

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

ANNOUNCEMENT NO. 49-21

OPENING DATE: 26 July 2021

CLOSING DATE: 20 August 2021

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/force-support/civilian-personnel-section by clicking on "Forms and Information"; 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 23 August 2021

This is an INTERDISCIPLINARY POSITION to be filled with the candidate that meets the qualifications of one of the listed title and series.

**TITLE, SERIES, GRADE AND SALARY: Community Planner, Q-0020-Q2/U1 Trainee
(Permanent – 40 hours per week)**

U-01 Trainee	BP	pm euro	1.142,43
	3EL	pm euro	1.003,88
	CONT	pm euro	531,04

Q-Q2	BP	pm euro	1.489,73
	3EL	pm euro	1.398,95
	CONT	pm euro	534,66

LOCATION: 31st Civil Engineer Squadron, Portfolio Optimization Element, Planning Section/CENPL, Aviano Air Base, Italy

MAJOR DUTIES: The primary purpose of this position is to serve as a facility space planning professional at an Air Force (AF) installation responsible for managing activities related to human as well as physical aspects of facility planning, to include utilization, optimization, and project planning/programming in support of an installation. Projects and problems are of such size that the incumbent must divide the projects so that others can carry portions to completion. Assignments typically require interpretation or extension of policy guides, substantial modification of techniques and procedures, or the development of innovative approaches to solve specific problems. Develops and maintains the installation Facility Space Optimization Plan (FSOP) and other facility space studies used as the basis for facility space optimization, and investment decisions. Incorporates AF strategy, policies, and standards, with asset management, community planning, engineering, and architecture principles to produce an installation FSOP. Leads installation facility space analysis, planning, execution, and optimization efforts required to support execution of current and future AF missions. Interprets facility space standards, real property (RP) guidance and project programming rules to support efficient development and sustainment of the installation facility space footprint. Integrates the application of facility space standards with the analysis of building utilization rates (URs), building condition index, building space types and functional uses to support efficient development and sustainment of the installation facility space footprint. Supports investment planning through development, deployment, and

sustainment of facility space planning programs, projects, and asset data. Develops strategies and courses of action which directly guide and inform facility sustainment, repair, modernization, and construction through the Activity Management Plan (AMP) and the Base Comprehensive Activity Management Plan (BCAMP) processes. Ensures planning activities integrate requirements identified during the development of AMPs and BCAMPs to inform the infrastructure investment planning process by ensuring identified requirements align with the FSOP and AF strategic direction on facilities optimization. Identifies opportunities for installations to consolidate functions, optimize facility space, increase facility URs, and demolish infrastructure in poor condition. Works with installation stakeholders and wing leadership to manage programmatic application of facility space policies, standards, and principles to ensure compliance with pertinent Department of Defense (DoD), AF, and/or other governmental directives. Because of the magnitude of some projects, the incumbent must collaborate with partnering engineers, scientists, and other expert personnel at higher headquarters, installation organizations, sister services, and private organizations to evaluate recommended courses of action and solve complex facility space planning problems related to Base Realignment and Closure actions, new mission beddown, and off-base lease reduction. Assignments typically require interpretation of policy guides, substantial modification of techniques and procedures, or the development of innovative approaches to solve specific problems in a specialized area of facility space planning. Prepares planning studies and analyzes quantitative and qualitative data in support of installation planning and mission requirements. Assists the installation to create a more operationally efficient, connected, and functional work environment through reuse, conversion, renovation, consolidation, and divestiture. Prepares detailed plans, studies, and analysis products to assess the ability of the installation to accommodate current and future mission requirements. Develops alternatives to optimize installation resources, infrastructure, facilities, and services. Proposes solutions for leadership consideration and implements approved courses of action in support of the FSOP. Implements and manages the installation's facility space planning and optimization program by leading the Customer Authorizations (CA) and Facility Space Planning capabilities, and supporting the management of accurate customer allocations. Leads the facility space planning function in developing and maintaining CA. Leads CA management process, to include conducting customer interviews, collecting supporting documentation, and calculating final authorizations. Identify correct Category Codes (CATCODE) for customer missions and (working with installation Real Property Officer (RPO) ensure alignment between authorizations and RP allocations. Calculate gross square footage of facility space authorized in accordance with standards and methods directed by AFMAN 32-1084, ANG Handbook 32-1084, and/or AFRC Handbook 32-1001. Performs audits of authorizations to determine if revisions are required due to change in mission, organizational structure, number of personnel, equipment, or other drivers that impact space requirements. Annually reviews authorizations for 20% of facilities on the installation. Annually reviews installation Host-Tenant Support Agreements (HTSA) to ensure accuracy compared to authorizations. Validates space authorizations and drivers for all new or current mission Basing and Beddown actions. Supports the management of accurate allocations in the Accountable Property System of Record (APSR) for RP. On an annual basis, supports or leads the cross functional team (realty specialists, engineering assistants, and space planner) responsible for conducting space allocation surveys to ensure correct customer and CATCODE allocations are maintained on the Drawing of Record (DoR) and support an accurate APSR for at least 20% of the facilities on the installation. Determines the appropriate CATCODE for space allocations in context with the authorizations for each unit/customer to ensure alignment. Collaborates with the CE Resources Advisor (RA) to ensure the APSR contains accurate customer information. Prepares draft AF Form 123 and DD Form 1354 documentation as needed for changes to facilities found during space allocation surveys. To support each individual space request from a customer, the space planner will review the current DoR and conduct a Facility Survey, if necessary, to validate the customers allocation. On a quarterly basis, prepare space request approval or disapproval packages for the Facilities Board (FB). Annually assesses the accuracy of the DoR for buildings on the installation as compared to the APSR. Leads the facility space planning function in optimizing the installation facility footprint in support of AF mission and strategic objectives. Determines and manages URs for buildings, as guided by Office of the Secretary of Defense (OSD) directive to ensure all buildings have a UR greater than 80. Reviews all facility space requests for efficient facility utilization, by analyzing CA together with customer allocations. Reviews URs annually to identify existing available and/or underutilized space. Annually evaluates the installation inventory for more efficient space use alternatives and develops Corrective Action Plans (CAPs) for buildings with URs less than 80%. Collaborates with the Community Planner to align the FSOP within the objectives of the Installation Development Plan (IDP) and AMP Managers to ensure CAPs are developed in full context of infrastructure repair goals. Coordinates with

