

CONSOLIDATED EMPLOYMENT GUIDE

IMPORTANT REMINDER:

The A&FRC offers a monthly Employment Class as well as individual assistance to help you prepare for your job search.

The Employment Class covers:

- **Job Search Techniques**
- **Effective Resume Preparation**
- **Successful Interview Skills**
- **Federal Job Application Process**

Please call 0434-30-5407
to reserve your seat!

Airman & Family Readiness Center
Building 1431, Flight Line
DSN: 632-5407
Commercial: 0434-30-5407
Fax (DSN): 632-5794

Monday – Friday
0700-1700

<http://afrc.avianoab.info>



It's a **JOB** looking for a job,
so make sure you have all the necessary
tools in your tool box!

We know Aviano’s job search process can be challenging; however, your Airman & Family Readiness Center offers a variety of employment services and tools to assist you.

HERE ARE SOME OF THE RESOURCES AVAILABLE TO ASSIST YOU:

- ⇒ Individual Employment Counseling
- ⇒ Assistance with the Application Process
- ⇒ Automated Federal Employment Information
- ⇒ Discovery Center
 - Career Reference Materials Available for Checkout
 - Current Job Postings
- ⇒ Monthly Career workshops
 - Employment Class
 - Transition Assistance Workshop
- ⇒ Transition assistance for military and family members
- ⇒ Consolidated Employment Guide
- ⇒ Resume Review
- ⇒ Personal Job Search Assistance

Give us a call a 632-5407 to start your job search.

SOME REASONS TO CONSIDER VOLUNTEERING:

- ⇒ Help your community
- ⇒ Learn new skills
- ⇒ Networking opportunities
- ⇒ Gain additional experience
- ⇒ Refresh your skills
- ⇒ Keep up with new technology

Call 632-5407 to begin volunteering today!

POSSIBLE RESOURCES FOR NON U.S. OR NON EUROPEAN NATION CITIZENS:

- ⇒ Some U.S. university offices at Aviano Air Base, Italy
- ⇒ Contract positions via NAF and CPO
- ⇒ Other contract positions—usually advertised in Compass or A&FRC
- ⇒ Lunch monitor in DoDDS schools
- ⇒ Bagger or cashier at the commissary

Department of Defense Dependents Schools
 (DoDDS) Employment Office
 Unit 31401 Box 11 APO AE 09630
 DSN 634-8428 Fax DSN 634-8721
 Commercial: 0444-71-8428/71-8038
 Monday–Friday 0730-1630

1. Where is the DoDDS Employment Office located?	The main office is located on Vicenza Army Post; however, the local schools have applications and information.
2. What type of jobs does the DoDDS Employment Office offer?	U.S. Appropriated Fund positions, which are open continuously. Submit your application and it's kept on file until the day of your DEROS.
3. How do I begin my job search with DoDDS?	Pick up an application package from the Aviano school administration office or apply at www.eu.dodea.edu/hr/
4. Can I fill out the forms using the computers at the A&FRC?	Yes, your A&FRC is equipped with the automated Federal Job Kit.
5. Who can apply?	Only U.S. Citizens may apply for the Appropriated Fund Positions.
6. Where do I turn in the application package?	You can email, mail it or deliver it in person to the DoDDS Human Resources Office. This will give you a chance to do some extra networking.
7. When do I hear from DoDDS?	Approximately 3 weeks after your application has been received, you will receive a letter.
8. Is there anything else I need to know about DoDDS employment?	Yes. When you complete the package, take a copy of it to the school where you desire to work.
9. Where are the schools located?	The consolidated school (K-12) is located on the west side of Area 1.

