

**DEPARTMENT OF THE NAVY, COMMANDER, NAVY REGION EURAFSWA - CIVILIAN HUMAN RESOURCES (CHR), SIGONELLA, ITALY**  
**POLICY & INSTRUCTIONS FOR U.S. CITIZEN LOCAL VACANCY ANNOUNCEMENTS**

*Consideration will be given without regard to race, color, religion, sex, national origin, age, sexual orientation, and/or disabilities which have no bearing on ability to perform the work.*

**HOW TO APPLY: INFORMATION AND DOCUMENTS REQUIRED ON APPLICATION PACKAGE**

It is the applicant's responsibility to verify that information and documents submitted are received, legible, and accurate. **You will be rated ineligible if an incomplete application package is received.** Applicants will only receive consideration for the title, pay plan, series and grade level(s) that they specify on their application package. A separate application is required for each position for which you are applying. Vacancy announcements and application forms can be downloaded from [https://www.cnic.navy.mil/regions/cnreurafswa/installations/nas\\_sigonella/about/jobs.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nas_sigonella/about/jobs.html)

Applicants **MUST** submit the following information & documentation in order to receive proper consideration. A complete **Application Package** includes:

- Resume** containing the announcement number and the required information listed below:
  - Personal information:* Full name, mailing address with zip code, day and evening phone numbers with area code and email address;
  - Work experience:* (1) Job title (include pay schedule, series and grade/pay band if experience gained by Federal employment); (2) Salary (annualized); (3) Employer's name and address, Supervisor's name and phone number (indicate if we may contact your current supervisor); (4) Start and end dates (must specify month and year, work schedule, and **hours** worked per week (e.g. 40 hours); (5) Duties and accomplishments (identify percentage of time spent when work involved multiple/varying major duties);
  - Education:* (1) High school - name, city, and state (zip code if known), date of diploma or GED; (2) Colleges and universities - name, city, and state (zip code if known), type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours), and major field of study.
    - Applicants are strongly encouraged to develop and print their resumes using the USAJOBS online resume builder at <https://www.usajobs.gov>. Fleet and Family Support Center (FFSC) offer "Resume Building" classes. They can be reached at DSN: 624-4291 or COMM: 011-39-095-56-4291. Alternatively you can visit the Family Employment Readiness Program webpage at: [https://www.cnic.navy.mil/regions/cnreurafswa/installations/nas\\_sigonella/ffr/support\\_services/family\\_employment\\_assistance.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nas_sigonella/ffr/support_services/family_employment_assistance.html)
- Copy of College Transcripts.** *Foreign education must be currently accredited* by an officially recognized U.S. accreditation authority and submitted with the job application. Official transcripts will be required upon selection
- Overseas Residency Questionnaire.**  
[https://www.cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/NASSIG/Overseas%20Residency%20Questionnaire%20\(fillable%20PDF\).pdf](https://www.cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/NASSIG/Overseas%20Residency%20Questionnaire%20(fillable%20PDF).pdf)
- Family Member/Military Spouse Supplement.**  
<https://www.cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/NASSIG/Family%20Member%20Military%20Spouse%20Supplement%2C%20Rev%20Aug%20ust%202003.pdf>. Further information regarding this preference eligibility:  
[https://www.cnic.navy.mil/regions/cnreurafswa/installations/nas\\_sigonella/about/jobs/how\\_to\\_apply.html](https://www.cnic.navy.mil/regions/cnreurafswa/installations/nas_sigonella/about/jobs/how_to_apply.html)
- Declaration for Federal Employment (OF 306).** [https://www.opm.gov/Forms/pdf\\_fill/of0306.pdf](https://www.opm.gov/Forms/pdf_fill/of0306.pdf)
- Copy of your sojourner's permit** or document issued by the Sigonella Legal Office verifying application or scheduled appointment
- Copy of valid official U.S. passport** containing three pages (1) identification page (2) VISA and (3) annotation showing the bearer's residence abroad as a military/civilian dependent (located toward the back of the passport)
- Copy of sponsor's Permanent Change of Station (PCS) Orders including Page 2** listing your name as a dependent OR Command-Sponsorship authorization letter

**Additional Documents:**

- If claiming military spouse preference, you must submit a copy of your marriage certificate
- If claiming veterans' preference, you must provide copy of your DD214 (Member Copy-4)
- If claiming 10 point veterans' preference, submit a completed and signed SF-15 [https://www.opm.gov/forms/pdf\\_fill/SF15.pdf](https://www.opm.gov/forms/pdf_fill/SF15.pdf)
- If claiming service connected disability, you must attach your VA disability letter
- If applicable, copy of valid driver's license
- If you are a current or former Federal employee, including Non-Appropriated Funds (NAF), attach a copy of your most recent Notification of Personnel Action (SF-50), and/or Personnel Action Report (PAR), to verify previous employment, highest previous rate (HPR), LWOP status, non-competitive eligibility, date of last promotion, etc.

**METHODS OF SUBMITTING APPLICATION PACKAGE** - Do not submit duplicate applications for the same position. Your application must be received by the closing date indicated on the announcement.

**Via "Hard Copy":** Deposit your application in the Civilian Human Resources (CHR) box near the Pass & ID Window at the NAS I gate. Applications deposited in the Navy Exchange (NEX) box will not receive consideration. Alternatively, personnel with base access may deliver their application directly to the CHR office, Monday through Friday, 0800 to 1500.

**Via Email:** Submit your application via email to [si-hro-wantajob@eu.navy.mil](mailto:si-hro-wantajob@eu.navy.mil). You must specify the vacancy announcement number and position title (e.g. SIG15-003740, Dental Assistant) in the subject line of the email. The application package containing the resume must be titled "**Application Package**". Similarly, **additional documents** must be titled with the name of its content (e.g. "Transcripts", "Marriage Certificate", "DD-214" etc.). Attachments must be in PDF or Word format and cannot exceed a maximum of 10MB. EMAILED APPLICATIONS NOT IN ACCORDANCE WITH ABOVE INSTRUCTIONS WILL NOT RECEIVE CONSIDERATION.

**THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**