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## Civilian Personnel

### Recruitment and Internal Placement Procedures for Local National Employees in Italy

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For the Commander:

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**Summary.** This regulation establishes policy for the recruitment and internal placement of local national (LN) employees in appropriated fund and nonappropriated fund positions in Italy.

**Applicability.** This regulation applies to LN personnel—

- Employed by the U.S. Forces in Italy under the provisions of the current Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy. For the purpose of this regulation, “U.S. Forces” includes all activities serviced by the United States Army Civilian Human Resources Agency, Europe Directorate; Vicenza Civilian Human Resources Service Center (Vicenza CHRSC). This regulation does not apply to the Army and Air Force Exchange Service, Europe (AAFES-Eur).
- Paid from appropriated or nonappropriated funds.

**Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.

**Proponency.** The proponent of this regulation is the Civilian Personnel Division, Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF (mil 314-537-1518). Users may suggest improvements to this regulation by sending DA Form 2028 to USAREUR-AF G1 (AEPE-C), Unit 29351, APO AE 09014-9351.

**Distribution.** This regulation is available on the Army in Europe and Africa Publications (AEPUBS) website at <https://armyeitaas.sharepoint-mil.us/sites/aeapubs>.

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## **SECTION I GENERAL**

### **1. PURPOSE**

This regulation prescribes policy for the recruitment and internal placement of local national (LN) employees in Italy.

### **2. REFERENCES**

[Appendix A](#) lists references.

### **3. EXPLANATION OF ABBREVIATIONS AND TERMS**

The [glossary](#) defines abbreviations and terms.

### **4. RESPONSIBILITIES**

a. Commanders, supervisors, and selecting officials will—

(1) Ensure that selections are based on candidate qualifications without regard to the candidate's country of origin, ancestry, faith, sex, handicap, language, race, age, sexual identity, or religious or political convictions.

(2) Ensure that authorized positions are used to achieve optimum continuity during increases in or reductions of the workforce.

(3) Ensure that newly established manpower needs are satisfied through the employment of Italian citizens or citizens of other EU countries, hereto forth referred to as local nationals (LNs).

(4) Ensure that continuing positions, when vacated by LNs, will be refilled by LNs. If an LN employee needs to be substituted with a U.S. citizen employee, prior consultation with the Vicenza Civilian Human Resources Service Center (Vicenza CHRSC) must occur. The criteria to be considered will include, but not be limited to position sensitivity and security clearance, availability of skills, and agreed-upon conditions of employment. If the position is authorized to be filled with a U.S. citizen based on the established criteria, it may be necessary to convert a General Schedule (GS) position into an LN position. The local works council must be notified before processing the conversion.

(5) Objectively consider all referred candidates based on merit, training, and experience.

(6) Verify English language proficiency during the interview process, as appropriate.

(7) Verify skills, experience, and education credentials, as appropriate.

(8) Make selection decisions, document the merit-based justification for the selection, and return the annotated selection certificate to the Vicenza CHRSC. No commitments for selection decisions, either expressed or implied, will be made to the applicant. Tentative job offers are conveyed only by the Vicenza CHRSC after receipt of the signed, dated selection certificate.

(9) Support the requirement to place surplus or adversely impacted LN employees according to their “mandatory placement (MP)” ([glossary](#)) rights.

(10) Provide full consideration to candidates authorized “priority consideration (PC)” ([glossary](#)) and provide a written, merit-based justification for the nonselection of these candidates.

(11) Release employees selected for other positions upon completion of the recruitment or placement process on the 1st of the following month. Any alternate date must be mutually agreed on by the employee and the losing and gaining supervisors.

b. The Vicenza CHRSC will—

(1) Advise commanders, managers, supervisors, employees, and applicants on the recruitment and placement policies and procedures.

(2) Conduct a strategic recruitment discussion and recommend a recruitment strategy that has the best opportunity to generate a list of highly qualified candidates.

(3) Publish and distribute vacancy announcements.

(4) Ensure that all applicants are properly rated and prepare referral lists with all applicants who meet the minimum qualification requirements for the announced position.

**NOTE:** The hiring organization can also opt for an expedited referral list. In this case, the Vicenza CHRSC will not check whether the applicants meet the qualification requirements for the position to be filled. As an exception, the selecting official will designate one person as the selectee and up to two alternates. The Vicenza CHRSC will check if the selectee and the alternates meet the qualification standards and, if qualified and eligible, will proceed with the tentative job offer.

(5) Refer applicants according to the referral order outlined in [section III](#).

(6) Notify selected candidates and coordinate release and entrance on duty (EOD) dates.

(7) Ensure that necessary pre-employment medical checks and background investigations are completed.

