

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



Announcement No.	62588-674496-LD		
Position Title	Minor Property Inventory Assistant, Ua-0303-05		
Salary Range	Euro 2,172.78 – E 2, 403.67 (USFD per month plus applicable allowances)		
Opening Date	03 Jul 2020	Closing Date	16 Jul 2020
Work Schedule	Full-Time Permanent		
Job Location	U.S. Naval Support Activity (NSA), Housing Department, Gricignano D'Aversa (CE), 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.

1. Please read the “Instructions for Completing the Employment Application” on the following page of this announcement before submitting your application.
2. Applicants must be able to read, write and speak fluently in both English and Italian. Applications must be submitted in ENGLISH.
3. Selectee will be required to favorably pass a pre-employment medical suitability examination, and a security background check as a condition of employment.
4. The incumbent must possess a class “B” driver’s license. LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.
5. Work requires travel away from the normal duty station on a regular basis
6. May be required to lift up to 30 pounds.

**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**

The incumbent is responsible for the inspection of the Loaner Furniture service and appliance repair contracts. Stores, orders, receives, identifies and disposes of all government furnishings and appliances. Maintains the Housing Department’s furnishings, appliances and minor property inventories using automated equipment to verify inventory levels, fill orders, place stock, verify storage locations and produce documentation. Maintains and implements movement of stock in storage areas in line with good warehousing methods and practices in order to prevent damage, loss or injury to others. Prepares production reports, checks records and screens issue documents. Reports to supervisor serious damages or deterioration of stock and conditions in the physical plant that are causing storage problems. Keeps track of the turnover of items on hand and recommends through supervisor increases and decreases of stock as appropriate. Receives, unloads, processes shipments and prepares receiving reports for locally and CONUS purchased items. Assures that shipment is unloaded in proper sequence and designates placements of items for checking. Translates from Italian into English and vice versa, as necessary.

**Qualification Requirements**

**All eligibility and qualifications must be met by the closing date of this announcement. Please visit <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-clerk-and-assistant-series-0303/>**

**EXPERIENCE:** One (1) year of specialized experience equivalent to the Ua-06 grade level or equivalent experience in the private or public sector 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.

**OR**

**EDUCATION SUBSTITUTION FOR EXPERIENCE:** “Laurea” in any field or equivalent **(To receive credit, you must fill out the required fields on the “Employment Application” form.) Graduate College or University level education** may be substituted for experience if it demonstrates the knowledge, skills, and abilities necessary to do the work.

**HOW YOU WILL BE EVALUATED:** In order to qualify for this position, your application must provide sufficient experience and/or education, knowledge, skills, and abilities to perform the duties of the position. You will be rated based on the experience and education described on your application form.

**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**

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.cnlic.navy.mil/regions/cnreurfacent/about/job\\_openings/LocalNationalVacancies.html](https://www.cnlic.navy.mil/regions/cnreurfacent/about/job_openings/LocalNationalVacancies.html)

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