

**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.	62588-229101-LD
Position Title	<b>Installation Station Chief (Battalion Chief), Ua-0081-04 (MULTIPLE POSITIONS)</b>
Salary Range	Euro 2,363.11 – E 2,615.31 per month plus applicable allowances
Closing Date	<b>17 JUNE 22</b>
Work Schedule	Full-Time Permanent
Job Location	Naval Support Activity, Fire & Emergency Services Operation Division, Naples Italy

<b>Notes</b>	<p><b>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>.</b></p> <ol style="list-style-type: none"> <li><b>Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application.</b></li> <li><b>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).</b></li> <li>Selectee will be required to favorably pass a pre-employment medical suitability examination as a condition of employment.</li> <li>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>The applicant must possess a class “C” driver’s license. <b><u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u></b></li> <li>Selectee will be required to pass a physical examination as a condition of employment and undergo periodic medical surveillance evaluations as a condition of employment.</li> <li>Subject to an average of four 12-hour shifts per week, subject to rotating shifts to include weekends and holidays. Work hours and duty location are subject to change based upon operational requirements.</li> <li>Incumbent shall maintain and renew on a timely basis certifications for American Red Cross (ARC), Cardiopulmonary Resuscitation (CPR) First Aid, Automatic External Defibrillator (AED), and certification and/or equivalency at the Emergency Medical Responder level of proficiency.</li> <li>Incumbent shall obtain an “Attestato d’Idoneita’ Tecnica”.</li> <li>Work requires physical exertion such as carrying and use of heavy specialized tools and equipment, may be exposed to hazardous conditions, toxic materials and inclement weather conditions.</li> <li>The incumbent will participate in DOD mandated Fire and Emergency Services Physical Fitness Program.</li> <li>Incumbent shall obtain Host Nation Fire &amp; Emergency Services National equivalent certifications (Vigili del Fuoco) and Regional F&amp;ES certifications as required or directed.</li> </ol>
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<b>Who May Apply</b>	<b>Current permanent local national employees of U.S. Naval Support Activity UIC: 62588 / Org Code N30 only</b>
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<b>Description of Duties</b>	<p>The incumbent responds to emergency situations, directs crew and conducts fire ground operations and/or any other emergency situations directed by the Installation Fire Chief and/or NSA Naples Commander. Provides fire protection, prevention, inspection, emergency medical response, confined space response, HAZMAT response, fuel storage, for all tenant facilities and activities. Performs a full range of firefighting duties in addition to the supervisory role. Serves as the Station Chief (Battalion Chief) responsible for oversight and direction of day-to-day operations of firefighting crews (including local nationals lead firefighters and assigned crew), who drive and operate firefighting vehicles of significant complexity, performs structural firefighting duties and assists in reducing and eliminating potential fire hazards. Plans and assigns work based on priorities and deadlines. Coordinates with chiefs on other shifts and at other stations concerning matters of work accomplishments, training, priorities and procedures. Initiates and advocates corrective or adverse action for performance or conduct. Responsible for scheduling and leave approval on assigned shifts. Directs and participates in practice drills and training classes for assigned stations. Directs the operation of firefighting vehicles and crew to the scene of the fire and takes charge of the firefighting activities at the scene in the absence of the Fire Chief or Assistant Chief. Directs the operation of pumps, extended water ways, handline and other similar equipment. Supervises the performance of structural firefighting duties for a variety of facilities. The incumbent may be required to respond as part of an engine and/or ladder crew.</p>
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**Qualification Requirements**

All eligibility and qualifications must be met by the closing date of this announcement. Please visit <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/fire-protection-and-prevention-series-0081/>

**EXPERIENCE:** One (1) year of specialized experience equivalent to the Ua-05 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.

**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) controlling or extinguishing fires as member of an organized military, industrial, volunteer or governmental fire department or brigade; (2) rescue operations; (3) detection, reduction, or elimination of potential fire hazards; (4) operation of fire communications equipment; (5) controlling hazardous materials incidents and/or (6) developing, implementing, or providing training in fire protection and prevention.

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

- 1. Knowledge of fire suppression and prevention, aircraft/structural/vehicle rescue practices, hazardous material incident response, and emergency medical response.**
- 2. Knowledge of firefighting equipment and specialized apparatus**
- 3. Ability to lead/supervise.**
- 4. Ability to translate from English into Italian and vice versa.**
- 5. Skill in the use of computer programs**

**Application Status**

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

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

Revised OCT 21

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

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

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.