


**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>44308-427123-SA</b>
	Position Title	<b>Supervisory Transportation Operations Specialist, Ua-2150-03/02 OR Ua-2150-02</b>
	Salary Range	Ua-03: Euro 2,543.07 – 2,817.45 per month plus applicable allowances. Ua-02: Euro 2,690.26 – 2,987.64 per month plus applicable allowances
	Closing Date	<b>22-NOV-2022</b>
	Work Schedule	Full-Time Permanent
	Job Location	Naval Facilities Engineering Command, Europe, Africa & Central, Public Works Dept. (PWD) Naples, Italy

<b>Notes</b>	<p>The application form has been revised as of 01 Oct 2021, and any prior version will not be considered. Candidates must electronically submit a revised application form via e-mail to: <a href="mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil">HRO_NAPLES-LN_JOBS@eu.navy.mil</a>.</p> <ol style="list-style-type: none"> <li>1. Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application.</li> <li>2. 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>3. Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.</li> <li>4. Selectee will be required to favorably pass a security background check as a condition of employment.</li> <li>5. Applicants must be able to read, write and speak fluently in both English and Italian. <b>Applications must be submitted in ENGLISH.</b></li> <li>6. The applicant must possess a class “B” driver’s license. <b><u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u></b></li> <li>7. Selectee will be required to drive a vehicle with both standard and automatic transmissions in the course of work.</li> <li>8. Selectee will be required to respond to call for emergency work outside the regularly established tour of duty.</li> <li>9. Selectee may be scheduled for on-call duty.</li> <li>10. Selectee may be required to work overtime and flexible hours.</li> </ol>
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<b>Who May Apply</b>	<b>Permanent Appropriated (APF) and Non-Appropriated Funds (NAF) local national employees</b>
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<b>Description of Duties</b>	<p>The incumbent supervises vehicle operators, dispatchers, licensing personnel, accident reporting personnel, shuttle bus operation, and an Inventory Manager. Manages all Civil Engineering Support Equipment (CESE), Non Tactical Armored Vehicles (NTAVs), Material Handling Equipment (MHE), Weight Handling Equipment (WHE), slow-moving equipment, generators, construction equipment and cranes from the acceptance of all equipment until the disposal/transfer of the equipment. Supervises the daily issue of vehicles/equipment and all requests for transportation support for NSA Naples, tenant commands, and all local bases within the department to include providing for additional assets from contracted sources as needed. Acts as the Ordering Officer for the shuttle bus contract, other contracted bus services, long term and short term contracted lease vehicles. Submits all equipment into the maintenance cycle on a scheduled and unscheduled basis. The incumbent is required to notify customers of required maintenance. Ensures all funding documentation is in place prior to providing service to any reimbursable customer. Works directly with all customers involving any transportation issues. Is required to notify customers of required maintenance. Ensures all funding documentation is in place prior to providing service to any reimbursable customer. Works directly with all customers involving any transportation issues, is responsible for providing technical guidance and assistance on all matters involving transportation support to the Base Supporting Vehicles &amp; Equipment (BSVE) Branch Head, Unit Transportation Coordinators, Tenant activities, military units. The BSVE Operations Supervisor is accountable for all aspects of transportation support from the acceptance, assignment, dispatch, transfer, and disposal of all equipment. Develops optimum shift schedules to maximize support and minimize overtime requirements. Prepares the annual budget submission, requiring in-depth analysis of overhead costs, commodity costs, revenue, billable units/hrs, and NET Operating Results. Prepares a monthly income statement to monitor the monthly budget execution. Works through subordinate dispatchers/Inventory Manager to assign work and to ensure work progresses in a safe and efficient manner.</p>
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<p><b>Qualification Requirements</b></p>	<p><b>All eligibility and qualifications must be met by the closing date of this announcement. Please visit:</b>  <a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/transportation-operations-series-2150/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/transportation-operations-series-2150/</a></p> <p><b><u>SPECIALIZED EXPERIENCE:</u></b></p> <p><b>Ua-03:</b> One (1) year of specialized experience equivalent to the <b>Ua-05</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><b>Ua-02:</b> One (1) year of specialized experience equivalent to the <b>Ua-03</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></p> <p><b>Ua-03:</b> One (1) full year of graduate level education above “Laurea” in accounting, business administration, business or commercial law, economics, engineering, finance, industrial management, statistics, motor mechanics, nautical science, marine engineering, or other fields related to the position may be substituted for experience. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. <b><u>To receive credit, you must fill out the required fields on the “Employment Application” form</u></b></p> <p><b>Ua-02:</b> “Laurea Magistrale” or “Laurea Specialistica” or “Diploma di Laurea” or equivalent in accounting, business administration, business or commercial law, economics, engineering, finance, industrial management, statistics, motor mechanics, nautical science, marine engineering, or other fields related to the position may be substituted for experience. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work. <b><u>To receive credit, you must fill out the required fields on the “Employment Application” form</u></b></p> <p><b>HOW YOU WILL BE EVALUATED:</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://www.cnrc.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html">https://www.cnrc.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html</a></p> <p>Applicants may inquire about the status of their job applications by e-mailing to: <a href="mailto:HRO_NAPLES-LN_JOBS@eu.navy.mil">HRO_NAPLES-LN_JOBS@eu.navy.mil</a>, and indicating 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)</p>

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

Revised NOV 22

**INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)**

**SUBMISSION OF EMPLOYMENT APPLICATION**

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. HRO will NOT accept 'hard copy' applications. Submit your application to: [HRO\\_NAPLES-LN\\_JOBS@eu.navy.mil](mailto:HRO_NAPLES-LN_JOBS@eu.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://www.cnic.navy.mil/regions/cnneurafcent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnic.navy.mil/regions/cnneurafcent/about/job_openings/LocalNationalVacancies.html)

The new application form may be downloaded from:  
[https://www.cnic.navy.mil/regions/cnneurafcent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnic.navy.mil/regions/cnneurafcent/about/job_openings/LocalNationalVacancies.html)

Applications for white-collar positions (Ua) must be completed in English.

Applications for blue-collar positions (Uc) may be completed in Italian or English.

**EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED "NOT QUALIFIED" 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 CNIC website;
- Do not alter the content and the properties of the application;
- Application 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 member state of the European Union.
- **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:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer's name and address;
- Experience gained during military service, providing detailed description of duties performed;
- 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:** List any educational information on the application in detail. 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 into either the English or Italian language. Graduate College or University level education is education beyond the Italian "Laurea 1 livello" or equivalent.

**VERIFICATION OF DOCUMENTS**

In case of selection, candidates **MUST** provide proof 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.

**NOTES**

- Employment of relatives is restricted in accordance with NAVSUPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- "Local National" refers to citizens of a European Union member state.
- 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 November 2018.