

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

**ANNOUNCEMENT NO. 35-26**

**OPENING DATE: 28 April 2026  
CLOSING DATE: 5 May 2026**

Applications are being accepted for the position listed below. When applying, refer to this announcement by number. The USAFE-AFACRICA 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-AFACRICA 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 and in case no later than COB Wednesday 6 May 2026.

**TITLE, SERIES, GRADE AND SALARY: Vehicle Registration Assistant, U-0303-05  
(Permanent - 40 hours per week)**

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

**LOCATION: 31st Security Forces Squadron, Pass and Registration/S5PR, Aviano Air Base, Italy**

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

**MAJOR DUTIES:** The primary purpose of the position is to perform as an administrative assistant for the Italian Vehicle Registration program. Determines eligibility for the registration of privately owned vehicles in accordance with established guidelines. Provides practical advice, guidance, assistance and factual information concerning the preparation of the necessary documentation and the process of registering vehicles (i.e. registration application, proof of ownership, customs permit, insurance permits, power-of-attorneys, inspection process, approval, etc.). Interviews customers to obtain information needed to complete the case and completes forms in accordance with applicable regulations and procedures. Following established guidelines and precedents, resolves a variety of differentiated issues/situations such as cases involving the purchase of a vehicle from outside the Command or from another country, the purchase of a vehicle from a tourist, the processing of vehicles through Italian customs, the registering of multiple cars, the application for license plates from the USA/Italy, insurance and license requirements of other countries, stolen vehicles, abandoned vehicles, disposal of vehicles or return of vehicles impounded by authorities. Verifies the Vehicle Identification Number (VIN) for each initial registration as required by Italian Customs Officials. Prepares initial registrations and quarterly reports for submission to the appropriate customs officials. Obtains customs documents for motor vehicles and maintains them on file for the duration of validity. Ensures proper clearance of each registered vehicle prior to the departure of the owner from Italy, to include proper disposal of AFI-plated vehicles that are abandoned by personnel. Determines customers' eligibility and completes the application forms for the issuance of Black and White Plates as well as of motorcycle/moped tags. Prepares and maintains road tax receipts for all Black-plated and White-plated vehicles. Assists 31 SFS Operations Branch regarding inquiries from host nation police officials and the base Legal Office concerning AFI-plated vehicles. Authorizes and issues coupons for the purchase of gasoline and petroleum products. Determines the allocation of gasoline based on the taxable horsepower of the vehicle. Maintains files in accordance with applicable directives. Insures files are purged periodically to contain current and valid documents and information. Assists the Italian Vehicle Registration technical liaison in disseminating established guidance and information to customers, in developing justified replies to inquiries from the serviced organizations and in coordinating with the appropriate officials at the different Italian and US offices and authorities (such as the Italian Customs Office, Police and Finance). Assists in the development of recommendations and presentations to the 31<sup>st</sup> Security Forces Commander (SFS/CC) and/or the Legal

Office on particular problems pertaining to the programs. 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.

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 medical exam IAW Lgs D. 81/08.

**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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