

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

**ANNOUNCEMENT NO. 22-24**

**OPENING DATE: 2 May 2024**

**CLOSING DATE: 13 May 2024**

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 U-A714 can be downloaded from the CPO website [www.31fss.com/civilian-personnel](http://www.31fss.com/civilian-personnel) by clicking on "Documents Library"; 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](mailto: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 commercial 0434308328 no later than COB Tuesday 14 May 2024

**TITLE, SERIES, GRADE AND SALARY: Contract Services Monitor, U-1101-03  
(Permanent - 40 hours per week)**

**Monthly gross salary euro 2.557,06**

<b>U-03</b>	<b>BP</b>	<b>pm</b>	<b>euro</b>	<b>1.028,21</b>
	<b>3EL</b>	<b>pm</b>	<b>euro</b>	<b>1.004,44</b>
	<b>CONT</b>	<b>pm</b>	<b>euro</b>	<b>524,41</b>

**LOCATION: 31<sup>st</sup> Medical Support Squadron, Medical Logistics/SGSM, Aviano Air Base, Italy**

**MAJOR DUTIES:** The primary purpose of the position is to manage medical services contracts and agreements, serve as the focal point for 31<sup>st</sup> Medical Group (MDG) medical and non-medical, personal and non-personal, professional and non-professional service contracts and preventive maintenance agreements (PMA) for medical equipment located in the MDG. Acts as a liaison with the 31<sup>st</sup> Contracting Squadron (CONS) and other contracting agencies. Prepares and manages medical services contracts and agreements, ensuring compliance with legal and regulatory requirements. As the focal point for installation Medical Treatment Facility (MTF), initiates medical and non-medical, personal and non-personal, professional and non-professional requests for contract services, to include preventive maintenance agreements (PMA) for medical equipment. Plans, organizes and manages the contract services operation. Serves as the 31 MDG liaison with contracting activities on matters that affect delivery, timelines and quality of contracted services. Initiates medical and non-medical, personal and non-personal, professional and non-professional requests for contract services. Assembles procurement packages in final format with terms, conditions and procedures. Incorporates clauses for medical treatment facility requirements, medical requirements and credential and licensure requirements. Initiates, reviews and coordinates memorandums of agreement and understanding for provision of services between governmental departments. Acquires or prepares Performance Work Statements (PWS) and Quality Assurance Surveillance Plans (QASP) and adapts them to fit customer needs. Provides oversight of medical service contracts in accordance with (IAW) established policies and procedures. Provides guidance in the development and implementation of the QASP IAW applicable instructions and written direction for each request. Determines appropriate recommendations for unresolved or questionable problems and performs follow up. Researches and recommends appropriate action on issues that impact the organization or installation. Reviews and applies Federal Acquisition guidelines. Provides customer education on types of acquisition process, contracting agency policies and procedures, market research, quality control schedules with other agencies, organizations, managers and customers. Verifies customer concerns and objectives are met. Identifies need for changes in priorities and takes action to implement such changes. Assists in planning and establishing long-range work requirements and schedules. Provides direct input or participates with other squadrons during initial planning and developing of work requirements, furnishing technical advice on the appropriate acquisition methods. Evaluates resources required to accomplish the proposed projects in relation to the resources committed to ongoing and previously scheduled work operations and recommends changes concerning previously planned work schedules. Is responsible for procurement of local purchase items such as but not limited to MRI mobile service, consultants, medical laundry, etc. Reviews purchase requests for equipment, supplies and other required items by the MTF to ensure items are authorized purchases. Provides advisory service and assistance to personnel concerning local purchase programs. Determines source of procurement, e.g. Government Purchase Card (GPC), Blanket Purchase Agreements (BPA) or supporting contracting section. Determines if price is fair and reasonable by conducting price comparisons with various vendors, researching catalog pricing and/or

Federal Supply Schedules. Procures directly from commercial local vendors by placing orders telephonically or by system generated delivery order. Reviews customer requests for clarity, completeness and corrections for item identification and/or specification of supplies. Contacts requestor for more specific information if necessary. Determines if additional information is necessary to support the request and coordinates with requestor to provide this information. Serves as the Government Purchase Card (GPC) holder in support of the Medical Treatment Facility activities. Executes procurements for supplies and services with an approximate value less than \$25,000.00. Cardholder will maintain credit card account, Defense Medical Logistics Standard Support (DMLSS) system. Purchases will be for a broad range of medical and non-medical equipment, supplies and services, utilizing a variety of methods. Duties include verifying that quote(s) are accurate, product availability and delivery scheduled. For further information, please contact the Civilian Personnel Office.

#### **Reference Office of Personnel Management (OPM) qualification standards**

**QUALIFICATIONS:** Interested applicants must possess 1 (one) year of documented specialized experience equivalent to the next lower grade level 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 position to be filled.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE:** A “Laurea del vecchio ordinamento” or “Laurea di secondo livello” from a recognized university may substitute for 1 (one) year of specialized experience. Such education must demonstrate the knowledge, skills and abilities necessary to do the work. Applicants must submit a copy of their certificate of graduation from a recognized university, 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”.**

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

**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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