

**Job Announcement Number**

NE-12392760-AR-24-087

## Overview

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<b>Job Title</b> SUPPLY SYSTEMS ANALYST	<b>Department</b> Department of the Army
<b>Agency</b> Army National Guard Units	<b>Hiring Organization</b> N/A
<b>Open &amp; Closing Dates</b> 04/25/2024 to 09/27/2024	<b>Application Count</b> N/A
<b>Salary</b> \$59,966.00 to \$77,955.00 Per Year; Announcement is open till filled; First review will be 9 May 2024 with a review every 7 days thereafter.	<b>Pay Scale &amp; Grade</b> GS-9
<b>Locations</b> Hastings, Nebraska	<b>Remote Job</b> No
<b>Telework Eligible</b> Yes - as determined by the agency policy.	<b>Travel Required</b> Occasional travel - You may be expected to travel for this position.
<b>Relocation Expenses Reimbursed</b> No	<b>Appointment Type</b> Permanent
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> None	<b>Job Family (Series)</b> 2003 - Supply Program Management
<b>Supervisory Status</b> No	<b>Security Clearance</b> Not Required
<b>Drug Test</b> No	<b>Position Sensitivity And Risk</b> None
<b>Trust Determination Process</b> None	

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## Summary

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This National Guard position is for a SUPPLY SYSTEMS ANALYST, Position Description Number D0911000 and is part of USPFO AMMO SUPPLY POINT, Hastings, Nebraska Army National Guard.

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## Learn More About This Agency

**Marketing Message**

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

**Marketing Link**

<http://ne.ng.mil/Pages/Home.aspx>

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## This Job Is Open To

**Hiring Paths**

Internal to an agency - appears on USAJOBS, National Guard & Reserves

**Hiring Paths Clarification Text**

Nebraska National Guard Area 1, 2 and 3 applicants

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## Videos

## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

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# Duties

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## Duties

As a SUPPLY SYSTEMS ANALYST, GS-2003-9, duties include:

--Manage for Retail Supply Standard Army Management Information System (STAMIS) in for Material Management Branch. Reviews, analyzes, and interprets supply directives and guidelines to formulate and implement effective operating procedures to achieve optimum logistical support. Develops criteria and administers procedures to affect and ensure the validity of the quality assurance programs within the branch. Performs analysis and assessment of logistical program requirements to eliminate problems and deficiencies.

--Develops and establishes controls to ensure that results of workload requirements identify systemic problems and enhance mission accomplishment. Performs surveys and studies of branch supply operations to determine proper application of improved supply methods. Analyzes data input and statistics extracted from data processing systems to assure adequacy and accuracy of produces and functions. Determines and analyzes trends in effectiveness and efficiency to be used for if proving undesirable conditions, accountability of items, expenditure of funds, and management of resources within the branch. Oversees the preparation of budget estimates and maintenance of funds accounts for the branch.

--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 o 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 1 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.

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# Requirements

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## Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.  
Males born after 31 December 1959 must be registered for Selective Service.  
Obtain/maintain the level of security clearance/background check required  
May be required to successfully complete a probationary period.  
Direct Deposit is mandatory  
Individuals with military incentive bonuses may be subject to recoupment.

## Qualifications

**NATIONAL GUARD MEMBERSHIP IS REQUIRED:** This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

**FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.**

**OPEN AREAS OF CONSIDERATION:** AREA 1, 2 and 3

## **DEFINITION OF AREA(S) OF CONSIDERATION:**

**AREA 1:** Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

**AREA 2:** All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

**AREA 3:** Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

**AREA 4:** All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

## **MILITARY REQUIREMENTS:**

**Compatible military grade and assignment required prior to the effective date of placement.** This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Air National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

**Military Grades: Maximum: O3/CW4/E8; Minimum: O1/WO1/E6;** Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

**Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216**

Compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

**Security Clearance/Background Check requirements:**

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

**Nebraska National Guard Personnel Security Manager - [kalee.m.boden.mil@army.mil](mailto:kalee.m.boden.mil@army.mil); 402-309-8319.**

**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:** 1-year specialized experience equivalent to at least the next lower grade. Experience analyzing, developing, evaluating to improve supply programs, policies, procedures, techniques, etc. Experience involving the control of supply stocks and accounting for equipment. Knowledge of supply functions, cataloging, maintenance, and disposal procedures. Experience in cost estimates, budgets, or funding management. Experience conducting extensive searches for required information; reconstruct records for complex supply transactions; and/or provide supply operations support. Experience requiring person-to-person contacts to convey information and ability to compile reports, letters, memoranda.

**Education**

N/A

**Additional Information**

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

**Benefits Link**

<https://www.abc.army.mil/>

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## How You Will Be Evaluated

**How You Will Be Evaluated**

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Administration and Management, Customer Service (Clerical/Technical), and Manages Resources

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12392760>

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## Required Documents

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### Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- SF-50
- Transcript

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## How To Apply

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### How To Apply

To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate and **click to continue with the application process**.

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

## Agency Contact Information

### Questions About This job

Jon Sronce  
Phone: 402-309-8173  
Email: [jon.c.sronce.civ@army.mil](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE USPFO Supply Branch  
2950 North Park Road  
Lincoln, NE 68524

## Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants

# Release URL

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## Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/788502600>