

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

24 February 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-028

POSITION: Supply Technician (D1951000) (GS-2005-07) EXCEPTED POSITION

LOCATION: 101st Logistics Readiness Sq, Bangor, Maine

SALARY RANGE: \$39,179 to \$50,932 per annum

CLOSING DATE: 10 March 2015

AREA OF CONSIDERATION:

AREA I- All permanent and indefinite Enlisted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG.

AREA II- All Enlisted members of the Maine Air National Guard.

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 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 which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

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.

COMPATIBILITY CRITERIA: AFSC: 2SXXX NOTE: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 2S0X1

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Appropriate military training courses will be credited on a month for month basis. **To receive credit, applicants must list dates.**

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 Resources Specialist

(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION:

This position is located in the Air National Guard, Logistics Readiness Squadron, Materiel Management Flight, Customer Support Liaison Element, within the Customer Support Section.

Responds to customer logistics concerns and proactively anticipates problems that could stand in the way of wing units fulfilling mission requirements. Responsible for interfacing with Global Logistics Support Center (GLSC); conducts document control functions, demand processing, research and base level records maintenance, base level stock control functions, bench stock management, and customer feedback; troubleshoots all materiel management concerns; manages and issues SATS smart cards and manages the Zero Overpricing Program. Responsible for coordinating Base-Level Supply Customer Training as it pertains to Block training. Training is provided by the resident experts within the specific elements.

b. DUTIES AND RESPONSIBILITIES:

(1) Manages the unserviceable asset listing and awaits for disposition instructions from the Air Logistic Centers and Item Managers, etc. Assists customers with the preparation of AF Form 1996s and coordinates with the GLSC for adjusted stock level requests. Coordinates with the GLSC regarding the computed data for base stock levels including Readiness Base Leveling (RBL); Customer Oriented Leveling Technique (COLT); and Proactive Demand Leveling (PDL). Manages and validates the Supply Discrepancy Report (SDR) program and semi-annually submits an SDR analysis report to NGB. Manages Supply Interface Systems files to ensure validation of customer and stock requirements. Oversees and controls in-transit shipments and transfers to the Defense Re-Utilization Marketing Office. Processes unclassified, classified and sensitive item shipments. Verifies serial numbers on serialized controlled assets as well as process serial number loads prior to GLSC shipments. Processes routine shipments to include lateral support and redistribution orders (RDO). Manages the customer due-out validation program. Processes force due-out releases for customer demands. Cancels customer due-outs when item is no longer required for mission effectiveness. Validates due-ins and reviews and updates status from source of supply. Processes special requisitions (SPR). Manages the issue exception code program. Manages the Tracer Action Reconciliation (TAR) program to ensure all property shipped is received and potentially lost shipments are recovered. Coordinates the special requirements flag "R" program with the GLSC. Validates assignment of Stockage Priority Codes (SPC).

(2) Responsible for audit and control of all accountable supplies and equipment documentation. Performs quality control of transaction documents, identifies discrepancies, and coordinates with flight chiefs to correct the problems, and initiates reverse-post action when documentation errors are involved. Manages the delinquent documents program. Manages and files supply transaction reports per AFMAN 23-110. Researches computer document register to insure all transactions are processed. Identifies problems and trends,

meets with flight chiefs to resolve difficulties, and recommends training. Responsible for managing the shipment suspense listing; coordinates with cargo movement element and central storage element to resolve discrepancies. Coordinates and maintains the personnel authorization listing for supply and support organizations for receipt of classified property. Maintains letters of authorization for customers to receive property and provide information, upon request, to the Supply Asset Tracking System (SATS) security administrator. Maintains copy of Forced Record Alteration (FIX) documentation.

(3) Performs base level Records Maintenance functions. Responsible to validate locally assigned exception codes and override records for National Stock Numbers (NSNs) semi-annually. With the exception of issue exception codes and additions or deletions of exception codes, phrases or modifiers will be coordinated with GLSC prior to processing. Maintains an updated copy of the Organizational Effectiveness Report. Maintains and publish current delivery destination listing. Researches, prepares and processes inputs to add, change or delete organizational records for the host, satellite and geographically separated units. Conducts all research actions when customers are not allowed to process their own item record loads, repair cycle loads, changes or deletions. Performs item and part number detail record loads for local purchase and part numbered NSNs only. Customer service and GLSC will jointly perform request for cataloging data/action. Verifies accuracy of Repair Cycle records.

