

Job Announcement Number

NE-12057670-AR-23-104

Overview

Job Title	SUPPLY TECHNICIAN	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	08/02/2023 to 10/02/2023	Application Count	N/A
Salary	\$37,696.00 to \$49,009.00 Per Year	Pay Scale & Grade	GS-5-7
Locations	Lincoln, Nebraska	Remote Job	No
Telework Eligible	No	Travel Required	Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed	No	Appointment Type	Permanent
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	2005 - Supply Clerical And Technician
Supervisory Status	No	Security Clearance	Not Required
Drug Test	No	Position Sensitivity And Risk	None
Trust Determination Process	None		

Summary

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This National Guard position is for a SUPPLY TECHNICIAN, Position Description Number D0849000 and is part of USPFO, Nebraska Army National Guard.

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>

This Job Is Open To

Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2 and 3 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a SUPPLY TECHNICIAN, GS-2005-5/6/7, duties include:

1. Performs routine and non-routine material coordination duties for special programs, maintenance or production shops.
2. Responsible for local management of decentralized and decontrolled items which requires technical intervention to assure effective supply support and economy. Items are less stable or standardized and do not lend themselves to routine control through the use of the computer and variable supply level formulas. Plans requirements, both quantitative and monetary, to satisfy customer needs. Authorizes procurement and is responsible for funds management.
3. Responsible for limited aspects of storage management. May develop and install local procedures and techniques to achieve and maintain smooth, effective, and coordination storage operations.
4. Maintains an accurate automated accounting and reporting system of property book equipment for units and activities within the State. In coordination with the Director of Logistics (DOL) monitors on hand assets and recommends actions to improve logistical readiness within the FRA. Participates in segments of management studies on the distribution of equipment assets and makes recommendations based on analysis. Monitors and participates in the redistribution of unit excess by recommending transfer and turn-in of property book items as appropriate. Directs lateral transfer of equipment as recommended by the DOL. Reviews disposition instructions of outgoing major end items to validate excess status prior to shipment. Monitors/reviews transactions that updated property accounting balances of the Tactical Enterprise Logistics Systems (TELS) to isolate errors and provide guidance to correct deficiencies.
5. Conducts property book reconciliations. Reviews document registers, document files, suspense files, and account records to verify postings and consistency with automated/manual property book balances. Instructs unit personnel on proper posting procedures and makes corrections. Prepares reports on the condition of records, shortages, excesses, corrections, and actions recommended to improve property accountability in accordance with regulatory guidance. Maintains a suspense file of reconciliations, pending actions and other pertinent data pertaining to property accountability. Maintains the logistical file to support property book reconciliations. Reviews the Department of the Army authorization documents to ensure that accurate postings are made to the GCSS-Army System. Processes and maintains letters of authority (LOA) for additional required equipment.
6. Maintains contact with such agencies of the Department of Defense (DOD), Department of the Army (DA), National Guard Bureau (NGB) and other states and units to resolve problems within responsible areas. Communicates with Army Material Command (AMC), Defense Logistics Agency (CLA) and NGB program Managers to affect receipt of required equipment to support State readiness objectives. Recommend changes to regulations and local directives pertaining to property book and related areas. Reviews and validates equipment need for incoming major end items and Total Package Fielding (TPF) within the state. Monitors warehouse capacity and recommends receivable shipment sizes during fieldings.
7. Manages serialization tracking programs within the Supply Support Activity (SSA). Maintains program files and ensures accurate submission of reports and reconciliation to the proper agencies in accordance with regulatory requirements. May operate and maintain Logistics Information System (LIS) hardware, to include system updates, perform records researches, and data input and corrections. Provides automated reports or queries for internal and external customer requests.
8. Manages replacement of equipment. Processes all requests for replacements of equipment to and from organization and activities external to the Command. Coordinates requests with the Command as appropriate. Prepares documentation for the replacement of equipment and ensures the closure of lateral transfer IAW SOP.
9. Establishes plans, schedules, and controls the maintenance and repair of a variety of equipment such as communications and electronic equipment. Implements maintenance plans and monitors progress of accomplishments. Provided status of equipment, maintenance actions in progress, and location of equipment. Inputs data regarding work order information, status changes, supply updates and other pertinent information using GCSS-Army. Makes on-the-spot adjustments to repair priorities on routine or reoccurring processes necessitates by unscheduled maintenance requirements.

