

JOB OPPORTUNITY ANNOUNCEMENT
AVIANO AIR BASE, ITALY
NON-U.S. APPROPRIATED FUND POSITION

ANNOUNCEMENT NO. 23-25

OPENING DATE: 7 May 2025

CLOSING DATE: 21 May 2025

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. For further information, contact the Aviano Civilian Personnel Office (CPO) at DSN 6328328 or commercial 0434308328. The Application Form USAFE-AFAFRICA714 can be downloaded from the CPO website <https://31fss.com/civilian-personnel/> by clicking on "Forms and Information"; the application form will be found at the bottom of the list of document. It will need to be filled out and e-mailed with pertinent documentation to the following address: 31fw.LNstaffing@us.af.mil. Applicants will need to ensure they receive an e-mail from the Aviano CPO indicating that the documentation has been acquired; otherwise they will need to call no later than COB Thursday 22 May 2025.

**TITLE , SERIES, GRADE AND SALARY: Contract Specialist, U-1102-01/02 Trainee/03 Trainee/05 Trainee
(Permanent - 40 hours per week)**

Monthly gross salary euro 3.011,44

U-01	BP pm euro	1.285,28
	3EL pm euro	1.197,12
	CONT pm euro	531,04

Monthly gross salary euro 2.838,15

U-02 Trainee	BP pm euro	1.175,02
	3EL pm euro	1,135.36
	CONT pm euro	527,77

Monthly gross salary euro 2.677,73

U-03 Trainee	BP pm euro	1.076,54
	3EL pm euro	1.076,78
	CONT pm euro	524,41

Monthly gross salary euro 2.413,93

U-05 Trainee	BP pm euro	899,32
	3EL pm euro	995,38
	CONT pm euro	519,23

LOCATION: 31st Contracting Squadron/PKB, Aviano Air Base, Italy

MAJOR DUTIES: The primary purpose of the position is to provide business advice to the customer, to perform all pre-award and post-award functions, using a wide range of contracting methods and types, to procure standard or specialized services, commodities and/or construction within an organizational component or geographical area. Plans the overall approach to meet contracting program objectives for procuring a wide variety of requirements. Performs market research/analysis to determine availability of the requirement; analyzes market trends, commercial practices, conditions and technological advances and determines the sources and contract types. Selects appropriate contracting approaches, techniques and procedures to solve a variety of acquisition problems. Analyzes contracting issues and determines recommended course of action. Performs acquisition planning along with the program manager/customer, technical, legal, finance and contract pricing personnel to develop market research, acquisition strategy, milestones, evaluation/source selection criteria, and/or incentive or award fee provisions, as applicable. Exercises latitude in dealing with problems arising during the pre-award phase of the procurement action. Plans and carries out the work, selecting the approaches and techniques to be used and determines actions to be taken on assigned contracts. Uses judgement in interpreting guidelines, in adapting procurement procedures to specific situations and in recommending solutions to problems encountered. Provides business advice and assistance to technical personnel involved in the development of the performance work statement/statement of work or data requirements. Reviews requisition packages for adequacy and compliance with administrative, regulatory and procedural requirements and consistency with current market practices and conditions. Prepares applicable determinations and findings. Procures a wide variety of services, commodities and/or construction. Applies all statutory requirements including regulations, policies, procedures, business and industry practices, market trends, Government Accountability Office (GAO) and Comptroller General decisions, public law, case law and precedents to all acquisitions. Contracts assigned may contain a variety of unique attributes such as special handling provisions or other specialized terms and conditions, unfavorable market conditions and limited competition or sole source requirements. Ensures the price schedule is properly structured, prepares the solicitation, determines sources to be solicited, issues solicitations and amendments, and determines the acceptability of offers based on an analysis of financial and technical information gained. Obtains and reviews subcontracting plans as required. Recommends or determines the competitive range, in accordance with delegated authority. Conducts any necessary

