

Revised Mar 2015	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE NAPLES, ITALY U.S. JOB OPPORTUNITY ANNOUNCEMENT		
	Announcement No.:	EUR15-105563-KB	
	Opening Date: 8-May-15	Closing Date: 21-May-15	
	Position Title, PP-Series-Grade:	Travel Coordinator, GS-0301-07	
	Salary Range:	\$34,662.00 - \$45,057.00 per annum	
	Work Schedule:	Full Time, Permanent	No. of vacancies: 1
	Location:	Forward Deployed Regional Maintenance Center (FDRMC), Capodichino, Naples, Italy	
How to Apply	<p>Please read the Instructions by clicking on the following link, before submitting your application/resume: http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/NEWPA13.pdf This link above provides detailed instructions on how to apply for US Local jobs. Applying for jobs is a personal responsibility and applicants need to ensure to submit a complete application package in order to receive proper consideration for employment.</p> <p>Applicants are strongly encouraged to develop their resume in the online resume builder at http://www.usajobs.gov which allows you to print your completed resume. Utilizing the USAJOBS resume builder will ensure that you are providing important information about your experience, education, military service, etc., and will optimize your consideration for vacancies.</p> <p>ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED AS A COMPLETE PACKAGE BY THE CLOSING DATE OF THE ANNOUNCEMENT.</p>		
Who May Apply (Area of Consideration)	<p>U.S. citizens (except for dual Italian/U.S. citizens) residing in the Naples/Gaeta commuting area who meet the following conditions: * Military Spouse and DoD Family members eligible for Schedule A 213.3106(b)(6) appointments, (i.e. local military/civilian spouses). See links below for detailed information regarding this eligibility: http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf and http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf</p>		
About the Job	<p>The incumbent manages the Defense Travel System and associated system requirements. Provides comprehensive analysis and resolution of financial and travel requirements to support the command and detachment mission. Communicates, resolves and provides guidance on travel issues with employees and management officials. Provides, coordinates and maintains communication with other stakeholders in regards to travel management and system. Manages delivers and oversees the development of training on travel requirements for government civilians and military staff. Provides guidance for resolution of travel issues for both civilian and military. Performs analysis for developing continuous improvements in Defense Travel System and benefits for government and military personnel to include the Detachments. Implements the command's travel program, policies & procedures. Analyzes the travel program effectiveness and recommends process changes as necessary.</p>		
OPM Qualification Requirements	<p><u>APPLICANTS MUST MEET OPM'S QUALIFICATION STANDARD TO BE MINIMALLY QUALIFIED:</u> https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0300/miscellaneous-administration-and-program-series-0301/</p> <p><u>EDUCATION:</u> 1 full year of graduate level education <i>Or</i> Superior Academic Achievement</p> <p><u>IN ADDITION TO THE ABOVE, TO BE CONSIDERED AMONG THE BEST QUALIFIED YOU MUST ALSO HAVE THE FOLLOWING EXPERIENCE:</u></p> <p>One (1) year of specialized experience equivalent to at least the GS-05 grade level is required. Specialized experience is defined as 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.</p>		

<p>Job Conditions</p>	<ol style="list-style-type: none"> 1. Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position, or a Local National position. 2. Highest Previous Rate (HPR) may be authorized. 3. Selectee may be required to serve one (1) year probationary or trial period. 4. The Department of the Navy provides Reasonable Accommodation to applicants with disabilities. Applicants who believe they require reasonable accommodation should contact the CNREURAFSWA Human Resources Office (HRO) at DSN 626-5409, to ensure consideration of such request may be given. The decision to grant an accommodation will be made on a case-by-case basis. 5. By applying for this permanent position you will use your military spouse or civilian spouse preference. If you are no longer interested in the position, you may request to withdraw your resume from further consideration. See: http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/MSP.pdf and/or http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/FMP.pdf 6. Selectee must be eligible to obtain and maintain a SECRET security clearance. Applicants are asked to specify on resume level of Security Clearance currently held. 7. Selectee may be required to travel.
<p>Application Status</p>	<p>For inquiries concerning job application status please call HRO CML (081) 568-5409 or DSN 626-5409, Monday through Friday, 0900-1500, at least 15 days after the closing date of the announcement, providing the announcement number. Your inquiries will be responded to within 3 business days. Applicants will be notified only if selected. Please contact same number above for any inquiries regarding this vacancy announcement.</p>
<p align="center">THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER</p>	