

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 #	LN26-774261		
	Position	AUTO SKILLS CENTER MANAGER, UA-1101-03		
	Salary Range	UA-03: €2,816.11 - €3,090.49 per month plus applicable allowances		
	Opening Date	06-AUGUST-2026	Closing Date	12-AUGUST-2026
	Location	AUTO SKILLS CENTER, FLEET AND FAMILY READINESS, MORAL, WELFARE AND RECREATION (MWR), U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	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 an alcohol test, a physical examination and security background check as a condition of employment. 6. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. 7. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. 8. Selectee may be required to work on weekends and holidays, as well as rotating shifts. Work schedule is subject to change 9. Overtime may be required.			
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.			
Description of Duties	Incumbent is responsible for the administration, safe operation, custody, and maintenance of the Auto Skills Center, as well as the supervision of personnel assigned to the Center and oversees the car wash. Plans, organizes, and executes the administration of the Center, which includes a tool rental service, a four-bay mechanics garage, an auto parts resale outlet, a hazmat collection point, and a four-bay car wash with associated equipment. In addition, the incumbent designs, implements, and evaluates special events, promotional programs, and instructional "how-to" customer courses focused on general automotive maintenance and repair. Assists in preparing for and executing base wide special events. Prepares and submits budgets on the cost and operation of the shop based on daily sales and monthly inventory. Is responsible for the change fund, daily receipts and for the accountability of all property including inventory of resale items. Ensures adequate inventory of automotive tools and equipment is available. Maintains inventory of all shop-owned tools, supplies and equipment. Recommends acquisition of items to maintain, improve, expand or enhance the Auto Skills Center and car wash. Researches and identifies replacement tools and equipment. Initiate procurement paperwork to begin the purchasing process. Operates hazardous material storage area in accordance with Navy regulations and standard operating procedures. Is responsible for the Government Vehicle's maintenance, ensuring that all the department vehicles are in compliance and in order, and if not, refers those which cannot be fixed at the Auto Skills Center out in town for servicing. Department vehicles include cars, vans, trucks, and forklifts. Supervises assigned subordinate employees. Plans, assigns, directs, schedules and reviews the work of subordinate employees, develops work performance standards and evaluates the work. Assures that all subordinate employees are fully trained. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Performs other related duties as assigned.			
Qualification Requirements	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/general-business-and-industry-series-1101b/			
(OPM Qualification Standards)	At the time of application, applicants must possess a valid class "B" driver's license to drive vehicles in Italy. UA-03: One (1) year of specialized experience equivalent to the UA-04 grade level or equivalent experience in the private or public sector OR One (1) full year of graduate College or University level education beyond the Italian "Laurea 1° livello" or equivalent. 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. Graduate College or University level education that is directly related to the work of the position. 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. 1. Knowledge of business practices associated with the operational management of an auto skills center. 2. Ability to perform the full range of supervisory duties and to maintain records and budget. 3. Skill in computer usage and specifically in Microsoft Office Programs (e.g. Word, Excel, Power Point, Outlook).			
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

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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 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://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.