(8) Inprocess new employees and provide information related to the employment with the U.S. Forces.

(9) Conclude the employment contract.

(10) Make the mandatory notification to the Italian authorities (ITL).

(11) Maintain a current list of eligible employees under PC and MP programs.

c. Applicants will—

(1) Review appropriate media for information on job opportunities.

(2) Submit a completed application and supporting documentation, as required, for each position for which consideration is requested.

(3) Submit testimonials and certificates of qualifications to selecting officials upon request.

(4) Invoke the right of preference in a written form, when eligible.

## **SECTION II VACANCY ANNOUNCEMENTS**

### **5. TYPES OF ANNOUNCEMENTS**

a. Vacancy announcements must include the following: area of consideration, open and closing dates, pay plan, series, grade, position title, salary, employment location, brief description of duties, qualification requirements, and any special employment conditions.

b. The following types of announcements will be used:

**(1) Open Continuous.** Open continuous announcements are valid for 6 or 12 months and are used primarily for positions with a high turnover. Vicenza CHRSC, in coordination with management, will determine which positions will be filled using open continuous announcements based on local circumstances. These announcements will remain posted for the specified period and will be used to fill vacancies that occur during the posted period.

**(2) Time-Limited.** A time-limited announcement is a one-time announcement for a specific vacancy. Applications will be accepted until midnight of the closing date. Positions will normally be advertised for 5 to 10 working days. In exceptional circumstances, requiring the Vicenza CHRSC Director's approval, the advertisement period may be reduced to 3 working days.

**(3) Open Until Filled.** Open until filled announcements are for a specific vacancy and are used primarily when the position is hard to fill. The Vicenza CHRSC, in coordination with management, will determine which positions require open until filled announcements based on local circumstances. These announcements will remain posted without cutoff dates until the position has been filled.

### **6. AREAS OF CONSIDERATION**

#### **a. Permanent Positions.**

(1) The primary area of consideration (AOC) for filling permanent LN positions is internal. Internal candidates are all LN employees serviced by the Vicenza CHRSC (permanent and temporary) and Army and Air Force Exchange Service (AAFES) employees when applying for positions in the same geographical location of their AAFES employment.

(2) When a temporary employee applies for an internal only position, the application must be submitted before the expiration date of the employee's employment contract in order to be considered.

(3) When there is a planned management action and there is not an actual vacancy, but competition is required (because the position is a promotion), the AOC may be limited to employees of the organization.

(4) The AOC may be extended to include external applicants upon request by the organization and approval of the Vicenza CHRSC.

**b. Temporary Positions.** The AOC for filling temporary LN positions is external only.

## **SECTION III RECRUITMENT AND PLACEMENT**

### **7. ELIGIBILITY FOR EMPLOYMENT**

- a. The minimum age for employment is 18 years.
- b. Applicants must be Italian citizens and/or citizens of other European (EU) countries; however, they cannot hold dual citizenship (Italian or any other EU citizenship and be a United States citizen).
- c. For permanent positions, applicants cannot be reemployed annuitants.

### **8. EVALUATION OF CANDIDATES**

- a. The qualification standards prescribed by the Office of Personnel Management; the Joint Civilian Personnel Committee; and the Civilian Personnel Division (CPD), Office of the Deputy Chief of Staff, G1, HQ USAREUR-AF, will be used to evaluate candidates' qualifications. Further requirements such as licenses and professional certifications may be required and will be identified in the vacancy announcement.
- b. All applicants in the AOC who meet the minimum requirements for the position to be filled will be referred to the selecting official with the following exception: If the AOC included both internal and external candidates, the external candidates will only be referred if there are 3 or fewer qualified internal candidates for each vacancy to be filled or if the selecting official has provided written, merit-based reasons for the nonselection of the internal candidates. Applicants who do not meet the qualification requirements will not be referred for consideration (unless excepted by conditions stated in [para 4b\(4\)](#)).
- c. Selecting officials are encouraged to conduct interviews and reference checks. The selecting official may elect to interview as many referred candidates as desired, or none at all. The decision to interview or not must be merit-based, equitably applied, and justified by the selecting official.
- d. The selecting official will return the referral list to the Vicenza CHRSC annotating the selection and merit-based justification.
- e. The selecting official will not divulge selection decisions; only Vicenza CHRSC personnel may make employment offers. Tentative job offers will be made by the Vicenza CHRSC and they may be withdrawn at any time for valid business reasons (for example, funding, physical limitation, background investigation, hiring freeze). The offer becomes final when an EOD date has been established and the selectee is officially notified.
- f. The supervisors and other officials are prohibited from participating in the rating, ranking, and selection process of a relative or relative-in-law under consideration.
- g. In exceptional cases, CPD may waive qualification requirements. A written request for a waiver must be submitted by the commander or director of the organization through the Vicenza CHRSC to CPD. In order to be considered for a waiver, the following conditions must occur:

(1) Extensive internal and external recruitment efforts failed to produce the type of candidate who meets the qualification requirements for the position and the requisite knowledge, abilities, and skills to successfully perform in the position.

