

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

21 October 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-125
(Also advertised under AGR Position Vacancy 14-125)

POSITION: Supervisory Supply Technician (D1947000) (GS-2005-10) EXCEPTED POSITION

LOCATION: 101st Logistics Readiness Squadron, Bangor, Maine

SALARY RANGE: \$52,775 to \$68,608 per annum

CLOSING DATE: 7 November 2014

AREA OF CONSIDERATION:

AREA I – all permanent and indefinite Enlisted (E6-E8) Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions. (E6 members must be immediately eligible for promotion to E7 upon selection)

AREA II – All Enlisted (E6-E8) members of the Maine Air National Guard. (E6 members must be immediately eligible for promotion to E7 upon selection)

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, education or training in a variety of operations or situations concerned with substance or content of supply actions, requiring ability to decide course of action to take, considering the circumstances or conditions encountered. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have thirty (30) months experience for GS-10, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-10

1. Ability to manage supply personnel and a variety of supply functions.
2. Knowledge of the entire inventory management supply system.
3. Ability to coordinate with other organizations on complex and controversial supply issues.
4. Ability to provide advice and guidance on supply regulations to upper levels of management regarding supply functions.

COMPATIBILITY CRITERIA: 2SXXX

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for three 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 or substantially full-time study or 30 semester hours or the equivalent.) for 12 months of the required experience. For experience required in excess of 24 months, education in schools above the high schools level may be substituted at the rate of one academic year of education for six months of experience. School above high schools level means an educational institution (e.g., a business or commercial school or college, a secretarial school, a junior college or a college or university.) for which high school graduation or the equivalent is a prerequisite and in which an applicant successfully completed study which was not primarily limited to courses in word processing and keyboarding or both. Substantially full-time study in the case of business and commercial schools is the equivalent of at least 20 classroom hours of instruction per week. One academic year consists of approximately 36 weeks of substantially full-time study or 30 semester hours or 45 quarter hours. **Applicant must provide a copy of transcript 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: 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
CPT, EN
Human Resource Specialist
(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron (LRS), Materiel Management Flight. The primary purpose is to direct the performance of the Asset Management Section, Maintenance Support Section, and Customer Support Section to include the management, direction and supervision of assigned employees.

b. DUTIES AND RESPONSIBILITIES

(1) Position provides technical and administrative supervision to subordinate personnel directly and through subordinate supervisors. Establishes priorities based on attainment of goals, objectives and work to be accomplished. Establishes policies and procedures based on objectives. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities, difficulty, and requirements of the assignment. Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears and resolves complaints from employees, referring grievances and more serious unresolved complaints to a higher-level supervisor or manager. Effects minor disciplinary measures such as warnings or reprimands and recommends other action in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed developmental training. Approves and/or disapproves leave requests. Implements, promotes, and effectively supports equal opportunity for all personnel and follows provisions of labor agreements and applicable directives pertaining to personnel management.

(2) Develops goals and objectives that integrate organizational and Material Management Flight objectives. Plans and develops work assignments, priorities and training required to effectively meet organization and customer needs. Provides subordinate supervisors with direction and advice regarding training, policies, procedures, and guidelines. Establishes metrics and reviews performance indicators to assess the efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources and balances organization needs with overall mission requirements and resource interests. Reviews the work and management techniques of subordinate supervisors. Directs self-assessment activities of subordinate supervisors/functions.

(3) Establishes, develops, and maintains effective working relationships with other flights, supported organizations, and higher headquarters. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and to

resolve significant and/or potential problems. Ensures subordinate functions provide customer guidance and training. Identifies the need for, and participates in special projects and initiates milestones and goals. Evaluates, analyzes and responds to reports. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues impacting supporting organizations.

(4) PLANS AND DIRECTS ALL ASSET MANAGEMENT SECTION, MAINTENANCE SUPPORT SECTION, AND CUSTOMER SUPPORT SECTION FUNCTIONS TO PROVIDE ALL LOGISTICAL SUPPORT REQUIRED BY THE WING AND SUPPORTED ORGANIZATIONS. ENSURES OPERATING PROCEDURES AND CONTROLS ARE IN PLACE. OVERSEES, COORDINATES AND IMPLEMENTS PEACETIME AND CONTINGENCY PROCEDURES FOR THE ACCOUNTING, MONITORING, STORAGE, REPORTING AND MOVEMENT OF ASSETS CRITICAL TO MAINTAINING THE HIGHEST STATE OF READINESS.

(5) Performs other duties as assigned.