


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 #	LN24-921733		
	Position	CUSTOMS LIAISON, UA-1802-03		
	Salary Range	€2,645.24 – €2,919.62 per month plus applicable allowances		
	Opening Date	23-MAY-2024	Closing Date	27-MAY-2024
	Location	NAVSUP FLEET LOGISTICS CENTER, SITE DIRECTOR – SI, TRANSPORTATION SI DIV, SIGONELLA, ITALY		
Notes	<ol style="list-style-type: none"> Please read page two (2) of the announcement “Instructions for Completing the Employment Application”, before submitting your application. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in English. This is a Temporary Full-Time position NOT TO EXCEED SIX (6) MONTHS <u>OR</u> prior to the return of regular incumbent, whichever occurs first. Selectee will be required to favorably pass an alcohol test, a physical examination and security background check as a condition of employment. Position is subject to random alcohol testing in accordance with Italian Law 81/2008. Typical working hour days are as follows: 0730-1600 / 0830-1700 / 0900-1730 / 0930-1800. Work schedule may include Saturday and may shift with minimal notice. Position is subject to overtime work to include nights, weekends and holidays. This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. Position requires daily visits to ports and may require walking, standing, bending, carrying light items and driving a vehicle. Frequent travel may be required using surface or air transportation. Must be able to obtain a U.S. Government Motor Vehicle Operators Permit to drive government vehicles. 			
Who May Apply	<p>Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.</p> <p>Eligibility and consideration is limited to qualified applicants who can serve the temporary appointment time-frame and be released at the end of the temporary appointment period without exceeding an aggregate of 24 months of temporary employment performing duties of the same grade level and employment category. This includes ALL prior extensions and renewals.</p>			
Description of Duties	<p>Incumbent is responsible for customs clearance of all incoming and outgoing DOD cargo, Personal Property, Privately Owned Vehicles (POV's) and Government Owned Vehicles (GOV's) and handles customs clearance at Sicily Ports, Airports and Railroad Stations. Works with NAS Sigonella Departments and Tenant Commands offices to ensure customs clearance procedures for duty-free are fully understood. Originates routine correspondence concerning Italian customs procedures and prepares customs declaration form for all cargo received and shipped within or outside the European theater by rail, air, truck and vessel; complies with Italian Customs Tariff Regulations and Italian government restrictions and regulations on the importation and exportation of U.S. military cargo. Supervises and directs cargo and waterfront agents in the performance of their duties and contacts local port head stevedore to ensure cargo is moved in a safe, secure and efficient manner. Reviews all stevedore and watchmen bills for accuracy and processes the bills for payment. Maintains a record of all incoming and outgoing break bulk shipments in a logbook and monitors customs clearance of all petroleum products for DoD use. Acts as Motor Vehicle Registration Office for all military vehicles imported and exported to and from U.S. NAS Sigonella and provides assistance to the Port Liaison Officer in the port areas of Catania, Augusta and Palermo.</p>			
Qualification Requirements (OPM Qualification Standards)	<p>https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/1800/compliance-inspection-and-support-series-1802/</p> <p>At the time of application, applicants must possess a valid class “B” driver’s license to drive vehicles in Italy.</p> <p>UA-03: One (1) year of specialized experience equivalent to the UA-04 or equivalent experience in the private or public sector OR one (1) full year of graduate College or University level education beyond the Italian “Laurea 1° livello” or equivalent.</p> <p>Specialized experience: 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>Graduate Level Education (College or University) must be directly related to the work of the position.</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:</p> <ol style="list-style-type: none"> Knowledge of Italian customs and port area operation governing laws, regulations and practices; Skill in operating computer, software and general office equipment; Skill in interpreting existing technical guidelines and instructions pertaining to customs; Ability to maintain records and files and process payments of bills; Ability to prepare written reports and correspondence and examine various types of form. 			
Announcement Status	<p>For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/</p>			

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 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

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.