Non-Appropriated Funds (NAF)

Human Resources Office

Box 45 Bldg 256 Area 2 Room 213

APO AE 09604

DSN: 632-5747; Commercial: 0434-30-5747

Fax (DSN): 632-5491

1. Where is the NAF Human Resources Office (HRO) located?	It's located in Area 2, Building 256, Room 213.
2. What type of jobs does NAF offer?	Non-appropriated Fund positions, which are open continuously. Submit your application and it is kept on file for 90 days.
3. How do I begin my job search with NAF?	Pick up an application package from the NAF HR Office in Area 2. Or go to www.31svs-aviano.com to see a list of available jobs, applications and other job information.
4. Can I fill out the forms using the computers at the A&FRC?	Yes, the A&FRC is equipped with the information you need to apply.
5. Who can apply?	Please contact the NAF HRO for eligibility.
6. Where do I turn in the application package?	Take it to the NAF Human Resources Office in Area 2.
7. When do I hear from NAF?	You'll be contacted when you qualify, your application has been referred to the supervisor and you have been selected.
8. Is there anything else I need to know about NAF?	You can apply for multiple positions with NAF; however, you must submit a separate application for EACH position. Local nationals should apply for 31 SVS positions through CPO.
9. What are the directions to the NAF Human Resources Office?	Go to Area 2, turn left (gym on your right). Building 256 will be on your left (Rooms 213).

Civilian Personnel Office (CPO)

Box 65 Aviano Air Base

APO AE 09604

DSN: 632-7291; Commercial: 0434-30-7291

Fax (DSN): 632-7179

Monday-Friday 0730-1630

1. Where is the CPO located?	Area 600.
2. What type of jobs does the CPO handle?	U.S. Appropriated Fund/Local National Designated Jobs.
3. How do I begin my job search with the CPO?	U.S. citizens use the online application at www.usajobs.gov and local National citizens apply in person.
4. Can I fill out the forms using the computers at the A&FRC?	Yes, your A&FRC is equipped with the automated Federal Job Kit .
5. Who can apply?	⇒ Only U.S. Citizens may apply for the Appropriated Fund Positions. ⇒ Only local nationals may apply for the Local National Designated positions.
6. Where do I turn in the application package?	U.S. citizens follow directions provided by the AFPC web site. Local national citizens apply in person at CPO.
7. When do I hear from the AFPC?	You will hear from the AFPC via email when you've been selected for a position.
8. Is there anything else I need to know about the CPO?	Be patient, as the process is slow.
9. What are the directions to get to the CPO?	Exit the Flight Line Area going towards the mountain highway. On the right you will see a fenced area. This is Area E (Contracting, AFN, etc). Turn in and have your ID ready.. Ask the guard for directions.

Army and Air Force Exchange System (AAFES)

Human Resources Office
Unit 6195 APO AE 09604

Via Della Comina #3. Pordenone

DSN: 632-2076; Commercial: 0434-55-5468/25-3087

Fax: 0434-65-1174

Monday-Friday 0800-1700

1. Where is the AAFES Human Resources Office located?	Via Della Comina, Pordenone (past the Go Kart Center)
2. What type of jobs does AAFES offer?	Positions in various AAFES facilities (retail, food, office positions), open continuously. Your application is kept active (on file) for 90 days.
3. How do I begin my job search with AAFES?	AAFES accepts applications online. Log onto www.aafes.com to apply.
4. Who can apply?	U.S. citizens, local nationals and NATO country citizens may apply for AAFES positions.
5. Where do I turn in the application package?	U.S. citizens can apply online. Log onto www.aafes.com . Local national candidates should apply in person.
6. When do I hear from the AAFES Human Resources Office?	When the job you applied for becomes vacant, provided you qualify for that job.

Defense Commissary Agency (DeCA)

Administration Office
Unit 6185 Box 185

APO AE 09604

DSN: 632-7647; Commercial: 0434-30-7647/30-7648

Fax: 0434-30-4317

Monday-Friday 0800-1700

1. Where is the DeCA Administrative Office located?	At the Flight Line, in the Commissary.
2. What type of jobs does DeCA offer?	U.S. Appropriated Fund positions, such as WG-4 (Store Worker) and positions for Local National citizens.
3. How do I begin my job search with DeCA?	Pick up an application package from DeCA Administration Office in the Commissary. Or online at www.commissaries.com or www.usajobs.opm.gov
4. Can I fill out the forms using the computers at the A&FRC?	Yes, the A&FRC is equipped with the automated Federal Job Kit.
5. Who can apply?	U.S. citizens may apply for the Appropriated Fund Positions. Local National citizens apply for LN positions.
6. Where do I turn in the application package?	The DeCA Administration Office in the Commissary on the Flight Line.
7. When do I hear from DeCA?	As soon as the job you have applied for becomes vacant, provided that you qualify for that job.