

**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 #	LN24-892544		
Position	STORE WORKER (FLO), UC-6914-07		
Salary Range	€2,120.84 – €2,310.61 per month plus applicable allowances		
Opening Date	22-APR-2024	Closing Date	26-APR-2024
Location	DEFENSE COMMISSARY AGENCY (DECA), SEMI-PERISHABLE DIV., GROCERY DEPARTMENT, 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 a Permanent Full-Time position.</li> <li>3. Selectee will be required to favorably pass a drug and alcohol test.</li> <li>4. Position is subject to random drug and alcohol testing in accordance with Italian Law 81/2008.</li> <li>5. The incumbent must be able to operate forklifts, pallet jack or other similar device.</li> <li>6. Selectee may be required to carry lightweight items, approximately 15 kilograms or less.</li> <li>7. The incumbent must have an understanding of the English language in order to read instruction, and respond to customer’s inquiries.</li> <li>8. Position is subject to a work schedule that is not fixed. Changes to the schedule will be made in accordance with the Conditions of Employment (COE).</li> </ol>
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<b>Who May Apply</b>	Permanent Appropriated Fund local national employees of Defense Commissary Agency serviced by Human Resources Office, Sigonella, Italy
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<b>Description of Duties</b>	Incumbent performs a variety of tasks such as price marking, shelf stock replenishment, allocation and rotation, receiving and displaying items for sale in the commissary store. Items include but are not limited to canned foods, juices, cereals, dairy products, etc. Displays merchandise in a neat and orderly manner; visually observes merchandise for proper stock levels, safe stacking of items and cases, removal of broken items or containers, proper temperature refrigerated displays. Replenishes depleted shelf stock with incoming items or by obtaining stock from storage area and transporting to shelving or display area. Answers customer’s questions regarding location and price of specific items or whether certain items are in stock. Receives supply, equipment and perishable/semi-perishable resale items in the receiving area of the commissary. Selects and sets-up proper storage areas, to include cold storage. Verifies shipment by checking shipping documents, making proper notation on it and identifies obvious spoilage or damage, overages or shortages. Operates a forklift, capable of lifting loads weighing up to 5 metric tons to a height of 4 meters or more, when offloading trucks and vans and when moving merchandise to a holding area for later movement to the commissary sale-floor. Bags items, hands out flyers and/or coupon and assists patrons in the correct processing of their orders. Retrieve carts from the parking lot.
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<b>Qualification Requirements</b>	<p><a href="https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-6900">https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-6900</a></p> <p><b>At the time of application, applicants must possess a valid:</b></p> <ol style="list-style-type: none"> <li>1. class “B” driver’s license to drive vehicles in Italy</li> <li>2. “Patentino Muletto/Attestato di Formazione per Carrellisti” issued by an authorized Italian Entity/Instructor.</li> </ol> <p><b>The following Screen-out element will be used to determine minimum qualification eligibility. If your employment application form does not demonstrate possession of the screen out element/s gained through experience/military service, you will be found ineligible/not qualified for the position:</b></p> <ol style="list-style-type: none"> <li>1. Ability to do the work of a store worker and forklift operator without more than normal supervision (i.e. demonstrated ability to perform price marking, shelf stock replenishment, receiving and displaying items AND demonstrated ability to operate a forklift to move/offload merchandise) <b>SCREEN OUT ELEMENT</b></li> </ol> <p>In addition to the screen-out element above, applicants will be evaluated on the following job elements through the employment application form:</p> <ol style="list-style-type: none"> <li>1 Work practices (displays merchandise in a neat and orderly manner)</li> <li>2. Technical Practices (ability to drive safely forklift, pallet jack)</li> <li>3. Ability to Interpret Instructions</li> <li>4. Knowledge of material (knowledge of item names/sizes and material handling equipment)</li> <li>5. Dexterity and safety (ability to maintain clean shelves/display area)</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://cnreurfcent.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/>

The application form may be downloaded from:  
<https://cnreurfcent.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 satisfactorily met.

**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 CNREURFCENT 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 CNREURFCENT website:  
<https://cnreurfcent.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.

