) from specialized experience and assign the points for education.</p> <p><u>Professional Experience (Maximum 40 points) (Specialized and/or Similar Experience to be determined by the Selection Board)</u></p> <table border="0"> <tr> <td style="padding-right: 20px;">5</td> <td>Points for each year of specialized experience with the U.S. Forces (*) If education has been substituted the total period credited will be deducted six months</td> </tr> <tr> <td>3</td> <td>Points for each six (6) months or more, but less than one year, of specialized experience with the U.S. Forces</td> </tr> <tr> <td>4</td> <td>Points for each year of specialized experience with another firm</td> </tr> <tr> <td>2</td> <td>Points for each six (6) months or more, but less than one year, of specialized experience with another firm</td> </tr> <tr> <td>3</td> <td>Points for each year of experience in a similar position with the U.S. Forces</td> </tr> <tr> <td>1</td> <td>Point for each six (6) months or more, but less than one year, of experience in a similar position with U.S. Forces</td> </tr> <tr> <td>2</td> <td>Points for each year of experience in a similar position with another firm</td> </tr> <tr> <td>½</td> <td>Point for each six (6) months or more, but less than one year, of experience in a similar position with another firm</td> </tr> </table> <p><u>English/Interview (0 - 15 points)</u> <span style="float: right;"><u>Other Merits (0 - 5 points)</u></span></p>	00	Points if the candidate does not meet the minimum education requirements or if the degree is not directly related to vacancy (**)	30	Points for a Vocational School 2nd Grade Degree or Superior Technician, in any administrative branch or occupational group or any other occupation related to the position, or in accordance with (*) note, six (6) months of specialized experience.	35	Points for a Medium University degree or "Grado" degree (level 2 MECES), if determined to be directly related to the position	40	Points for a Superior University degree or Master's degree (level 3 MECES), if determined to be directly related to the position	5	Points for each year of specialized experience with the U.S. Forces (*) If education has been substituted the total period credited will be deducted six months	3	Points for each six (6) months or more, but less than one year, of specialized experience with the U.S. Forces	4	Points for each year of specialized experience with another firm	2	Points for each six (6) months or more, but less than one year, of specialized experience with another firm	3	Points for each year of experience in a similar position with the U.S. Forces	1	Point for each six (6) months or more, but less than one year, of experience in a similar position with U.S. Forces	2	Points for each year of experience in a similar position with another firm	½	Point for each six (6) months or more, but less than one year, of experience in a similar position with another firm
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<b>Required Documentation</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center; vertical-align: middle;"><b>X</b></td> <td> <p>For External Experience to be considered, it is mandatory to submit:</p> <ul style="list-style-type: none"> <li>- Working Life Report, AND;</li> <li>- AT LEAST ONE of the following documents: Contract, Labor Certificate (MOD. PR), or Payroll documentation of each position that you want to be considered and whose functions you have described in the CV.</li> <li>- For self-employed experience, "Alta" and/or "Baja" documents from Social Security.</li> <li>- The experience abroad will not be considered if it is not credited with the documentation that certifies the job title, starting date, leaving date, and number of hours per week.</li> <li>- For civil workers, volunteer reserves, military personnel, etc., the Certificate of Service or Working Life Report/Vida Laboral issued by Mutua justifying the job title, starting date, leaving date, number of working days, and number of working hours must be submitted.</li> </ul> <p>(See Section 6 of the Applicant's Guide).</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: middle;"><b>X</b></td> <td> <p>Education considered will be the education title reflected on the Labor Status Document. If an applicant would like an additional Education Title to be reflected in his/her Labor Status Document, he/she must provide a stamped copy of the diploma/degree to HRO. If the applicant would like for it to be considered for the vacancy he/she is applying for without having it be updated by HRO to his/her official personnel file, it is required to attach the stamped copy to the Employment Application Package or the receipt of payment of fees that clearly specifies the degree title that has been achieved.</p> <p>(See Section 5 of the Applicant's Guide).</p> </td> </tr> </table>	<b>X</b>	<p>For External Experience to be considered, it is mandatory to submit:</p> <ul style="list-style-type: none"> <li>- Working Life Report, AND;</li> <li>- AT LEAST ONE of the following documents: Contract, Labor Certificate (MOD. PR), or Payroll documentation of each position that you want to be considered and whose functions you have described in the CV.