

**DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT  
CIVILIAN HUMAN RESOURCES, NAPLES, ITALY  
VACANCY ANNOUNCEMENT - LOCAL NATIONAL POSITION**



Announcement No.	<b>3490B-624881-RD</b>		
Position Title	<b>Materials Handler (FLO), Uc-6907-06 KPP 05 OR Uc-6907-05</b>		
Salary Range	Uc-06: Euro 2,023.81 – E 2,233.15 per month plus applicable allowances Uc-05: Euro 2,114.78 – E 2,345.67 per month plus applicable allowances		
Opening Date	<b>19 June 2020</b>	Closing Date	<b>02 July 2020</b>
Work Schedule	Full-Time Permanent		
Job Location	NAVSUP Fleet Logistics Center Sigonella. Duty Location: Naples, Italy		

**Notes**

The application form has been revised as of 1 June 2020, and any prior version will not be considered. Applicants may electronically submit a revised application form via e-mail to: HRO\_NAPLES-LN\_JOBS@eu.navy.mil. HRO Naples will continue to accept paper applications at the designated boxes at the Security Pass and ID offices located at Capodichino and Gricignano (Support Site) bases, through 30 June 2020.

- Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application.**
- Selectee will be required to favorably pass a pre-employment medical suitability examination, and a security background check as a condition of employment.
- Ability to speak, read, and understand English is desirable.
- This position may be filled at the any level. If filled at the lower level, incumbent may be non-competitively promoted to the Uc-05 level upon meeting eligibility and qualification requirements and based upon recommendation from supervisor.
- The incumbent must possess a class “B” driver’s license. LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.
- Extreme cold is involved while working in and around freezer and chill storage areas. The work may be dirty, dusty and greasy. The incumbent is exposed to the possibility of minor cuts, scrapes, and bruises of the type normally associated with warehouse operations and movement of material. Occasionally, work with flammable and corrosive material, bulk petroleum, oil, and lubricants, and chemical solvents, which requires strict observance of all applicable fire and safety regulations at all times.
- Incumbent must be qualified to operate Material Handling Equipment.
- Incumbent must be able to obtain and maintain the applicable license or authorization to operate forklifts (heavy and light).
- Subject to rotating shifts and overtime based upon operational requirements.

**Who May Apply**

**Citizens of a member state of the European Union. However, applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.**

**Description of Duties**

At the full performance level, the incumbent performs general carpentry tasks; independently ensures that all material is properly received and shipped out, documented and annotated with expiration dates, conditions codes and material safety data instruction sheets. Incumbent maintains proper storage and care of material, inspects material stowed to determine the conditions of preservation; performs quality reviews of storage operations; corrects discrepancies or ensures corrective action is taken. Responsible to pick-up material/cargo arriving at Capodichino U.S. Post Office and directs or escorts incoming trucks from the Base gate to the warehouse designated areas; receives Fuel and assists with preventive maintenance of Bases Gas Stations; ensures that hazardous material received or issued is correctly identified. Ensures that all work areas are maintained in a clean orderly condition and that refrigerated spaces are maintained in accordance with applicable directives; monitors the temperature for chill and frozen spaces. Operates a high-rise forklift man-up turret; load and unloads material onto or from pallets, trays, racks, and shelves by hand, and onto or from trucks, sea vans, operating forklifts. Conveys material to or from storage or workspace to designated area, operating pallet-jacks, forklifts, high-lift trucks.

**Qualification Requirements**

Applicants must meet the requirements of the Office of Personnel Management (OPM) Job Qualification System for Trades and Labor Occupations (X-118C). <https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/#url=WG-6900>

**HOW YOU WILL BE EVALUATED:** This position has a Screen-Out Element (SOE), which will be used to determine minimum eligibility. Candidate’s description of experience/military service must show possession of the following job elements. Applicants who do not meet the SOE will be found ineligible/not qualified:

**The Screen-Out-Element for this position is:**

Ability to do the work of the position without more than normal supervision, such as knowledge and experience in storage and general warehouse procedures, operational plans and procedures relative to the warehouse.

