

Federal Republic of Germany Office of Defense Administration, USA and Canada
11150 Sunrise Valley Drive • Reston, VA 20191 • USA

Vacancy Advertisement No. 7/2021

“Administrative Specialist (male/female/other) Customs” with the German Armed Forces Command USA and Canada, Dulles, VA

Ref. No. RP 2	Point of Contact Ms. Jackson	Phone 001 703 390-3126	Email BWVStUSACAPersonal@bundeswehr.org	Date 27 December 2021
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The German Armed Forces Command USA/CAN is seeking to fill, at the earliest possible date, the position of an **“Administrative Specialist (male/female/other) Customs”**, (full-time, 40 hours/week) for its Movement and Transportation Division located at Dulles, VA.

Responsibilities:

- Using available databases, categorize supply articles which are subject to ITAR/CCL (International Traffic in Arms Regulations, Commerce Control List)
- Prepare and process license requests to be submitted to the Departments of State and Commerce
- Review approved licenses and track them all the way to the approving authority
- Analyze contracts concluded by the German Liaison Office for Defense Materiel/ German Federal Office of Bundeswehr Equipment, Information Technology and In-Service Support with a view towards import and export requirements and legal obligations
- Provide advice and support for military exercises / special projects conducted by the German Armed Forces (Bundeswehr) in the United States and Canada
- Provide information about current changes of legal requirements to other sections/staff
- Perform general administrative tasks
- Perform updating of master data in FMS (Foreign Military Sales) TA/TS subsystem

Qualification requirements:

- Completed professional commercial training (preferably in the area of Transportation/ Planning) or appropriate work experience in the specified or a related field
- Good skills in handling a personal computer and using MS Office applications
- Proficient German and English speaking and writing skills

Personal requirements:

- Valid residence and work permit
- Ability to work in a team
- Willingness to pursue follow-on training



**FRG OFFICE OF DEFENSE
ADMINISTRATION, USA
AND CANADA**

RP 2 HUMAN RESOURCES

11150 Sunrise Valley Drive
Reston, VA 20191
USA

Phone +001 (703) 390-3126
Fax +001 (703) 390-3356

WWW.BUNDESWEHR.DE

- Ability to work independently
- Polite, yet self-confident manner, especially when directly dealing with state/federal authorities
- Ability to maintain confidentiality

The terms of employment, employer-provided benefits as well as duties of the employee will be in accordance with the Employment Agreement and the Policies and Procedures Manual for locally hired employees at Bundeswehr offices and agencies in the United States.

The starting salary in this position is \$4,300 gross per month (German *Entgeltgruppe 9A*). Interested personnel already employed with the Bundeswehr in the United States may inquire about the salary at Human Resources RP 2.

The hiring process will entail a background check and a level 2 security clearance check ("Ü 2" counter sabotage), as the actual workplace is located within an aviation security area IAW the Act on Aviation Security. By submitting the application, applicants give their consent to undergo the background check/security clearance check.

Please send your application to the Federal Republic of Germany Office of Defense Administration USA/CA in Reston or its Regional Service Center in El Paso, indicating the vacancy advertisement number:

Federal Republic of Germany
Office of Defense Administration,
USA and Canada
–Human Resources–
11150 Sunrise Valley Drive
Reston, VA 20191

Federal Republic of Germany
Office of Defense Administration,
USA and Canada
RS El Paso – attn: Ms. Abold-Wilson –
Fanner Road Bldg 512A
Fort Bliss, El Paso, TX 79916

Please include in your application a detailed résumé as well as proof of work experience in the specified or a related field. Applicants who do not have U.S. citizenship must also provide proof of their valid work/ residence permits. For organizational reasons, please provide a valid email address and a daytime telephone number in your application.

Applications will be accepted until 9 January 2022.

For the purpose of meeting the deadline it will also be sufficient to send your application via email to the following address: BWVStUSACAPersonal@bundeswehr.org

For the Director
Original signed

Jackson