

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

1 July 2015

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-077
“AMENDED”**

POSITION: Supply Technician (D1904000) (GS-2005-07) EXCEPTED POSITION

LOCATION: USPFO, Camp Keyes, Augusta, Maine

SALARY RANGE:

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

CLOSING DATE: 3 August 2015

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians (**E7 and Below**) in the Maine Army National Guard.

AREA II - All Enlisted (**E7 and Below**) personnel of the Maine Army 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 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.

COMPATIBILITY CRITERIA: 25B 36B 51C 88M 88N 89A 89B 92A

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Completion of 4 academic years of education in business or administration in an accredited college or university will satisfy the requirement for the GS-6 level. Appropriate military training courses will be credited on a month for month basis. **Must provide a copy of a transcript to receive consideration.**

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 MEARNNG 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 626-6013/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)

a. INTRODUCTION:

This position is located in the Office of the United States Property & Fiscal Office (USPFO). The purpose of this position is to ensure property accountability and provide installation supply assistance and instruction to units and activities within the state.

b. DUTIES AND RESPONSIBILITIES:

(1) Receipt and Accountability of federal property: Analyzes possible redistribution of equipment through transfer, loan or assignment. Reviews and processes external as well as internal loans/leases that may impact readiness or mission requirements. Processes and accounts for through agency coordination the in coming and outgoing federal property assignment. Processes and tracks equipment changes in Modified Table of Organization and Equipment (MTOE) or Table of Distribution and Allowance (TDA). Process electronic requests for TDA and MTOE changes through NGB to DA to achieve the actual Letter of Authorization (LOA). Reviews and requests LOA for Discretionary items, Commercial non-Standard items, Common Table of Allowance (CTA) items, and non-Property Book Unit Supply Enhanced (PBUSE) system. Monitors and maintains tracking and accountability of all Rapid Fielding Initiatives within the state or unit of assignment. Reviews all commercial requests for property, Procurement Web (PR WEB), Delivery Orders for authorizations. Performs extensive fact finding, investigating and recommends corrective action to resolve problems. Coordinates with Force Integration Readiness Officer and establishes a suspense file for equipment authorizations awaiting MTOE/TDA/CTA changes. Manages receipt documents for the Total Package Fielding, Rapid Fielding Initiative and Special Procured federal property from any source.

(2) Property Redistribution: Works with units assigned in dealing with distribution and redistribution of Equipment and Assets. Redistributes Equipment intra and inter state. Using redistribution programs and standard logistics STAMIS programs and guidance from NGB, DA and LOGSA initiates actions for proper transfer and movement.

(3) Property Asset Reporting: Performs Quarterly Equipment on hand analysis by unit identification code (UIC) to improve equipment accountability to ensure all UIC units are validated on. Manages and analyzes the Unique Item Tracking (UIT) reports to LOGSA for sensitive and high visibility assets. Coordinates all activities for Property Book officers when there is a UIC that is located in multiple states.

(4) Reconciliations: Validates state asset visibility and accountability of federal assets using PBUSE. Initiates and recommends unit visits for performance of reconciliations. Assists with and monitors posting as the result of unit reconciliations (Annual, change of PBO or change of Command). Provides expertise, recommendations and training directly to Property Book Officers, Supply Personnel or Unit Personnel for property accountability procedures. Resolves inventory problems and where items may be lost or

damaged and is must be able to use judgment as applicable regulations may be ambiguous.

(5) **Mobilization and Support Responsibilities:** Reviews, validates and establishes accountability for mobilizing units and organizations. Performs inventories, site visits and coordination with the state mobilization office to insure accountability and proper property books are established for deploying activities.

(6) **Customer Support:** Processes PBUSE reject reports, performs S-Tops system administration, updates Standard Operating Procedures (SOP) internally and for UIC units, initiates Letters of Instruction to units and organizations, processes and manages Standard Study Number-Line Item Number Automated Management and Integrating System (SLAMIS) transactions. Process unit and activity requests for Department of Defense Activity Address Code (DODAAC). Prepares state, NGB, DA and DOD directed reports that deal with property accountability and visibility.

(7) Performs a wide range of supply actions to accomplish required duties. Uses multiple supply systems and supply data files.

(8) Performs other duties as assigned.