

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

15 July 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-071

POSITION: Computer Assistant (D0890P01) (GS-0335-06/07) EXCEPTED POSITION

LOCATION: USPFO, Supply and Services Division (Warehouse), Camp Keyes, Augusta, Maine

SALARY RANGE:

\$34,907 to \$45,376 per annum

GS-06

\$38,790 to \$50,431 per annum

GS-07

CLOSING DATE: 09 August 2013

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

QUALIFICATIONS: This position may be filled at the GS-06 or GS-07 grade. If filled at the GS-06 grade, the individual selected may be promoted to GS-07 without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

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

GENERAL EXPERIENCE: Experience, training or education which demonstrates the applicant's ability to follow directions, procedures, or systematic work methods which gives evidence of the candidate's ability to perform this position.

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

GS-06

1. Knowledge of computer codes and abbreviations.
2. Knowledge of production control functions.
3. Ability to recognize processing failure errors associated with system controls.

GS-07

1. Knowledge of computer codes, abbreviations and language.
2. Knowledge of production control functions.
3. Ability to interpret data requirements and coordinate priorities.
4. Ability to trace and identify processing failures.

COMPATIBILITY CRITERIA: MOS: 25B, 36B, 51C, 88M, 88N, 89A, 89B, 92A, 92F, 92Y

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent for 12 months of the required experience.

Applicant must provide a copy of transcript to receive substitution of education.

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

POTENTIAL ADMINISTRATIVE FURLOUGH: A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

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: ng.me.mearng.list.hro-applications@mail.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/Commanders 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:

//s//
CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Classification)

D0890P01

DUTIES: This position is located in the Supply and Services Division Office, United States Property and Fiscal Office (USP&FO). The incumbent serves as the automated logistics information systems manager with technical responsibility for automated systems and operational management *and SARSS-1 System Operator*. Develops, implements, and maintains automated logistics information management systems in the Division and provides training for user personnel. Serves as the main point of contact within the Supply and Services Division in communication with Standard Army Management Information System (STAMIS) proponents. National Guard Bureau (NGB), supporting maintenance activities and other USP&FO divisions for the purpose of coordinating the full implementation and operation of automated logistics information management systems.

--Based on a general knowledge of logistics policies and procedures governing logistics activities, analyzes and determines the needs and methods of data support for the division. In coordination with the Supply Systems Analyst, identifies potential computer applications. Determines requirements through a fact finding studies to see if locally developed applications are needed that are not included in other Department of the Army (DA) logistic Standard Army Management Information Systems (STAMIS).

--Directs and monitors the operation and maintenance of existing STAMIS and locally developed logistics applications. Advises and assists the Supply Systems Analyst in resolving automation problems (hardware and software).

--Trains division employees in the operation and maintenance of system equipment. Develops and maintains a variety of desktop Standard Operating Procedures (SOP) containing step by step procedures for machine operation, system recovery, data backup, operator level hardware maintenance. Provides detailed STAMIS applications training to new systems users for all branches. Identifies and coordinates required training with division supervisors and develops individual training programs as required. Evaluates progress and the need for additional training. Trains functional users and conducts briefings to explain procedures, system options and limitations for the utilization of software and hardware.

--Identifies the cause of operations failure and means of recovery. Researches and resolves hardware, software and application program problems, working with users and system proponents as required. Coordinates maintenance and repair of automation equipment within the division.

--Coordinates the loading of software changes and program updates with DA, NGB, Data Processing Installation (DPI), other agencies and division branches to ensure system enhancements are synchronized and current.

--Serves as Information System Security Officer for Supply and Services Division. Develops, monitors and evaluates procedures and internal controls in accordance with current security regulations/guidelines for internal systems security.

--Responds to ad hoc requests (i.e. Structured Query Language, etc.) for products by working with various sections/branches of the division to produce data retrieval outputs.

--Performs other related duties as assigned.