

**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.	62588-266796-SA
Position Title	Lead Firefighter, Uc-5201-05
Salary Range	Euro 2,434.43 – E 2,665.32 per month plus applicable allowances
Closing Date	08-AUG-2025
Work Schedule	Full-Time Permanent
Job Location	U.S. Naval Support Activity, Operations Department, Fire and Emergency Services, 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-in-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 within 24 hours of submitting their Employment Application, it is applicant’s responsibility to contact HRO at: usn.naples.ochrashingtondc.mbx.hro-naples-in-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 closing date 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.

NOTES:

1. Applicants must be able to read, write and speak in both English and Italian. Application must be submitted in English language. Applications in Italian language will not be considered.
2. Selectee will be required to favorably pass a security background check as a condition of employment.
3. Position is contingency essential. Position is required to ensure continued performance of mission essential functions of the organization.
4. Selectee will be required to pass a pre-employment physical examination as a condition of employment and undergo periodic medical surveillance evaluations as a condition of employment.
5. Selectee is subject to **alcohol and drug testing** in accordance with Italian law.
6. At the time of application, the applicant must possess a class “C” driver’s license. **LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.**
7. Employees must be able to obtain and maintain a U.S. Government Motor Vehicle Operators Permit to drive government vehicles; certification for Cardio Pulmonary Resuscitation (CPR) and First Aid Provider (American and Italian standards).
8. Employees must wear a uniform and safety apparel in accordance with established policies and procedures. Position requires to work under adverse environmental conditions.
9. Required physical training will be completed during duty hours and on each available shift.
10. **Subject to an average of four 12-hour shifts per week, and rotating shifts to include nights, weekends, holidays. May be subject to mandatory overtime and recall, and work hours and duty location are subject to change based upon operational requirements.**
11. Employee must test to and maintain English Language proficiency at B2 level as defined by the Common European Framework (CEFR). Regular testing may be conducted by the employer to ensure proficiency.
12. Employee shall participate in a Wellness and Fitness Program established by their Fire Department in order to maintain a level of health and fitness necessary for performing their job functions. As a condition of employment, this program includes an annual physical agility test comprised of firefighter-related skills outlined in the International Association of Fire Fighters (IAFF) / International Association of Fire Chiefs (IAFC) Candidate Physical Ability Test (CPAT) exam.
13. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization.

Who May Apply

Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.

Description of Duties	<p>The incumbent serves as a Lead Firefighter/HAZMAT Technician leading an assigned crew engaged in the full range of firefighting or rescue operations, and first aid medical care. Assigns work for firefighting personnel of significant complexity engaged in airfield and structural firefighting, ensuring that workload is balanced at the fire/rescue scene or in the station. Informs supervisor on performance, progress, and training needs of crewmembers, and on disciplinary problems. Makes suggestions to supervisor as requested concerning promotions, reassignment, recognition of exemplary performance, and personnel needs. Instructs employees on specific tasks and firefighting techniques, and provides written instructions and/or reference materials and supplies. Directs and participates in practice drills and training classes for assigned crew in all phases of firefighting techniques and equipment maintenance and use. As a crew leader, participates in controlling and extinguishing fires by operating hoses, ladders, and hydrants. Performs effective pre-fire planning by identifying any new or existing hazards that may require modification of the prevention/protection program or type of response to a fire. Leads and performs Aircraft Rescue Firefighting duties for a variety of aircraft that may include large to small frame aircraft. Provides basic first aid care for conditions such as medical emergencies, including severe choking, heart attack, and stroke; and skills for handling injury and environmental emergencies, including external bleeding, broken bones, sprains, bites, and stings. Performs hazard and risk assessment and conducts immediate incident surveys to completely identify materials involved; determines specific hazardous materials (hazmat) that have been released; analyzes surrounding conditions to identify the materials and containers involved; predicts behavior of a material and/or container and recommends mitigation actions. Performs functional tests and inspections. Performs preventive maintenance on equipment and housekeeping duties associated with assigned facilities.</p>
Qualification Requirements	<p>Applicants must meet the requirements of the Office of Personnel Management (OPM) Job Qualification System for Trades and Labor Occupations (X-118C). https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-5200</p> <p><u>HOW YOU WILL BE EVALUATED:</u> This position has a <u>Screen-Out Element (SOE)</u> which will be used to determine minimum eligibility. Candidate's description of experience/military service must show possession of the following job elements. <u>Applicants who do not meet the SOE will be found ineligible/not qualified.</u></p> <p>Screen-Out Requirements at the time of application. Applicants MUST possess:</p> <ol style="list-style-type: none"> 1) Valid class "C" driver's license to drive vehicles in Italy (specify on application form); 2) Testing Certificate of English Language proficiency at the "Intermediate High" level as defined by the American Council on the Teaching of Foreign Languages (ACTFL); 3 level as defined by the Interagency Language Roundtable (ILR), OR B2 level as defined by the Common European Framework (CEFR). Regular testing will be conducted by the employer to ensure proficiency. Certificates MUST be attached to the application; 3) The listed Requisite Firefighter Certifications (ref: DoDI 6055.6): <ol style="list-style-type: none"> a) Firefighter I; b) Firefighter II; c) Hazardous Materials Awareness; d) Hazardous Materials Operations; e) Hazardous Materials Technician; g) Driver/Operator Pumper; i) Driver/Operator Aerial; k) Confined Space Rescue; l) Fire Officer I; m) Fire Instructor I; n) Fire Inspector I. <p>The above Certifications MUST be attached to the application, and must be IFSAC (International Fire Service Accreditation Congress) or ProBoard accredited.</p> <p>The following will be used to determine minimum qualification eligibility.</p> <ol style="list-style-type: none"> 1. Ability to do the work of the position without more than normal supervision. 2. Knowledge of equipment assembly, installation, maintenance and repair; 3. Technical practices; 4. Ability to interpret instructions and department policy; 5. Ability to use and maintain firefighting tools and equipment; 6. Knowledge of materials.
Application Status	<p>Status updates will be provided by position at the following website: https://cnneurafcnt.cnnc.navy.mil/About/Job-Openings/Local-National-Vacancies/</p> <p>Applicants may inquire about the status of their job applications by e-mailing to: usn.naples.ochrwashingtondc.mbx.hro-naples-in-jobs@us.navy.mil 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. <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>
THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	

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

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 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. 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.