(2) Efforts to establish a trainee position with an individual development plan for an employee to acquire necessary skills and qualifications during a prescribed training period were unsuccessful.

(3) Justification is provided showing that the unqualified candidate possesses the potential for advancement to a level of greater responsibilities based on demonstrated job performance and qualifying experience.

## **9. PRIORITIES FOR REFERRAL**

MP and PC programs must be cleared before positions are filled competitively.

a. MP is the placement of an individual who is qualified, physically fit, and meets all the requirements of the position and the requirements outlined in the Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy (COE). The Vicenza CHRSC will maintain a list of eligible employees, and when an individual is identified for placement, will notify the manager for acknowledgment, and the employee will be placed. The following order of preference will be applied:

**(1) Current Surplus LN Employees Affected by Reduction in Force (RIF).** Employees affected by RIF are entitled to MP into any vacant position within the pertinent commuting area for which they are qualified (COE, Art 57).

**(2) LN Employees who were Separated by RIF During the Last 24 Months.** Former LN employees who were separated by RIF during the last 24 months will be placed without competition if the position held before RIF is re-established or an equivalent position becomes available (COE, Art 57, para 14).

**(3) LN Employees Permanently Unfit for Duty or Fit for Duty with Permanent Limitations.** Qualified internal employees following a medical determination of permanent unfitness for duty or fit for duty with permanent limitations will be eligible for placement in the same employment category, at the same grade or lower (JIGM-19-01).

**(4) Current Temporary Employees or Former Temporary Employees with Priority Rights.** Employees who in the performance of one or more temporary appointments have worked for more than 6 months have priority hiring rights to permanent positions within the same installation for the same duties already performed (COE, Art 11, para 2b). The priority hiring rights start the first day after the expiration of the temporary contract and expire after 12 months. To receive consideration for MP, eligible employees must notify the Vicenza CHRSC in writing of their desire to exercise priority hiring rights within 6 months of the expiration of their temporary contract. In the case of more than one person exercising priority rights for the same position, the selecting official will select from among the eligible candidates the best qualified (COE, Art 10, para 2b).

b. PC requires the selecting official to review and consider the PC candidate for the position before considering other applicants. The PC candidate will be selected unless there is a written, acceptable (as determined by the Vicenza CHRSC), merit-based reason for the nonselection. The following order of preference will be applied:

(1) Personnel separated or assigned to lower graded positions due to RIF are entitled to PC for positions at the same grade previously held and for which they are qualified.

(2) Personnel reassigned to a different installation in lieu of RIF are entitled to PC for positions corresponding to the grade previously held, or lower, for which they are qualified at the same installation from which they were reassigned.

(3) Qualified internal employees in “incumbency allocation” ([glossary](#)) status.

c. Qualified LN candidates will be placed or referred according to the referral priorities shown above. Selecting officials will be advised of the order of preference and must adhere to that order. If selecting an applicant from a lower priority group when applicants from higher priority groups are available, the selecting official must provide documented reasons for the nonselection of higher priority applicants.

## **10. EXCEPTIONS TO COMPETITION**

a. Exceptions to competition that permit noncompetitive placement are as follows:

(1) Placement of an MP or PC employee ([see sec III](#)).

(2) Promotion through normal progression of the incumbent in an established trainee position. Employees must meet the specific qualification requirements (general or specialized experience) or have the appropriate level of education that may be substituted for experience, where applicable, for the grade of the promotion. In addition, the employee must have completed any required training and must be performing satisfactorily at the current grade.

(3) Promotion of the incumbent resulting from a reclassification of the employee’s position because of additional duties, provided that the employee is the only one that can be considered. This action must be in accordance with classification rules and the COE.

(4) Temporary reassignment of an employee to a higher graded position (COE, Art 13, para 7).

b. Based on valid organizational requirements, the employer may change the duties assigned to an employee as long as the employee is qualified for these duties and the position is at the same grade level and employment category (COE Art 13, para 2).

## **11. REISSUANCE OF REFERRAL LISTS**

A referral list may be reissued within 6 months after the original issuance date in order to make additional selections for the same position.

## **12. TEMPORARY EMPLOYMENT CONTRACTS**

**a. Time Limits and Justification Requirements.**

(1) A temporary employment contract for up to 12 months can be entered into without any justification.



