

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
OVERSEAS PROGRAM CENTER EUROPE, AFRICA, CENTRAL
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**

	Announcement No.	40411-614169-EA
	Position Title	Materials Handler (FLO), Uc-6907-06/05
	Salary Range	Uc-06: Euro 2,143.20 – E 2,352.54 per month plus applicable allowances
	Closing Date	21-JUL-2023
	Work Schedule	Full-Time Permanent
	Job Location	Naval Supply System Command (NAVSUP), Fleet Logistics Center Sigonella, Capodichino, Naples, Italy
	Notes	The application form has been revised as of 01 Nov 2022, and any prior version will not be considered. Candidates must electronically submit a revised application form via e-mail to: HRO_NAPLES-LN_JOBS@eu.navy.mil Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application. In the SUBJECT LINE of the e-mail, indicate LAST and FIRST name of the candidate AND the vacancy announcement number and title (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk). - Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment. - Selectee will be required to favorably pass a security background check as a condition of employment. - Ability to speak, read, and understand English is desirable. - This position will be filled at Uc-06 level only. The incumbent may be non-competitively promoted to the full performance level of Uc-05, upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. - The applicant must possess a class “B” driver’s license. <u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u> - The incumbent must possess and maintain a valid "Patentino Muletto /Attestato di Formazione per Carrellisti" issued by an authorized Italian Entity/Instructor. <u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u> - The incumbent must be qualified to operate Material Handling Equipment (MHE). - Extreme cold is involved while working in and around freezer and chill storage areas. The work may be dirty, dusty and greasy. Occasionally, work with flammable and corrosive material, bulk petroleum, oil, and lubricants, and chemical solvents, which requires strict observance of all applicable fire and safety regulations at all times. - Rotating shift and overtime based on mission is required.
Who May Apply	Citizens of a member state of the European Union. <u>However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.</u>	
Description of Duties	At the full performance level, the incumbent independently ensures that all material is properly received and shipped out, documented and annotated with expiration dates, conditions codes and material safety data instruction sheets. Maintains proper storage and care of material, inspects material stowed to determine the conditions of preservation; performs quality reviews of storage operations; corrects discrepancies or ensures corrective action is taken. Responsible to pick-up material/cargo arriving at Capodichino U.S. Post Office and deliver those to the Supply Department Receiving Branch. Receives Fuel and assists with preventive maintenance of Bases Gas Stations; ensures that hazardous material received or issued is correctly identified and all work areas are maintained in a clean orderly condition, and that refrigerated spaces are maintained in accordance with applicable directives. Monitors the temperature for chill and frozen spaces. Operates a high-rise forklift man-up turret; loads and unloads material onto or from pallets, trays, racks, and shelves by hand, and onto or from trucks, sea vans, operating forklifts. Conveys material to or from storage or workspace to designated area, operating pallet-jacks, forklifts, high-lift trucks. Directs or escorts incoming trucks from the Base main or back gate to the warehouse designated areas. The incumbent must be able to use automated equipment to enter and extract data.	

Qualification Requirements	Applicants must meet the requirements of the Office of Personnel Management (OPM) Job Qualification System for Trades and Labor Occupations (X-118C) https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-6900 HOW YOU WILL BE EVALUATED: This position has a Screen-Out Element (SOE) which will be used to determine minimum eligibility. Candidate's description of experience/military service must show possession of the following job elements. Applicants who do not meet the SOE will be found ineligible/not qualified. The Screen-Out-Element for this position is: Ability to do the work of the position without more than normal supervision, such as knowledge and experience in storage and general warehouse procedures, operational plans and procedures relative to the warehouse. In addition to the Screen-out Element you will be evaluated on the following job elements through your application: 1. Knowledge of physical distribution functions of a warehouse, such as receiving, storage, issuing and preservation. 2. Knowledge of the safe handling, storage and movement of materials handled. 3. Knowledge of documentation required and ability to process it. 4. Ability to determine which items may be stacked and loaded on each other to prevent toppling, crushing or other damage to material or facilities. 5. Ability to operate mechanized equipment including utility vehicles, standard size forklifts, mobile stock selectors and electromechanical automated equipment. 6. Ability to interpret instruction, specifications, etc. 7. Skill in operating a forklift with dexterity and safety.
Application Status	Status updates will be provided by position at the following website: https://cnreurafcen.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/ Applicants may inquire about the status of their job applications by e-mailing to: HRO_NAPLES-LN_JOBS@eu.navy.mil, and indicating in the SUBJECT LINE: "Inquiring on job application submitted by LAST and FIRST name, AND the announcement number with title, series, grade AND application DATE" (e.g. <i>Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-EI, Office Automation Clerk, Ua-0326-06, on 22 Nov 2022</i>).

