


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 #	LN25-473328		
	Position	ASSISTANT CHIEF, UA-0081-02		
	Salary Range	€2,979.25 – € 3,276.63 per month plus applicable allowances		
	Opening Date	18-DEC-2025	Closing Date	20-DEC-2025
	Location	FIRE & EMERGENCY SERVICES (F&ES), FIRE PROTECTION, U.S. NAVAL AIR STATION, 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. Applicants must be able to read, write and speak fluently in both English and Italian. 4. This is a Permanent Full-Time position. 5. Selectee will be required to favorably pass and maintain drug and alcohol testing and physical examination as a condition of employment. 6. Position is subject to random drug and alcohol testing in accordance with Italian Law 81/2008. 7. Employees shall participate in a Wellness and Fitness Program established by the Fire Department in order to maintain a level of health and fitness necessary for performing their job functions. 8. Employee is required to work 48 hour rotating work schedule, which includes nights, weekends and holidays, and may be subject to mandatory overtime. Work hours and duty location are subject to change based upon operational requirements. 9. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. 10. Employee must wear a uniform and safety apparel in accordance with established policies and procedures. Position requires to work under adverse environmental conditions. 11. Employee must be able to obtain and maintain a U.S. Government Motor Vehicle Operators Permit to drive government vehicles; certification for CardioPulmonary Resuscitation (CPR) and First Aid Provider (American and Italian standards). 		
Who May Apply	Permanent Appropriated Fund local national employees of Fire & Emergency Service (F&ES), Sigonella (UIC: 62995) serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	Serves as Assistant Chief in support of the Installation Fire Chief, and is responsible for the administrative control (ADCON), operational control (OPCON) and supervision of the assigned Local National fire personnel. Provides technical advice and guidance on the implementation of laws and standards governing the fire department, and implements policies to manage fire & emergency services, including workforce management and accountability of equipment. Assists in developing, reviewing and implementing the required standard operating procedures (emergency and non-emergency related) pertaining to the fire department. Establishes, reviews and implements a training program for all fire personnel, which includes certification and proficiency training, EMS training and physical fitness programs. Assists in administering a comprehensive fire prevention program adequate to the installation needs, based on root cause analyses of fire, results of fire risk management surveys and other hazard analyses. Assists in maintaining and updating electronic training records of all employees and in preparing and updating fire protection training records for each training session. One day a week, responds as on scene Incident Commander to a full spectrum of emergency responses, assisting in developing response plans, protocols and procedures for different scenarios. Complies with health, safety and environmental rules and procedures and performs work in a manner that enhances the safety of the work environment. Performs preventive maintenance on equipment to ensure proper operation and functionality.			
Qualification Requirements	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/fire-protection-and-prevention-series-0081/			
(OPM Qualification Standards)	<p>Screen-Out Requirements at the time of application. You must:</p> <ul style="list-style-type: none"> - Possess a valid class “C” driver’s license to drive vehicles in Italy (<u>specify on application form</u>); - Possess and <u>ATTACH ALONG WITH THE APPLICATION</u> successful testing Certificate of English Language proficiency at the “Advanced Low” level as defined by the American Council on the Teaching of Foreign Languages (ACTFL); 3+ level as defined by the Interagency Language Roundtable (ILR), OR C1 level as defined by the Common European Framework (CEFR). Regular testing may be conducted by the employer to ensure proficiency; - Possess and <u>ATTACH ALONG WITH THE APPLICATION</u> the listed Requisite Firefighter Certifications (ref: DoDI 6055.6): <ol style="list-style-type: none"> a) Firefighter I; b) Firefighter II; c) Hazardous Materials Awareness; d) Hazardous Materials Operations; e) Hazardous Materials Technician; f) Hazardous Materials Incident Commander; g) Airport Firefighter; h) Driver/Operator Pumper; i) Driver/Operator Aircraft Rescue and Firefighting; j) Driver/Operator Aerial; k) Driver/Operator Mobile Water Supply; l) Confined Space Rescue; m) Fire Officer III; n) Fire Instructor II; o) Fire Inspector II; p) Fire Department Incident Safety Officer. <p>UA-02: One (1) year of specialized experience equivalent to the UA-03 or equivalent experience in the private or public sector that demonstrated the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position. Such duties may include (1) controlling or extinguishing fires as a member of an organized military, industrial, volunteer, or governmental fire department or brigade; (2) rescue operations; (3) detection, reduction, or elimination of potential fire hazards; (4) operation of fire communications equipment; (5) controlling hazardous materials incidents and/or (6) developing, implementing, or providing training in fire protection and prevention.</p> <p>Specialized experience: Experience that 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>You will be rated on the experience and education described on your application form to determine your level of Knowledge, Skills, and Abilities (KSA's) related to the job requirements:</p> <ol style="list-style-type: none"> 1. Specialized knowledge of fire hazards, firefighting equipment and techniques and operation of fire prevention/control equipment; 2. Skill in applying technical rescue techniques, both academic and hands-on, and practical first aid procedures. 3. Ability to provide emergency medical response services. 			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcntl.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

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://cnreurafcen.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:
<https://cnreurafcen.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:
sigonella-hro-wantajob@us.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://cnreurafcen.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.