</li> <li>- For self-employed experience, "Alta" and/or "Baja" documents from Social Security.</li> <li>- The experience abroad will not be considered if it is not credited with the documentation that certifies the job title, starting date, leaving date, and number of hours per week.</li> <li>- For civil workers, volunteer reserves, military personnel, etc., the Certificate of Service or Working Life Report/Vida Laboral issued by Mutua justifying the job title, starting date, leaving date, number of working days, and number of working hours must be submitted.</li> </ul> <p>(See Section 6 of the Applicant's Guide).</p>	<b>X</b>	<p>Education considered will be the education title reflected on the Labor Status Document. If an applicant would like an additional Education Title to be reflected in his/her Labor Status Document, he/she must provide a stamped copy of the diploma/degree to HRO. If the applicant would like for it to be considered for the vacancy he/she is applying for without having it be updated by HRO to his/her official personnel file, it is required to attach the stamped copy to the Employment Application Package or the receipt of payment of fees that clearly specifies the degree title that has been achieved.</p> <p>(See Section 5 of the Applicant's Guide).</p>																				
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	X	(*) Experience Substitution: Applicants may substitute the required experience for education to qualify at this grade level. Education at the University level will be credited as Specialized Experience as long as the degree is directly related to the specialty of the vacant position at the grade of: EA-9 (Superior University Degree Or Master’s Degree/Meces Level 3) and EA-7 (Medium University Degree or “Grado” Degree/Meces Level 2). Your transcripts must be submitted with your application if you are basing your qualifications on education.
	X	This position requires the incumbent to possess knowledge of the English language. The English version of the Employment Application must be used and the CV must be in English.
	X	Successful completion of Criminal Record Certificate is required, if applicant is selected.
	X	I have included a Curriculum Vitae (CV) with my Employment Application. (See Section 2 of the Applicant’s Guide).
	X	I have verified the email with the Employment Application and documentation does not exceed 5 MB. (See Section 3 of the Applicant’s Guide).
	X	I have read the “ <b>APPLICANT’S GUIDE FOR SUBMITTING EMPLOYMENT APPLICATIONS FOR LOCAL LABOR PERSONNEL (LLP) VACANCIES</b> ” dated May 2022.
<b>How You Will Be Evaluated by HRO</b>	<p>You will be evaluated for this job based on how well you meet the qualifications above. In describing your experience on your Curriculum Vitae (CV), please be clear and specific. HRO will not make assumptions regarding your experience. Your CV must provide sufficient information on experience and/or education, knowledge, skills, and abilities, to perform the duties of the specific position for which you are being considered. Your CV is the key means HRO has for evaluating your skills, knowledge, and abilities, as they relate to this position. Therefore, HRO encourages you to be clear and specific when describing your experience. If after reviewing your employment application, CV, and/or supporting documentation, a determination is made that you have inflated your qualifications or copied and pasted the duties from a Position Description (PD) or an announcement without explaining in your own words, you may be excluded from consideration. (See section 7 of the Applicant’s Guide).</p> <p>HRO will determine qualifications and publish the Certificate of Admitted and Excluded Candidates. Applicants will receive information via the e-mail address provided in their application, notifying them when the list is published.</p>	
<b>Important Notes</b>	<p>The “<b>APPLICANT’S GUIDE FOR SUBMITTING EMPLOYMENT APPLICATIONS FOR LOCAL PERSONNEL (LLP) VACANCIES,</b>” as implemented by the Human Resources Office (HRO) Rota, Spain in May 2022, must be adhered to. Failure to submit the documents as specified and comply with these requirements may result in loss of consideration for this JOA due to an incomplete package. It is your responsibility to ensure all required documents have been submitted (not expired by the closing date of the JOA) and that your Employment Application Package is accurate and complete.</p> <p>Applicants will receive an email informing them of the receipt of their Employment Application Package. If an applicant does not receive this email within 24 hours of submitting their Employment Application Package by email, it is his/her responsibility to contact HRO at <a href="mailto:RotaHROInternalLNJobs@eu.navy.mil">RotaHROInternalLNJobs@eu.navy.mil</a> or via telephone at 956 82 16 43, within the following 24 hours. There will be no exceptions to this 24-hour period. If an applicant applies on a Friday after HRO’s working hours or on a holiday, he/she will receive this email the following working day (See section 4 of the Applicant’s Guide).</p>	

Editions of the Employment Application dated prior to **MAY 2022** are obsolete and unusable.