(2) Temporary contracts of more than 12 months, up to a maximum of 24 months, are authorized only if one of the following justifications exists:

(a) Needs connected to temporary increases of the regular work activity, which must be substantial and not possible to plan in advance (justification must be approved by legal).

(b) The need to substitute during the absence of another employee.

**b. Extensions: Four Times and 24 Months Limit.** Up to four extensions are possible. Extensions within the initial 12-month period do not require a justification. Extensions beyond the first 12 months require one of the justifications indicated in [a\(2\) above](#). The justification will have to be annotated in each employment contract.

**c. Renewal of Contracts.** Renewals are authorized only if one of the justifications in [a\(2\) above](#) exists. The justification will have to be annotated in the contract.

## **SECTION IV RESTRICTIONS AND SPECIAL PROVISIONS**

### **13. NEPOTISM**

Supervisors and selecting officials may not hire, promote, favor, or advocate for employment, promotion, or advancement of their “relatives” ([glossary](#)). Situations that have the appearance of favorable treatment of relatives (nepotism) must be avoided.

### **14. MANAGEMENT-DIRECTED RETIREMENT**

a. There is no mandatory retirement age; however, under Italian Law 241/2011, it is possible to initiate a management-directed retirement of employees who meet the following conditions:

(1) At least 71 years of age.

(2) 20 years of service.

b. Management-directed retirement facilitates internal mobility and complies with prevailing practice in Italy.

## **APPENDIX A REFERENCES**

Army in Europe and Africa (AEA), Department of the Army (DA), and DOD publications and forms are available through the Army in Europe and Africa Publications (AEPUBS) website at <https://www.aeapubs.eur.army.mil/> or <https://armyeitaas.sharepoint-mil.us/sites/aeapubs>. The [glossary](#) defines abbreviations used in this appendix.

### **SECTION I PUBLICATIONS**

#### **DODI 1400.25**

Department of Defense (DOD) Civilian Personnel Management System: Employment of Foreign Nationals

#### **AR 25-400-2**

Army Records Management Program

#### **JIGM-19-01**

Joint Implementation Guidance Memorandum, Article 14 – Career Mobility and Personnel Actions (11 July 2019)

**Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy (1 April 2024)**

#### **OPM General Schedule Qualification Standards**

(<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/>)

#### **OPM Federal Wage System Qualifications**

(<https://www.opm.gov/policy-data-oversight/classification-qualifications/federal-wage-system-qualifications/>)

#### **Italian Law 114/2011**

## **GLOSSARY**

### **SECTION I ABBREVIATIONS**

AAFES	Army and Air Force Exchange Service
AAFES-Eur	Army and Air Force Exchange Service, Europe and Southwest Asia
AEA	Army in Europe and Africa
AOC	area of consideration
Art	Article
COE	Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy
CHRSC	[Vicenza] Civilian Human Resources Service Center
DA	Department of the Army
DOD	Department of Defense
EOD	entrance on duty
EU	European Union
CPD	Civilian Personnel Division, Office of the Deputy Chief of Staff, G1, Headquarters, United States Army Europe and Africa
GS	General Schedule
ITL	Italian authorities
IMCOM-E	United States Army Installation Management Command Europe
LN	local national
MP	mandatory placement
para	paragraph
PC	priority consideration
OPM	Office of Personnel Management
subpara	subparagraph
USAREUR-AF	United States Army Europe and Africa

## **SECTION II**

### **TERMS**

#### **Army in Europe and Africa**

USAREUR-AF, IMCOM-E, and all other U.S. Army organizations in the USAREUR-AF area of operations.

#### **Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy**

The agreement that prescribes the minimum employment conditions for local national employees of the U.S. Forces in Italy.

#### **incumbency allocation**

An employee who is placed in a lower graded position with retained grade due to a management-initiated action.

#### **mandatory placement**

The placement of an individual who is qualified, physically fit, and meets all the requirements of the position and the requirements outlined in the Conditions of Employment for Local National Employees of the U.S. Armed Forces in Italy.

#### **planned management action**

A management action, to address an organizational workload or evolving mission requirement, that results in the promotion of one or more employees through competitive procedures, using a narrow internal area of consideration (vacancy announcement open to employees of the organization only) when no actual vacancy exists.

#### **priority consideration**

The requirement for a selecting official to review and consider the candidate for the position before considering applicants.

#### **relatives**

Includes spouses or cohabiting partners, registered partners, parents, children, siblings, grandparents, grandchildren, parents-in-law, uncles, aunts, cousins, nephews, nieces, sons-in-law, daughters-in-law, brothers-in-law, sisters-in-law, stepparents, stepchildren, half-brothers, and half-sisters.