

DUAL STATUS STATE (TITLE 20) TECHNICIAN VACANCY ANNOUNCEMENT

NGDE-HR-RP 250 Airport Road New Castle, DE 19720-1502	ANNOUNCEMENT # 18-16	OPENING DATE: 18 Feb 16	CLOSING DATE: 8 Apr 16
WORKING LOCATION: 166 CES New Castle, DE	MIL GRADE LIMIT(s): TSgt/E-6	SELECTION METHOD: PANEL	SALARY RANGE(s): \$38,504.00 - \$50,054.00 / PA
POSITION TITLE: Support Services Specialist	PD NUMBER(s): S8128005	OCCUPATIONAL SERIES: 0342	PAY PLAN & GRADE(s): GS-06

APPOINTMENT FACTORS

<p style="text-align: center;"><u>AREAS OF CONSIDERATION</u></p> <ul style="list-style-type: none"> ▪ AREA I - All Members of the Delaware Air National Guard ▪ AREA II - All Others 	<p style="text-align: center;"><u>APPOINTMENT STATUS</u></p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">OFFICER</td> <td style="text-align: center;">WARRANT</td> <td style="text-align: center;">ENLISTED</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td style="text-align: center;">Managerial</td> <td style="text-align: center;">Supervisory</td> <td style="text-align: center;">Neither</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="3">Army National Guard: <input type="checkbox"/> Air National Guard: <input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="3">Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/></td> </tr> </table>	OFFICER	WARRANT	ENLISTED	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Managerial	Supervisory	Neither	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Army National Guard: <input type="checkbox"/> Air National Guard: <input checked="" type="checkbox"/>			Permanent: <input checked="" type="checkbox"/> Indefinite: <input type="checkbox"/> Temporary: <input type="checkbox"/>		
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SELECTIVE PLACEMENT FACTORS

MILITARY REQUIREMENTS: This is a dual-status position. As a condition of initial appointment and continued retention, the selected applicant must be an actively participating member of the Delaware Army or Air National Guard as appropriate.

- Military uniform is required to be worn. Acceptance of this position constitutes concurrence with this requirement and is a condition of continued employment.
- Applicants are responsible to ensure they meet all military requirements, including ASVAB and PUHLES. Please contact an Army/Air Recruiter or Retention Manager to ensure that you meet mandatory MOS/AFSC entry level requirements.
- Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment and you are receiving a bonus, your bonus will be terminated and may or may not be subject to recoupment.
- **OTHER:** The compatible AFSC is: **3D0X1 (Retraining may be required.)**

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position. National Guard or Reserve M-Day experience is considered part-time and credit is awarded based on actual days the applicant performed duty in a relevant SSI/MOS/AFSC.

QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated on the reverse of this announcement. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position. Applicants selected for a position at a trainee level will be promoted non-competitively upon completion of the established individual development plan (IDP) along with the recommendation of the supervisor.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

APPLICATION PROCEDURES: All interested applicants for this position must submit a **Resume, OF 306, DNG Form 51, DNG Form 87-R** (form is optional, information is required), **SF 181** (Optional), & **supporting/miscellaneous documents**. Documentation from the military personnel office must be submitted indicating eligibility for placement in a position requiring Officer/Warrant Officer status. Candidates must describe on the application all knowledge, skills, abilities, experience, education, and self-development as pertains to the requirements of this position. **DO NOT attach position descriptions. COMPLETE applications must be provided to HRO by close of business (COB) on the closing date of the announcement; INCOMPLETE or LATE applications WILL NOT be considered.** Applications can be hand-carried, mailed, faxed or emailed to: usarmy.de.dearng.list.ngde-staff-hro-pss@mail.mil. Use this guide to follow the proper steps in submitting a complete application: <http://delawarenationalguard.com/wp-content/uploads/2015/03/How-to-Apply-for-a-DENG-Technician-Position.pdf>

REMARKS: Permanent Change of Station Costs will not be paid. Enrollment in Electronic Fund Transfer (Direct Deposit) pay is a condition of employment. A pre-placement physical/examination is required for employment.

MICHAEL J. FEELEY Col, DE ANG Human Resource Officer	DISTRIBUTION: 1 – Requesting Official 1 – DENG Website 1– Union Official
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SUPPORT SERVICES SPECIALIST
S8128005, GS-0342-06

SUMMARY OF DUTIES AND RESPONSIBILITIES: (A complete position description is on file in the HRO)

- Plans, organizes, coordinates and performs a variety of administrative service functions associated with the organization's information management and administrative programs. The administrative service functions include but are not limited to: a mail function involved with the processing of incoming and outgoing documents; a centralized master file and subordinate file system used to provide a reference and record keeping service for a variety of operational, general and technical publications, regulations and directives; duplication services; control of correspondence and all required actions; forms control, reports control; a record system concerned with the development, arrangement, and maintenance of files; typing and/or word processing services; the operation of a centralized orders and travel section for military and civilian technician travel, procurement of office equipment repair and services; control of accountable property assigned to the section; and the routine procurement, storage, and issue of office supplies and equipment.
- Performs periodic inspections of the various sections to determine compliance with administrative directives. Develops and provides training/orientation programs concerning preparation of publications, files maintenance, records management, forms management, publications distribution, and customer account responsibilities.
- Develops and prepares automated orders for Annual Training (AT), special active duty workdays, and civilian travel. Request orders for special deployments/exercises and schools. Provides guidance to sections requesting orders and maintains accountability for all orders.
- Provides printing, reproduction, and collation and duplication services for the unit. Manages the unit reproduction/copier equipment program and ensures that supplies are ordered and maintenance is performed.
- Prepares, develops, drafts, edits and types in final form, correspondence such as but not limited to: letters, forms, reports, endorsements, operating instructions, officer efficiency reports, recommendations for awards, bulletins, orders, alert rosters, security clearance requests, and publications.
- Maintains time and attendance records for appropriate personnel.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

GENERAL EXPERIENCE: Administrative, professional, technical, or other work, education and/or training which demonstrates knowledge of administrative methods and procedures used in providing support services; planning and organizing work; and skill in dealing with others in person-to-person work relationships.

SPECIALIZED EXPERIENCE: Nine (9) months of specialized experience must include the following Knowledge, Skills, and Abilities (KSA): (All KSAs should be addressed separately in writing as it applies to the Duties & Responsibilities above.)

- a. Experience working with different computer applications/programs related to processing orders or maintaining personnel information, i.e., MILMOD, AROWS and MS Office.
- b. Skill in working with persons at various levels and backgrounds.
- c. Ability to communicate effectively both orally and in writing.
- d. Ability to perform functions/services in support of an organization, i.e., processing mail, orders request, preparing correspondence and other related administrative duties.
- e. Skill in planning, organizing, and coordinating work.

**** QUALITY OF EXPERIENCE****

Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

OTHER REQUIREMENTS: Must have or be able to obtain a Secret Security Clearance. This position is subject to uncommon tour of duty, rotational shift assignments and overtime. A formal technical school may be required.

**** The Human Resource Office is unable to furnish applicants with copies of their applications after they have been submitted. Please make copies of your application prior to submitting it to the Human Resource Office. ****

**** NOTE:** Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government Postage paid envelopes **WILL NOT BE CONSIDERED.** **