


**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)**  
**Overseas Program Center Europe, Africa, Central,**  
**Human Resources Office (HRO), Sigonella, Italy**  
**VACANCY ANNOUNCEMENT: LOCAL NATIONAL POSITION**

	Announcement #	LN23-464019		
	Position	COMMUNITY PLANNER/INTERDISCIPLINARY ENGINEER Q-0020/08XX-Q2		
	Salary Range	€3,621.11 – €3,979.29 per month plus applicable allowances		
	Opening Date	05-JAN-2023	Closing Date	13-JAN-2023
	Location	NAVFAC EURAFCENT PWO/DEPUTY PW OFFICER SIGONELLA, FACILITIES MANAGEMENT DIVISION, ASSET MANAGEMENT BRANCH, U.S. NAVAL AIR STATION SIGONELLA, ITALY		

<b>Notes</b>	<ol style="list-style-type: none"> <li>1. Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application.</li> <li>2. This is an interdisciplinary, permanent full time, position involving duties and responsibilities closely related to more than one professional occupation. The final classification of the position is determined by the qualifications of the person selected.</li> <li>3. Professional registration is highly desirable</li> <li>4. 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>5. Selectee will be required to favorably pass a physical examination and security background check as a condition of employment.</li> <li>6. During site visits, selectee may lift loads less than 20 pounds, climb stairs and ladders, walk, stoop, bend and stretch to reach objects.</li> <li>7. Travel by plane may be required.</li> <li>8. Selectee may be required to sign a Conflict of interest and Non-Disclosure Statement for specific projects with procurement sensitive information.</li> </ol>
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<b>Who May Apply</b>	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.
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<b>Description of Duties</b>	Incumbent produces/oversees the production of a wide variety of facilities planning products and services in support of activities within the installation and its special areas. Products and services include: Area Development Plans (ADP), Installation Development Plans (IDP), Capital Improvements Plans (CIP), Asset Evaluations (AE), Facility Planning Documents (FPD), Special Studies, Site Planning, Host Nation, local community, and non-DOD entity coordination, Economic Analyses. Leads multi-disciplined teams involved with base and asset development; considers all aspects of facilities development including demographics, local economic conditions and trends, sustainability concepts, economics and cost estimating, compatible land use. Makes recommendations to decision-makers based on sound economic analysis. Ensures plans and projects comply with Navy Shore Vision, Global, Regional, and Installation Master Plans, Environmental compliance, Anti-Terrorism Plans Utility Plans and other facility plans. Comments on engineering drawings for compliance with planned projects and based master plans. Reviews base and surrounding area facility and utility information to ensure proper project and site planning. Prepares site plans, general project descriptions, and translates technical requirements into planning documents. Identifies opportunities, costs, risk and payback for innovative approaches to Shore Installation Management. Ensures compliance of project documentation/execution with U.S. Law, Host Nation laws and Status of Forces Agreement (SOFA) agreement. Aligns local plans with on-going U.S. Global, Regional, and Installation Planning initiatives and provides input during the production of these plans. Coordinates with and provide advice to supported commands, Installation Commanding Officers, the Regional Engineer, program managers, supervisors, contracted personnel, and technical personnel, American Embassy and Consulate, military, municipal and state-owned enterprise personnel to accomplish objectives.
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<b>Qualification Requirements</b>  (OPM Qualification Standards)	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards//0800/files/all-professional-engineering-positions-0800.pdf">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards//0800/files/all-professional-engineering-positions-0800.pdf</a></p> <p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-PROF">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=GS-PROF</a></p> <p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/community-planning-series-0020/">https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0000/community-planning-series-0020/</a></p> <p><b>At the time of application, applicants must possess a valid class “B” driver’s license to drive vehicles in Italy</b></p> <p><b>BASIC EDUCATION REQUIREMENT:</b> Degree in Engineering, Architecture, Landscape Architecture, Landscape Design, Community Planning or related field.</p> <p><b>IN ADDITION to meeting the basic education requirement,</b> one (1) year of specialized experience equivalent to at least the UA-01 grade level or equivalent experience in the private or public sector is required.</p> <p><b>Specialized experience:</b> Experience 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>You will be rated on the experience and education described on your application form to determine your level of Knowledge, Skills, and Abilities (KSA’s) related to the job requirements.          Knowledge, Skills, and Abilities (KSA’s):</p> <ol style="list-style-type: none"> <li>1) Professional knowledge of facility planning criteria, concepts and principles so to develop project objectives necessary to meet operational needs.</li> <li>2) Skill in analyzing engineering, management and economic data and in developing recommendation to decision-maker.</li> <li>3) Ability to review engineering drawings for compliance with planned projects.</li> </ol>
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<b>Announcement Status</b>	For inquiries concerning job announcement status, consult the CNREURAFCENT website: <a href="https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/">https://cnreurafcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</a>
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**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**DEPARTMENT OF THE NAVY, OFFICE OF CIVILIAN HUMAN RESOURCES (OCHR)**  
**Human Resources Office (HRO), Sigonella, Italy**

**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://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Applications for white-collar positions (UA) MUST be completed in English. Applications for blue-collar positions (UC) may be completed in Italian or English.

**WHO MAY APPLY**

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, including 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, work experience related to the vacancy and MUST specify:

- From/To dates of prior employment (month and year);
- Position title and grade level;
- Employer information;
- WEEKLY HOURS;
- Experience gained during military service (provide detailed description of duties performed)
- Language proficiency

Position descriptions (PDs) and/or certificates of employment will not be considered in lieu of description of work experience.

**Typing Proficiency:** Self-certify your English typing proficiency in the appropriate block of 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 are 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.

Professional course work certificates released by Regional Institutions or ENAIP or equivalent may be considered for positions up to UA-06 grade level only.

**VERIFICATION 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. Work experience certified on the application form is subject to verification with employers. CHR will proceed with the hiring process ONLY when all eligibility requirements are

**SUBMISSION OF THE EMPLOYMENT APPLICATION**

Applications MAY ONLY BE SUBMITTED VIA EMAIL. CHR will NOT accept “hard copy” applications.

Submit your application to: [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil)

**EMAIL APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW WILL NOT BE CONSIDERED AND YOU WILL BE RATED “NOT QUALIFIED” BY CHR:**

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, e.g. LN19-003740;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be accepted;
- Utilize the latest version of the application form downloaded from the CNREURAFCENT website;
- Do not alter the content and the properties of the application;
- Complete the application in its entirety answering ALL questions;
- 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);
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- To ensure that the file is correctly transmitted and legible, scan the application form as a PDF document;
- Submit the application by the closing date of the vacancy announcement.

**INQUIRIES REGARDING THE STATUS OF THE EMPLOYMENT APPLICATION**

Consult the CNREURAFCENT website:  
<https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>

Status column will reflect current recruitment stage.  
**CHR will no longer be answering telephone inquiries.**

Interviews and selections are made by the department requesting the vacancy announcement and the results will be communicated to the CHR. Selectees will be notified exclusively by a CHR staff member, upon verification of eligibility requirements.

**NOTES:**

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330.
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.
3. List 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 in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 November 2018.

satisfactorily met.