FEDERAL JOB OPPORTUNITY BULLETIN
RAMSTEIN AB CIVILIAN PERSONNEL OFFICE

POSITION: Postal Operations Contract Monitor, GS-1601-08, Permanent Full-Time	**ANNOUNCEMENT NUMBER:** BM-03DEC719533
AGENCY: Department Of The Air Force	**OPENING DATE:** 19 December 2003
ORGANIZATION: USAFE AIRPS DET 1	**CLOSING DATE:** Open Until Filled Cutoff Every Thursday By COB
DUTY LOCATION: Rhein-Main AB, Germany	**RECRUITMENT CATEGORIES:** 1, 2, 3A, 3B, 3C, 3D, 4
AREA OF CONSIDERATION: Federal Wide	**SALARY:** $33,026 PA (STEP 1) - $42,935 PA (STEP 10)

DESCRIPTION OF DUTIES: The primary purpose of the position is to perform evaluation of contractor operated mail sortation, registered mail, and receipt/dispatch activities; and to plan, manage and perform in depth inspections to ensure contract requirements are fulfilled and Command quality standards are met or exceeded. The purpose of the Contract Monitor is to observe, evaluate and manage surveillance over all aspects of contract provided mail sortation and associated support services according to contract Statement of Work (SOW) specifications; and applicable United States Postal Service (USPS), DoD, Air Force (AF), and USAFE directives and instructions.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S):
1. Knowledge of a wide range of concepts, principles and practices relating to the United States Postal Service and the Military Postal Service Agency's processing of world-wide international military mail etc.
2. Knowledge of and experience with accepted practices of the commercial airlift industry and experience with and knowledge of specific mail transportation tracking systems including the Military and International Dispatch Accounting System, the Military Origin Destination Information System, and military contingency/exercise communications network.
3. Knowledge of worldwide commercial and military air, ground, and sea transportation networks and their rules regarding mail movement in order to transport military mail.
4. Skilled in basic computer operations and ability to utilize standardized computer software programs. Knowledge of Microsoft Work, Powerpoint, and Excel.
5. Ability to develop and conduct effective training on safety, security and postal operations and procedures and recognize improper, unsafe, or unsecure practices.
6. Ability to establish working relationships and communicate effectively with others, both orally and in writing, in working out solutions to problems or questions relating to postal and facilitate groups toward completing mission objectives.
7. Ability to analyze deficiencies, write and prepare reports, and present findings and recommendations.
8. Extensive skill and knowledge requirements for surveillance checklists, AF regulations and other applicable directives and instructions.

OTHER SIGNIFICANT FACTS:
1. The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays.
2. Work may occasionally require travel away from the normal duty station.
3. The employee may be required to travel on military and commercial aircraft.
4. Recall to duty may be a requirement of this position and member may be required to be available on-call to deal with special postal processing issue that may arise.
5. Overtime and/or emergency overtime may be required.
6. Member must be able to obtain and maintain a US Secret clearance.
7. Must be able to pass a physical examination (lifting of up to 70 lbs, awkward in size and shape)

QUALIFICATION REQUIREMENTS: Applicants are evaluated based upon qualification requirements published by the Office of Personnel Management (OPM) Qualification Standard for General Schedule. One (1) year of specialized experience equivalent to at least GS-07.

INDIVIDUALS HIRED LOCALLY WILL NOT BE AUTHORIZED LIVING QUARTERS ALLOWANCE (LQA), REGARDLESS OF ELIGIBILITY.

REQUIRED APPLICATION FORMS: Please refer to the Ramstein Application Packet provided in the Civilian Personnel Office room 123 or to the web site at www.ramstein.af.mil/435mss/cpo.

Incomplete applications will not be considered.

HOW TO APPLY: Applications must be turned in to the Ramstein CPO, Bldg 2120, Room 123 between 8000 and 1600, Monday through Friday by the closing date of the announcement OR mailed to 435 MSS/ DPCS, UNIT 3220 BOX 365, APO AE 09094-0365 and RECEIVED by the closing date of the announcement.

POINT OF CONTACT: Customer Service Counter, DSN 480-7092 or commercial 06371-47-7092.

PLEASE SEE REVERSE