



# EMPLOYMENT READINESS HANDBOOK



Army Community Service (ACS)  
Employment Readiness Program

USAG Vicenza  
BLDG 108, Davis Hall  
Monday-Friday 0800-1700  
DSN: 646-5815/7500;  
CIV: 0444-71-5815/7500



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## **Welcome to USAG Vicenza**

This handbook serves as a reference for relocating spouses and family members to USAG Vicenza. Additionally, there are a number of links to web-based tools, local agencies, employers, and FAQ's. This guide is intended for informational purposes and does not replace established procedure or agency requirements. For information on the most current procedures regarding employment, it is recommended that you visit the agency's web site. For assistance tailored to your specific needs, contact the Army Community Service (ACS) Employment Readiness Program Manager.

## **EMPLOYMENT READINESS OFFICE**

Army Community Service

ACS Bldg 108, Davis Hall

Mon-Fri 0800-1200/ 1300-1700

DSN: 646-5815/5800 or CIV: 0444-71-5815/5800

Living and working in Italy presents unique challenges as well as opportunities. Under to Status of Forces Agreement (SOFA), US citizens with a Missione Visa and Missione Soggiorno Permit are unable to work on the local host-nation economy. This means that the best employment options for most US citizens are on the installation.

## **What is the Status of Forces Agreement (SOFA)?**

The Status of Forces Agreement (SOFA) is the agreement between the US and host nation government that dictate the rights, obligations and rules that govern the conduct and management of US forces on foreign soil, including laws that govern hiring and employment. If you are a US ID card holder and want to work overseas, you need to know what those laws are and how they effect you.

The biggest impact of the SOFA agreement in the area of employment is that non-US citizens apply for Department of the Army civilian positions differently than US citizens do. Non-US citizens must be recruited in accordance with host nation employment laws. To determine which vacancies non-US citizens or dual citizen spouses and family members may apply, for visit: [https://portal.chra.army.mil/hr\\_public/](https://portal.chra.army.mil/hr_public/)

## Status of Forces Agreement (SOFA) FAQs:

### 1) Can I accept a job working for an Italian or American business off-post?

To be employed in Italy by someone other than the U.S. Forces (GS, NAF, and U.S. Government contracted positions) requires an Italian Work Visa and Work Permit. This is true for both Italian businesses and American-based corporations as well. If you choose to obtain an Italian Work Visa and Work Permit, you are declaring to the Italian government that you desire to be considered an ordinary resident of Italy. You cannot have both ordinary resident and “SOFA protected” status at the same time, regardless of whether you are a military member, civilian employee or dependent.

If you get a job on the Italian economy as an ordinary resident, you will no longer be entitled to any “SOFA protected” privileges, including shopping in the PX and commissary, sending mail through the Military Postal System, driving SETAF registered vehicles, and use a gas card. You are also responsible for all of the additional expenses that ordinary Italian residents incur, such as Italian income taxes, contributions to the Italian social security system, and the Italian television tax — to name a few. Perhaps most importantly, ordinary residents cannot avail themselves of foreign criminal jurisdictional assertion or waiver rights under Article VII of the NATO SOFA — this means that if you are accused of committing a crime in Italy, you’re on your own within the Italian legal system.

### 2) Can I maintain skills by providing my service for free but be reimbursed for supplies — i.e. baking cakes or coloring hair?

Activities such as baking cakes or coloring hair would not be considered a “profitable enterprise” so long as any reimbursement is limited to the cost of supplies. It is important to note, though, that any payment for your time, labor, or expertise would be considered profit and would require a valid work visa and permit.

### 3) Can I operate a home-based business (e.g. MaryKay, Scentsy, etc.)

If you are generating profit by work performed while living in Italy, even on your computer, Italian law mandates that you have a valid work visa and permit. Furthermore, using your APO for home-based businesses is not allowed.

\*\*For more information or for specific advice, contact the Vicenza Legal Assistance Office in Building 166 on Caserma Ederle, Vicenza, Italy at DSN 646-8496 or CIV 0444-71-8496.

## **Non-US Citizen Employment**

The SOFA agreement requires that the Department of the Army recruit all of its non-US citizen employees in strict accordance with the Host Nation labor laws. So, if you have a passport from a European Union country, you can typically only be recruited through the vacancies listed on the Local National vacancy announcement board at: [https://portal.chra.army.mil/hr\\_public/](https://portal.chra.army.mil/hr_public/)

Once you identify a vacancy that you are qualified and eligible for, you apply by filling out the application form. The address (and forms) can be downloaded on that website. The email address for forwarding can be found in each announcement.

Citizens from NATO countries have a few more employment options than most non-US citizens. If your citizenship is with another country other than the United States, call the CPAC Office (DSN: 646-5036 or CIV: 0444-71-5036) to find out if you meet eligibility requirements.

If you are not from a NATO country, there are still options for you on the installation. Many contract positions are open to non-US citizens.

## **Department of the Army (DA) Civilian Positions**

Every federal job world-wide is listed on the Office of Personnel Management's website: <http://www.usajobs.gov>, including all Defense Department jobs (Army, Navy, Air Force, Marines). To search for jobs in your local military community area enter your community name (Vicenza) in the 'Location' search block. If you are a military spouse, a veteran with preference, or a current/former federal employee, ensure that you mark the button under the 'Hiring Path' located under the location box. Federal resume and application workshops are offered at each military community. Please contact your local Employment Readiness Program for up to date scheduling.

## **What is the difference between AF and NAF jobs?**

Appropriated Funds (APF or AF) positions are funded by tax dollars. Examples of (AF) positions are General Schedule (GS), and Wage Grade (WG) positions. For example, the job of an Employment Readiness Program Manager is an AF job where Congress appropriates the funding for the salary of this position to the Army. Non-Appropriated Fund (NAF) jobs are funded by the fees paid by the program's customers. What does this mean to you? There are really a number of differences between these employment categories to an employee which include but are not limited to, benefits, hiring processes, and eligibility requirements.

## **Determine Your Eligibility & Preference**

**Figure out which employment category you fall under.** Remember, if your employment category is not listed under 'Who May Apply' in the vacancy announcement, you will not be considered for the position. The civilian personnel office representative will determine your eligibility. The most common categories for this area are:

- ✓ **Military Spouse Preference (MSP) eligible:** The spouse of an active duty military member (sponsor) of the U.S. Armed Forces who accompanies their military sponsor on a permanent change of stations (PCS) move. To receive preference, the spouse must be married to the military sponsor before reporting to the new duty assignment and the name of the spouse must be listed on the PCS orders of the military sponsor. Both the PCS orders and a copy of the marriage certificate are required to accompany the application package when applying for positions. In overseas areas, spouses do not receive preference until they actually arrive at the overseas location.
  
- ✓ **Family Member Preference (FMP) eligible (overseas):** The spouse or unmarried children (including stepchildren, adopted children, and foster children) not more than 23 years of age residing with a member (sponsor) of the U.S. Armed Forces or a U.S. citizen civilian employee (sponsor) of a U.S. Government Agency (including NAF activities whose duty station is in a foreign area).
  
- ✓ **Excepted Service Overseas Family Member Appointment (FMNP) eligible (overseas):** Family member of a locally hired DoD or NAF civilian employees, or a family member or spouse preference eligible who has lost military spouse or family member preference due to accepting or declining an offer of continuing employment.
  
- ✓ **Derived Preference:** A method where you, as the spouse, widow/widower, or mother of a veteran may be eligible to claim veterans' preference when your veteran is unable to use it. You will be given XP Preference (10 points) in appointment if you meet the eligibility criteria.
  
- ✓ **Veterans Employment Opportunities Act (VEOA):** You are eligible for this appointing authority if you are: a preference eligible (defined in title 5 U.S.C. 2108(3)); OR a veteran who substantially completed 3 or more years of active service; AND your latest discharge must be issued under honorable conditions (this means an honorable or general discharge).
  
- ✓ **Veterans Recruitment Appointment (VRA):** You are eligible for this appointing authority if you are a: Disabled veteran; OR veteran who served on active duty in the Armed Forces during a war, or in a campaign, or expedition, for which you received an authorized campaign or expedition badge or medal; OR veteran who, while serving on active duty in the Armed Forces, participated in a United States military operation for which you were awarded an Armed Forces Service Medal (AFSM); OR veteran who has separated from active service within the last three years. NOTE: The highest grade level you may be appointed under this authority is GS-11 or equivalent .
  
- ✓ **NAF Interchange eligible:** Currently serving on a NAFI position without time limitation or have been involuntarily separated from such appointment without personal cause within the preceding year.
  
- ✓ **Non Status Eligible** (including overseas limited and temporary employee): All applicants without personal competitive status.

## Civilian Personnel Advisory Center:

The Civilian Personnel Advisory Center (CPAC) plans and direct the administration of civilian personnel services and provide guidance and assistance to serviced activities pertaining to civilian personnel management; develops, promotes, and monitors civilian personnel policies to meet local needs; and implements policies and directives of the Office of Personnel Management (OPM), Department of Defense (DOD), Department of the Army (DA), Civilian Human Resources Agency (CHRA), and headquarters of serviced activities. Represents the installation in external contacts with the OPM, applicants, other civilian personnel offices, educational institutions, and community organizations.

### JOB INFORMATION LINKS

#### **US Citizens**

Go to: <http://usajobs.gov/>

#### **Under Browse Jobs -**

**Select** Advanced Search >

International Search >

Under **Location Search** - scroll down to **Italy**

Under **Applicant Eligibility** - select Yes

Click **Search for Jobs**

For additional information, contact the Civilian Personnel Advisory Center: DSN: 646-5036 or CIV: 0444-71-5036.

#### **Italian/EU Citizens**

Go to: [https://portal.chra.army.mil/hr\\_public/](https://portal.chra.army.mil/hr_public/)

Click on Job Opportunities Select Europe Job Opportunities

#### **Italy -**

**Read Instructions For Applying**

Select **Application Form - Internal or External**

## Employment Opportunities

### DECA (Commissary)

Positions at the commissary include jobs such as cashiers, deli workers, and stockers. Applications for these positions are completed online at <http://www.usajobs.gov>.

### AAFES

AAFES positions cover mainly retail activities, food service, PX and Shoppette workers. Applications for AAFES positions are completed online, via the AAFES website: [www.applymyexchange.com](http://www.applymyexchange.com). Positions can be found at each military community by finding your location in the 'Exchange Location' drop down menu. For non-US citizens, you may call either the AAFES Human Resources Office in Vicenza at DSN: 646-4347 or CIV 0444-71-7729 or visit their office in Bldg. 367.

### Department of Defense Schools (DoDDS)

Department of Defense Schools are full-service schools that employ every job category that you would find in similar-sized CONUS institutions, including teachers, educational aides; administrators, technical support personnel, and substitute teachers. Substitute teachers are all employed directly by the schools. The recruitment method employed by the schools is as follows:

1. You can apply directly through USAJOBS: [www.usajobs.gov](http://www.usajobs.gov) for each campus (elementary school, middle school, high school)
2. The following positions are recruited regionally: General Clerk and Assistant, Secretary (Office Automation), Office Automation Technician, Library Technician, Education and Training Technician (Sure Start/Kindergarten/Special Education/ and Transportation Technician (Office Automation)

For more information, go to: <http://www.dodea.edu/Europe/index.cfm>

Vicenza Elementary School (VES) DSN: 646-6740/CIV 0444-71-6740

Vicenza Middle School (VMS) DSN: 646-6770/CIV 0444-71-6770

Vicenza High School (VHS) DSN: 646-6700/CIV 0444-71-6700

### Education Center

The college opportunities in USAG Vicenza currently include: Central Texas College and University of Maryland University College –Europe. Various contract positions are available and the on post colleges/ universities accept applications for teaching positions. For information on their recruiting needs, contact:

- ✓ Central Texas College <http://europe.ctcd.edu/>
- ✓ University of Maryland University College <https://europe.umgc.edu/>

Or the Education Center on Caserma Ederle, Bldg. 126, DSN 646- 4820 CIV 0444 71-4820; Del Din, Bldg. 2, DSN 646-4852 CIV 0444-71-4852

### **Vicenza Community Club Thrift Store**

For an application, stop by the Thrift Store, Bldg. 243, DSN 646-4884/CIV 0444-71-7460.

### **Bank: Global Federal Credit Union**

Global Credit Union employs US citizens in customer service and teller positions. To apply for positions at the Global Credit Union, go to [www.globalcu.org](http://www.globalcu.org) , scroll to the bottom of the page and select “careers”.