conferences to discuss proposals received; performs price or costs analysis; plans and conducts negotiations on price, technical requirements, terms and conditions of the contract. Executes post-award contract performance management actions on assigned contracts. Monitors and evaluates contractor performance for compliance with terms and conditions of contracts and ensures timely submission of technical progress reports and performance metrics. Makes field site visits detecting and correcting labor standards violations, taking appropriate action to expedite delivery or performance when required by mission changes, monitoring the contractor's use of government-furnished property inventories, and issuing change orders as necessary. Obtains additional funds or deobligates funds, as required. Negotiates and prepares contract modifications caused by changes in technical requirements, in quantities, ordering unpriced options, and similar issues. Analyzes a wide variety of contract administration problems. Prepares contract modifications, administrative change orders and supporting documents for all contract actions including termination. Provides business advice and guidance to technical personnel and others on contracting work and prepares correspondence. Represents the interest of the organization in a professional manner in meetings and various contacts outside the agency on a variety of issues that often are not well-defined. Provides advice, guidance, training and assistance to technical or program personnel, functional commanders and/or contractors on contractual language, legal responsibilities and acquisition and business related issues. May be required to travel by military or commercial aircraft in the performance of Temporary Duty Assignment (TDY). For further information, please contact the Civilian Personnel Office.

Reference DoD Qualification Standards for 1102 series

QUALIFICATIONS AT THE U-01 LEVEL:

In addition to meeting the basic qualification requirements for the U-05 Trainee level, interested applicants must possess 1 (one) year of specialized experience equivalent to the next lower grade level (U-02) and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled. Specialized experience must be in or related to the duties of the position to be filled. Applicants must submit a copy of their university certificate listing all the exams and grades.

QUALIFICATIONS AT THE U-02 TRAINEE LEVEL:

In addition to meeting the basic qualification requirements for the U-05 Trainee level, interested applicants must possess 1 (one) year of specialized experience equivalent to the next lower grade level (U-03) and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled. Specialized experience must be in or related to the duties of the position to be filled. Applicants must submit a copy of their university certificate listing all the exams and grades.

QUALIFICATIONS AT THE U-03 TRAINEE LEVEL:

In addition to meeting the basic qualification requirements for the U-5 Trainee level, interested applicants must possess 1 (one) year of specialized experience equivalent to the next lower grade level (U-05) and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position to be filled. Specialized experience must be in or related to the duties of the position to be filled. Applicants with a “Laurea di Secondo Livello” or “Laurea del Vecchio Ordinamento” in any field of study may substitute for the one year of specialized experience. Applicants must submit a copy of their university certificate listing all the exams and grades.

QUALIFICATIONS AT THE U-05 TRAINEE LEVEL:

As a minimum, interested applicants must possess a Bachelor's Degree or a “Laurea di Primo Livello” from a recognized university in any field of study. Applicants must submit a copy of their university certificate listing all the exams and grades.

Good command of the English and Italian languages is required, subject to testing.

Applicants must possess a valid Italian driving license type “B”.

Applicants must be able to attend/obtain and maintain required training and certifications.

The selected candidate will need to obtain the fit for duty evaluation for the specific position for which considered. The assessment will be conducted during the pre-employment medical exam, IAW Lgs. D. 81/08.

IF THE POSITION IS FILLED BELOW THE FULL PERFORMANCE LEVEL, THE SELECTED CANDIDATE MAY BE NON-COMPETITIVELY PROMOTED AFTER ALL TRAINING AND EXPERIENCE REQUIREMENTS OF THE NEXT HIGHER LEVEL HAVE BEEN MET.

APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR APPLICATION. Experience which is not on file at the closing date of the announcement will not be considered. In accordance with Art. 10, paragraph 6, of the Conditions of Employment (COE) *“Making a false or misleading statement in the application for employment or in the process of being hired may be cause for separation”*.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified candidates will receive equal consideration for this position without regard to race, color, sex, religion, national origin or physical handicap. The supervisor having jurisdiction over the vacancy will be responsible for selection.

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