


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

	Announcement No.	44308-693047-PG		
	Position Title	Motor Vehicle Dispatcher, Ua-2151-05		
	Salary Range	Euro 2,172.78 – E 2,403.67 per month plus applicable allowances		
	Opening Date	24 July 2020	Closing Date	30 July 2020
	Work Schedule	Full-Time Permanent		
	Job Location	Naval Facilities Engineering Command, Public Works Department, Base Support and Vehicle Equipment (BSVE) branch, Production Division, Naples, Italy.		
	Notes	<p>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. The subject line of the 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)</p> <ol style="list-style-type: none"> 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 may be required to favorably pass a pre-employment medical suitability examination. 4. The incumbent must possess a class “B” driver’s license. <u>LICENSE GRADE AND NUMBER MUST BE INDICATED ON THE APPLICATION.</u> 5. Shift work and flexible hours may be required. 6. Occasional travel may be required. 		
Who May Apply	Current permanent and temporary local national employees of NAVFAC PW Department UIC#44308 only.			
Description of Duties	The incumbent is responsible for providing motor vehicle and driver support for activities in the Naples area; schedules and manages the distribution of Civil Engineering Support Equipment (CESE) to include sedans, vans, bus, pick-up, and cargo vehicles. The incumbent responds to customer inquiries, receives and evaluates a variety of both recurring and non-recurring transportation requests; prioritizes requests and selects appropriate vehicles; ensures daily shuttle bus services are met. Verifies operator qualifications, performs equipment condition inspections and initiates actions to ensure customer reporting of accident; assigns drivers and coordinates fuel deliveries for generators and reports unusual fuel deliveries or excessive generator fuel consumption. Verifies activity funding; validates customer account and funding availability; initiates actions to request additional funding and notifies customer of funding availability; Generates trip-tickets for assigned vehicles. Checks the invoices and validates the legitimacy of reimbursement requests; enters dates, amounts, trip ticket and work order numbers; prepares official reimbursement claims; completes travel order requests for drivers. Receives vehicles in need of repair; plans and assigns daily work to Motor Vehicle Operators; assigns vehicle assets; updates key management database and initiates actions for replacement of keys when required.			
Qualification Requirements	<p>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/2100/dispatching-series-2151/)</p> <p>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.</p> <p style="text-align: center;">OR</p> <p>EDUCATION SUBSTITUTION FOR EXPERIENCE: “Laurea” in any field or equivalent. Graduate College or University level education may be substituted for experience. To receive credit, you must fill out the required fields on the “Employment Application” form.</p> <p>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.</p>			
Application Status	CHR will NOT provide status updates to applicants regarding their application. Applicants will only receive notification if the command to which the position is located chooses to contact them.			

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.cnic.navy.mil/regions/cnreurafcnt/about/job_openings/LocalNationalVacancies.html

The new application form may be downloaded from:
https://www.cnic.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.
- Sign and date the application.

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.

