



DEPARTMENT OF THE NAVY, COMMANDER, NAVY REGION EURAFSWA
CIVILIAN HUMAN RESOURCES (CHR), NAPLES, ITALY (Revised Jan 2016)

POLICY & INSTRUCTIONS FOR U.S. CITIZENS LOCAL VACANCY ANNOUNCEMENTS

EEO STATEMENT: *Consideration will be given without regard to race, color, religion, sex, national origin, age, sexual orientation, and/or handicapping condition (physical/mental) which have no bearing on ability to perform the work.*

WHERE TO APPLY:

- Applications are accepted at the Security Pass and ID office at Capodichino, **OR** at the CHR, located in Admin 1, Capodichino, **OR** by mailing to CHR, PSC 817 Box 29 FPO AE 09622, **OR** at Fleet and Family Support Center (FFSC) located at Support Site Village Forum (Navy Lodge), 1st Floor.
- No applications will be accepted by email.
- **APPLICATIONS AND SUPPORTING DOCUMENTS MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.** Additional information/documentation will not be accepted after the announcement closing date.
- Applications/resumes and other attached forms will not be returned, so please keep copies before turning them to HRO.

INFORMATION AND DOCUMENTS REQUIRED ON APPLICATIONS/RESUMES

JOB INFORMATION:

1. **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.** An application is incomplete if an applicant:
 - Does not submit a required form or other material, as specified in the instruction and the job announcement;
 - Fails to respond to questions that he or she must answer before any action can be taken; or
 - Submits insufficient information concerning education or experience.
2. Vacancy announcements and forms can be downloaded from https://cnic.navy.mil/regions/cnreurafswa/about/job_openings.html
3. **Applicants are strongly encouraged to develop their resume in the USAJobs online resume builder at <http://www.usajobs.gov> which allows you to print your completed resume. Utilizing the USAJOBS resume builder to complete your resume will ensure that you are providing important information about your experience, education, military service, etc., and will optimize your consideration for vacancies.**
4. If you opt to develop your own resume, Fleet and Family Support Center (FFSC) offers "Resume Building" classes on a monthly basis. FFSC is located at Support Site Village Forum (Navy Lodge), 1st Floor. For more info or to sign-up, please call CML 081-811-6372 or DSN 629-6372, Mon-Fri., 7:30 a.m. - 4 p.m, or visit the web page: http://www.cnic.navy.mil/regions/cnreurafswa/installations/nsa_naples/ffr/support_services.html.
5. Applicants will only receive consideration for the title, pay plan, occupational code and grade level(s) that they specify on their resume. A separate application is required for each position for which you are applying. Information contained in Official Personnel Folders (OPFs) and copies of Position Descriptions (PDs) WILL NOT be used to determine qualifications.

HOW TO APPLY: All applicants in the Naples/Gaeta commuting area, must submit the following information & documentation in order to receive proper consideration:

1. **Resume** containing the required information listed below (See sample Resume format):
 - ✓ Announcement number, position title, series and grade for position/s you are applying;
 - ✓ Full name, mailing address, with zip code, day and evening phone numbers (with area code);
 - ✓ Work experience (see **WORK EXPERIENCE** below);
2. **OF306**, Declaration For Federal Employment;
3. Copy of your **sojourn permit** or document issued by the Naples Legal Office verifying application for sojourn permit; (Reason for inability to obtain a sojourn permit or a document issued by the Naples Legal Office verifying application for sojourn permit, must be indicated on your resume);
4. Copy of **official U.S. passport** containing (a) personal data (b) **VISA** and (c) annotation showing the bearer's residence abroad as a military/civilian dependent;
5. Copy of sponsor's **Permanent Change of Station (PCS) Orders** AND Command-Sponsorship authorization, if applicant is not on Sponsor's PCS orders;
6. Copy of **marriage certificate** if you are a military spouse and you are claiming Military Spouse Preference;
7. **Citizenship & Residency Questionnaire** (must be filled out completely and signed), download this form at the following link: <http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/ORQ.pdf>;
8. **Questionnaire for Military Spouse or Family Member Preference** (must be filled out completely & signed), download this form at the following link: <http://cnic.navy.mil/content/dam/cnic/cnreurafswa/pdfs/HRONAPLES/FORMS/QFMSP.pdf>;

