

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

31 May 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-069

POSITION: Supply Technician (D0849000) (GS-2005-007) EXCEPTED POSITION

LOCATION: CSMS, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$34,033 to \$42,043per annum

GS-07

CLOSING DATE: 17 June 2016

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Army 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 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-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.

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: MOS: 25B, 36B, 51C, 88M, 88N, 89A, 89B, 92A, 92F, 92G, 92Y **NOTE:** Personnel who do not possess the appropriate CMF or MOS will NOT be disqualified from consideration.

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 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M SESSIONS
MAJ, AG
Human Resources Specialist
(Recruitment & Placement/Compensation)

DUTIES:

This position is located in the Army or Air National Guard. Its purpose is to provide 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.

-- Performs routine and nonroutine material coordination duties for special programs, maintenance, or production shops.

-- Responsible for local management of decentralized and decontrolled items which requires technical intervention to assure effective supply support and economy. Items are less stable or standardized and do not lend themselves to routine control through the use of the computer and variable supply level formulas. Plans requirements, both quantitative and monetary, to satisfy customer needs. Authorizes procurement and is responsible for funds management.

-- Responsible for limited aspects of storage management. May develop and install local procedures and techniques to achieve and maintain smooth, effective, and coordination storage operations.

-- Performs other duties as assigned.