

ANTICIPATED

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

ANNOUNCEMENT NO. 29-26

OPENING DATE: 8 April 2026

CLOSING DATE: 17 April 2026

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 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. 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 Monday 20 April 2026.

**TITLE, SERIES, GRADE AND SALARY: Transportation Assistant (Customs), U-2102-05/06 Trainee
(Permanent - 40 hours per week)**

Annual gross income/Reddito Annuo Lordo (RAL) at the U-05: 34.517 euro

Annual gross income/Reddito Annuo Lordo (RAL) at the U-06 trainee: 33.056 euro

LOCATION: 31st Logistics Readiness Squadron, Deployment and Distribution Flight/LGRDD, Aviano Air Base, Italy

MAJOR DUTIES: The primary purpose of the position is to independently perform a wide range of non-standard and standard clerical support functions for movement of international import and export customs clearance operations and to provide miscellaneous clerical support. Processes and accepts of all export/import shipments transported by commercial carriers. Prepares AE Forms 302, as well as other applicable documents which supports all export transactions on outbound shipments. Verifies accuracy of import documents and validates inventories prior to releasing shipments to the consignee. Converts commercial customs documents into AE Form 302A when inbound shipments are delivered by commercial vendors. Prepares all supporting documents on each imported shipment for the Dogana. Maintains a special control register required by and subject to the Dogana inspection/validation. Provides delivery assistance to all base activities such as DeCA, Aviano Exchange, Fuels, Supply, deployed units and MCT. Informs and advises Italian Customs officials on local transportation procedures required document for pre-shipment, shipment and/or post-shipment services, for clearing inbound and outbound. Contacts carriers to obtain information on shipment location and intended disposition. Processes a wide range of documentation for shipment with commercial express carriers. Selects appropriate carriers and mode for outbound shipment and makes necessary arrangements. Reviews size and weight of items to determine appropriate preservation/preparation method and handling requirements. Receives telephone calls and greets visitors. Answers non technical requests for information such as Italian Customs clearing issues. Establishes files, maintains, purges and disposes of office records/files in accordance with regulations and local procedures. Assembles documents, forms and other paperwork from transportation files or record. Uses office automation functions to generate letters and memorandums, enters data into pre-defines spreadsheets, retrieves data from system on administrative actions accomplished or received in support of shipping requirements. Updates and revises delivery dates and maintains complete registers on each shipment in automated system so that accurate information is available to the customer. Performs escort duties when Italian Customs officials visit Aviano Air Base in the performance of their official duties and/or delivery of pertinent documentation to and from the Host Nation Customs office located in Pordenone. 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 may substitute for 1 (one) year of specialized experience. 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 at least 1 (one) year of general experience which is progressively responsible clerical, office, or other work that indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE AT THE U-06 TRAINEE LEVEL: 2 (two) years above High School or 1 (one) year of Italian university may substitute for 1 (one) year of general clerical experience. Applicants must submit a copy of the certificate 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”.

Must be able to attend, obtain and maintain required training and/or certification.

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 APPLICATIONS. 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.

PLEASE POST ON YOUR BULLETIN BOARD