

Supervisory General Supply Specialist (Title 32)(Indefinite)

DEPARTMENT OF THE AIR FORCE
Air National Guard Units

Open & closing dates

🕒 01/16/2020 to 01/31/2020

Pay scale & grade

GS 11

Appointment type

Temporary - Indefinite

Service

Excepted

Salary

\$64,318 to \$83,612 per year

Work schedule

Full-Time

Locations

1 vacancy in the following location:

Langley AFB, VA

1 vacancy

Relocation expenses reimbursed

No

Telework eligible

No

This job is open to

**National Guard & Reserves**

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

Clarification from the agency

In order to be eligible for this position you must currently be an Enlisted Member (E-7/MSgt - E-9/CMSgt) in the Virginia Air National Guard.

Announcement number

VA-10689097-AIR-19-266

Control number

556903300

Duties

Summary

THIS IS A NATIONAL GUARD TITLE 32 EXCEPTED SERVICE POSITION.

This National Guard position is for a Supervisory General Supply Specialist (Title 32)(Indefinite), Position Description Number **D1956000** and is part of the VA 192 SUT SQ, National Guard.

Responsibilities

As a Supervisory General Supply Specialist (Title 32), GS-2005-11, you will perform the below duties:

- (1) Develops goals and objectives that integrate organizational, supply, transportation and fuels objectives. Establishes, reviews, and revises policies, procedures, mission objectives, and organization design for the staff, as necessary, to eliminate work problems or barriers to mission accomplishment. Promotes team building, implements quality improvements, and responds to concerns with regulatory compliance and/or customer requirements. The incumbent provides technical and administrative supervision to subordinate personnel. Incumbent establishes priorities based on attainment of goals, objectives and work to be accomplished. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities and the difficulty and requirements of the assignment.
- (2) Delegates responsibility and authority to subordinates. Provides advice, counsel, and instruction on work and administrative matters. Provides guidance and policy direction in supply and equipment support for all assigned units. Develops plans, programs, and policies for the operation, management, and administration of current and projected organizational programs. Provides guidance in establishing local procedures and/or control not specifically provided for by higher headquarters to include developing and publishing major command options to USAF manuals and regulations. Directs development of local supplements and operating instructions and updates as required. Responsible for the implementation of supply computer operations and programs.
- (3) Assists in formulating policies, concepts, and procedures to ensure that an effective LRS operation is maintained using personnel, equipment, and funding to support the mission. Directs the internal surveillance program to scrutinize the operations of all Logistics Readiness Squadron functions to ensure compliance. Obtains, studies, and analyzes programming work assignment and workload documents. Monitors and reviews the monthly inventory document for excessive gains/losses and initiates appropriate action as required.
- (4) Provides management oversight of the Logistics Readiness Squadron training program to ensure the effectiveness of the squadron enlisted on-the-job-training programs. Responsible for the oversight of squadron readiness and ensures reporting accuracy for logistical inputs for the Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), and Air Expeditionary Force (AEF) Readiness Tool (ART) reports.
- (5) Maintain a working knowledge of functional manpower requirements and documents, manning levels, and work with respective flight leadership to address staffing concerns.
- (6) Ensures coordination with the Global Logistics Support Center and Major Command (MAJCOM) funds managers on the preparation and submission of the General Support Division operating budget. Complies with policy and procedures in the management of stock funds. Analyzes appropriate supply reports and financial data to provide the Logistics Readiness Squadron Commander with reports of actual stock fund operations as compared to what was programmed and budgeted. Advises the Logistics Readiness Squadron Commander on the status of operations and maintenance (O & M) and stock fund availability.
- (7) Develops and implements plans and methods to ensure optimum logistical support for financial operating programs within O & M and Stock Fund. Establishes controls for suppression of requisitioning action to operate within reduced commitment or obligation ceilings. Coordinates with funds managers on disparities or funding deficiencies.
- (8) Performs other duties as assigned.

Travel Required

Not required

Supervisory status

Yes

Promotion Potential

None

Job family (Series)

2005 Supply Clerical And Technician

(<https://www.usajobs.gov/Search/?j=2005>)

Requirements

Conditions Of Employment

- NATIONAL GUARD MEMBERSHIP IS REQUIRED. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.
- This is an excepted service position that requires membership in a compatible military assignment in the employing state's National Guard, required prior to the effective date of placement.
- 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.
- Males born after 31 December 1959 must be registered for Selective Service.
- Federal employment suitability as determined by a background investigation.
- May be required to successfully complete a probationary period.
- Participation in direct deposit is mandatory.

