

# TEXAS JOINT MILITARY FORCES TECHNICIAN VACANCY ANNOUNCEMENT

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**Joint Military Forces  
NGTX-JHR  
Camp Mabry  
2200 W. 35<sup>th</sup> Street  
Austin, TX 78703**

**Announcement Number**

**147-12-06**

**Opening Date**

**29 DECEMBER 2011**

**Position Title, Series & Grade:**

SUPPLY TECHNICIAN  
GS-2005-07

**APPLICATIONS WILL BE ACCEPTED UNTIL:**

**13 FEBRUARY 2012**

**PD Number:**

D1840000 (80862000)

**Location of Position:**

147TH RECONNAISSANCE WING  
TEXAS AIR NATIONAL GUARD  
ELLINGTON JOINT RESERVE BASE  
HOUSTON, TX

**Baseline Physical**

Is required within 30 days of employment per OSHA regulation and NGB\*

**Is not required**

\*This physical will be used to determine fitness and eligibility for employment.

**Salary Range:**

**GS-07: \$ 43,734 - \$ 56,859 PA**

**Application E-mail Address:** SEE PAGE 4 FOR INSTRUCTIONS

[HRO-Applications@tx.ngb.army.mil](mailto:HRO-Applications@tx.ngb.army.mil)

## APPOINTMENT FACTORS

**Area of Consideration** (place an X)

**Area A – Nationwide Excepted: Anyone eligible for immediate enlistment and/or commissioning in the Texas Army and/or Air National Guard.**

**Area B – In-state Excepted:** All participating members of the Texas Army and/or Air National Guard.

**Area C – In-service Excepted:** All presently employed permanent and temporary NTE appointment, excepted technicians, and indefinite excepted technicians of the Texas Army and/or Air National Guard.

**Area D – In-service Competitive:** All presently employed permanent competitive technicians of the Texas Army National Guard.

**BARGAINING UNIT STATUS**

**Bargaining Unit**

Non-Bargaining Unit

**Appointment Factors:**

Officer

**Enlisted  
(NTE TSgt/E-6)**

Warrant Officer

NDS (Competitive)

Permanent

**\*Indefinite**

**REMARKS: \*THIS IS AN INDEFINITE POSITION WHICH MAY CONVERT TO A PERMANENT POSITION AT A LATER DATE WITHOUT FURTHER COMPETITION.**

## Military Assignment & Grade Requirements

### Military Competency Assignments:

AFSC: 2S071

Applicants need not be assigned to the position or possess the MOS/AFSC to apply or be considered for selection.

### Military Grade Selective Placement Factor:

The military rank of selected candidate must be equal to or not to exceed that of the first level supervisor.

**ENLISTED: NOT TO EXCEED TSgt/E-6**

Please note: Grade Inversion will not be permitted [TPR 300 (302.7, change 8 para c)]

## Permanent Change of Station

PCS expenses are not authorized.

PCS expenses are authorized.

**PCS expenses may be authorized if payment is deemed to be in the best interest of the Texas National Guard.**

## Minimum Requirements for Consideration

**Specialized Experience:** **GS-2005-07** requires **12 months** of experience, education, or training that demonstrates the applicant's knowledge, skills and abilities to manage, regulate, coordinate and exercise control over the organizational supply program. Incumbent performs duties necessary to provide supply function in support of programs essential to daily operations, training and readiness support.

**Other Requirements:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position. (i.e. Engineering or Industrial Technology, construction, etc).

**SELECTED CANDIDATE MUST HAVE OR BE ABLE TO SECURE AND MAINTAIN A SECRET CLEARANCE.**

## SUMMARY OF DUTIES

The primary purpose of this position is to manage, regulate, coordinate and exercise control over the organizational supply program. Incumbent performs duties necessary to provide supply function in support of programs essential to daily operations, training and readiness support.

### The following Knowledge, Skills, and Abilities (KSAs) will be considered in the evaluation process

**Element I** – Comprehensive knowledge of supply regulations, policies, procedures, and instructions applicable to the specific assignment. Knowledge of procedures for processing supply documents, to include the identification of problems and trends, and the ability to resolve discrepancies. Knowledge to reconstruct records for supply transactions and provide supply operations support for activities involving specialized or unique supplies, equipment, and parts to supported organizations' missions.

**Element II** – Ability to perform duties to provide storage and distribution, cataloging or supply identification systems, property utilization, or any other related supply activities including those associated with automated or manual supply accounting systems.

**Element III** – Ability to manage organizational supply support to include: (a) timely acquisition of supplies, (b) Clothing (Issue/Storage/Recovery), (c) Organizational Bench Stock program, (d) Routine and Priority maintenance supply support, (e) Processing of Mobility Mission Capability (MICAP) requirements, (f) Due In For Maintenance (DIFM) asset management, (g) Time Compliance Technical Order (TCTO) processing.

**Element IV** – Ability to maintain and/or distribute required supply records. Is responsible for the timeliness, accuracy and distribution of organizational Standard Base Supply System (SBSS) documents. Reconciles due-outs for Urgency of Need Designator (UND) "A" requisitions daily. Reconciles due-outs for UND "B" requests weekly, using D18, Priority Monitor Report or CAMS Supply Subsystem Inquiry. Reconciles and adjusts supply document discrepancies as necessary. Initiates Report of Discrepancy (ROD) as required. Initiates Quality Deficiency Reports (QDR) as required.

