



# MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^ DIVISIONE 1^ SEZIONE

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M\_DGCIV

Prot. Nr.53196

Del 03/08/2009

PARTENZA

A

INDIRIZZI IN ALLEGATO

**OGGETTO:** candidature di dipendenti civili a posti a “status internazionale”. **Legge 27 luglio 1962 n.1114.**

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IL Segretariato Generale della Difesa e Direzione Nazionale degli Armamenti ha reso noto che sono disponibili i posti a status internazionale presso l'OCCAR di cui alla tabella sottoindicata.

Il personale interessato potrà presentare la propria candidatura mediante la compilazione degli appositi moduli (application forms in duplice copia in inglese) corredati dalla copia del bando di concorso e dei documenti di volta in volta richiesti nel bando stesso (curriculum vitae, scheda biografica in italiano in originale), che possono essere scaricati direttamente dal sito di questa Direzione Generale: **[http:// www.persociv.difesa.it](http://www.persociv.difesa.it)**. **(nella sezione circolari ed altra documentazione).**

Le candidature, corredate dalla relativa documentazione e anche su supporto informatico (formato PDF) dovranno pervenire a questa Direzione Generale - 3° Reparto - 8^ Divisione - 1^ Sezione- improrogabilmente entro le date indicate nella citata tabella.

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N. A007	Bonn (Germania)	” Risk Officer ”	Grado-A4 (equiv.p.e.C3)	inglese	02/10/2009
N.A009	Bonn (Germania)	“Procedures & Quality Officer 2”	Grado–A3 (equiv.p.e.C2)	inglese	02/10/2009
N.A044	Bonn (Germania)	“Head of Corporate Support Division”	Grado-A5 (Dirigente)	inglese	09/10/2009

IL DIRETTORE DELLA DIVISIONE  
(Dirig. dr.ssa Marina MASSARUTI)

f.to



## Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	A009 – Procedures & Quality Officer 2
<b>Grade</b>	A3
<b>Division</b>	Programme Management Support
<b>Section</b>	Programme Management Policy
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, Germany
<b>Start Date</b>	01 February 2010
<b>Interview Date</b>	17 November 2009

### 1. Background

OCCAR-EA has been established with the aim of providing improvements in the effectiveness of collaborative defence equipment programme management. In that regard Quality Management is very important.

The Programme Management Support Division (PMSD) within OCCAR-EA is responsible for the implementation of those OCCAR-EA process model elements related to the support of OCCAR programmes and the management of programme-like activities. PMSD supports existing or nominated programmes including the preparation of programme integration decisions and Programme Decisions; contractual and commercial advice; programme management procedures; and the development and co-ordination of OCCAR activities in relation to programme related disciplines such as: Quality Management, Risk Management; TLM, Configuration, Standardisation etc.

PMSD supports also the Deputy Director as the Quality Management Representative when monitoring, maintaining and improving the OCCAR-EA Quality Management System (QMS) and to provide support to the Programme Divisions for quality matters.

Vacancy notice A009 – Procedures & Quality Officer 2

February 2009

Points of contact

1 – Martin Schnause – PMPSL  
2 – Iain Plunkett – HRD

Tel: +49 228 5502 132, E-mail: [martin.schnause@occar.int](mailto:martin.schnause@occar.int)  
Tel: +49 228 5502 182, E-mail: [iain.plunkett@occar.int](mailto:iain.plunkett@occar.int)



ISO 9001:2000 Certified

## 2. **Duties**

The Procedures & Quality Officer 2 will report directly to the Programme Management Policy Section Leader and will be responsible for:

### 2.1 **Quality Management System**

- To support the continued maintenance and improvement of the OCCAR-EA Quality Management System including the revision of rules and regulations to achieve compliance with the ISO 9001 standard (version 2008);
- Support the preparation, execution and follow-up activities associated with the annual Management Review;
- Support the preparation, execution and follow-up activities associated with the Quality Management System meetings;
- Propose reviews and updates, as necessary, to the Quality Management System;
- Support the preparation, execution and follow-up activities associated with the ISO 9001 re-certification audits;
- Provide support to the Programme Divisions and Central Office Divisions for the development of internal QMS procedures and documentation;
- To conduct internal audits across the organisation in order to validate the overall efficiency and effectiveness of the QMS, compliance with existing processes and procedures and to identify potential areas for improvement;
- Review and maintain the OCCAR Management Procedure 7 "Government Quality Assurance" in accordance with OCCAR rules and regulations;
- Contribute to the Government Quality Assurance Community of Practice.

### 2.2 **Planning/Reporting and Supporting Activities**

- To contribute to the preparation of the annual Business Plan for OCCAR-EA from PMSD perspective;
- To establish and update the PMSD Divisional Management Plan;
- To manage the consolidation of PMSD reports to the Board of Managers, Future Task & Policy Committee and Board of Supervisors in accordance with the published timescales;
- To maintain the PMSD Balanced Scorecard;
- Contribute to the Planning & Reporting Community of Practice;
- Contribute to and support the integration of new programmes.

### 2.3 **Joint Military Airworthiness Group**

- Provide the Joint Military Airworthiness Group (JMAG) with knowledge on OCCAR policy, processes and procedures;
- Act as a secretary of the JMAG and undertake all actions as requested by the chairman;

- Act as an interface between the JMAG and OCCAR-EA.

### **3. Knowledge and Experience**

- Good experience in Quality management, GQA and internal audit;
- Experience in programme management, particularly in the field of defence procurement in the OCCAR Member States;
- Previous experience in international working groups or organisations is highly desirable;

### **4. Competences / Skills**

- The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity.
- Excellent interpersonal skills with the ability to interact and communicate at all levels.
- The ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process and be able to synthesise issues for discussion and resolution.
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- The ability to work in a changing, developing and demanding environment.
- The ability to use Computer and Information and Communication Technology (ICT) facilities, with good working knowledge of MS Office software, particularly Excel & Project. Knowledge of Visio is desirable.
- Fluency, orally and written, in the English language.

### **5. Qualifications**

A university degree or equivalent relating to the prescribed tasks is highly desirable.

### **6. Security Clearance**

National security clearance at "OCCAR Secret" level is required for this post.



# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	A044 - Head of Corporate Support Division
<b>Grade</b>	A5
<b>Division</b>	Corporate Support
<b>Section</b>	N/A
<b>Management of Staff</b>	14
<b>Location</b>	Bonn, Germany
<b>Start Date</b>	1 June 2010
<b>Interview Date</b>	18 <sup>th</sup> November 2009

## 1. Background

The Head of Corporate Support Division is responsible for the provision of the essential infrastructures and support to enable the units, i.e. the Directorate, the Programme Divisions and the CO Divisions, to carry out efficiently and effectively the core activity of OCCAR-EA. This includes all matters relating to Site Management, Information and Communications Technology (ICT) and Security.

## 2. Duties

The Head of CSD supports the Director in the day-to-day operation of OCCAR-EA. He/she will be a member of the Board of Management.

To this end, the Head of CSD will report to the Director or the Deputy Director and will be responsible for the following:

### 2.1 General

- The definition of corporate policies and strategies in the fields of Information and Communications Technology (ICT), Site Management including Health & Safety and Security;
- Supervision of both implementation of these policies and strategies and day-to-day business related to his/her areas of responsibility;
- The planning and the establishment and management of the administrative budget required in the three fields mentioned above, in order to ensure that

#### Points of contact

1 Eric Huybrechts (Deputy Director)  
2 Iain Plunkett (Human Resources Division)



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+49 228 5502 181

#### E-mail

eric.huybrechts@occar.int  
iain.plunkett@occar.int



ISO 9001:2000 Certified

OCCAR-EA is able to execute its mission and to function in an effective and efficient manner;

- The identification of opportunities for improvement in his/her areas of responsibility and the pursuit of improvement initiatives and actions;
- The identification and management of risks relevant to corporate activities in his/her field of action;
- The management of Corporate Support Division staff;
- Provision of inputs and reports to the OCCAR Committees on matters related to his/her tasks as directed by the Director;
- Provision of support to the Director on wider issues as the need arises.

## 2.2 Information and Communications Technology

- Analysis of ICT-related user and infrastructure requirements;
- Establishment of ICT concepts, policies and strategies in support of Programme Divisions and the Central Office, within the wider framework of the OCCAR-EA Information Management Concept;
- Oversight and control of the establishment and implementation of the costed OCCAR-EA ICT Plan (hardware and software tools to be acquired and installed in order to provide OCCAR-EA with the capability to fulfil its functions in the area of management of programmes, personnel, contracts, finance, etc.);
- Monitoring and championing the timely execution of ICT projects;
- Communicating progress of the ICT Plan to all staff.

## 2.3 Site Management

- Oversight and control of contractual and financial operations related to Sites, including authorisation of purchase requests and administrative contracts placement procedures;
- Establishment of policies and strategies related to Health and Safety in support of Programme Divisions and the Central Office;
- Oversight and control of Health & Safety implementation measures at all OCCAR-EA Sites, including inspections and management of hazards and risks, as well as preventive and corrective actions;
- Payment authorisation of invoices related to Administrative contracts and purchases;
- Planning, oversight and control of the services provided by Site Management staff.

## 2.4 Security

- Oversight and control of physical security implementation measures for all the OCCAR-EA Sites;

- Contribution to the definition and maintenance of OCCAR security rules and regulations and oversight and control of their implementation;
- Coordination and control in the field of contract related security measures and particularly of the Programme Security Instructions for all the OCCAR-EA Programmes;
- Coordination and control in the area of ICT security related matters;
- Provision of reports and inputs to the OCCAR Security Committee.

### **3. Required knowledge and experience**

- Experience in corporate management at senior level, preferably in the ICT domain.
- Experience in managing complex ICT systems, covering the system administration, network and database aspects;
- Experience in site management, encompassing Health and Safety aspects, would be a significant advantage;
- Basic understanding of financial management;
- Consolidated experience in contractual matters;
- Experience of Security issues and operations is highly desirable;
- Awareness of defence related structures and organisations and knowledge of the security rules and regulations generally applicable to international organisations;
- Experience in a multicultural European environment is highly desirable;
- Experience in international collaborative projects is desirable.

### **4. Required competences/Skills**

- Executive ability proven through successful achievements in similar jobs with national/international organisations;
- Ability to develop concepts, policies, strategies and plans;
- Ability to deliver in a demanding, complex and changing environment;
- Excellent interpersonal skills with the ability to interact, adapt, innovate and communicate at all levels, service orientated character;
- The ability to interact sensitively, effectively and professionally with persons from diverse cultural backgrounds.
- Excellent team working skills, the ability to deal constructively and cooperatively with staff at all levels, in particular with programme managers and national representatives and the ability to motivate staff within the Division.
- Excellent analytical skills combined with a problem-solving approach to issues and the ability to quickly make decisions.
- Experience in the co-ordination of dispersed units would be an advantage.

- The ability to use ICT facilities, with working knowledge of MS Office and MS Project software.
- Fluency, orally and written, in the English language.
- Knowledge of other OCCAR languages is highly desirable.

**5. Qualifications**

A university degree or equivalent, or the necessary experience in the activities directly related to the prescribed tasks.

**6. Security Clearance**

Security clearance at OCCAR Secret level is required for this post.





# Organisation for Joint Armament Co-operation Executive Administration

Vacancy Notice	
<b>Post</b>	A007 – Risk Officer
<b>Grade</b>	A4
<b>Division</b>	Programme Management Support
<b>Section</b>	Programme Management Co-ordination
<b>Management of Staff</b>	0
<b>Location</b>	Bonn, Germany
<b>Start Date</b>	01 March 2010
<b>Interview Date</b>	19 November 2009

## 1. Background

**The Programme Management Support Division (PMSD)** is responsible for the implementation of those OCCAR Business Process Model elements related to the support of OCCAR programmes and the management of programme-like activities. The Division is the focus for support of existing or nominated Programmes including the preparation of programme integration agreements and arrangements; contractual and commercial advice; programme management procedures; and the development and co-ordination of OCCAR activities in relation to programme related disciplines such as: Quality Management, Risk Management; ILS/ISS, Configuration, Standardisation etc; OCCAR policy on Technology Demonstrator Programmes (TDPs) and related management activities as required.

**The Programme Management Co-ordination Section** is responsible for the programme co-ordination and programme management related disciplines referred to above as well as TDP policy and management.

## 2. Duties

The Risk Officer will directly report to the Programme Management Coordination Section Leader (PMCSL).

The post holder will:

- Act as the Central Office focal point for all OCCAR Programme Divisions/TDP Sections in terms of:

Vacancy notice A007 – Risk Officer

July 2009

Points of contact



1 – Francesco Pagliarello – PMCSL  
2 – Iain Plunkett – HRD

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ISO 9001:2000 Certified

- Promotion and use of effective and efficient Risk Management practices through appropriate standards, tools and methods;
- Provision and co-ordination of Central Office support to the Programme Divisions/TDP Sections on Risk Management using matrix management techniques;
- Maintenance of close working links with Risk Officers in each Programme Division and within Central Office in line with the OCCAR-EA Business Plan, the associated Programme Plans and Risk Management Plans;
- Identification of corporate requirements for risk management training throughout OCCAR-EA;
- Contribute to the implementation of the OCCAR-EA Initiatives related to Risk Management and to the development of the relevant management and work plans;
- Advise Programme Divisions/TDP sections and Central Office staff on issues related to Risk Management;
- Screen Programme Risk Management action plans and reports and provide advice to the PMSD Leader and PMCSL;
- Perform Risk maturity assessment and related audits in line with the objectives established in the OCCAR-EA Business Plan;
- Provide training throughout OCCAR-EA on all the issues relating to Risk Management and usage of Risk Management tools;
- Liaise with external sources to identify potential solutions and tools to improve and disseminate Risk Management methodology throughout OCCAR-EA.

The Risk Officer may also be required to support the OCCAR-EA Director, Deputy Director, the PMSD Leader or the PMCSL on certain wider OCCAR issues as assigned by the OCCAR-EA Business Plan or his line managers.

In addition to those tasks the Risk Officer may be called, if needed, to be responsible for Planning/Reporting and Supporting Activities:

- To contribute to the preparation of the annual Business Plan for OCCAR-EA from PMSD perspective;
- To establish and update the PMSD Divisional Management Plan;
- To manage the consolidation of PMSD reports to the Board of Managers, Future Task & Policy Committee and Board of Supervisors in accordance with the published timescales;
- To maintain the PMSD Balanced Scorecard;
- Contribute to the Planning & Reporting Community of Practice;
- Contribute to and support the integration of new programmes.

### **3. Knowledge and Experience**

- Wide knowledge and experience in risk management processes, theory and application of risk assessment techniques.
- Integration of risk management into project management discipline and defence procurement processes.
- Working knowledge of risk management processes within the defence industry.
- Experience in programme management in the field of defence procurement.
- Practical experience of matrix management working practises.
- A keen awareness of the European Defence environment

#### **4. Competences / Skills**

- The ability to establish and maintain excellent working relations at all levels in a multicultural context and with respect for diversity.
- Excellent interpersonal skills with the ability to interact and communicate at all levels.
- The ability to grasp and analyse complex and wide-ranging questions, issues and information, with a structured approach to the problem solving process and be able to synthesise issues for discussion and resolution with high-level audiences.
- The ability to orchestrate and implement clear, efficient and logical approaches to work, to manage assignments, objectives and time.
- The ability to work in a changing, developing and demanding environment.
- The ability to use Computer and Information and Communication Technology (ICT) facilities, with good working knowledge of MS Office software, particularly Excel & Project.
- Fluency, orally and written, in the English language.
- Knowledge of other OCCAR languages is highly desirable.

#### **5. Travel**

Frequent duty travels from OCCAR Central Office to OCCAR Programme Divisions and/or OCCAR Member States are required.

#### **6. Qualifications**

A university degree or equivalent relating to the prescribed tasks is highly desirable.

Qualifications/certification in programme/project/risk management is desirable.

#### **7. Security Clearance**

National security clearance at "OCCAR Secret" level is required for this post.

- STAFF IN CONFIDENCE WHEN COMPLETED -



# Organisation for Joint Armament Co-operation

## OCCAR RECRUITMENT FORM

**PLEASE INSERT DATA IN APPROPRIATE BOXES, PRINT THE COMPLETED FORM, AFFIX PHOTOGRAPH AND SIGN IT.**

**PLEASE TYPE OR PRINT CLEARLY IN BLACK INK**

<b>Vacancy for which you are applying: Post No. , Post Title</b>	
<b>1. PERSONAL INFORMATION</b>	
Mr. Mrs. Miss NAME (surname): (first names):  NAME AT BIRTH:  MAIDEN NAME (if appropriate):  PK/Insee No./Staff No./Matricola No.: DATE/PLACE OF BIRTH <b>(please provide a copy of your passport or Identity card)</b> Day: Month: Year: City: Country:	RECENT PHOTOGRAPH
<b>2. NATIONALITY</b> <b>Present Nationality:</b> Has your nationality ever changed or is it in the process of being changed? No <input type="checkbox"/> Yes <input type="checkbox"/> (please provide certified copy of naturalisation decree for new nationality) (explain the reasons for changing)  Do you have dual nationality No <input type="checkbox"/> Yes <input type="checkbox"/> Which? Explain:	
<b>3. RESIDENCE</b>	
Present address (to which correspondence should be sent):   Home address (if different from above):   How long have you lived in your present country of residence?	Telephone / -fax: Home:  Office:  Can we call you at your office? No <input type="checkbox"/> Yes <input type="checkbox"/>  E-mail: (Please complete)
<b>4. MARITAL STATUS</b>	
<input type="checkbox"/> 1. Married (Date: ) <input type="checkbox"/> 2. Separated (Date: ) <input type="checkbox"/> 3. Divorced (Date: ) <input type="checkbox"/> 4. Widow(er) <input type="checkbox"/> 5. Single If married, does your spouse work? No <input type="checkbox"/> Yes <input type="checkbox"/> If so, where?  Job title:	

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**5. RELATIVES**

Give names of spouse and any dependants

1. Spouse
2. Children (including adopted)

Other dependants for whom you are legally responsible

NAME	FIRST NAME	RELATIONSHIP Indicate No. & Marital Status	DATE OF BIRTH D/M/Y	COUNTRY OF BIRTH	NATION- ALITY	CURRENT ADDRESS

**6. LANGUAGES \***

Mother tongue:

	Speaking	Understanding	Reading	Writing
English				
French				
German				
Italian				
Spanish				

Additional languages:


\* Grade as: Fluent / Good / Fair / Poor

**7. HAVE YOU EVER PREVIOUSLY APPLIED FOR A POST IN OCCAR?**

If so, please state the approximate date of application, and for which post.

Were you interviewed?      No ☐      Yes ☐

## 8. EDUCATION

OTHER PROFESSIONAL QUALIFICATIONS, MEMBERSHIP OF BUSINESS OR PROFESSIONAL ASSOCIATIONS

**9. Append a list of theses, patents, publications and other significant work you have done. Please do not send copies.**

Please indicate level of competency e.g Poor, Good or Advanced.

Other software used:.....

If so, what level?

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

<b>12.1 PRESENT EMPLOYMENT</b>	
COMPANY / ADDRESS	POSITION HELD
Dates from: _____ to: _____	Name and position of person to whom you report
Number of people reporting directly to you, or for whom you are responsible	Yearly budget responsibility (if appropriate):
Describe duties and scope of responsibilities:	
How much notice must you give to leave?	
Reasons for leaving	
Do you have any objections to our making inquiries of your present employer? No <input type="checkbox"/> Yes <input type="checkbox"/>	
<b>12.2 PREVIOUS EMPLOYMENT</b>	
COMPANY / ADDRESS	POSITION HELD
Dates from: _____ to: _____	Name and position of person to whom you reported
Number of people reporting directly to you, or for whom you are responsible	Yearly budget responsibility (if appropriate):
Describe duties and scope of responsibilities:	
Reasons for leaving	
Do you have any objections to our making inquiries of your previous employer? No <input type="checkbox"/> Yes <input type="checkbox"/>	

**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**12.3 PREVIOUS EMPLOYMENT**

COMPANY / ADDRESS

POSITION HELD

Dates

from:

to:

Name and position of person to whom you reported

Number of people reporting directly to you, or for whom you are responsible

Yearly budget responsibility (if appropriate):

Describe duties and scope of responsibilities:

Reasons for leaving

Do you have any objections to our making inquiries of your previous employer?

No

☐ Yes ☐

IF YOU HAVE HELD MORE THAN THREE POSITIONS, PLEASE GIVE DETAILS ON A SEPARATE SHEET.

**13. MILITARY SERVICE**

Have you completed your military service

No ☐Yes ☐

If yes, from:

to:

Last military rank/Duties:

If not, give reasons.

**14. Please indicate why you are applying for this post and outline how your knowledge, skills and experience meet the competences required for this role (as detailed in the vacancy notice). You should draw on your experience from your current or previous roles or from other relevant situations.**



**- STAFF IN CONFIDENCE WHEN COMPLETED -**

Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_

**15. REFERENCES**

Please give names and addresses of three Referees (who should not be related to you) who may be approached in connection with your application.

Name	Position	Address	May be contacted before interviews?
			No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>
			No <input type="checkbox"/> Yes <input type="checkbox"/>

**16. HAVE YOU ANY RELATIVES OR ACQUAINTANCES WORKING IN OCCAR?**

If so, please specify

**17. HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?****18. DATA PROTECTION**

The information that you provide on this form and that obtained from other sources will be used to process your application for employment. If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us. All information received by OCCAR-EA will be treated as confidential and used for our internal purposes only. By signing the application form we will be assuming that you agree to the processing of sensitive personal data.

**19. DECLARATION**

I declare that the information given on all parts of this application form, and in any other forms of documentation which accompanies it, is, to the best of my knowledge, correct. I understand that giving false information will make my application unacceptable and, if I am appointed, lead to my dismissal.

Date:

Signature:

Please remember to attach copies of your passport & highest qualification certificates & a recent photograph.

**Please return this form to:**  
**Head of Human Resources Division**  
**OCCAR – EA; Postfach 2107, 53011 Bonn, Germany**

# CURRICULUM VITAE

<u><b>NAME</b></u>	<u><b>INITIAL</b></u> //	<u><b>RANK AND DATE</b></u>	<u><b>DATE OF BIRTH</b></u>
<u><b>NATIONALITY</b></u>		<u><b>BRANCH OF SERVICE</b></u>	
<u><b>RECORD OF SERVICE</b></u>	<u><b>APPOINTMENT</b></u>	<u><b>DATES</b></u>	<u><b>DUTIES PERFORMED</b></u>
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			—
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			—
			—
			-
<u><b>COURSES</b></u>			<u><b>DATES</b></u>
<u><b>LANGUAGES</b></u>			<u><b>SLP (STANAG 6001)</b></u>

<b><u>AWARDS AND DECORATIONS</u></b>	
<b><u>CIVIL STATUS</u></b>	
<b><u>SECURITY CLEARANCE</u></b>	

FOTOGRAFIA

**SCHEDA BIOGRAFICA (fac-simile)**  
**- Parte Prima -**

1 <u><b>CODICE FISCALE</b></u>		2 <u><b>FORZA ARMATA</b></u>	
3 <u><b>COGNOME</b></u>	4 <u><b>NOME</b></u>	5 <u><b>GRADO E ARMA</b></u>	6 <u><b>CATEGORIA E RUOLO</b></u>
7 <u><b>DATA DI NASCITA</b></u>	8 <u><b>LUOGO DI NASCITA</b></u>	9 <u><b>SESSO</b></u>	10 <u><b>STATO DI FAMIGLIA</b></u>  (1)

11 <b><u>SCUOLA DI FORMAZIONE</u></b> (2)		12 <b><u>ANZIANITA'</u></b>	
		A <b><i>DI GRADO</i></b>	B <b><i>DI SERVIZIO</i></b>
13 <b><u>INCARICO ATTUALE</u></b>	14 <b><u>DATA DI ASSUNZIONE</u></b>	15 <b><u>INCARICO PRECEDENTE</u></b>	16 <b><u>DATA DI ASSUNZIONE</u></b>
17 <b><u>ALTRI PRINCIPALI INCARICHI</u></b> (3) (in ordine cronologico) a. <i>in ambito Nazionale:</i>			
b. <i>in ambito interforze e/o Internazionale:</i>			

**(data) \*\* - \*\* - \*\*\*\***

<b>18</b>	<b><u>TITOLI DI STUDIO</u></b> (4)			
<b>19</b>	<b><u>CORSI SUPERIORI DI FORMAZIONE DI F.A. E/O INTERFORZE</u></b> (5)		<b><u>PERIODI ED ESITO</u></b>	
	<b><u>ALTRI CORSI</u></b> (6)		<b><u>PERIODI ED ESITO</u></b>	
<b>20</b>	<b><u>LINGUE ESTERE</u></b>		<b><u>GRADO DI CONOSCENZA E ANNO</u></b>	
a. ACCERTATE			a. SLP (STANAG 6001 - Livello e percentuale)	
b. ACCERTATE			b. Grado diverso o antecedente allo STANAG 6001	
c. NON ACCERTATE/DICHIARATE			Sufficiente	Buono      Molto Buono
<b>21</b>	<b><u>ABILITAZIONE INFORMATICA</u></b>			
a. Programmatore (6):	Corso:			
b. Analista (6):	Corso:			
<b>22</b>	<b><u>CONOSCENZA INFORMATICA</u></b>			
a. PC:	b. Sistemi Operativi:			
c. Word Processor:	d. Software:			
e. Altro:				

<b>23</b>	<b><u>ONORIFICENZE E RICOMPENSE</u></b>	
<b>24</b>	<b><u>PUBBLICAZIONI</u></b> (6)	
<b>25</b>	<b><u>POSIZIONE IN GRADUATORIA</u></b> (7)  ** <u>SU</u> **	<b><u>26 ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE</u></b>
<b>27</b>	<b><u>QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI</u></b>	
<b>28</b>	<b><u>PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI</u></b>	
	a. Provvedimenti di corpo: _____ durata _____ anno _____ b. Provvedimenti di stato: _____ durata _____ anno _____ c. Negativo: _____	
<b>29</b>	<b><u>PRECEDENTI PENALI</u></b>	
<b>30</b>	<b><u>NULLA OSTA DI SEGRETEZZA</u></b> (8)	<b><u>31 DATA DI SCADENZA</u></b>
	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">SI</div> <div>Barrare la casella di inter</div> <div style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;">NO</div> </div>	
<b>30</b>	<b><u>ASSICURA LA PERMANENZA NELL'INCARICO?</u></b> (9)	
	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 2px 10px; margin-right: 10px;">SI</div> <div>Barrare la casella di interesse</div> <div style="border: 1px solid black; padding: 2px 10px; margin-left: 10px;">NO</div> </div>	

**INFORMAZIONI AGGIUNTIVE** (10)

*Ai sensi della Legge 675 / 96 i dati personali contenuti in questo modulo saranno trattati esclusivamente per lo svolgimento dei compiti di ufficio e non saranno comunicati o diffusi a soggetti non appartenenti all'Amministrazione Difesa.*

***Firma di convalida*** (11)

***Note:***

- (1) Se coniugato con prole, indicare il numero dei figli.
- (2) Indicare il Corso Normale d'Accademia (Militare, Navale o Aeronautica) o l'Istituto/Corso di Formazione (es: Scuola di Applicazione - Corso per Ufficiali del Corpo Tecnico; Accademia Navale - Corsi Ruoli Speciali/Nomina Diretta; Scuola di Applicazione A.M. - Corso Allievi Ufficiali di Complemento; Scuola Allievi Sottufficiali; ecc.).
- (3) Per gli incarichi di comando, menzionare i periodi svolti a partire dal C.do di Btg od equivalente a seconda della F.A. di appartenenza.
- (4) Per i provenienti dai Corsi Normali dell'Accademia, oltre all'eventuale Diploma di Laurea conseguito al termine del Corso, indicare anche il Diploma di Scuola Media Superiore di ingresso.
- (5) Es: Scuola di Guerra (S.G.); Istituto di Guerra Marittima (I.G.M.); Scuola di Guerra Aerea (S.G.A.); Istituto Superiore Stati Maggiori Interforze (I.S.S.M.I.); Istituto Alti Studi per la Difesa (I.A.S.D.); ecc.
- (6) Menzionare solo quelli riportati a matricola.
- (7) Per gli Ufficiali del Ruolo Normale, l'attuale posizione nella graduatoria del corso di appartenenza; per il Ruolo Speciale, la posizione indicata negli annuari di FA a parità di anzianità di spallina.
- (8) Specificare se l'interessato possiede il livello di NOS previsto per l'incarico barrando la casella **SI** o **NO** e indicando solo la data di scadenza. Qualora diverso da quello previsto, specificare la data di inoltro della richiesta di elevazione/rinnovo.
- (9) Se non diversamente specificato, 3 anni per gli Ufficiali, 5 anni per i Sottufficiali. In caso contrario specificarne le motivazioni nel campo "Informazioni Aggiuntive".
- (10) Evidenziare tutti gli elementi che concorrono a rendere idoneo il candidato per la posizione cui viene proposto e fornire una previsione sugli impegni che la F.A. ha previsto nel breve/medio termine (es. periodi di impiego fuori area e/o corsi attinenti l'iter formativo quali ISSMI ed altri specifici di F.A.).
- (11) Capo Ufficio dell'Organo di impiego o suo delegato.

**Grado COGNOME Nome**

**(data) \*\* - \*\* - \*\*\*\***