Global Credit Union, Bldg 243, DSN: 646-4886 /CIV: 0444-71-4886

### **Bank: Community Bank**

The Community Bank employs US citizens in customer service and teller positions. Pick up an application at local bank location and return with a resume or go to [www.dodcommunitybank.com](http://www.dodcommunitybank.com)

Community Bank (Caserma Ederle), Bldg 218, CIV 0444-71-4865/0444-25241 Community Bank (Del Din), Bldg 10, CIV: 0444-92-5981/0444-71-4732

### **Schools of Knowledge, Inspiration, Education & Skills (SKIES) Unlimited**

If you have a talent, the SKIES program is always looking for instructors to teach classes for children ages 3-18. There’s no set curriculum, and the program is always looking for new, unique and challenging topics of instruction. Current classes include: Private music instruction, dance, martial arts, swimming, fine arts, and gymnastics. SKIES has two kinds of instructors—regular NAF employees and contractors. Contact your local SKIES program for more information.

Caserma Ederle, DSN: 646-4992/4988 or CIV: 0444-71-4992

### **USO**

To apply for jobs with the USO, go to [www.uso.org/careers](http://www.uso.org/careers). Caserma Ederle, DSN 646-4776 CIV 0444-71-4775

## **Military Spouse Resources**

### **Military Spouse Employment Partnership (MSEP) Telework Opportunities**

MSEP, a targeted recruitment and employment solution, creates employment connections that provide companies with direct access to military spouses seeking career opportunities and spouses with direct access to employers who are actively recruiting.

The MSEP website: <https://myseco.militaryonesource.mil/portal/> provides a wealth of employment and education related information along with a regularly updated list of partner companies that offer telework opportunities. Telework opportunities allow military spouses and family members to work in fields that do not require face to face interaction with a client. Telework fields may include information technology support, medical billing and coding, reservation specialists, and other customer service oriented careers. A completed list can be found here: <https://myseco.militaryonesource.mil/Portal/Media/Default/PDFs/msep-telework-partners.pdf>

\*\* To note: Telework is not permitted in Italy due to SOFA regulations. However, MSEP can provide CONUS telework opportunities for spouses PCSing from Italy to the US.

### **Spouse Education and Career Opportunities (SECO)**

SECO is a program offered to all military spouses through Military OneSource, which offers employment assistance with exploring portable career options; education, training, financial aid and state occupational license/credential requirements; career readiness to include interview skills, resume building, etc.; and links to employment sources such as the Military Spouse Employment Partnership (MSEP) and OPMjobs.gov.

WEBSITE: <https://myseco.militaryonesource.mil/Portal/Content/View/2795>

### **Military Spouse Career Advancement Account (MyCAA)**

MyCAA is a program offered to eligible military spouses as part of the OSD, Spouse Education and Career Opportunities (SECO) program.

- ✓ Eligibility restricted to spouses of active duty E1-E5, W1-W2, and O1-O2 serving on Title 10 orders.
- ✓ Financial assistance limited to \$4,000
- ✓ Financial assistance must be used three years from the start date of the first class.
- ✓ Financial assistance may only be used for an Associate Degree, occupational license or credential.

For more information go to <https://mycaa.militaryonesource.mil/mycaa/get-started>

## **Becoming a Volunteer**

There may be chances that employment is not immediately available for you to pursue while stationed in Germany, however, that does not mean you should stop enhancing your marketable skills. Volunteering provides you with opportunities to enhance your skills and resume and give back to the community. Volunteering also allows you to explore new career fields you may be interested in without committing to a paid employment position.

### **Registration**

Community members interested in becoming a volunteer within the Army Volunteer Corps (AVC) can register at <https://www.armyfamilywebportal.com>

- ✓ Click on the hamburger button (upper left corner) then select Volunteer Management Information System
- ✓ Complete the registration information.

Screen will show “Registration Complete” and “Thank you for registering” You have been pre approved and logged into the site. Click on Continue to return to the homepage.

### **Searching and Applying for a Volunteer Opportunity**

- ✓ Click on Opportunities under the Dashboard section
- ✓ You can search for opportunities by adding the title of the volunteer position in the search bar
- ✓ Select a position you are interested in, and then click to apply at the bottom of the page.
- ✓ If you are a first time user, you must register first, follow the steps below to apply.