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Revised NOV 2022

DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY (Revised Oct 2021)

INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. HRO will NOT accept "hard copy" applications. Submit your application to: HRO_NAPLES-LN_JOBS@eu.navy.mil.

In the **SUBJECT LINE** of the e-mail, indicate **LAST and FIRST name of the candidate AND the vacancy announcement number and title** (e.g. ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).

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

Vacancy announcements may be downloaded from:

<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

The new application form may be downloaded from:

<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

Applications for white-collar positions (Ua) must be completed in English.

Applications for blue-collar positions (Uc) may be completed in Italian or English.

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" BY HRO:

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted by the closing date of the vacancy announcement. Late applications will not be accepted.
- **The candidate's signature is NOT required on page 9 of the application form, however candidate must enter his/her LAST, FIRST name and DATE.**

WHO MAY APPLY (AREA OF CONSIDERATION)

- Citizens of a member state of the European Union.
- **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.** Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

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, e.g. 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, any work experience related to the job vacancy and must specify:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer's name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

Typing Proficiency: Self-certify your typing proficiency in the appropriate block on 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 may be subject to verification.

Education: List any educational information on the application in detail. If education is used for qualifications purposes and a determination cannot be made based on the information provided, you will not be considered.

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 into either the English or Italian language. Graduate College or University level education is education beyond the Italian "Laurea 1 livello" or equivalent.

VERIFICATION OF DOCUMENTS

In case of selection, candidates **MUST** provide proof of work experience, education and other certifications or licenses as requested by the vacancy announcement and for which credit was received. HRO will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

NOTES

- Employment of relatives is restricted in accordance with NAVSUPPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- "Local National" refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.

ISTRUZIONI PER LA COMPILAZIONE DELLA DOMANDA DI IMPIEGO (LOCAL NATIONAL – LN)

PRESENTAZIONE DELLA DOMANDA DI IMPIEGO

La domanda di impiego può essere presentata **ESCLUSIVAMENTE “via posta elettronica”**. L'Ufficio Risorse Umane Personale Civile (HRO) non accetterà domande di impiego in “forma cartacea”. Le domande devono essere inviate al seguente indirizzo: HRO_NAPLES-LN_JOBS@eu.navy.mil.

Specificare il COGNOME e NOME del candidato e il numero e il titolo del bando di concorso nell'oggetto dell'email (es.: ROSSI, MARIO, 3049B-123456-EI, Office Automation Clerk).

Le domande di impiego vengono accettate **solo** in caso di bando di concorso regolarmente aperto al pubblico. I bandi di concorso sono consultabili su:

<https://cnreurafcen.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

La **NUOVA domanda di impiego** può essere scaricata dal sito:

<https://cnreurafcen.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

Le domande per posizioni di impiegato (Ua) DEVONO essere compilate in lingua inglese.

Le domande per posizioni di operaio (Uc) possono essere compilate sia in lingua inglese che in italiano.

LA MANCATA OSSERVAZIONE DELLE ISTRUZIONI DI SGUITO ELENCALE COMPORTERÀ L'ESCLUSIONE DELLA DOMANDA DI IMPIEGO DALLE PROCEDURE DI VALUTAZIONE E IL CANDIDATO VERRÀ DETERMINATO “NON QUALIFICATO” DALL' HRO:

Inviare solo una mail per per ciascun bando di concorso. In caso di duplicato, verrà considerata solo l'email più recente;

- Utilizzare l'ultima versione della domanda di impiego disponibile sul sito CNIC;
- Non alterare il contenuto e le proprietà della domanda d'impiego;
- Compilare la domanda di impiego in ogni sua parte rispondendo in modo esauriente a TUTTE le domande e verificare l'accuratezza e veridicità delle informazioni;
- Allegare la domanda solo in formato **PDF** utilizzando esclusivamente **Adobe PDF Reader** (allegati aggiuntivi **NON** sono necessari e non devono essere inviati);
- **Non inviare e-mail mediante il Sistema di Posta Elettronica Certificata (PEC);**
- L'email con allegata domanda di impiego non può superare i 10 MB; in caso di esubero, non arriverà a destinazione;
- Inviare la domanda di impiego entro e non oltre la data di chiusura del bando di concorso.
- **NON e' richiesta una firma sulla pagina 9 della domanda d'impiego, tuttavia e' necessario indicare il COGNOME e NOME del candidato e la DATA.**

