

**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.	33191-566409-SA
	Position Title	Interdisciplinary Series: Community Planner/Engineer/Architect, Ua-0020/08XX-01 Specialista Pianificazione Territoriale/Ingegnere/Architetto, Q-0020/08XX-Q2
	Salary Range	Euro 4,011.06 – E 4,369.24 per month plus applicable allowances
	Closing Date	07-AUG-2026
	Work Schedule	Full-Time Permanent
	Job Location	U.S. Naval Facilities Engineering Command EURAFCENT, Planning Design and Construction (PDC) Directorate, 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.ochrashingtondc.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 <u>within 24 hours</u> of submitting their Employment Application, it is applicant's responsibility to contact HRO at: usn.naples.ochrashingtondc.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 <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. • NEW: HRO does not provide status on job application over the phone. • NEW: ONLY after the status officially changes to 'Pending Certificate' on the CNREURAFCENT web site at https://cnreuraferent.cnrc.navy.mil/About/Job-Openings/Local-National-Vacancies/, applicants may inquire about their own job application status by sending a separate e-mail to: HRONaples-LN-Job-Info@us.navy.mil. In the SUBJECT LINE add: “Inquiring on job application submitted by LAST and FIRST name, the announcement number AND job application submission DATE” (e.g. <i>Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-SA, 22 Nov 2022</i>). • NEW: Please note that submitting an application and inquiring about its status are two separate processes that must NOT be combined with one e-mail. NOTES: 1. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment. 2. Applicants must be able to read, write and speak fluently in both English and Italian. 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. This position will be filled at the Ua-01 level only. The incumbent may be non-competitively promoted to the Q-Q2 level, upon meeting eligibility and qualification requirements and based upon recommendation from supervisor. 5. At the time of application, the applicant must possess a class “B” driver's license. <u>LICENSE GRADE, NUMBER AND EXPIRATION DATE MUST BE INDICATED ON THE APPLICATION.</u> 6. This is an interdisciplinary position, involving duties and responsibilities closely related to more than one professional occupation. The final assignment to a particular job series is determined by the qualifications of the person selected. 7. Knowledge of the Navy Shore Facility Planning System (SFPS) and demonstrate experience with all major components of that system. 8. Incumbent may need to sign a Conflict of Interest and Non-Disclosure Statement for specific projects with procurement of sensitive information. 9. Occasional travel may be required. Travel may also involve traveling by plane and operation of motor vehicle.	
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.	

hDescription of Duties	The incumbent will become sufficiently familiar with the organization's programs to satisfactorily perform the full range of duties at the full performance level. In this role, he/she oversees the delivery of a wide variety of products and services supporting activities within the assigned geographic area. Project complexity ranges from minor initiatives to large-scale efforts, encompassing facility, space, military construction, special project, and safety site planning, as well as economic analyses. The incumbent develops on-site planning documentation for construction, sustainment, restoration, modernization, and emergency repair initiatives. In partnership with Community Planners, he/she conducts inspections, technical studies, evaluations, and reviews to prepare the necessary documentation for site funding, operation, maintenance, and utility system modifications (including mechanical and electrical systems). As typical projects involve conventional design challenges in new construction or major facility modifications, the incumbent develops comprehensive work packages—including layouts, scopes, cost estimates, and feasibility studies. He/she also receives and reviews planning work orders, conducting on-site visits and communicating directly with customers to define project requirements. Additionally oversees engineering studies ensuring completion of required environmental analyses, and occasionally assists other planners with asset evaluations and basic facility requirement updates. Finally, he/she coordinates project packages with other organizations, divisions and product lines and Higher Headquarters Directorates to align all efforts with established Integrated Priority Lists.
Qualification Requirement	All eligibility and qualifications must be met by the closing date of this announcement. Please visit: Community Planning Series 0020: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/community-planning-series-0020 Landscape Architecture Series 0807: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/landscape-architecture-series-0807 Architecture Series 0808: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/architecture-series-0808 Civil Engineering Series 0810 And Industrial Engineering Series 0896: https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/industrial-engineering-series-0896 BASIC ENTRY REQUIREMENT: Degree in Engineering, Architecture, Landscape architecture or Landscape design, Community Planning or related field. <u>To receive credit, you must fill out the required fields on the “Employment Application” form.</u> <u>In addition to meeting the basic entry education requirements for all specialties as described above, applicants must possess:</u> <u>Specialized Experience:</u> One (1) year of specialized experience equivalent to the Ua-02 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. OR <u>EDUCATION SUBSTITUTION FOR EXPERIENCE:</u> “Doctorate” or equivalent degree may be substituted for experience if it demonstrates the knowledge, skills, and abilities necessary to do the work. <u>To receive credit, you must fill out the required fields on the “Employment Application” form.</u> <u>ADDITIONAL REQUIREMENTS:</u> Professional registration with the Consiglio Nazionale degli Ingegneri, or applicable certification for the discipline is desired. <u>HOW YOU WILL BE EVALUATED:</u> 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.
Application Status	Status updates will be provided by position at the following website: https://cnreurfcent.cnrc.navy.mil/About/Job-Openings/Local-National-Vacancies/
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	

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://cnreuraftercent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

The new application form may be downloaded from:
<https://cnreuraftercent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>.

ALL applications MUST be completed in English. Applications in Italian language will not be considered.

APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS BELOW WILL BE RATED “NOT QUALIFIED / INELIGIBLE” BY THE HRO.

SUBMISSION OF EMPLOYMENT APPLICATION

Application **may only be submitted via e-mail, in English, to:**
usn.naples.ochr@navy.mil

- In the **SUBJECT LINE** of the e-mail, indicate **LAST and FIRST name of the applicant AND the vacancy announcement number, for example: ROSSI, MARIO, 3049B-123456-SA;**
- 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;
- 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 must not be sent, unless requested by the job announcement);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy of the information prior to submission;
- 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 application submission DATE.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage at <https://cnreuraftercent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>

(NEW) HRO does NOT provide status on job applications via telephone. ONLY after the status officially changes to **“Pending Selection”** on the CNREURAFCENT web site at <https://cnreuraftercent.cnic.navy.mil/About/Job-Openings/Local-National-Vacancies/>, applicants may inquire about their own job application status by sending a separate e-mail to: HRONaples-LN-Job-Info@us.navy.mil.

In the e-mail SUBJECT LINE add: **“Inquiring on job application submitted by LAST and FIRST name, the announcement number AND job application submission DATE”** (ex: “Inquiring on job application submitted by ROSSI, MARIO, ANN# 3049B-123456-SA, 22 Nov 2022”).

Submitting an application and inquiring about its status are two separate processes that must NOT be combined with one e-mail.

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 information and FULL address (address, city, state);**
6. Experience gained during **military service**, providing detailed description of duties performed;
7. 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 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 included in the appropriate block/s on the application form.
- If education is used for qualifications purposes and a determination cannot be made based on the information provided, the application 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.

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 NAVSUPACT 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. 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 according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 April 2024.