### **Apply for a position (once registered)**

- ✓ Follow the steps above, then:
- ✓ Complete the Volunteer Application
- ✓ Scroll to bottom and click on Apply
- ✓ Screen will say Volunteer Application sent.
- ✓ Screen will say what would you like to do next?
- ✓ An email will be sent to the Organization Point of Contact (OPOC) who must approve your application in VMIS before you can begin logging volunteer hours.

Contact your local Army Volunteer Corps Coordinator (AVCC) for assistance and additional information on Volunteer Opportunities inside the ACS building in your military community.

Caserma Ederle, AVCC DSN: 646-5833/5800 CIV: 0444-71– 5833/5800.

## **Helpful Job Search Websites**

Jobs for Veterans: <https://www.vetjobs.com>

G.I. Jobs: <https://www.gijobs.com>

Military Spouse Jobs: <https://www.milspouse.org>

OPM Standards: <http://www.opm.gov>

Small Business Association: <https://www.sba.gov/>

MOS Translator: <https://www.taonline.com/mosdot>

AAFES: [www.applymyexchange.com](http://www.applymyexchange.com)

Transition Assistance Program (TAP) Job Search: <https://www.armytap.army.mil>

Federal Employment: <http://www.usajobs.gov>

CHRA (E) Jobs: [https://portal.chra.army.mil/hr\\_public/](https://portal.chra.army.mil/hr_public/)

DODEA: <https://www.dodea.edu>

Volunteer Opportunities in Our Area: <https://www.armyfamilywebportal.com>

## **Free Skills Improvement**

Free Business and Entrepreneurial Courses <https://www.sba.gov/training>

Free Microsoft Program Tutorials <https://office.microsoft.com>

Learn to Type <https://www.powertyping.com>

## **Scholarships and Financial Aid Resources**

AER Scholarship Program: <https://www.armyemergencyrelief.org/scholarships>

Joanne Holbrook Patton Scholarship: <https://www.nmfa.org/scholarship>

Free Application for Federal Student Aid: <https://www.fafsa.ed.gov/>

## Contractor List

COMPANY	COMPANY'S WEB ADDRESS
Inverness	<a href="http://www.invernesstechnologies.com">http://www.invernesstechnologies.com</a>
SERCO	<a href="http://www.serco-na.com">http://www.serco-na.com</a>
Calibre	<a href="http://www.calibresys.com">http://www.calibresys.com</a>
GBX Consultants	<a href="http://www.gbxconsultants.com/careers">http://www.gbxconsultants.com/careers</a>
MHN Government Services	<a href="http://www.mhn.gs.com/app/careers">www.mhn.gs.com/app/careers</a>
ITT	<a href="http://www.ittsystems.com">www.ittsystems.com</a>
SAIC	<a href="http://www.saic.com/careers">Www.saic.com/careers</a>
Armed Forces Services Corporation	<a href="http://www.afsc.com">www.afsc.com</a>
General Dynamics	<a href="http://www.generaldynamics.com/careers">www.generaldynamics.com/careers</a>
Cubic	<a href="http://www.cubic.com/Careers">www.cubic.com/Careers</a>
CACI Inc. Federal	<a href="http://www.caci.com">www.caci.com</a>
Capstone	<a href="http://www.capstonecorp.com">www.capstonecorp.com</a>
Leidos	<a href="http://www.leidos.com">Www.leidos.com</a>
Choctaw	<a href="http://www.choctawglobal.com">www.choctawglobal.com</a>
Sterling Medical	<a href="http://www.sterlingmedcorp.com">www.sterlingmedcorp.com</a> / <a href="https://www.sterlingoverseas.com">https://www.sterlingoverseas.com</a>
Vectrus Systems Corporation	<a href="http://www.careers.vectrus.com">www.careers.vectrus.com</a>
Booze Allen Hamilton	<a href="http://www.boozallen.com">www.boozallen.com</a>
Oak Ridge Institute	<a href="http://www.orise.orau.gov">www.orise.orau.gov</a>
Aliron	<a href="http://www.aliron.com">www.aliron.com</a>
enGenius	<a href="http://www.engenius.com">www.engenius.com</a>

\*\*This listing includes companies that at one point had positions in Vicenza. Their listing here does not indicate that they currently have job openings.

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