**Element V** – Possess the skill to manage the Mobility Readiness Spares Packages (MRSPs). Orders, inspects, accounts for, and controls the replacement parts, components and sub-assemblies for assigned equipment that comprise the MRSP. Coordinates serviceability and/or functional checks of identified items with the using work center. Monitors and replaces shelf life items. Designs, packs, and documents the MRSP for deployment. Inventories and updates kits as required. Coordinates recommendations for additions and deletions as well as suitable substitutes for MRSP and submits proper requests and documentation.

## Employment Conditions

1. Technicians are paid through direct deposit/electronic funds transfer.
2. Males born after December 31, 1959, must be registered with the Selective Service Systems to be employed by the Federal Government.
3. Military Technicians are ineligible for military enlistment, retention, and student loan repayment bonuses. Acceptance of a Technician position will terminate these military incentives.
4. Military Technicians in the excepted service will wear the appropriate uniform while performing as a Technician.
5. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 USC 709 (f)

## HOW TO APPLY

### To apply for this position, you must provide the following documents:

1. One of the following:
  - a) OF 612 "Application for Federal Employment" with signature.
  - b) Personal Resume.
    - Whatever form is used, please only list experience related to the position you are applying for. IT IS CRITICAL THAT YOU LIST THE TO AND FROM DATES (MM/YY) OF YOUR EXPERIENCE.
2. JFTX-J1-HR Form 5 with signature.
3. Written response to Selective Placement Factors (KSAs) outlining how your experience/education meets these factors.  
**\*\*Responses to the KSAs are critical to the evaluative process\*\***
4. Crediting National Guard experience:
  - National Guard service may be credited as full-time experience when evaluated against the qualification requirements for a military technician position. (DD 214 MEMBER COPY 4)
  - EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND DOCUMENT IT IN THE RESUME OF FORM 612.
  - The level of experience will be determined by the actual duties and responsibilities performed.
5. College Transcripts that are submitted for professional positions or when substituting education for experience **MUST** be a certified copy.

NOTE: Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate, and complete. Only the work Experience and Qualifications/Education you show on the OF612 or Resume and KSAs can be used to evaluate your qualifications for this position. Carefully read and comply with instructions contained on the required forms.

To obtain forms online go to: <http://www.texasnationalguard.us/jobs/default.asp> and then click "download more info."

**NOTE: Each applicant is responsible for insuring their applications arrive at the Human Resources Office at Camp Mabry No Later Than the closing date.**

Submit forms to: Texas Military Forces  
NGTX-JHR, Bldg. 8, Rm. C-116  
2200 W. 35<sup>th</sup> Street  
Austin, TX 78703

- Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
- Applicants who desire a personal interview must submit a letter requesting an interview. Payment of travel expenses for interview is not authorized.
- EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration.

## **SUBMITTING YOUR APPLICATION**

1. **Each applicant is responsible for insuring their applications arrive at the Human Resources Office at Camp Mabry no later than 1730 (5:30 p.m.) (CST) on the closing date.**
2. **INCOMPLETE APPLICATIONS** or those received after the closing date **WILL NOT BE CONSIDERED.**
3. Applications may be submitted to the Texas Military Forces Human Resources Office one of three ways:
  - Hand Carried
  - Mailed through United States Postal Service or equivalent service provider (FEDEX / UPS / etc.)
  - E-mailed as an attachment
4. Applications will not be returned. Please make a copy of your application prior to submitting it to HRO.
5. EQUAL OPPORTUNITY: This position will be filled without regard to race, color, religion, age, gender, or any other non-merit factor consideration.

### **Instructions for Hand Carried applications:**

1. Hand Carried applications must arrive at the Human Resources Office at Camp Mabry no later than 1730 (CST) on the closing date. The HR Office is located in Room C-116 on the first floor of the South Wing of Building 8, the Texas Joint Military Forces Headquarters.

### **Instructions for Mailed Applications:**

1. Mailed applications must arrive at the Human Resources Office at Camp Mabry no later than 1730 (CST) on the closing date. Although not required, it is highly recommended that any mailed application be mailed by certified mail in order to insure the application is tracked during shipping and delivery confirmed at the HR Office.
2. Applications should be mailed to the following address:

Texas Joint Military Forces  
Human Resources Office  
NGTX-JHR, BLDG 8, RM., C-116  
2200 W. 35th Street  
Austin, TX 78703

### **Instructions for E-Mailed Applications:**

1. Email applications must be sent as an attachment to [HRO-Applications@tx.ngb.army.mil](mailto:HRO-Applications@tx.ngb.army.mil) no later than 1730 (CST) on the closing date of the announcement.
2. Attachment must be named as follows: Announcement Number\_Last Name  
EX: **JFTX-09-XXX\_LASTNAME.pdf**
3. The only acceptable file format is PDF or image files (\*.tif or \*.jpeg). The image file should be no less than 100 DPI to ensure readability and not exceed an overall size of 5Mb. Applicant will receive an automated receipt notification by the next business day.
4. Email Subject Line must read: Announcement number and applicant name  
Ex: **JFTX-09-000, Last name, First name**
5. Email applications should include all pertinent/required information that is outlined in the vacancy announcement. Incomplete or late applications will not be considered and applicant will be notified thru the mail.
6. **This email is only used for receiving applications. Direct any questions to the Human Resource Office Customer Service at 512-782-6725.**