Qualifications

NOTE:Qualifications are based on breadth/level of experience. In addition to describing duties performed, applicants must provide the exact dates of each period of employment (from MM/DD/YY to MM/DD/YY) and the number of hours worked per week if part time. As qualification determinations cannot be made when resumes do not include the required information, failure to provide this information may result in disqualification. Applicants are encouraged to use the USAJOBS Resume Builder to develop their federal resume.

Remarks: This position is being advertised as an indefinite appointment and applicant selected may be released at any time, and advised of his/her rights and benefits to which entitled. In the event a permanent employee is accepted for this indefinite position, there will be a change in their tenure from permanent to indefinite. Indefinite appointments may be made permanent at a later date without competition.

WHO CAN APPLY:

GROUP I - All qualified Male/Female Enlisted Personnel (E-7/MSgt - E-9/CMSgt) currently employed (permanent) in the Virginia Air National Guard Military Technician Program.

GROUP II - All qualified Virginia Air National Guard Male/Female Enlisted Personnel (E-7/MSgt - E-9/CMSgt), regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of appointment/enlistment in the Virginia National Guard must be attached if the appointment/enlistment occurred within 60 days prior to, or during, the advertisement period.

Military Grades: Enlisted Personnel (E-7/MSgt - E-9/CMSgt)

Compatible Military Assignments: AFSC: 2S0X1

GENERAL EXPERIENCE: Applicant must have experience, education or training involving administration of supply management, storage, cataloging, packaging and distribution or other work which provided the applicant with a general knowledge of one or more aspects of the supply field and experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Applicant must have at least 36 months of specialized experience, equivalent to at least the GS-09 level, or equivalent pay band in other pay systems in the Federal government. This experience may also have been obtained in the private sector, but must demonstrate that it is comparable to the GS grade indicated. This experience must include activities such as:

1. Experience, education, or training supervising and/or managing supply personnel and a variety of supply functions.
2. Experience coordinating with other organizations on complex and controversial supply issues.
3. Experience providing advice and guidance on supply regulations to upper levels of management regarding supply functions.
4. Experience analyzing, developing, evaluating to improve supply programs, policies, procedures, techniques, etc.

Education

This job does not have an education qualification requirement.

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> (<https://www.sss.gov/RegVer/wfRegistration.aspx>)).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information) (https://help.usastaffing.gov/Apply/index.php?title=Alternate_Application_Information).

How You Will Be Evaluated

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared to your responses on the assessment questionnaire to determine your level of experience. If you rate yourself higher than is supported by your application package, your responses may be adjusted and/or you may be excluded from consideration for this position. If you are found to be among the top qualified candidates, you will be referred to the selecting official for employment consideration.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):

Background checks and security clearance

Security clearance

[Secret](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)
(<https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/>).

Drug test required

No

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 (including Month and Year, e.g., 02/2017, Feb 2017, etc.) of employment and duties performed.
2. **Other supporting documents:** Most recent SF50 for current Federal Technicians

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.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407)
(<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/)
(<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/)
(<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

<https://www.abc.army.mil/>

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 to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section below. To view the Occupational Questionnaire, click the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/10689097> (<https://apply.usastaffing.gov/ViewQuestionnaire/10689097>).

A complete application package must be submitted by 11:59 PM (EST) 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> (<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/> (<https://www.usajobs.gov/Help/how-to/application/status/>).

.

Agency contact information

 VaARNG Tech Jobs Helpdesk

Email

ng.va.vaarng.list.ngva-guard-tech-jobs@mail.mil
(<mailto:ng.va.vaarng.list.ngva-guard-tech-jobs@mail.mil>)

[Learn more about this agency.](#)
([#agency-modal-trigger](#))

Address

VA 192 SUT SQ
200 Sweeney Boulevard
Hampton, VA 23665
US

THIS IS A NATIONAL GUARD TITLE 32 EXCEPTED SERVICE POSITION.

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!

Visit our careers page

Learn more about what it's like to work at Air National Guard Units, what the agency does, and about the types of careers this agency offers.

<http://www.nationalguard.mil/>
(<http://www.nationalguard.mil/>)

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.

Fair & Transparent

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

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) for federal employees & job applicants](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)
(http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)

Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov/Help/how-to/application/agency/contact/)
(<https://www.usajobs.gov/Help/how-to/application/agency/contact/>)

Legal and regulatory guidance

[Financial suitability](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/financial-suitability/>)

[Privacy Act](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/privacy-act/>)

[Selective Service](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/selective-service/>)

[Social security number request](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/social-security-number/>)

[Signature & False statements](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/signature-false-statements/>)

[New employee probationary period](https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov/Help/working-in-government/fair-and-transparent/probationary-period/>)