

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

24 October 2012

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #12-085

POSITION: Supply Technician (Inventory Management) (D2134000) (GS-2005-05/06/07)
EXCEPTED POSITION

LOCATION: 101st Logistics Readiness Sq, Bangor, Maine

SALARY RANGE: \$38,790 to \$50,431 per annum

CLOSING DATE: 07 November 2012

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite MEANG Enlisted Technicians who apply. In the event there is no selection from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified MEANG Enlisted personnel who apply.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience in clerical or office work such as maintaining records; screening, reviewing, and verifying documents; searching for and compiling information and data; or work involved in the physical handling of supplies and equipment, provided, this gave the candidate some general knowledge of supply transactions and regulations, procedures, identification codes, etc.

SPECIALIZED EXPERIENCE: Must have six (6) months experience for GS-05, nine (9) months experience for GS-06, or twelve (12) months experience for GS-07 which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-05/06/07

1. Knowledge of standard methods of receipt or material order documentation control and material processing.

2. Knowledge of policies and regulations regarding storage space controls, stock location systems, layouts, and storage technique.
3. Ability to establish and maintain effective work relationships.
4. Knowledge of regulations, and automated/statistical techniques used in the computation and forecasting of quantitative requirements.
5. Knowledge of regulatory requirements governing the accounting for government property.
6. Ability to research information.
7. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.

COMPATIBILITY CRITERIA: AFSC: 2SXXX NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 2S0X1

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Completion of 2 academic years of full-time business school or 2 academic years of education above the high school level will satisfy the requirements for the GS-05 level. Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirements for the GS-06 level. Appropriate military training will be credited on a month for month basis. **Applicant must provide a copy of transcripts to receive credit.**

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled “Technician Vacancy Announcement Guide” which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA”. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: HROTECH@me.ngb.army.mil.

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Materiel Management Flight of the Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The primary purpose of this position is to function as the installations technical expert in the management of centralized inventory functions and provide services in support of inventory control, storage, cataloging or supply identification, property utilization and accountability including those with automated or manual supply accounting systems.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for centralized inventory management accountable under the guidance of the United States Property and Fiscal Office (USPFO), to include warehouse assets, supply points, readiness spares, and WRM assets at prescribed frequencies.

(2) Ensures accurate asset accountability records are maintained. Performs research to resolve all inventory discrepancies. Conducts inventory research to identify root causes, trends of inventory discrepancies/adjustment, maintains inventory trend charts, and performs corrective actions needed to prevent further out-of-balance conditions.

(3) Prepares and publishes the master inventory schedule of all categories of property as outlined in Air Force Manuals and Instructions. Ensures all sections or flights affected receive notification of pending inventories.

(4) Responsible for the Inventory Adjustment Register (M10) accountability. Ensures the M10 is certified and approved by responsible parties. Manages and controls all rejects from item records frozen for inventory.

(5) Assist the EAE in performing the semi-annual COMSEC/CCI, Weapons reconciliation, and monthly inspections in accordance with regulations.

(6) Provide guidance to other Logistic Readiness sections to ensure compliance with DoD, Air Force and other applicable guidance in inventory management and control.

(7) Coordinates with Operations and Compliance section to ensure accurate reporting to the LRS/CC/AO in accordance with regulations.

(8) Performs other duties as assigned.