**In addition to the Screen-out Element you will be evaluated on the following job elements through your application:**

- Knowledge of physical distribution functions of a warehouse, such as receiving, storage, issuing and preservation.
- Knowledge of the safe handling, storage and movement of materials handled.
- Knowledge of documentation required and ability to process it.
- Ability to operate mechanized equipment including utility vehicles, standard size fork lifts, mobile stock selectors and electromechanical automated equipment.
- Ability to lift and carry up to 50 lbs.
- Ability to interpret instruction, specifications, etc.
- Skill in operating a forklift with dexterity and safety.

**Application  
Status**

For inquiries regarding job application status, applicants can call CHR (081) 568-5409, or DSN 626-5409, **Monday and Wednesday 0900-1500, and Friday 0900-1300**, at least **15 days** after the closing date of the announcement, providing the announcement number. Applicants will only be notified if selected. In accordance with the Italian Privacy Act (Legge 675/96), CHR will not provide information regarding applicant's application to family members or friends.

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

Revised June 2020

DEPARTMENT OF THE NAVY, COMMANDER NAVY REGION EURAFCENT  
CIVILIAN HUMAN RESOURCES (CHR), NAPLES, ITALY (Revised June 2020)

**INSTRUCTIONS FOR COMPLETING THE EMPLOYMENT APPLICATION (LOCAL NATIONAL – LN)**

**SUBMISSION OF EMPLOYMENT APPLICATION**

Application **MAY ONLY BE SUBMITTED VIA E MAIL**. CHR will NOT accept "hard copy" applications. Submit your application to: **HRO\_NAPLES-LN\_JOBS@eu.navy.mil**

Applications are **only** accepted if there is an open vacancy announcement.

Vacancy announcements may be downloaded from:  
[https://www.cnric.navy.mil/regions/cnreurafcnt/about/job\\_openings/LocalNationalVacancies.html](https://www.cnric.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html)

The new application form may be downloaded from:  
[https://www.cnric.navy.mil/regions/cnreurafcnt/about/job\\_openings/LocalNationalVacancies.html](https://www.cnric.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html)

Applications for white-collar positions (Ua) must be completed in English.  
Applications for blue-collar positions (Uc) may be completed in Italian or English.

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

- Only one e-mail will be accepted per vacancy announcement. If more than one email is sent, only the most recent will be accepted;
- **The subject line of your email MUST contain the LAST and FIRST name of the applicant AND the vacancy announcement number and title (e.g. 3049B-123456-EI, Office Automation Clerk);**
- Utilize the last version of the application form downloaded from the CNIC website;
- Do not alter the content and the properties of the application;
- Application must be completed in its entirety answering ALL questions;
- Attach the application form only in **PDF** format utilizing only **ADOBE PDF Reader** (additional attachments are NOT necessary and must not be sent);
- **Do not send Postal Electronically Certified (PEC) emails;**
- The email and the attached application cannot exceed a maximum of 10MB;
- Verify the accuracy and validity of the information submitted;
- Application must be submitted **by the closing date** of the vacancy announcement. Late applications will not be accepted.

**WHO MAY APPLY (AREA OF CONSIDERATION)**

- Citizens of a member state of the European Union.
- **Applicants who hold both U.S. and Italian citizenship are not employable by the U.S. Forces in Italy.** Only candidates specified in the "Who May Apply" section of the vacancy announcement may receive consideration.

**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, e.g. 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, any work experience related to the job vacancy and must specify:

- Job title (include pay schedule, series and grade if experience gained in the Federal employment);
- From/To dates of employment (month and year);
- Salary (monthly);
- WEEKLY HOURS;
- Employer's name and address;
- Experience gained during military service, providing detailed description of duties performed;
- Language proficiency.

Position descriptions (PDs) will not be used in the evaluation of applications. Attachment of PDs to applications is not appropriate, as ratings will be made on descriptions furnished by candidates in their own words.

