


**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.	<b>3490B-095523-SA</b>
	Position Title	<b>Contract Specialist, Ua-1102-01 Specialista/Analista dell'Ufficio Contratti, Q-1102-Q2/Q1</b>
	Salary Range	Euro 3,105.03 – E 3,431.68 per month plus applicable allowances
	Closing Date	<b>13-DEC-2024</b>
	Work Schedule	Full-Time Permanent
	Job Location	Naval Supply Systems Command (NAVSUP), Fleet Logistics Center Sigonella, Capodichino, Naples, Italy.
<b>Notes</b>	<p>The application form has been revised as of <b>19 Aug 2024</b>, and any prior version will not be considered. Candidates must electronically submit the application form via e-mail to the revised address as below: <a href="mailto:usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil">usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil</a></p> <p><b>IMPORTANT:</b></p> <ul style="list-style-type: none"> <li>• Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application.</li> <li>• 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).</li> <li>• 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.</li> <li>• If an applicant does not receive this e-mail <u>within 24 hours of submitting</u> their Employment Application, it is applicant’s responsibility to contact HRO at: <a href="mailto:usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil">usn.naples.ochrwashingtondc.mbx.hro-naples-ln-jobs@us.navy.mil</a> or via telephone at DSN: 314-626-5409 / COMM: 081-568-5409, Mon-Fri, from 08:00-within the office duty hours.</li> <li>• If there have been difficulties with submitting the Employment Application, the applicant has until the <u>closing date</u> 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.</li> </ul> <p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.</li> <li>2. Applicants must be able to read, write and speak fluently in both English and Italian. <b>Application must be submitted in English language. Applications in Italian language will not be considered.</b></li> <li>3. Selectee will be required to favorably pass a security background check as a condition of employment.</li> <li>4. This position will be filled at the <b>Ua-01</b> level only. The incumbent may be non-competitively promoted to the Q-Q2 with full performance to Q-Q1 level, upon meeting eligibility and qualification requirements and based upon recommendation from supervisor.</li> <li>5. At the time of application, the applicant must possess a class “<b>B</b>” driver’s license. <u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u></li> <li>6. This position is covered under the Defense Acquisition Workforce Improvement act (DAWIA) and has identified as Career Field (contracting) at level II. Selectee is responsible for meeting applicable DAWIA certification requirements.</li> <li>7. OGE 450, Financial Disclosure is required.</li> <li>8. Occasional travel may be required.</li> </ol>	
<b>Who May Apply</b>	<b>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></b>	
<b>Description of Duties</b>	<p>At the full performance level, the incumbent serves as a senior contract specialist and may act as a team leader with limited warranted contracting officer and/or grants officer responsibilities. As a team leader, may be required to review and sign contracts and modifications prepared by other team members, and may serve as a coach, trainer, and facilitator in coordinating or leading team initiatives. Performs a range of procurement functions that includes the creation of solicitation documents, evaluation of proposals, negotiations, execution of the contract awards, and administration of assigned contract action. Monitors and evaluates contractor performance against defined contractual requirements. Negotiates and issues supplemental agreements or change orders, generates administrative changes, reviews payment documents to ensure their accuracy, and takes other administrative actions required to assure contractors are fully compliant with the terms and conditions of the contract or grant award documents assigned to the contract specialist. Performs pre-award, award and post-award functions. Provides guidance to the customer’s technical personnel for the preliminary procurement planning and requirements determination. Generates and reviews draft contract and supporting documentation required for award of a contract. Awards compliant contracts on behalf of the United States of America. Monitors contractor performance, makes recommendations for the resolutions of disputes with the contractor and negotiates required contract or grant modifications. Works with other contracting, legal and technical personnel in the performance of their assigned pre- and post- award functions. May be responsible for analyzing settlement proposals, audit reports, technical evaluation recommendations, or subcontractor claims and then providing subject matter expert recommendations to higher level authority.</p>	

<p><b>Qualification Requirements</b></p>	<p><b>All eligibility and qualifications must be met by the closing date of this announcement. Please visit <a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1100/contracting-series-1102/</a></b></p> <p><b><u>BASIC EDUCATION REQUIREMENT:</u></b> Degree in any field (or equivalent).</p> <p><b><u>To receive credit, you must fill out the required fields on the “Employment Application” form.</u></b></p> <p><b><u>NOTE:</u></b> The education requirement listed above apply only to individuals entering DoD 1102 positions on or after October 1, 2000. Current civilian personnel in DoD who occupied 1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000 are exempt from meeting this requirement.</p> <p><b><u>EXPERIENCE:</u></b> One (1) year of specialized experience equivalent to the <b>Ua-02</b> grade level, or equivalent experience in the private or public sector, 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 style="text-align: center;"><b>OR</b></p> <p><b><u>EDUCATION SUBSTITUTION FOR EXPERIENCE:</u></b> “Doctorate” or equivalent degree may be substituted for experience if it demonstrates the knowledge, skills, and abilities necessary to do the work.</p> <p><b><u>To receive credit, you must fill out the required fields on the “Employment Application” form.)</u></b></p> <p><b><u>HOW YOU WILL BE EVALUATED:</u></b> In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form.</p>
<p><b>Application Status</b></p>	<p>Status updates will be provided by position at the following website:  <a href="https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/">https://cnreurafcnt.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/</a></p> <p>Applicants may inquire about the status of their job applications by e-mailing to: <a href="mailto:usn.naples.ochrwashingtndc.mbx.hro-naples-in-jobs@us.navy.mil">usn.naples.ochrwashingtndc.mbx.hro-naples-in-jobs@us.navy.mil</a> in the SUBJECT LINE: “<b>Inquiring on job application submitted by LAST and FIRST name, AND the announcement number with title, series, grade AND application DATE</b>” (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>).</p>
<p style="text-align: center;"><b>THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</b></p>	

**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](mailto: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.
- **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:

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.