

SUPPLY TECHNICIAN

DEPARTMENT OF THE ARMY
Army National Guard Units

 This is a job preview and not a real job.

Summary

This National Guard position is for a SUPPLY TECHNICIAN, Position Description Number D0893000 and is part of USPFO Supply Services, Nebraska Army National Guard.

INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT. MAY TO CONVERT TO PERMANT WITHOUT FURTHER COMPETITION.

Overview

Open & closing dates

 10/16/2024 to 09/26/2025

Salary

\$39,576 - \$63,733 per year

Announcement is Open Until Filled; First review will be 6 Nov 2024 with a review every 7 days thereafter, if needed.

Pay scale & grade

GS 5 - 7

Location

1 vacancy in the following location:

 **Lincoln, NE**

1 vacancy

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Occasional travel - You may be expected to travel for this position.

Relocation expenses reimbursed

No

Appointment type

Temporary

Work schedule

Full-time

Service

Excepted

Promotion potential

7

Job family (Series)

[2005 Supply Clerical And Technician](#)

Supervisory status

No

Security clearance

[Not Required](#)

Drug test

No

Financial disclosure

No

Bargaining unit status

[No](#)

Announcement number

NE-12579655-AR-25-009

Control number

815139000

This job is open to



[Internal to an agency](#)

Current federal employees of this agency.



[National Guard & reserves](#)

Current members, those who want to join or transitioning military members.

Clarification from the agency

Duties

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

--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 State. 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 update property accounting balances of the Standard Army Management Information System (STAMIS) to isolate errors and provide guidance to correct deficiencies. Manages and maintains the state STAMIS catalog data file, assignment of State assigned line-item number (SLIN) and non-expendable management control numbers (MCN).

--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 STAMIS. Processes and maintains letters of authority (LOA) for additional required equipment.

--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 (DLA) 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.

--Manages serialization tracking programs within the Supply Support Activity (SSA), such as Small Arms Serialization Program (SASP), Controlled Cryptographic Items Serialization Program (CCISP), and Radiation Testing and Tracking System (RATTS). Maintains program files and ensures accurate submission of reports and reconciliation to the proper agencies in accordance with regulatory requirements. Consolidates CBS-X transactions from subordinate STAMISs for subsequent transmission to Logistics Support Activity (LOGSA). May operate and maintain STAMIS hardware, to include system updates, perform records research, and data input and corrections. Provides automated reports or queries for internal and external customer requests.

--Manages the loan of equipment. Processes all requests for loan(s) of equipment to and from organizations and activities external to the Command. Coordinates requests with the Command as appropriate. Prepares loan/lease agreements and coordinates bond/insurance requirements IAW regulatory guidance.

--Performs other duties as assigned.

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 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: E8; Minimum: E1; Military Grade inversion within the full-time work forces are 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

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. Knowledge of basic or commonly applied rules, procedures, or operations such as, filling out, posting, filing, controlling, or coding documents and/or transactions.

SPECIALIZED EXPERIENCE:

GS-05 - Must have at least 1-year specialized experience equivalent to at least the next lower grade. Demonstrated 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-07- Must have at least 1 year experience at the previous lower grade or equivalent experience and 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. Experience which required person-to-person contacts to convey information and ability to compile reports, letters, memoranda, etc.

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>).

Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

[Review our benefits](#)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

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/12579655>

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

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

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.

The initial cut-off date for first consideration is 11:59 pm, CST, 06-NOV-2024; applications received by this date will have the first opportunity for review. Applications received after this date will be given consideration only if there is a need for further review. If further reviews are required, they will occur weekly or until a certificate of eligibles is exhausted.

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

 Jon Sronce

Phone

[402-309-8173](tel:402-309-8173)

Email

jon.c.sronce.civ@army.mil

Address

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

[Learn more about this agency.](#)

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-05** TRAINEE MAY BE PROMOTED TO **GS-07** UPON COMPLETION OF THE FOLLOWING: (1) 12 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.

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Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Criminal history inquiries](#)

[Financial suitability](#)

[Privacy Act](#)

[Selective Service](#)

[Social security number request](#)

[Equal Employment Opportunity \(EEO\) Policy](#)

[New employee probationary period](#)

[Reasonable accommodation policy](#)

[Signature and false statements](#)