

Civilian Personnel Office
52d Force Support Squadron
United States Air Force
Spangdahlem Air Base, Germany

Announcement Number: 121/2023

Opening Date: 12 Dec 2023

Closing Date: open until filled

Internal and External Non-US Vacancy Announcement
(IAW USAFEI 36-113)

Area of Consideration: Comprises all organizations of the US Forces within Germany and external applicants

Please post announcement on your bulletin board

POSITION TITLE: Supply Technician (Customer Support) (m/f/d)

GRADE: C-2005-05

WORK HOURS: 38.5 hrs per week (On principle, this position would also be suitable for part-time employment)

ORGANIZATION: 52 LRS/LGRM

LOCATION: Spangdahlem

On principle this position is also suitable for severely handicapped persons.

MAJOR DUTIES:

The primary purpose of this position is: To provide a variety of technical logistics supply support operations pertaining to the management and control of materiel demands and requisitions; establishment and development of effective working relationship with Air Force Materiel Command, respond to logistics concerns and to perform all base level customer support functions assigned to the Customer Support Element for the 52d Logistics Readiness Squadron.

Serves as the direct link between the requesting organization and the Air Force Materiel Command (AFMC). Responds to customer logistics concerns and anticipates problems that affects satisfying unit mission requirements. Provides guidance to customers and resource advisors on utilization and interpretation of supply management products.

Represents the 52d Logistics Readiness Squadron (LRS) at a variety of installation and functional area organizations.

Develops, establishes and maintains effective working relationships with supported customers. Schedules quarterly customer assistance visits to provide guidance for maintaining bench, operating and shop stock and to collect feedback.

Briefs visited work center supervisors on results of visit, follows-up on corrective actions. Responsible for interfacing with Air Force Materiel Command, Supply Chain Management activities on all matters not applicable to base level functions.

Monitors use of freeze codes daily and coordinate with respective elements for prompt clearance. Prepares RRC worksheet(s) and/or applicable documentation required to process all corrective action/discrepancies. Troubleshoots and resolves all Supply Systems (ILS-S Integrated Logistic Supply System, WebFlis Federal Logistic Information System and FedLog Federal Logistic System) related issues to include submitting Supply Difficulty Reports (DIREPs) for system related errors.

Performs On-The-Job training to newly assigned LRS personnel, both military and civilian. Conducts mandatory Block I (General Materiel Management Indoctrination) and Block IIA/B (Bench Stock/Repair Cycle) training sessions to be held with all base level supply customers. **Provides organizational support and supports quality improvements.** Provides recommendations and assists management with the development, standardization, and implementation of procedures, plans, methods and practices for a combination of operational and data management systems and supply processes to ascertain changes in current activities and operations to ensure continuous customer support is maintained.

For further details and review of the position description contact the Civilian Personnel Section, Bldg. 151, Spangdahlem Air Base.

QUALIFICATION**REQUIREMENTS/QUALIFIZIERUNGSANFORDERUNGEN:**

Education and Training Level IIb* - A completed apprenticeship in a commercial or administrative business occupation.

Education and Training Level IIIa* - An intermediate secondary school diploma plus a completed apprenticeship in a commercial or administrative business occupation.

Creditable higher level education is also acceptable as long as closely related to the position for which considered.

Creditable Experience Requirements:

Grade	E&T Level IIb	E&T Level III
C-05	2 years	none

*Description of Education & Training (E&T) Levels can be found in USAFEI 36-703.

Acceptable Creditable Experience:

Experience must have been gained in a closely related field.

Salary Schedule C-3 through C-5a:

Creditable experience includes any type of work or activity of an applicant that has provided the basic knowledge, skills and abilities needed to successfully perform the major tasks of the position for which considered.

As a rule one year of creditable experience must have been gained at one level below the grade for which considered.

PROFICIENCY REQUIREMENTS:

- ELP Level III (3) passing score 85 % – Excellent command of the English language is required – as stated in PD.
- Good command of the German language is desired
- Computer Skills: MS Office
- Driver's license: Class B as stated in PD is required to occasionally travel on duty in order to conduct site visits and may be required to operate a GOV

OTHER REQUIREMENTS:

- May be required to travel within Europe and the US.
- Must be able to obtain appropriate visa for travel to US.
- Operating knowledge of supply system, capabilities, DoD logistics support concepts of operation is desired.

HOW TO APPLY/BEWERBUNG:

Based to the current situation, we ask for your understanding for our change of the recruitment and placement process. This change is necessary to protect applicants as well as our employees and will stay in effect until further notice.

• Applications will only be accepted via email! Please sent your application to the following address:

52FSS.spang.jobs@us.af.mil

• Please only provide us with the application form (USAFE Form 201). Request for Placement Consideration (USAFE Form 10) is currently not necessary.

• Internal applicants: Supporting documents will be requested at a later time – if needed. External applicants: Please submit supporting documents with USAFE Form 201 as we do not have them.

• We are available for questions and inquiries as usual at Commercial phone number 06565-61-6080 or DSN 452-6080.

Please check our website for announcements and application forms: <https://www.52fss.com/civilian-personnel-section>

Applicants presenting foreign education & training credentials are required to obtain a letter of equivalency from the appropriate German authority of the state where he/she is residing. In Rheinland-Pfalz you may contact: Aufsichts- und Dienstleistungsdirektion (ADD), Willy-Brandt-Platz 3, 54290 Trier, Phone: 0651-9494-0, Fax: 0651-9494-170