

**Civilian Personnel Office  
52d Force Support Squadron  
Building 151, Spangdahlem AB  
54529 Spangdahlem**

**Announcement Number: 21/2024**

**Opening Date: 22 Feb 2024**

**Closing Date: open until filled**

**Internal and External Non-US Vacancy Announcement  
(IAW USAFEI -AFAFRICA1 36-113)**

**Area of Consideration: Internal and External**

**Area of Consideration: Comprises all organizations of the US Forces within Germany and external applicants  
Auswahlbereich: Umfasst alle Organisationen der US Streitkräfte innerhalb von Deutschland und externe Bewerber**

**POSITION TITLE: *Housing Management Assistant (m/f/d)***

**GRADE: C-1173-5**

**WORK HOURS: 32 hours per week, permanent**

**ORGANIZATION: 52 CES/CEIHH**

**LOCATION: Spangdahlem**

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

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***MAJOR DUTIES:***

The primary purpose of this position is: Perform a variety of assignments related to the occupancy and termination of government owned accompanied and/or unaccompanied housing. Receives, reviews, and processes advanced inquiries and applications for accompanied and/or unaccompanied units. Determines eligibility and types of quarters required and authorized by reference to a number of guides, regulations, and manuals which are usually directly applicable to the work being performed. Initiates correspondence to clarify or obtain needed information or documents, and to inform applicants of proper procedures and forms. Maintains a variety of waiting lists of applicants by reference to regulatory guides and clearly defined local policies. Updates waiting lists of both arriving and departing personnel and prepares and posts copies for customer reference. Conducts daily group briefings on community, government, and temporary lodging entitlements. Assists members in completion of regulatory documents. Explains the system of procuring community housing and explains to the members their entitlements and obligations while residing in the local community, or transit facility. Advises incoming personnel on types of housing available; eligibility for number of bedrooms; advantage and disadvantage of various housing areas; turn-down options; tenant rights and obligations; applicant's position on waiting list; and procedures for on and off base moves. Provides information on rental fees, utility and service charges, and other related matters associated with off-base housing relocation. Provides information on problems associated with moving to a new location. Answers complaints and questions relating to assignment of quarters, explains change in position on waiting list, changes in policy affecting quarters assignments, etc. Processes routine assignments and terminations of accompanied or unaccompanied housing. Schedules specific assignments to quarters from the top of waiting lists. Notifies applicants in advance of housing assignments and prepares all necessary assignment documentation based upon established regulations and local policy. Prepares and inputs documentation related to housing assistance activities. Gathers and compiles data on housing activities and prepares various reports. Locates and assembles data from various office sources. Uses a personal computer to input and retrieve required data and prepare routine reports. Operates office automation equipment involving data entry, storage, retrieval, etc.

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:**

IIIa - Intermediate secondary school diploma and a completed apprenticeship with certificate of completion in a commercial, administrative or business occupation that is closely related to the position for which considered. / Mittlere Reife und eine abgeschlossene Berufsausbildung in einem kaufmännischen, oder verwaltungstechnischen Beruf

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

Substitution: none

**Creditable Experience Requirements:**

Grade	E&T Level IIIa
C-5	None

**Acceptable Creditable Experience:**

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.

**Proficiency Requirements:**

- Very good command of the English language (ELP Level 3, passing score 85%) is required – as stated in PD.
- Excellent command of the German language.
- Driver's License Class B is required.
- Computer knowledge: MS Office
- Position incumbent must be able to obtain VISA/ESTA for travel to the US or other countries requiring a VISA.

***HOW TO APPLY:***

Application (USAFE Form 201) and Request for Placements Consideration (USAFE Form 10- if currently employed) and any **supporting documents** must be turned in to the Civilian Personnel Office, Bldg. 151, 54529 Spangdahlem or sent via email to [52fss.spang.jobs@us.af.mil](mailto:52fss.spang.jobs@us.af.mil) All applications **must be received** by the closing date of the announcement. For further detailed information please call DSN 452-6080 or Commercial 06565-61-6080 (08:00 – 16:00, closed Tuesday afternoon) or check our website: <https://www.52fss.com/civilian-personnel-section>

**The application cannot be considered if supporting documents are missing.**

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), Trier