**Typing Proficiency:** Self-certify your typing proficiency in the appropriate block on 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 may be 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.

**VERIFICATION OF 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. CHR will proceed with the hiring process **ONLY** when all eligibility requirements are satisfactorily met.

**NOTES**

- Employment of relatives is restricted in accordance with NAVSUPPACT policy.
- For positions identified as having known promotion potential (KPP), selectee may be non-competitively promoted to the next higher level upon successful completion of required training, meeting regulatory requirements, and upon recommendation by the supervisor.
- Lists of qualified candidates may be used to fill additional similar positions without further competition.
- Work experience certified on the application form is subject to verification with employers.
- "Local National" refers to citizens of a European Union member state.
- Internal employees may apply and be considered for positions at any lower grade; lower pay, or different employment category. Pay will be set according to articles 13 and 14 of the Conditions of Employment for LN employees effective 1 November 2018.

**ISTRUZIONI PER LA COMPILAZIONE DELLA DOMANDA DI IMPIEGO (LOCAL NATIONAL – LN)**

**PRESENTAZIONE DELLA DOMANDA DI IMPIEGO**

La domanda di impiego può essere presentata **ESCLUSIVAMENTE** “via posta elettronica”. L’Ufficio Risorse Umane Personale Civile (CHR) non accetterà domande di impiego in “forma cartacea”.

Le domande devono essere inviate al seguente indirizzo:  
**HRO\_NAPLES-LN\_JOBS@eu.navy.mil**

Le domande di impiego vengono accettate solo in caso di bando di concorso regolarmente aperto al pubblico.

I bandi di concorso sono consultabili su:  
[https://www.cnic.navy.mil/regions/cnreurfacent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnic.navy.mil/regions/cnreurfacent/about/job_openings/LocalNationalVacancies.html)

La **NUOVA domanda di impiego** può essere scaricata dal sito:  
[https://www.cnic.navy.mil/regions/cnreurfacent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnic.navy.mil/regions/cnreurfacent/about/job_openings/LocalNationalVacancies.html)

Le domande per posizioni di impiegato (Ua) DEVONO essere compilate in lingua inglese.

Le domande per posizioni di operaio (Uc) possono essere compilate sia in lingua inglese che in italiano.

**LA MANCATA OSSERVAZIONE DELLE ISTRUZIONI DI SGUITO ELENCAE COMPORTERÀ L’ESCLUSIONE DELLA DOMANDA DI IMPIEGO DALLE PROCEDURE DI VALUTAZIONE E IL CANDIDATO VERRÀ DETERMINATO “NON QUALIFICATO” DAL CHR:**

- *Inviare solo una mail per per ciascun bando di concorso. In caso di duplicato, verrà considerate solo l’email più recente;*
- **Specificare obbligatoriamente il numero e il titolo del bando di concorso nell’oggetto dell’email (es.: 3049B-123456-EI, Office Automation Clerk);**
- *Utilizzare l’ultima versione della domanda di impiego disponibile sul sito CNIC;*
- *Non alterare il contenuto e le proprietà della domanda d’impiego;*
- *Compilare la domanda di impiego in ogni sua parte rispondendo in modo esauriente a TUTTE le domande e verificare l’accuratezza e veridicità delle informazioni;*
- **Allegare la domanda solo in formato PDF utilizzando esclusivamente Adobe PDF Reader (allegati aggiuntivi NON sono necessari e non devono essere inviati);**
- **Non inviare e-mail mediante il Sistema di Posta Elettronica Certificata (PEC);**
- *L’email con allegata domanda di impiego non può superare i 10 MB; in caso di esubero, non arriverà a destinazione;*
- *Inviare la domanda di impiego entro e non oltre la data di chiusura del bando di concorso.*

**WHO MAY APPLY (Chi può presentare la domanda di impiego)**

- Cittadini di uno stato membro dell’Unione Europea.
- **I candidati in possesso di doppia cittadinanza, italiana ed americana, sono idonei all’impiego.** Solo i candidati che rispondono ai criteri delineati alla voce “Who may apply” possono essere ammessi alla procedura di valutazione.