9. **DD214**, Member Copy-4 (if claiming Veteran's preference);
10. **SF-15**, if claiming **10 – point veteran's preference**;
11. **VA letter** – if claiming service connected disability;
12. **Most recent SF-50** – Current and former Federal employees (including Non-Appropriated Funds (NAF)) **must** attach copy of 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. ;
13. **Copy of Transcripts** (if required by vacancy announcement) **must be attached** to receive credit for education. Copy of transcripts must be attached to receive credit. Unofficial transcripts are accepted with the application package, however, **official transcripts** may be required upon selection. Copies of diplomas are not acceptable proof of education. Foreign education must be accredited by an officially recognized U.S. accreditation authority and submitted with the job application. Refer to: www.opm.gov/qualifications/SEC-II/s2-e4.asp. **Accreditation documentation must be current.**

WORK EXPERIENCE: Give the following information for your work experience/s:

1. **Job title** (include pay schedule, series and grade/pay band if experience gained in the Federal employment);
2. **Starting and ending dates (must specify month and year)**
3. **Work schedule and WEEKLY HOURS**, (e.g. **full-time permanent, 40 hours per week**);
4. **Duties and accomplishments** (identify percentage of time spent when work involved multiple/varying duties)
5. **Salary** (annual)
6. **Employer's name and address**. Supervisor's name and phone number (Indicate if we may contact your current supervisor.)

EDUCATION: Give the following information for your 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)
3. Copy of **transcripts** must be attached to receive credit for education. Unofficial transcripts are accepted with the application package, however, **official transcripts** will be required upon selection. Copies of diplomas are not acceptable proof of education.
4. **Foreign education** must be accredited by an officially recognized U.S. accreditation authority and submitted with the job application. Refer to: www.opm.gov/qualifications/SEC-II/s2-e4.asp. **Accreditation documentation must be current.**

QUALIFICATION REQUIREMENTS: Qualification Standards are a description of the minimum requirements necessary to perform work of a particular occupation successfully and safely. These minimum requirements may include specific job-related work experience, education, medical or physical standards, training, security, and/or licensure. **They are not designed to identify the best qualified for a particular position, or substitute for an analysis of an applicant's knowledge, skills, and abilities/competencies.** Take note of the type of experience, competencies, knowledge, skills and abilities required by the vacancy announcement and ensure they are fully described in your resume.

1. **TYPING PROFICIENCY:**

For positions requiring a qualified typist, applicants must self-certify their typing proficiency, indicating typing speed. Typing proficiency skills are subject to monitoring as a condition of employment. To be certified as a qualified typist you must meet a minimum of **forty (40) words per minute in English.**

WHO MAY APPLY (AREA OF CONSIDERATION FOR LOCAL JOBS):

- The area of consideration is: **“Command-sponsored U.S. Citizens, (except for dual Italian/U.S. citizens) residing in the local commuting area, who are dependents of civilian employees of a U.S. Government Agency or dependents of active duty military personnel, eligible for a Schedule A 213.3106(b)(6) appointment authority”.**
- Applicants not within the area of consideration specified under the local announcement may apply through the USAJOBS system at <http://www.usajobs.gov>
- **Dependents of contract employees are not** considered family members for the purposes of DoD Instruction 1400.25, “Employment of Family Members in Foreign Areas”, and therefore, not eligible for employment under the family member hiring authority program.
- **Applicants who are U.S. citizens and also citizens of Italy are not employable in a U.S. position, or a Local National position.**
- Veteran's preference will be applied within each external recruitment source as appropriate.
- All applicants are evaluated for “**Ordinarily Resident**” status. A person is “ordinarily resident” if he/she physically resides in Italy for more than one (1) year without affiliation with U.S. Forces. Applicants determined to be “ordinarily resident” in Italy, cannot be appointed to positions designated for U.S. occupancy.
- **Employment of relatives is restricted in accordance with 5 USC 3110.**
- **CONUS hires currently residing in the Naples/Gaeta commuting areas MUST apply through USAJOBS in order to receive consideration.** USAJOBS link is: <https://www.usajobs.gov/>

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER