

# Materials Handler

## AIR NATIONAL GUARD UNITS (TITLE 32)

1 vacancy in the following location: New Castle, DE	<b>Salary Range</b> \$20.86 to \$24.31 / Per Hour	<b>Who May Apply</b> United States Citizens
Work Schedule is Full Time - Permanent	<b>Series &amp; Grade</b> WG-6907-06/06	<b>Control Number</b> 439108400
Opened Tuesday 5/17/2016 (0 day(s) ago)	<b>Supervisory Status</b> No	<b>Job Announcement Number</b> TVA #65-16-1706336
Closes Wednesday 6/8/2016 (22 day(s) away)		

### Job Summary

*The National Guard is the oldest component of the Armed Forces of the United States and one of the nation's longest-enduring institutions. 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!*

#### EQUAL OPPORTUNITY EMPLOYER STATEMENT:

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.

#### NATIONAL GUARD MEMBERSHIP IS REQUIRED:

*This is an excepted position that requires membership in a compatible military assignment in the National Guard.* The selectee will be required to wear the military uniform. Acceptance of an excepted 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 enlistment/appointment information, call 1-800-GO GUARD (Army) or 1-800-TO-GO-ANG (Air).**

**This is a Dual Status Excepted Service Technician Bargaining Unit position in the Delaware Air National Guard.** Open to all those eligible to become a member of the Delaware Air National Guard.

**This position is located in the 166th Logistics Readiness Squadron.** The primary purpose of this position is to perform warehouse inspection, storage, and inventory of a wide variety of supply and equipment items, classified and sensitive items, War Consumables Distribution Objective (WCDO) items; selecting items to be issued, shipped, or transferred; conducting warehouse validations and inventories; maintaining central locator functions; performing

warehouse inspection functions (i.e. shelf life, functional checks); and managing the staging area for delivery of items.

**Position Description:** D1954000

**Open Areas of Consideration:** I & II

**DEFINITION OF AREA(S) OF CONSIDERATION:**

**AREA I** = All presently employed Delaware Air National Guard permanent federal technicians.

**AREA II** = All currently active members of the Delaware Air National Guard.

**Duties**

*(A complete position description is on file in the HRO.)*

- Receives and processes notice to stock parts and equipment. Assures incoming materiel matches that of the accompanying documentation. Examines materiel for shortages, overage and obvious damage and coordinates any discrepancies with the Cargo Movement Element.
- Stores all in-warehouse supply and equipment items. Provides secure storage and handling of classified and sensitive items. Provides proper storage and handling of Electrostatic Discharge Items (ESD) in accordance with applicable technical orders and publications. Determines within the general warehousing plan how to arrange stock within the storage area. Assures stored items are protected from damage, deterioration, and pilferage. Takes necessary action to control deterioration and/or corrosion of items in storage. Assures required tags, labels, and markings are affixed to property to reflect identity, status, and condition.
- Conducts periodic validation of warehouse locations. Responsible for the inventory and proper accounting of all in-warehouse assets. Performs special inventories as required.
- Selects items to be issued and/or shipped and transfers them to the Cargo Movement Element for subsequent delivery/shipment. Assures items requiring special handling (i.e., classified) are receipted for by authorized individuals.
- Inspects all classes of property for which the Accountable Officer has responsibility and/or accountability, including small arms, aircraft parts and components; motor vehicle parts; building and construction materials; special equipment; gases, chemical, and wood products; packaged petroleum products; machines and communication equipment. Uses a variety of measuring devices, conversion charts to determine moisture factors on lumber and classification factors/special markings on gases, chemicals and metals. Refers to contract specifications, technical orders, manufacturers' catalogs, stock lists, FEDLOG, and other available guides in identifying material (inspects for deterioration and corrosion of all stocked items and initiates/recommends necessary action). Prepares reports for damaged or deficient condition.
- Monitors material suspect program to eliminate possible hazards or sub standard material. Monitors petroleum/chemical materiel by regularly checking and inspecting all petroleum and chemical products stored to ensure test dates are within prescribed time frames. Ensures all shelf life items are inspected quarterly for serviceability. Coordinates with base Medical Group's Bioenvironmental Health Technician on all hazardous items to ensure all items are identified on the item record. Monitors functional check program by coordinating inputs and routing items to the maintenance/supply liaison to ensure all functional check assets are ready for issue. Identifies and controls required Technical Order Compliance (TCTO), inventory, code and tags material in accordance with TCTO furnished by Maintenance Quality Assurance (QA).
- Identifies incomplete items. Assigns applicable condition code, affixes tag, initiates requests for component items to restore to serviceable condition. Follows established guidelines in assignment of demilitarization codes for disposal items. Monitors demilitarization, required documentation, and transfer of items to disposal. Downgrades low dollar value property to scrap, prepares documentation and transfers to Cargo Movement Element for disposal for lot processing.
- Manages the Precious Metals Recovery Program (PRMP).
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Assists in formulating policies and procedures to ensure proper management, security, and control of all supplies and equipment in storage. Ensures procedures are written that direct a resource protection survey be accomplished on designated controlled areas within prescribed time frames.

- Manages unserviceable holding area. Ensures disposition is received in a timely manner. Monitors Material Deficiency Reports (MDR) and Quality Deficiency Reports (QDR) pending disposition. Process turn-ins and Coordinates with Quality Assurance for disposition instructions.
- Trains all supply personnel requiring an inspector's stamp or those performing inspector duties, by signature. Some training may be accomplished during drill status. Assists in providing bench stock support to customer organizations.
- Performs other duties as assigned.

### Travel Required

- Not Required

### Relocation Authorized

- No

### Key Requirements

- U.S. Citizenship is required.
- Must be willing to become a member of the National Guard.
- The wear of the military uniform is required.
- A pre-placement physical/examination is required for employment.

### Qualifications

**The basic qualification requirements are indicated below. 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.**

**GENERAL EXPERIENCE:** Experience or training which demonstrates the ability to compare item identification against receiving reports and issue request forms; skill in using hand trucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other hand tools; and to follow oral and written instructions.

**SPECIALIZED EXPERIENCE:** Eighteen (18) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities listed above.)

- a. Practical knowledge of a wide range of warehousing and supply principles, concepts, and methodologies involving general supply, storage, distribution, and inventory.
- b. Possesses and utilizes knowledge of the policies, work procedures, methods, data information, and requirements of supply.
- c. Uses knowledge and understanding of USAF standards, regulations, statutes, policies, and guidelines to assure compliance, safe working practices, prevention of damage to government property, and prevention of accidental injuries and mishaps.
- d. Knowledge of and skill in using a variety of automated systems such as Enterprise Solution-Supply (ES-S) and LIMS-EV Supply Management System etc. to search, analyze, track and monitor supply assets.
- e. Ability to communicate by writing to prepare, compile, and research information for supply assets as well as to communicate orally to conduct briefings, offer training, and lead group sessions.

**OTHER REQUIREMENTS:** Applicants must have a valid State and Military driver's license (A copy of each license must be submitted with application).

**\*\*QUALITY OF EXPERIENCE\*\***

**Length of time is not itself qualifying. The 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.**

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

N/A

**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 Air or Army National Guard.

- **Military uniform is required to be worn.** Acceptance of this position constitutes agreement with this requirement and is a condition of continued employment.

- 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 recoupement.

- **Compatibility:** If selected, the individual must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties **prior to actual placement in the position:**

**AFSC: 2S0X1 (Must be at least 3 level qualified).**

**Military Grade Limitations:**

-**Minimum:** A1C/ E-3

-**Maximum:** SSgt/ E-5

**Other:**

- Participate in Direct Deposit is mandatory.
- A pre-employment physical may be required.
- Must have or be able to obtain a valid Civilian and Military driver's license..

**Security Clearance**

Not Applicable

**What To Expect Next**

**Please follow all instructions carefully. Errors or omissions may affect your qualifications.** Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. You will be rated based on your resume, and/or education, and answers to the knowledge, skills and abilities. Once that all the applications have been reviewed a letter will be sent out notifying you of your qualifications status. Candidates will be referred for selection based on **Grade** and **Area of Consideration**.

**BENEFITS**

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Main site for new federal employees - [http://www.opm.gov/insure/new\\_employ/index.asp](http://www.opm.gov/insure/new_employ/index.asp)

Flexible Spending Accounts - For additional information visit: <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - The FEHB Program offers over 100 optional plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Leave - For additional information visit: <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - The FEGLI Program offers Basic Life Insurance plus three types of optional insurance, for additional information visit: <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - For additional information visit: <http://www.ltcfeds.com/>

Retirement Program - For additional information visit: <http://www.opm.gov/retire/index.asp>

## Other Information

**\*\*If you are a male applicant who was born after 12/31/59 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.\*\***

**\*\*APPLICATIONS MUST BE RECEIVED BY 1630 (4:30 PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT. FAILURE TO PROVIDE COMPLETE INFORMATION MAY HINDER YOUR CONSIDERATION FOR THIS POSITION.\*\***

To apply for this position, please follow these 4 steps to ensure that your application is submitted correctly:

**STEP 1 - RESUME** **\*\*When submitting a Resume you can use any resume template format, however, please ensure that you provide the following information within your resume:**

**- Vacancy Information:**

- Technician Vacancy Announcement Number (TVA#), title and grade(s) for which you are applying.

**- Personal Information: \*Always make sure this information is current before submitting.\***

- Full name (First MI. Last), mailing address (w/zip code) and day/evening telephone numbers (w/area code).
- Social Security Number. (Please note that giving your SSN is voluntary. However, we cannot process your application without it.)

**- Work Experience:** For each paid/non-paid, military/civilian, full/part-time position held that specifically relates to the job for which you are applying (**do not** provide copies of job descriptions).

- **\*\*If you were ever employed by the Federal Government, please identify the highest Federal civilian grade held, job series, and dates (month/year) of employment. If you are not a current federal employee in the Delaware National Guard, please provide a copy of your last or most recent SF50 for verification.\*\***

**- Education**

**- Other Qualifications**

**STEP 2 - REQUIRED FORMS** (See Required Forms section.)

**STEP 3 - MISCELLANEOUS DOCUMENTS** **\*\*Provide the following:**

- Education/Training Certificates/Licenses that apply to the position in which you are applying.
- Military verification
- Commissioning data (if applicable)
- Security Clearance (if applicable)

**STEP 4 - SUBMIT** **\*\*Submit your application by:**

- **Hand-carrying to:** Delaware National Guard, Armed Forces Reserve Center, Human Resources Office - Room 1169
- **Mail to:** **\*\*Please call our office within 2 days of mail out to verify that your application was received.\*\***

Armed Forces Reserve Center, NGDE-HRO-RP, 250 Airport Rd, New Castle DE 19720

- **Email to:** [ng.de.dearnng.list.staff-hro-rp@mail.mil](mailto:ng.de.dearnng.list.staff-hro-rp@mail.mil) **\*\*If you do not receive a reply confirmation within 2 days of emailing, please call our office to verify that your application was received.\*\***
- **FAX to:** (302) 326-7119 / DSN: 440-7119 **\*\*Please call our office within an hour of faxing to verify that your application was received.\*\***

**\*\*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.\*\***

## How You Will Be Evaluated

All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualification Standard and/or the OPM Qualification 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 the duty in a relevant SSI/MOS/AFSC.

The following documents are REQUIRED:

- Current RESUME
- OF 306 - Declaration for Federal Employment
- DNG 51R - Application for Technician Vacancy Military Affiliation Information  
Prior Service (PS) personnel must fill out as much information as possible.
- DNG Form 87R - Knowledge, Skills, & Abilities Form  
•The form itself is optional; you may also address KSAs on plain paper if preferred. Failure to provide this information may affect your eligibility for consideration for this position.
- SF 181 - Ethnicity & Race Identification Form (optional)
- Applicants not currently in the Delaware Air National Guard must provide a copy of their current personnel RIP and/or proof of AFSC qualifications. All applicants must provide a copy of their state and military driver's license.

Please click on the following link for access to all of the required documents. The tab labeled "Quick Links" has all of the required documents listed.

<http://delawarenationalguard.com/join/full-time/>



**NATIONAL GUARD** 

# Department of the Air Force

## Air National Guard Units (Title 32)

### Contact

Taylor C. Young  
Phone: (302)326-7110  
Email: TAYLOR.C.YOUNG5.MIL@MAIL.MIL

### Address

Air National Guard Units (Title 32)  
Joint Forces Headquarters  
NGDE-HR-RP  
New Castle  
DE  
USA

EEO Policy Statement | Reasonable Accommodation Policy Statement | Veterans Information | Legal and Regulatory Guidance

