

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

11 October 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-092

POSITION: Supply Technician (D0915000) (GS-2005-06/07) EXCEPTED POSITION

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

SALARY RANGE:

\$34,907 to \$45,376 per annum **GS-06**

\$38,790 to \$50,431 per annum **GS-07**

CLOSING DATE: 31 October 2013

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted (**E-6 and below**) Technicians in the Maine Army National Guard.

AREA II - All Enlisted (**E-6 and below**) of the Maine Army National Guard.

AREA III – Personnel who are eligible for membership in the Maine Army National Guard. (**Only eligible to E-6 and below**)

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 nine (9) months experience for the GS-06 level or twelve (12) months experience for 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 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 techniques.
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.

GS-07

1. Ability to research information.
2. Knowledge of how to fill out, post, file, control, or code supply documents or transactions.
3. Knowledge of supply computer operations.
4. Knowledge of governing supply regulations, policies, and procedures.

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: Appropriate military training courses will be credited on a month for month basis. **In order to receive credit for military training courses, applicants must provide DA 1059's or equivalent documentation.**

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 at 430-5917 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: 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, 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 DIRECTOR OF HUMAN RESOURCES:

//s//
CRAIG P. BAILEY
MSG, Maine Army National Guard
Human Resources Specialist
(Recruitment & Placement/Compensation)

D0915000

a. INTRODUCTION:

This position is located in the Aviation Materiel Management Section of an Army Aviation Support Facility (AASF). Its purpose is to provide services in support of inventory control, storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. Manages aviation materials and resource tracking (i.e. Depot Level Repairable (DLR)/Class 9 (CLIX) funds and all other appropriate air and ground budgets), Test Measurement & Diagnostic Equipment (TMDE)/tools management, and Hazardous Material Management.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for all phases of DLR and CLIX repair/repairable items procurement and returns program. Forecasts, justifies, prepares, submits, and administers the annual DLR budget request. Responsible to acquire needed DLR and CLIX repair parts. Verifies availability and orders DLR parts as needed. Determines proper fund coding, prepares requisitions and forwards to source of supply. Insures part availability, receives part, stores, prepares Material Release Order (MRO), and forwards part to maintenance shops. Recovers damaged/unserviceable part, initiates turn-in procedure, prepares for shipment, packages and ships to depot, Aviation Classification Repair Army Depot (AVCRAD), or other appropriate activity. Maintains Document Control Register and ship-out log. Verifies that appropriate activity has received returned part. Reviews budget reports to insure returned funds are properly credited to DLR account. Incumbent establishes coordination and networking with other civilian and military agencies, for the purpose of acquiring required items and supplies. Those agencies include AVCRAD, Aviation Missile Command (AMCOM), Item Managers, civilian contract vendors, etc.

(2) Assists/performs the Property Book operations in the area of inventory and storage management, and equipment coordination. Ensures the property book sections periodically perform a visual inventory of all items. Maintains property book accountability utilizing an automated or manual supply accounting system. Establishes hand receipt files and maintains accountability by the use of hand receipt listings. Assures that all authorized property is on hand or has been requisitioned. Coordinates the assignment and transfer of inventory. Schedules, directs and conducts periodic inspections, to insure stock items are serviceable, properly stored, accounted for and maintained.

(3) Analyzes supply transactions or provides customer service for urgent critical shortage items and items requiring special handling when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents; extracts requests to other sources of supply or refers them to inventory control point when stock is unavailable or cannot be shipped.

D0915000

(4) Within funding limitations determines stock replenishment levels for centrally controlled items. Assures that supplies and monies are not wasted through excess accumulation.

(5) Establishes procedures for management of calibration, testing of TMDE, and monitors tool room operations, to include accounting for, issuing and replacing tools.

(6) May oversee subordinates, when organization and workload does not support a full time supervisor, that are performing material and resource tracking (i.e., DLR, CLIX, and related budgets), special TDME/tool transactions and hazardous material accountability.

(7) Performs other duties as assigned.

D0915000

a. INTRODUCTION:

This position is located in the Aviation Materiel Management Section of an Army Aviation Support Facility (AASF). Its purpose is to provide services in support of inventory control, storage and distribution, cataloging or supply identification systems, property utilization, or other related supply activities including those associated with automated or manual supply accounting systems. Manages aviation materials and resource tracking (i.e. Depot Level Repairable (DLR)/Class 9 (CLIX) funds and all other appropriate air and ground budgets), Test Measurement & Diagnostic Equipment (TMDE)/tools management, and Hazardous Material Management.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for all phases of DLR and CLIX repair/repairable items procurement and returns program. Forecasts, justifies, prepares, submits, and administers the annual DLR budget request. Responsible to acquire needed DLR and CLIX repair parts. Verifies availability and orders DLR parts as needed. Determines proper fund coding, prepares requisitions and forwards to source of supply. Insures part availability, receives part, stores, prepares Material Release Order (MRO), and forwards part to maintenance shops. Recovers damaged/unserviceable part, initiates turn-in procedure, prepares for shipment, packages and ships to depot, Aviation Classification Repair Army Depot (AVCRAD), or other appropriate activity. Maintains Document Control Register and ship-out log. Verifies that appropriate activity has received returned part. Reviews budget reports to insure returned funds are properly credited to DLR account. Incumbent establishes coordination and networking with other civilian and military agencies, for the purpose of acquiring required items and supplies. Those agencies include AVCRAD, Aviation Missile Command (AMCOM), Item Managers, civilian contract vendors, etc.

(2) Assists/performs the Property Book operations in the area of inventory and storage management, and equipment coordination. Ensures the property book sections periodically perform a visual inventory of all items. Maintains property book accountability utilizing an automated or manual supply accounting system. Establishes hand receipt files and maintains accountability by the use of hand receipt listings. Assures that all authorized property is on hand or has been requisitioned. Coordinates the assignment and transfer of inventory. Schedules, directs and conducts periodic inspections, to insure stock items are serviceable, properly stored, accounted for and maintained.

(3) Analyzes supply transactions or provides customer service for urgent critical shortage items and items requiring special handling when established procedures are not applicable. Codes and classifies requisitions, shipping orders, and other documents; extracts requests to other sources of supply or refers them to inventory control point when stock is unavailable or cannot be shipped.

(4) Within funding limitations determines stock replenishment levels for centrally controlled items. Assures that supplies and monies are not wasted through excess accumulation.

(5) Establishes procedures for management of calibration, testing of TMDE, and monitors tool room operations, to include accounting for, issuing and replacing tools.

(6) May oversee subordinates, when organization and workload does not support a full time supervisor, that are performing material and resource tracking (i.e., DLR, CLIX, and related budgets), special TDME/tool transactions and hazardous material accountability.

(7) Performs other duties as assigned.