

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

4 March 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-033

POSITION: Supply Systems Analyst (0191000) (GS-2003-07/09) EXCEPTED POSITION

LOCATION: USPFO, Camp Keyes, Augusta, Maine

SALARY RANGE: \$39,179 to \$62,297 per annum

CLOSING DATE: 18 March 2015

AREA OF CONSIDERATION:

AREA I- Consideration will be given to all qualified (**USPFO ONLY**) permanent and indefinite (E8 and below) Maine Army National Guard Enlisted Technicians who apply. Excluding Print Plant Technicians.

DUTIES: See attached duties and responsibilities.

QUALIFICATION REQUIREMENTS: This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

GENERAL EXPERIENCE: Experience, education or training which has provided the applicant with a general knowledge of one or more aspects of the supply field.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for GS-07 and twenty-four (24) months experience for GS-09 which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Ability to develop plans, programs and policies related to supply programs.
2. Knowledge of supply functions, cataloging, maintenance and disposal procedures.
3. Ability to communicate orally and in writing.
4. Ability to compile reports, letters and memos.

GS-09

1. Ability to develop plans, programs, and policies related to supply programs.
2. Ability to interpret and explain supply regulations and procedures.
3. Knowledge of administrative, regulatory requirements related to conducting surveys and studies.
4. Skill in determining supply costs, planning and budgeting, and evaluating supply management performance.

COMPATIBILITY CRITERIA: ENL CMF: 92

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 and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to TDY, school, illness, etc., should be notified.

WORK: DSN 430-6013/COM (207) 626-6013 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)

DUTIES:

This position is located in the Property Management Branch, Supply and Services Division, United States Property and Fiscal Office (USP&FO). As Program Manager for the Property Management Branch, performs analysis of supply procedures, services, directives and management functions of the branch and plans, organizes, reviews, evaluates and performs limited supervisory responsibilities over subordinates in accomplishing the work of the branch (i.e., Supply Accountability Assistance Instruction Team (SAAIT) and Property Asset Managers).

--Reviews, analyzes, and interprets supply directives and procedures. Formulates and recommends operating procedures to achieve optimum support to the logistics program on matters pertaining to property accountability. Develops and provides data for property accountability of supported units/activities to the Supply Management Officer (SMO), Director of Logistics (DOL), United States Property and Fiscal Officer (USP&FO) and the Readiness Committee. Is responsible for the serialization program for Controlled Cryptographic Items Serialization Program (CCISP), Small Arms Serialization Program (SASP), and Radiation Testing and Tracking System (RATTS) for the USP&FO. Serves as State Serialization Coordinator. Is responsible for the State STAMIS Catalog Data File, State Assigned Line Item Number (SLIN) and non-expendable Management Control Numbers (MCN). Coordinates the Department of Defense Acquisition Activity Code (DODAAC) program for the state.

--Is responsible for branch logistical support program to ensure units/activities receive guidance and assistance required to correct problems and deficiencies. Analyzes recommendations and issues written or verbal instructions to insure units achieve maximum readiness posture. Coordinates work with unit/activity representatives concerning priorities, procedures and work accomplishment. Directs and publishes procedures to unit/activity representatives for implementation/update of property management Standard Army Management Information System (STAMIS). Directs and provides written technical guidance to unit/activity representatives involving property book procedures and functions.

--Analyzes results of property book reconciliations to determine if systemic problems exist. Analyze trends for effectiveness and efficiency. Conducts appropriate follow-up to assure deficiencies are corrected to improve undesirable conditions and accountability of equipment. Prepares budget estimates for Military Table of Equipment/Table of Distribution & Allowances (MTOE/TDA) change considerations.

--Coordinates with Army Material Command (AMC), Defense Logistics Agency (DLA) and National Guard Bureau (NGB) program managers to effect receipt of required equipment to support readiness objectives. Acts as the Total Package Fielding (TPF) manager for the USP&FO. Coordinates incoming major end items to support readiness objectives.

--Coordinates system administration for the property management branch to include STAMIS security, software and hardware changes.

--Participates with supervisor in carrying out the supervisory responsibilities of the Branch. Prepares requests for filling vacancies or for additional personnel to meet workload requirements. Participates in the selection of subordinates from lists of eligible candidates. Participates in the setting of performance standards and in the evaluation of employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Provides initial approval/disapproval of leave. Receives and resolves or participates in the resolution of grievances,

or forwards to higher level management for resolution. Acts to resolve disciplinary problems, or forwards to higher management for resolution. Formulates plans for employee development for supervisor's approval. Implements specific and general provisions of programs for equal treatment of all employees. Participates in applying position management principles and in insuring the accuracy of position descriptions. Informs employees of all aspects of personnel programs of the installation, either answering routine questions or obtaining information from specialists when more technical answers are required.

--Performs other related duties as assigned.