Requirements

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 an 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 ONLY

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA 1 - Current permanent and indefinite bargaining unit Technicians of the Nebraska Army or Air National Guard

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

AREA 3 - Current military service members who are willing to become a member of the Nebraska Army or Air National Guard

AREA 4 - All qualified candidates eligible and willing to become a member of the Nebraska Army or Air National Guard. Selected individual must become a member of the respective National Guard prior to the 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 Army 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: E6; Minimum: E2; 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.

Individual does not have to be currently assigned to one of these career fields or be considered for this position; however 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; 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:

GS-05 - Must have at least 6 months experience, education, or training which demonstrates knowledge of standardized supply regulations, policies, procedures, or other instructions relating to the specific functions assigned. Experience that demonstrates knowledge of one or more automated supply databases to enter and retrieve recurring reports. Experience using working knowledge of the structure of a supply organization and the organizations serviced.

GS-06 - Must have at least 9 months experience, education, or training which demonstrates knowledge of governing supply regulations, policies, procedures, and instructions applicable to the specific assignment. Experience conducting searches for required information; reconstruct records for routine supply transactions; and/or provide supply operations support for activities involving specialized or unique

supplies, equipment, and parts. Experience performing routine aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management.

GS-07- Must have at least 12 months experience, education, or training which demonstrates a thorough knowledge of governing supply regulations, policies, procedures, and instructions applicable to the specific assignment. Experience conducting extensive searches for required information; reconstructing records for complex supply transactions; and/or provide supply operations support for activities involving specialized or unique supplies, equipment, or parts. Experience performing routine aspects of supply work based on practical knowledge of standard procedures, where assignments include individual case problems related to a limited segment in one of the major areas of supply management.

Education

Education:

Substitution of Education for Specialized Experience - Completion of 2 academic years of education in an accredited college or university will satisfy the requirements for GS-4 positions. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience for GS-5 positions.

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/>

How You Will Be Evaluated

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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):

Customer Service (Clerical/Technical), Manages and Organizes Information, and Technical Competence

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12057670>

Required Documents

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
- Other
- Other Veterans Document
- SF-50
- Transcript

How To Apply

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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

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.
4. Trainees

INDIVIDUAL SELECTED AS A GS-5 TRAINEE MAY BE PROMOTED TO GS-7 UPON COMPLETION OF THE FOLLOWING REQUIREMENTS: (1) 3 MONTHS OF EXPERIENCE APPOINTED IN THE POSITION; (2) COMPLETION OF AN INDIVIDUAL DEVELOPMENT PLAN (IDP) AND (3) COMPLETION OF A CLASSIFICATION REVIEW.

INDIVIDUAL SELECTED AS A GS-6 TRAINEE MAY BE PROMOTED TO GS-7 UPON COMPLETION OF THE FOLLOWING REQUIREMENTS: (1) 3 MONTHS OF EXPERIENCE APPOINTED IN THE POSITION; (2) COMPLETION OF AN INDIVIDUAL DEVELOPMENT PLAN (IDP) AND (3) COMPLETION OF A CLASSIFICATION REVIEW. INDIVIDUAL MAY BE PROMOTED WITHOUT FURTHER COMPETITION WHEN QUALIFIED AND RECOMMENDED BY THE SELECTING OFFICIAL; HOWEVER, PROMOTION IS NOT GUARANTEED. APPLICANTS MUST INDICATE ON THEIR APPLICATION THE LOWEST GRADE FOR WHICH THEY WISH TO BE CONSIDERED.

Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/740995200>