

Job Announcement Number

NE-12642635-AF-25-018

Overview

Job Title	SUPPLY TECHNICIAN (INVENTORY MANAGEMENT)	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	N/A
Open & Closing Dates	12/13/2024 to 01/13/2025	Application Count	N/A
Salary	\$49,025.00 to \$63,733.00 Per Year	Pay Scale & Grade	GS-7
Locations	Lincoln, Nebraska	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	Permanent
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	2005 - Supply Clerical And Technician
Supervisory Status	No	Security Clearance	Secret
Drug Test	No	Position Sensitivity And Risk	Non-sensitive (NS)/Low Risk
Trust Determination Process	Suitability/Fitness	Financial Disclosure	No
Bargaining Unit Status	No		

Summary

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This National Guard position is for a SUPPLY TECHNICIAN (INVENTORY MANAGEMENT), Position Description Number D2134000 and is part of 155 LRS, Nebraska Air 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

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 (INVENTORY MANAGEMENT), GS-2005-7, duties include:

1. Responsible for centralized inventory management accountable under the guidance of the United States Property and Fiscal Office (USPFO), to include warehouse assets, supply points, readiness spares, and WRM assets at prescribed frequencies. Ensures accurate asset accountability records are maintained. Performs research to resolve all inventory discrepancies. Conducts inventory research to identify root causes, trends of inventory discrepancies/adjustment, maintains inventory trend charts, and performs corrective actions needed to prevent further out-of-balance conditions.
 2. Prepares and publishes the master inventory schedule of all categories of property as outlined in Air Force Manuals and Instructions. Ensures all sections or flights affected receive notification of pending inventories. Responsible for the Inventory Adjustment Register (M10) accountability. Ensures the M-10 is certified and approved by responsible parties. Manages and controls all rejects from item records frozen for inventory. Assist the EAE in performing the semi-annual COMSEC/CCI, Weapons reconciliation, and monthly inspections in accordance with regulations.
 3. Provide guidance to other Logistic Readiness sections to ensure compliance with DoD, Air Force and other applicable guidance in inventory management and control. Coordinates with Operations and Compliance section to ensure accurate reporting to the LRS/CC/AO in accordance with regulations.
 - (4) Performs other duties as assigned.
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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 AIR NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-1172.

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: E6; Minimum: E4; 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 to be considered for this position; however, compatibility requirements must be met prior to appointment to the position. Selectee has 12 months to become qualified in a compatible military assignment.

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-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 searches for required information; reconstruct records for supply transactions; and/or provide supply operations support for activities involving specialized or unique supplies, equipment, and parts. Experience performing various aspects of supply specialist work based on practical knowledge of standard procedures, where assignments include individual case problems related to segments in one or more major areas of supply management. Experience which required person-to-person contacts to convey information and ability to compile reports, letters, memoranda, etc. Consistent with the grade level determining duties in the position description, higher grade level specialized experience may include experience controlling supply stocks and accounting for equipment, cataloging, maintenance, and disposal procedures. Completing complex supply transactions; and/or providing supply operations support. Experience coordinating with other organizations on complex and controversial supply issues. Experience analyzing, developing, evaluating to improve supply programs, policies, procedures, techniques, etc. Knowledge on the entire inventory management supply system. Experience providing advice and guidance on supply regulations to upper levels of management regarding supply functions.

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.

If you wish to use Substitution of Education, you must submit copies of college transcripts show credit hours and grade earned in order for education to be credited.

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 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/12642635>

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 (Required if using substitution of education at the GS-5 level)

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 155 LRS
2420 W Butler Ave
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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