

TEXAS JOINT MILITARY FORCES TECHNICIAN VACANCY ANNOUNCEMENT

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

Announcement Number

217-12-01

Opening Date

21 DECEMBER 2011

Position Title, Series & Grade:
HUMAN RESOURCES ASSISTANT
GS-0203-07

APPLICATIONS WILL BE ACCEPTED UNTIL:

21 MARCH 2011

PD Number:
D1087000 (80532000)

Internal:
D199074

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.

Location of Position:
217 Training Squadron
154 Canberra Street
Bldg 530, Rm 110
Goodfellow AFB, TX 76908-4002

Salary Range:
GS-07: \$38,790 – \$50,431 PA

Application E-mail Address: SEE PAGE 4 FOR INSTRUCTIONS
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 excepted technicians, indefinite excepted technicians, and AGR members with excepted technician reemployment rights to the Texas Army National Guard.

In-Service Non-Dual Status: All presently employed permanent Non-Dual Status technicians of the Texas Army National Guard.

BARGAINING UNIT STATUS

Bargaining Unit

Non-Bargaining Unit

Appointment Factors:

Officer

**Enlisted
(SSgt/E-5 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

Compatible Military Assignments:

AFSC: 3SXXX

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: SSgt/E-5 NTE 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-0203-07 requires 12 months of experience, education, or training that demonstrates the applicant possesses the knowledge, skills, and ability to serve as the primary advisor to the Commander for all unit administrative support functions.

Other Requirements: Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours or 20 classroom hours of instructions per week) for six months of experience. Courses must be directly related to the work of the position.

SELECTED CANDIDATE MUST HAVE OR BE ABLE TO SECURE AND MAINTAIN A TOP SECRET SECURITY CLEARANCE

SUMMARY OF DUTIES

The primary purpose of this position is to serve as the primary advisor to the Commander for all unit administrative support functions.

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

Element I – Skill to plan, organize, and administer the military human resources program for the unit.

Element II – Ability to serve as the Full Time Unit Support (FTUS) and Active Guard Reserve human resources (AGR) program actions and ensure communication and education of assigned unit members on various program changes. Provides technical assistance to employees and supervisors concerning FTUS programs.

Element III – Knowledge to provide advice, counsel, and assistance to the commander/ Detachment commander and unit staff pertaining to military human resources administration. Understands, interprets, and implements service major command, National Guard, and state regulations, instructions, policies and precedents pertaining to the full range of human resource actions.

Element IV – Ability to provide counseling to current and potential members. Provides information to members on benefits and entitlements, career and incentive programs, retirements and other benefits. Ensures all necessary forms are completed and forwarded to the host MPF and Retention Office Manager (ROM) for processing.

Element V – Ability to provide assistance on various accounting and finance issues to assist members in military pay and military travel pay issues, problems and matters relative to temporary duty, basic military training, technical training, annual training, special training, and other active duty requiring special orders. Serves as certifying official for military pay and allowances.

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. 35th 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 no later than 1730 (CST) on the closing date of the announcement.
2. Attachment must be named as follows: Announcement Number_Last Name
EX: 149-11-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: 149-11-000, 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.****