

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 #	LN26-862071		
	Position	EMERGENCY RESPONSE DISPATCHER UA-2151-06/05/04		
	Salary Range	UA-06: €2,510.88 – €2,720.22 per month plus applicable allowances UA-05: €2,617.95 – €2,848.84 per month plus applicable allowances UA-04: €2,745.74 – €2,997.94 per month plus applicable allowances		
	Opening Date	11-SEP-2026	Closing Date	17-SEP-2026
	Location	EMERGENCY MANAGEMENT, DISPATCH, U.S. NAVAL AIR STATION, SIGONELLA, ITALY		
Notes	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 completed and submitted in English. - This is a Permanent Full-Time position. - Selectee will be required to favorably pass a physical examination and security background check as a condition of employment. - This is a Contingency-Essential position. Position is required to ensure continued performance of mission essential functions of the organization. - Subject to three to four 12-hour rotating shifts per week, to include nights, weekends and holidays. Work hours and duty location are subject to change based upon operational requirements. - Incumbent is required to complete all training and certifications in accordance with CNICINST 3440.18.			
Who May Apply	Citizens of a European Union member state except those applicants also holding citizenship of the United States of America.			
Description of Duties	Incumbent serves as an Installation Emergency Response Dispatcher responsible for obtaining the necessary information from various monitoring sources or individuals and dispatching police, fire and medical emergency services assets. Serves as the key point of contact between field personnel, station management and representatives of other public safety agencies during emergency response operations or assignments. Receives emergency and non-emergency requests by telephone, mobile radio calls or automatic alarms throughout the Navy Installation. Determines the response agency and services to be rendered based on the nature of the emergency in accordance with established guidelines. Obtains essential information from the computer aided dispatch system or caller and dispatches the correct emergency response units. Provides Emergency Medical Dispatch (EMD) services to callers determining the severity of the emergency situation through the use of EMD protocols. Determines chief complaint, age and status of consciousness and breathing. Instructs caller as needed in a variety of emergency first aide techniques including but not limited to Cardiopulmonary Resuscitation, opening and airway, bleeding control, child birth etc. Communicates via radio with responding personnel to pass pertinent information regarding hazards that may be present at the emergency scene and obtain additional assets if requested by the Incident Commander. Maintains constant liaison with the scene of the emergency to include fire, security and medical supervisors, and other Installation/Emergency Operations Center. Receives and responds to inquiries for sensitive law enforcement information Coordinates with military and civilian agencies in response to mutual aid requests, in accordance with locally established protocols. Responsible for proper radio communication necessary to ensure accurate dispatch and effective coordination of emergency response units. Utilize computer database to access and secure security areas, control access gate functions, recall logged events, track and relay information on special operations, and maintain alarm location diagrams. Maintains logs, forms and status of security and fire personnel on duty and available using the CAD system. Tracks location of assigned units, alarm testing in progress, and status of emergency responses. Performs other related duties as assigned. <u>*Duties and responsibilities at the lower levels will be developmental. Instructions concerning new and complex requirements and procedures inherent in developmental assignments will be explained and reviewed. The incumbent will gradually perform the assigned duties with a greater degree of independence and under decreasing supervision, as they reach the next higher level.*</u>			
Qualification Requirements	https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/2100/dispatching-series-2151/ (OPM Qualification Standards) UA-06: One (1) year of general experience which is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled OR Italian “Diploma di Maturità” or equivalent plus one (1) additional year of education. UA-05: One (1) year of specialized experience equivalent to the UA-06 or equivalent experience in the private or public sector OR three (3) years of successfully completed college or university level education in any field of study above the Italian “Diploma di Maturità” or equivalent OR “Laurea”. UA-04: One (1) year of specialized experience equivalent to the UA-05 or equivalent experience in the private or public sector OR half (½) a year of graduate College or University level education beyond the Italian “Laurea 1° livello” or equivalent. 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. Graduate Level Education (College or University) must be directly related to the work of the position. 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 of the operation of computer aided dispatch systems, radio equipment, telephone and security systems. - Skill in computer and office equipment operation, to include Microsoft Office applications. - Skill in processing multiple requests for wide-range emergency services simultaneously. - Ability to make independent decisions during emergencies and communicate in concise terms.			
Announcement Status	For inquiries concerning job announcement status, consult the CNREURAFCENT website: https://cnreurafcntl.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/			

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/>. Ensure that you are utilizing the latest version of the application form.

ALL applications MUST be completed in English.

APPLICATIONS NOT IN ACCORDANCE WITH INSTRUCTIONS WILL BE RATED “NOT QUALIFIED/INELIGIBLE” BY THE HRO.

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.

If the announcement text is copied verbatim, the application will not be considered.

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: If education is used for qualification purposes, the title of the degree/certificate/diploma **and** all courses/subjects must be translated to English.

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 education is College or University level education beyond the Italian 1st Level University Degree or equivalent.

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

SUBMISSION OF THE EMPLOYMENT APPLICATION

APPLICATIONS MAY ONLY BE SUBMITTED VIA EMAIL, IN **ENGLISH**, to: sigonella-hro-wantajob@us.navy.mil

- The subject line of your email **MUST** contain the Last and First name of the applicant **AND** the vacancy announcement number, for example: **LAST NAME, FIRST NAME - LN19-003740**;
- Only one email will be accepted per vacancy announcement. If more than one email is sent only the most recent will be considered/evaluated;
- 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 form providing all the requested information;
- 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 should not be included unless specifically requested by the vacancy announcement);
- To ensure the file is correctly transmitted and legible, scan the application form as a PDF document or save the file by printing it to adobe pdf;
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information prior to submission;
- Submit the application by the closing date of the vacancy announcement.

VERIFICATION DOCUMENTS

Prior to appointment, selectees must provide verification of work experience, education and/or licenses, as applicable. Work experience certified on the application form is subject to verification with employers. 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.

STATUS OF THE EMPLOYMENT APPLICATION

Consult the CNREURAFCENT website status column for the current recruitment stage: <https://cnreurafcnt.cnic.navy.mil/Installations/NAS-Sigonella/About/Jobs/How-to-Apply/>.

HRO does not provide status on job applications .

NOTES:

1. Employment of relatives is restricted in accordance with NASSIG Instruction 12330. 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. Prior 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 in accordance with articles 13 and 14 of the Conditions of Employment for LN employees of 1 April 2024.

Revised 12 November 2025