


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 #	LN24-982585		
	Position	STORE WORKER (FLO), UC-6914-07		
	Salary Range	€2,120.84 – €2,310.61 per month plus applicable allowances		
	Opening Date	24-JUL-2024	Closing Date	26-JUL-2024
	Location	DEFENSE COMMISSARY AGENCY (DECA), SEMI-PERISHABLE DIV., GROCERY DEPARTMENT, 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. This is a Permanent Part-Time position (32 hours per week). 4. Salary shown is based on a full time work schedule. Compensation and benefits will be proportionate to the number of hours worked. 5. Selectee will be required to favorably pass a drug and alcohol test. 6. Position is subject to random drug and alcohol testing in accordance with Italian Law 81/2008. 7. The incumbent is required to lift and carry lightweight items up to 20 kilograms. 8. Selectee will be subject to a work schedule that is not fixed. Changes to the schedule will be made in accordance with the Conditions of Employment (COE). 9. Must have an understanding of the English language in order to read instructions, and respond to customer’s inquiries on certain products. 			
Who May Apply	Permanent Appropriated Fund local national employees of Defense Commissary Agency (DECA) serviced by Human Resources Office, Sigonella, Italy			
Description of Duties	Incumbent performs a variety of tasks such as price marking, shelf stock replenishment, allocation and rotation, receiving and displaying items for sale in the commissary store. Items include but are not limited to canned foods, juices, cereals, dairy products, etc. Displays merchandise in a neat and orderly manner; visually observes merchandise for proper stock levels, safe stacking of items and cases, removal of broken items or containers, proper temperature refrigerated displays. Replenishes depleted shelf stock with incoming items or by obtaining stock from storage area and transporting to shelving or display area. Answers customer’s questions regarding location and price of specific items or whether certain items are in stock. Receives supply, equipment and perishable/semi-perishable resale items in the receiving area of the commissary. Selects and sets-up proper storage areas, to include cold storage. Verifies shipment by checking shipping documents, making proper notation on it and identifies obvious spoilage or damage, overages or shortages. Operates a forklift, capable of lifting loads weighing up to 5 metric tons to a height of 4 meters or more, when offloading trucks and vans and when moving merchandise to a holding area for later movement to the commissary sale-floor. Bags items, hands out flyers and/or coupon and assists patrons in the correct processing of their orders. Retrieves carts from the parking lot.			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-6900</p> <p>At the time of application, applicants must possess a valid:</p> <ol style="list-style-type: none"> 1. class “B” driver’s license to drive vehicles in Italy; 2. “Patentino Muletto/Attestato di Formazione per Carrellisti” issued by an authorized Italian Entity/Instructor. <p>The following Screen-out element will be used to determine minimum qualification eligibility. If your employment application form does not demonstrate possession of the screen out element/s gained through experience/military service, you will be found ineligible/not qualified for the position:</p> <ol style="list-style-type: none"> 1. Ability to do the work of a Store Worker (FLO) without more than normal supervision (i.e. demonstrated ability to perform price marking, shelf stock replenishment, receiving and displaying items and ability to operate a forklift to move/offload merchandise) SCREEN OUT ELEMENT <p>In addition to the screen-out element above, applicants will be evaluated on the following job elements through the employment application form:</p> <ol style="list-style-type: none"> 1. Work practices (displays merchandise in a neat and orderly manner); 2. Technical Practices (ability to drive safely forklift, pallet jack); 3. Ability to Interpret Instructions; 4. Knowledge of material (knowledge of item names/sizes and material handling equipment); 5. Dexterity and safety (ability to maintain clean shelves/display area). 			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcent.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://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:
si-hro-wantajob@eu.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.