(4) Performs MICAP verification, report and process cannibalization actions for non-maintenance customers. Establishes, upgrade, downgrade or cancels MICAP due-outs. Processes local manufacture (LM) MICAPs and corrects discrepancies identified by the GLSC resulting from MICAP Enterprise Supply Solution (ESS) reconciliation.

(5) For non-maintenance customers; establishes, maintains and deletes bench stocks in coordination with supported activities. For non-maintenance customers, reviews on-hand balances and processes replenishment actions. Upon coordination and agreement, the customer may assume the responsibilities for binning, inventory, etc. (Refer to Support Agreement Procedures for support of tenant activities). Schedules and conducts bench stock reviews with the organizations.

(6) Responsible to periodically visit/contact all shops to discuss adequacy of support, resolve problems, provide/receive information or conduct informal training as necessary.

(7) Conducts Demand Processing responsibilities for on/off base customer order requests.

(8) Performs other duties as assigned.

c. FACTOR DISCUSSION:

Factor 1 - Knowledge Required by the Position:

--Thorough knowledge of supply regulations, policies, procedures, and instructions applicable to the specific assignment.

--Knowledge to conduct extensive and exhaustive searches for required information for complex supply transactions.

--Knowledge to reconstruct records for supply transactions and provide supply operations support for activities involving specialized or unique supplies, equipment, and parts to supported organizations' missions.

--Knowledge of requisitions, supporting documents, and reference material to ensure supply support for production, overhaul, repair, or other operations requiring special handling.

--Ability to work well with customers and other offices on program requirements for urgent, critical shortage, and other special items.

--Ability to prepare requests for cataloging action and to prepare documentation to effect additions, deletions, and changes to items authorized.

Factor 2 - Supervisory Controls:

Supervisor makes very general assignments and assists the incumbent with unusual situations not having clear precedents. Normal assignments are performed with considerable independence due to the incumbent's recognition as the expert in assigned functions.

Incumbent independently plans and carries out successive steps and handles a wide variety of difficult problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation.

Completed work is evaluated only for technical soundness, appropriateness, and conformity to policy and requirements without detailed review of end results.

Factor 3 - Guidelines:

Employee uses judgment in interpreting and adapting guidelines by using policies, instructions, precedents, and work directions in applying guidelines to specific cases or problems.

The employee analyzes the results of applicable guidelines and recommends changes.

Factor 4 - Complexity:

The work includes performing unusually complicated and difficult duties involving multiple aspects of supply processes and management of assets. Difficulties result from the need to analyze each process and determine the course of action required in each situation from the alternatives available. The methods and procedures used to resolve each issue are based largely on the employee's judgment, experience, precedent actions, and the priority of each assigned task. The work involves decision-making processes and their interrelationship with

other supply processes managed by other personnel, related supply programs, and alternative approaches.

Factor 5 - Scope and Effect:

Work includes a wide variety of technical supply problem situations independent from other's control. It involves extensive fact finding, review of information and coordinated efforts to resolve supply difficulties base wide.

Decisions made could have a major impact on supply services provided and directly affect the adequacy of supply support and the ability of the various organizations to meet mission requirements.

Factor 6 - Personal Contacts &
Factor 7 - Purpose of Contacts:

Contacts are with a wide variety of operating officials, representatives of commercial firms, inventory managers, and may include contact with contractors.

Purpose of contacts is to plan, coordinate, or advise on work efforts to resolve operating problems, clarify discrepancies within serviced organizations, and resolve automated system problems causing fallacious transaction records.

Factor 8 - Physical Demands:

Work is primarily sedentary and accomplished in a comfortable sitting position. There may be some walking, standing, bending, and carrying of light objects. No special physical demands are present.

Factor 9 - Work Environment:

Work is typically indoors in an environment involving everyday risks that require normal safety precautions of an office setting. The area is adequately lighted, heated, and ventilated.

d. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. These tasks have no impact on the classification of this position and should NOT be addressed in any technician's performance standards.

