

**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.	44308-630257-SA
Position Title	Motor Vehicle Operator, Uc-5703-06 (MULTIPLE POSITIONS)
Salary Range	Euro 2,372.86 – E 2,582.20 per month plus applicable allowances
Closing Date	22-MAY-2026
Work Schedule	Full-Time Permanent
Job Location	Naval Facilities Engineering Europe, Africa & Central (NAVFAC EURAFCENT) Public Works Department (PWD), Transportation Branch, Capodichino, Naples, Italy

Notes

The application form has been revised as of 19 Aug 2024, and any prior version will not be considered. Candidates must electronically submit the application form via e-mail to the revised address as below:
usn.naples.ochrWASHINGTONDC.mbx.hro-naples-ln-jobs@us.navy.mil

IMPORTANT:

- **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).
- Applicants will receive an automatic e-mail from HRO, acknowledging receipt of their Employment Application. It is recommended that applicants add this e-mail address to their contacts so e-mails are not filtered to the junk or trash e-mail box.
- If an applicant does not receive this e-mail within 24 hours of submitting their Employment Application, it is applicant’s responsibility to contact HRO at: usn.naples.ochrWASHINGTONDC.mbx.hro-naples-ln-jobs@us.navy.mil or via telephone at DSN: 314-626-5409 / COMM: 081-568-5409, Mon-Fri, from 08:00-within the office duty hours.
- If there have been difficulties with submitting the Employment Application, the applicant has until the closing date of the Job Announcement to resend the e-mail with the application form. Any incident after the closing date of the Job Announcement will result in the request not being considered. There will not be exceptions to this rule.

NOTES:

1. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.
2. **Application must be submitted in English language. Applications in Italian language will not be considered.**
3. Selectee will be required to favorably pass a security background check as a condition of employment.
4. At the time of application, the applicant must possess a class “**B, CE, D**” driver’s license **LICENSE, GRADE, NUMBER AND EXPIRATION DATE MUST BE INDICATED ON THE APPLICATION.**
5. Incumbent may be required to work overtime or on shifts, on a regular basis.
6. Incumbent will be “on call” on a rotating basis as required and might be required to work different work shifts. 7. Travel 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

The incumbent drives sedans, station wagons, vans, minibuses and Non Tactical Armored Vehicles. Drives passenger buses of any size on a specific trip basis or upon a regular established schedule transporting passengers to various locations. Operates these vehicles under all types of road conditions i.e. snow, ice and mud and in off-highway areas using winches and improvising road surfaces with available local materials. Loads and secures unusual pieces of material that are too large for conventional transport. Hooks and unhooks trailer from tractor “fifth wheel”. Loads and unloads materials, or directs laborers in this task. Inspects air hoses and connections in braking systems and checks lighting lines. Makes operational inspections of vehicles for loose parts, damaged or worn tires, proper air pressure in tires, water in radiator, proper oil level, battery condition and similar items. Keeps vehicles/equipment clean by washing, polishing and wiping dirt, dust and grease from the surface and vacuums the interior. Performs minor maintenance to vehicles. Keeps accurate records of trips on trip tickets, showing time of departure, sequence of stops, time of return, trip mileage, gas and oil consumption and similar items.

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/classifying-federal-wage-system-positions/standards/5700/fws5703.pdf>

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:

1. Ability to do the work of the position without more than normal supervision.
2. Skill in driving all types of equipment on all types of road surfaces in all kinds of weather and conditions.
3. Knowledge of locations of all commands and activities in the area, including the numbers of all dock spaces. 4. Knowledge of Italian road code and all laws and regulations governing vehicle operations
5. Knowledge of locations of pertinent destinations utilized regularly.
6. Knowledge of Customs regulations when clearing the port with cargo.

In addition to the Screen-out Element you will be evaluated on the following job elements through your application:

1. Basic skills for manipulating the controls for starting, stopping, backing, and driving the vehicle;
2. Knowledge of the height, width, length, and weight of the vehicle in order to operate the vehicle safely on short runs, following limited or prescribed routes throughout a Government installation;
3. Load and arrange the cargo so that it does not shift or fall and damage the material;
4. Knowledge to recognize developing maintenance problems when conducting an inspection of their vehicles, and report technical problems to the supervisor;

Application Status

Status updates will be provided by position at the following website:
<https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

Applicants may inquire about the status of their job applications by e-mailing to:
usn.naples.ochr.washingtondc.mbx.hro-naples-ln-jobs@us.navy.mil 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. Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-EI, Office Automation Clerk, Ua-0326-06, on 22 Nov 2022).

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)
OVERSEAS PROGRAM CENTER (OPC) EUROPE, HUMAN RESOURCES OFFICE (HRO), NAPLES, ITALY (Revised 22 Aug 2025)
INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)**

SUBMISSION OF EMPLOYMENT APPLICATION

Application **MAY ONLY BE SUBMITTED VIA E MAIL IN ENGLISH**. HRO will NOT accept "hard copy" applications. Submit your application to the **revised** e-mail address as below:
usn.naples.ochr@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 (Ua/Q) and blue-collar (Uc) MUST be completed in English language only. Applications in Italian language will not be considered.

EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED/INELIGIBLE" 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 CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Application form 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 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, 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:

1. Job title (include pay schedule, series and grade if experience gained in the Federal employment);
2. From/To dates of employment (month and year);
3. Salary (monthly);
4. WEEKLY HOURS;
5. Employer's name and address;
6. Experience gained during military service, providing detailed description of duties performed;
7. 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:

- If education is used for qualification purposes, the title of the degree/certificate/diploma **AND** all courses/subjects **MUST** be translated into English.
- 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 to English.
- Graduate College or University level education is education beyond the Italian "Laurea 1 livello" or equivalent.

VERIFICATION OF DOCUMENTS

Prior to appointment, selectees **MUST** provide verification 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.

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.

NOTES

1. Employment of relatives is restricted in accordance with NAVSUPPACT policy. 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. 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 according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 April 2024.