WHO MAY APPLY (Chi può presentare la domanda di impiego)

- Cittadini di uno stato membro dell'Unione Europea.
- **I candidati in possesso di doppia cittadinanza, italiana ed americana, sono idonei all'impiego.** Solo i candidati che rispondono ai criteri delineati alla voce “Who may apply” possono essere ammessi alla procedura di valutazione.

QUALIFICATION REQUIREMENTS (Requisiti di idoneità)

I candidati devono prestare particolare attenzione al tipo di esperienza lavorativa e/o ai titoli di studio e certificazioni richiesti dal bando di concorso.

Esperienza lavorativa: I candidati devono descrivere **dettagliatamente**, con parole proprie, le esperienze lavorative acquisite relative al bando di concorso e DEVONO specificare:

- Profilo professionale (titolo e qualifica) e livello di inquadramento;
- Data di inizio e termine impieghi (indicare mese e anno);
- Salario (mensile) e Datore di Lavoro (nome e indirizzo);
- ORE DI LAVORO SETTIMANALI;
- Esperienze acquisite durante il servizio militare (fornire descrizione dettagliata delle mansioni svolte);
- Conoscenze linguistiche.

I mansionari (Position Description-PD) e/o i certificati di servizio **non** verranno considerati come valida sostituzione della descrizione della esperienza lavorativa.

Abilità dattilografica: Qualora il bando richieda dattilografi “qualificati” (O/A), autocertificare la propria abilità dattilografica nell'apposito spazio sulla domanda di impiego, specificando il numero di parole/battute che si e' in grado di dattilografare in inglese. I candidati vengono ritenuti “qualificati” se capaci di dattilografare almeno quaranta (40) parole/ducento (200) battute al minuto in inglese. L'abilità dattilografica autocertificata potrebbe essere soggetta a verifica prima dell'assunzione.

Titoli di studio: Elencare dettagliatamente sulla domanda di impiego tutte le informazioni relative agli studi sostenuti soprattutto nel caso in cui questi risultino determinanti ai fini della qualifica, **pena l'esclusione**. I titoli di studio conseguiti in paesi extra-europei, eccetto quelli conseguiti negli U.S.A., devono essere valutati da autorità competenti specializzate nell'equipollenza dei titoli di studio stranieri. I documenti in lingua straniera devono essere **ufficialmente tradotti** o in lingua inglese o in lingua italiana. La dicitura “Graduate College or University level education” si riferisce agli studi universitari oltre la Laurea di 1 Livello o equivalenti.

DOCUMENTI DI VERIFICA

In caso di selezione, il candidato dovrà fornire all' Ufficio Risorse Umane del Personale Civile la documentazione comprovante l'esperienza lavorativa, i titoli di studio ed eventuali certificazioni o patenti richieste dal bando di concorso, per cui ha ricevuto credito. L'Ufficio Risorse Umane del Personale Civile procederà all'assunzione SOLO se il candidato supererà in modo soddisfacente tutti i requisiti di idoneità.

NOTE

- L'assunzione di familiari nello stesso reparto e' disciplinata dalla Normativa vigente della U.S. Naval Support Activity;
- Qualora un candidato partecipante a bando di concorso con potenziare di promozione venga selezionato al grado minimo o intermedio previsto dal bando, potrà avanzare al grado successivo, senza ulteriore concorso purché soddisfi tutti i requisiti legali ed amministrativi;
- La lista dei candidati idonei per un bando di concorso potrebbe venire riutilizzata per eventuali bandi similari disponibili senza la necessità di un ulteriore bando di concorso;
- L'esperienza lavorativa dichiarata sulla domanda d'impiego e' soggetta a verifica;
- La dicitura “Local National” si riferisce ai cittadini di uno stato membro dell'Unione Europea;
- I candidati interni possono presentare domanda ed essere considerati. Per qualsiasi posizione di livello inferiore, trattamento economico inferiore, o diversa categoria di appartenenza. In caso di selezione verrà assegnato il trattamento economico in conformità agli articoli 13 e 14 delle Normative per il Personale Civile “LN” del 1 Novembre 2018.