

## AMENDMENT

**THE CLOSING DATE OF THE MERIT PROMOTION VACANCY ANNOUNCEMENT NO. 15-26 HAS BEEN AMENDED TO READ “OPEN UNTIL FILLED”.**

### **MERIT PROMOTION ANNOUNCEMENT AVIANO AIR BASE, ITALY NON-U.S. APPROPRIATED FUND POSITION**

**ANNOUNCEMENT No. 15-26**

**OPENING DATE: 25 February 2026**

**CLOSING DATE: Open Until Filled**

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. The USAFE-AFAFRICA Form 10, Request for Placement Consideration, can be downloaded from the CPO website [www.31fss.com/civilian-personnel](http://www.31fss.com/civilian-personnel) by clicking on “Documents Library”.

The USAFE-AFAFRICA Form 10 will need to be filled out, signed and e-mailed to the following address: [31fw.LNstaffing@us.af.mil](mailto:31fw.LNstaffing@us.af.mil). The Staffing team will respond acknowledging receipt of the form; if response is not received, please call immediately DSN 6328328 or commercial 0434308328.

**TITLE, SERIES, GRADE AND SALARY: Air Cargo Scheduler, U-2144-05/06 Trainee  
(Permanent - 40 hours per week)**

**Annual gross income/Reddito Annuo Lordo (RAL) at the U-05 level: 35.151 euro**

**Annual gross income/Reddito Annuo Lordo (RAL) at the U-06 trainee level: 33.592 euro**

**LOCATION: 724<sup>th</sup> Air Mobility Squadron, Air Freight Operations/TROC, Aviano Air Base, Italy**

**AREA OF CONSIDERATION: Permanent Base Employees, including Temporary Overhires and Aviano Exchange Employees**

**MAJOR DUTIES:** The primary purpose of this position is to provide air terminal services for Defense Transportation System (DTS) customers within the Department of Defense (DoD) and cargo being accepted into the Air Mobility Command's (AMC) airlift system in connection with the movement, handling of cargo and mail shipments. The requirement of this position is to perform all clerical/administrative and related duties associated with the expeditious movement of and in-processing of cargo and mail. Controls inbound/outbound cargo processing actions using the Global Air Transportation Execution System (GATES). Inspects cargo for proper markings, labeling, packaging, weight and customs documentation. Challenges all improper/insufficiently documented cargo received from the carriers with local Airlift Clearance Authority (ACA) to determine proper priority, clearance and or disposition. Handles, receipts for, stores and processes hazardous/special handling cargo/mail. Processes Mission Impaired Capability Awaiting Parts (MICAP) and all other specialty cargo for expedited shipment in accordance with applicable AMC Instruction and Defense Transportation Regulations (DTR). Maintains and disseminates cargo on-hand reports and pertinent information, conducts daily cargo grid inventories and verifies accuracy of landbridge and load planning manifest data for cargo scheduled for shipment via military/commercial aircraft or surface military/commercial truck. Receives commercial Accord Dangerous Route (ADR) certification and completes recertification as required. Ensures that commercial truck drivers and other personnel transitioning across the flightline are provided with Transportation Emergency cards identifying hazards being transported and emergency actions to take in case of an accident IAW European ADR guidance. Load plans DoD military and Civil Reserve Air Fleet (CRAF) and North Atlantic Treaty Organization (NATO) aircraft in accordance with applicable aircraft Technical Orders (TO) and or any government reference pertaining to load planning. Is responsible for safety of flight, assigned cargo to aircraft which does not exceed authorized aircraft payload weight (ACL) without waivers and ensures load balance restrictions. Completes and maintains proficiency with automated systems such as Integrated Computerized Deployment System (ICODES) and or any AMC or DoD mandated load plan systems. Monitors on-hand outbound cargo and mail backlog and port-

hold time. Completes Load Planning and AMC Hazardous Material Inspector curriculum and attains required re-qualification training in accordance with Air Force and AMC Instructions. Frustrates cargo not properly prepared for airlift and assist shipper with correcting any discrepancies. Accepts contingency and deployment related cargo prior to movement on aircraft and coordinates joint inspection schedules and aircraft reception. Provides cargo preparation guidance to deploying unit. Inspects all items designated for air shipment within mandated timeframe. Inspects and validates all cargo movement documentation for accuracy and monitors progress until discrepancies are fixed by the appropriate agency. Subject to an uncommon tour of duty, to include nights, weekends and holidays. Is required to work under adverse weather conditions on occasional basis. Work may occasionally require travel away from the normal duty station for official purposes. Must be able to obtain and maintain the commercial Accord Danger Route (ADR) certification. For further information, please contact the Civilian Personnel Office.

Reference Office of Personnel Management (OPM) qualification standards

#### **QUALIFICATIONS:**

**AT THE U-05 LEVEL:** Interested applicants must possess 1 (one) year of 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 AT THE U-05 LEVEL:** 4 (four) years above the High School level or 3 (three) years of Italian university with major study in transportation or traffic management, economics, business administration, accounting, finance, statistics or related fields. Applicants must submit a copy of the certificate of graduation from a recognized university, listing all the exams and grades.

**AT THE U-06 TRAINEE LEVEL:** Interested applicants must possess 6 (six) months of general experience that demonstrates the ability to perform the work of the position or that provided familiarity with the subject matter or processes of the broad subject area of the occupation. In addition, interested applicants must possess 6 (six) months of specialized experience that equipped the applicants with the particular knowledge, skills and abilities to successfully perform the duties of the position and that is typically in or related to the work of the position to be filled.

**SUBSTITUTION OF EDUCATION FOR EXPERIENCE AT THE U-06 TRAINEE LEVEL:** 2 (two) years above the High School level or 1 (one) year of Italian university with major study in transportation or traffic management, economics, business administration, accounting, finance, statistics or related fields. Applicants must submit a copy of the certificate of graduation from a recognized university, listing all the exams and grades.

Good command of the English language 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 medical exam, IAW Lgs.D. 81/08.

The selected candidate must be able to attend and complete required training for job related duties, to include certification and refresher/re-certification training.

**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 MAY APPLY AND BE CONSIDERED FOR POSITIONS AT ANY LOWER GRADE, LOWER PAY, OR DIFFERENT EMPLOYMENT CATEGORY. IF QUALIFIED AND SELECTED, ARTICLE 13 OF THE CONDITIONS OF EMPLOYMENT (COE) DATED 1 APRIL 2024 WILL APPLY.**

**APPLICANTS MUST ENSURE THAT ALL QUALIFYING EXPERIENCE IS DOCUMENTED IN THEIR OFFICIAL PERSONNEL FOLDER. Submit an amendment with USAFE-AFAFRICA Form 10, if necessary. 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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