the CE Operations Flight Requirements and Optimization Element to obtain current building condition data to be used in optimization planning. Attends the FB, briefs applicable course of action (COAs) for FB decision, and integrates facility space-related FB decisions with the installation FSOP. Develops selected COAs into detailed projects and collaborates with the programmer to submit in the BCAMP. Also reviews all projects on the BCAMP to ensure alignment with facility space optimization goals. Reviews work tasks and opportunities (or in the absence of the approved IT system a Work Requests (AF Form 332s) and attends Work Request Review Boards (WRRB) to ensure alignment with facility space optimization goals. Determines the facility space impacts the work requests will generate and integrates them into CAPs for increasing URs. Integrates and analyzes data elements to ensure effective planning and optimization of installation facility assets. Analyzes quantitative and qualitative data in support of installation planning, facility repair and maintenance, and sustainment of mission requirements. Leverages building condition information from Sustainment Management System (SMS) BUILDER, NexGen IT and the DoR to develop courses of action in support of facility space planning and optimization activities. Collaborates with the Community Planner, Requirement and Optimization Element, RPO, and Project Programmer to ensure facility space plan integration with other CE stakeholders and programs.

Reference Office of Personnel Management (OPM) Qualification Standards

QUALIFICATIONS:

AT THE Q2: Interested applicants must possess professional knowledge of engineering principles and concepts acquired through a “Laurea del vecchio ordinamento” or “Laurea di secondo livello” in the specific discipline i.e. “Architettura”, “Urbanistica”, “Ingegneria Civile”, “Ingegneria Meccanica”, “Ingegneria Elettrica”, plus 1 (one) year of specialized experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position to be filled, such as: 1) Professional knowledge of engineering/planning concepts, principles, practices, standards, methods, and techniques to effectively apply theories, principles, and concepts to installation facility space management, planning, and optimization programs; 2) Knowledge to gather and analyze facts, draw conclusions, and devise solutions to complex facility space planning problems that require interpretation or extension of policy guides and substantial modification of techniques and procedures; 3) Experience leveraging Air Force Information Technology (IT) innovations and Authoritative Data Sources, such as the AF Geospatial Integration Management Systems, SMS, and NexGen IT; 4) Demonstrates knowledge and prior use of data collection, analysis and representation tools such as project tracking and data management software programs, field survey technology, Geographic Information System (GIS) and Computer Aided Design and Drafting (CADD) applications, and data science and analysis platforms; 5) Skill in communicating orally and in writing with clarity, conciseness and persuasiveness; the ability to relate the effect of facility planning decisions on the mission and goals of an installation.

AT THE U-01 TRAINEE LEVEL: Interested applicants must possess professional knowledge of engineering principles and concepts acquired through a “Laurea del vecchio ordinamento” or “Laurea di secondo livello” in the specific discipline i.e. “Architettura”, “Urbanistica”, “Ingegneria Civile”, “Ingegneria Meccanica”, “Ingegneria Elettrica”, plus 1 (one) year of specialized experience which has equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position to be filled, such as: 1) Professional knowledge of engineering/planning concepts, principles, practices, standards, methods, and techniques to effectively apply theories, principles, and concepts to installation facility space management, planning, and optimization programs; 2) Knowledge to gather and analyze facts, draw conclusions, and devise solutions to complex facility space planning problems that require interpretation or extension of policy guides and substantial modification of techniques and procedures; 3) Experience leveraging Air Force Information Technology (IT) innovations and Authoritative Data Sources, such as the AF Geospatial Integration Management Systems, SMS, and NexGen IT; 4) Demonstrates knowledge and prior use of data collection, analysis and representation tools such as project tracking and data management software programs, field survey technology, Geographic Information System (GIS) and Computer Aided Design and Drafting (CADD) applications, and data science and analysis platforms; 5) Skill in communicating orally and in writing with clarity, conciseness and persuasiveness; the ability to relate the effect of facility planning decisions on the mission and goals of an installation.

Excellent command of the English language is required, subject to testing.

Applicant must possess a valid Italian Driving License type “B”.

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 OFFICIAL PERSONNEL FOLDER. Submit an amendment with USAFE Form 10, if necessary. Experience which is not on file at the closing date of the announcement will not be considered.

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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