**QUALIFICATION REQUIREMENTS (Requisiti di idoneità)**

I candidati devono prestare particolare attenzione al tipo di esperienza lavorativa e/o ai titoli di studio e certificazioni richiesti dal bando di concorso.

**Esperienza lavorativa:** I candidati devono descrivere **dettagliatamente**, con parole proprie, le esperienze lavorative acquisite relative al bando di concorso e DEVONO specificare:

- Profilo professionale (titolo e qualifica) e livello di inquadramento;
- Data di inizio e termine impieghi (indicare mese e anno);
- Salario (mensile) e Datore di Lavoro (nome e indirizzo);
- ORE DI LAVORO SETTIMANALI;
- Esperienze acquisite durante il servizio militare (fornire descrizione dettagliata delle mansioni svolte);
- Conoscenze linguistiche.

I mansionari (Position Description-PD) e/o i certificati di servizio **non** verranno considerati come valida sostituzione della descrizione della esperienza lavorativa.

**Abilità dattilografica:** Qualora il bando richieda dattilografi “qualificati” (O/A), autocertificare la propria abilità dattilografica nell’apposito spazio sulla domanda di impiego, specificando il numero di parole/battute che si è in grado di dattilografare in inglese. I candidati vengono ritenuti “qualificati” se capaci di dattilografare almeno quaranta (40) parole/ducento (200) battute al minuto in inglese. L’abilità dattilografica autocertificata potrebbe essere soggetta a verifica prima dell’assunzione.

**Titoli di studio:** Elencare dettagliatamente sulla domanda di impiego tutte le informazioni relative agli studi sostenuti soprattutto nel caso in cui questi risultino determinanti ai fini della qualifica, **pena l’esclusione**. I titoli di studio conseguiti in paesi extra-europei, eccetto quelli conseguiti negli U.S.A, devono essere valutati da autorità competenti specializzate nell’equipollenza dei titoli di studio stranieri.

I documenti in lingua straniera devono essere **ufficialmente tradotti** o in lingua inglese o in lingua italiana. La dicitura “Graduate College or University level education” si riferisce agli studi universitari oltre la Laurea di 1 Livello o equivalenti.

**DOCUMENTI DI VERIFICA**

In caso di selezione, il candidato dovrà fornire all’ Ufficio Risorse Umane del Personale Civile la documentazione comprovante l’esperienza lavorativa, i titoli di studio ed eventuali certificazioni o patenti richieste dal bando di concorso, per cui ha ricevuto credito. L’Ufficio Risorse Umane del Personale Civile procederà all’assunzione SOLO se il candidato supererà in modo soddisfacente tutti i requisiti di idoneità.

**NOTE**

- L’assunzione di familiari nello stesso reparto e’ disciplinata dalla Normativa vigente della U.S. Naval Support Activity; -
- Qualora un candidato partecipante a bando di concorso con potenziare di promozione venga selezionato al grado minimo o intermedio previsto dal bando, potrà avanzare al grado successivo, senza ulteriore concorso purché soddisfi tutti i requisiti legali ed amministrativi;
- La lista dei candidate idonei per un bando di concorso potrebbe venire riutilizzata per eventuali bandi similari disponibili senza la necessità di un ulteriore bando di concorso;
- L’esperienza lavorativa dichiarata sulla domanda d’impiego e’ soggetta a verifica;
- La dicitura “Local National” si riferisce ai cittadini di uno stato membro dell’Unione Europea”;
- I candidati interni possono presentare domanda ed essere considerati Per qualsiasi posizione di livello inferiore, trattamento economico inferiore, o diversa categoria di appartenenza. In caso di selezione verrà assegnato il trattamento economico in conformita’ agli articoli 13 e 14 delle Normative per il Personale Civile “LN” del 1 Novembre 2018.

