

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

05 March 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-027**

**POSITION:** Tools and Parts Attendant (D0919000) (WG-6904-05) EXCEPTED POSITION

**LOCATION:** Deputy Chief of Staff, Aviation (DCSAV) AASF, Bangor, Maine

**SALARY RANGE:** \$35,792 to \$41,740 per annum

**CLOSING DATE:** 19 April 2013

**AREA OF CONSIDERATION:** First consideration will be given to all qualified permanent and indefinite MEARNG Enlisted (**E-5 and Below**) Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified MEARNG Enlisted (**E-5 and Below**) 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 requirements listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training which demonstrates the applicant's knowledge of trade and shop name of items; ability to apply identification skill (matching specific item name, models, and stock or part numbers with similar specific information at stock locations); ability to use simple hand tools (pliers, screwdrivers, etc.) and to follow oral and written instructions.

**SPECIALIZED EXPERIENCE:** Must have twelve (12) months experience which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Skill in verifying short, over, and damaged conditions of incoming stock.
2. Skill in selecting and setting up specific locations for items.

3. Skill in identifying specific items from trade and shop names used by requestors.
4. Skill in marking and tagging locations and making entries on locator cards.
5. Ability to perform maintenance on hand and power tools.
6. Skill in searching likely locations and taking recounts of items during inventories by using stock records and related documents.

**OTHER REQUIREMENT:**

**If offered this position, individuals shall complete a pre-placement medical examination as dictated by job hazard. Employees in health hazardous areas are required to participate in the MEARNG Medical Surveillance Program. If the position requires an immediate fill, individuals selected shall complete a baseline medical exam as soon as possible or within 30 days or will be terminated from that position.**

**COMPATIBILITY CRITERIA:** CMF: 15, 67, 91, 92

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position, i.e., Engineering, Architecture, Industrial Arts, Property Management and Business Management/Administration. **Applicant must provide a copy of transcripts to receive credit.**

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):** Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager to determine any possible termination and/or recoupment actions that may result from accepting this position.

**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](mailto: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 Army Aviation Materiel Management section of an Army Aviation Support Facility (AASF). Its purpose is to receive, store, and issue parts, tools, equipment, material, or supplies, and maintain stock records in accordance with accepted stockroom methods, techniques, and procedures.

**B. DUTIES:**

(1) Receives, stores, and issues hand tools, machine tools, dies, and equipment, such as measuring devices and materials. Unpacks and stores new equipment. Selects and sets up specific storage locations according to such factors as use, size, shape and nomenclature of items. Identifies and selects items for issue that are requested by users. Keeps records of tools issued to individual workers or shops. Makes adjustments or minor repairs to tools and equipment. Prepares periodic or special inventory of stock, counts stock on hand, and searches likely locations for lost or misplaced items.

(2) Determines stock replenishment levels for centrally controlled items, supplies and other material. Assures that supplies and monies are not wasted through excess accumulation and that items are on hand in sufficient quantities and at the time required.

(3) Prepares requisitions for procurement of material and supplies. Reviews requisitions for completeness and compliance with regulations, revises quantities ordered based on number on hand. Recommends substitution when supply items are not available. Verifies material received against requisitions, shipping notices, or invoices, to determine irregularities. Examines stock to verify conformance to specifications and rejects defective articles. Reports incoming shipments of stock that are over, short, or damaged. Ensures that received items are properly stored in assigned locations.

(4) Searches for identifying or management data on items of supply. Compares data listed on documents with reference sources such as federal catalogs, stock lists, or other publications. Receives requests desiring additional identification data, and compares with reference sources. Searches for stock number, prices, descriptions, sources of supply, and traces part number, or type number to identify manufacturer of the item or equipment.

(5) Reviews supply transactions, and provide customer service for urgent critical shortage items, and other items. Codes and classifies requisitions, shipping orders, and other documents. Refers requests to other sources of supply or to inventory control point when stock is unavailable or cannot be shipped.

(6) Assists in managing the calibration, and testing of Test Measurement and Diagnostic Equipment (TMDE). Controls tool room operations, including accounting for, issuing and replacing tools.

(7) May assist with processing of hazardous material by inspecting, receiving, sorting, accounting and classifying hazardous material such as explosives, toxic chemicals, flammables, gas cylinders, radioactive material, and hazardous waste.

(8) Performs other duties as assigned.

**C. PHYSICAL EFFORT:**

Works on hard surfaces and in work areas that require standing, stooping, bending, and working in tiring and uncomfortable positions. Frequently lifts and carries tools, parts, supplies, and equipment that weigh up to 10 pounds. May occasionally handle items that weigh up to 40 pounds. Hand trucks, dollies, and other workers are available for assistance with heavier items.

**D. WORKING CONDITIONS:**

The work is generally done in areas that are well lighted, heated, and ventilated. May occasionally work inside in areas that are drafty. The work is sometimes dirty, dusty, and greasy. Frequently is exposed to the possibility of cuts, scrapes, and bruises.