

U.S. NAVY AL SUPPORT ACTIVITY  
NRBO NAF PERSONNEL OFFICE,  
VIALE RUFFO – BOX 09  
AEREOPORTO CAPODICHINO  
80144 NAPOLI

## **INSTRUCTION FOR LN POSITION VACANCY ANNOUNCEMENT**

Vacancy announcements are posted on the NAF Personnel bulleting board, or may be downloaded from the following link:

<http://www.cnic.navy.mil/regions/cnreurafswa/about/jobs.html>

**NOTICE:** To apply for any of the positions advertised you must submit an application for each vacancy announcement, including transcripts, etc. Applicants will only be considered for positions for which they have applied.

**HOW TO APPLY:** Applicants must submit a NSA NAVEUR Form 12300/1 which may be obtained from and submitted to the address indicated above. Applications must be received no later than the closing date of the announcement.

**WHO MAY APPLY:** Citizen of Italy and other European Union countries citizen.  
**Applicants who are U.S. citizens and also citizens of Italy are not employable.**

**QUALIFICATION REQUIREMENTS:** Qualification requirements are in accordance with the appropriate OPM qualification standards. These are on file and available for review.

**GENERAL EXPERIENCE:** Progressively responsible experience, paid or voluntary, full or part-time that demonstrates the applicants aptitude for acquiring the skills and knowledge needed to perform the work at the grade level of the position.

**SPECIALIZED EXPERIENCE:** Progressively responsible experience in the field in which the duties of the position are to be performed.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** Education may be substituted for experience to the extent permitted by OPM-X188 Handbook.

**TRANSCRIPTS MUST BE SUBMITTED.**

**EVALUATION METHOD:** Applicants found to be basically qualified will be evaluated on the basis of quality of experience, education supported by transcripts, and the pertinent ranking elements listed in accordance with applicable regulations.

**JOB APPLICATION:** All questions must be answered fully. Answers must be typed or printed. If a question does not apply to you, write 'Does not apply' in the appropriate

space. **If all questions are not answered applicant will not be considered.**

Employment of relatives is restricted in accordance with NAVSUPPACT policy

**Effective 01 Apr 09**, applicants applying for any TEMPORARY position MUST complete and submit, in addition to the NSA NAVEUR Form 12300/1, the **Form for Temporary Employment** (Modulo aggiuntivo per impiego temporaneo).

The form can be downloaded from the following

link:<http://www.cnic.navy.mil/regions/cnreurafswa/about/jobs.html>