

**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

**ANNOUNCEMENT #:** ARNGT 04-202

**OPENING DATE:** 17 September 2004

**CLOSING DATE:** 18 October 2004

**ANTICIPATED FILL DATE:** 31 Oct 04

*AMENDED DATE: 21 September 2004*

**POSITION TITLE AND NUMBER**

Maintenance Records Clerk  
PDCN R7275000, MD#: 7021-85

**UNIT/ACTIVITY AND DUTY LOCATION**

Maneuver Area Training Equipment Site  
(MATES) NCARNG  
Ft. Bragg, North Carolina

**GRADE AND SALARY (Includes Locality Pay of 10.09%)**

*GS-0303-04 \$23,863.00 - \$31,020.00 per annum*

**EMPLOYMENT STATUS**

Excepted Service

*Changes are in Italics*

**WHO CAN APPLY:** The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY:** Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is **REQUIRED** that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATION REQUIREMENT:** Must have three months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

**KNOWLEDGE, SKILLS ABILITIES (KSA'S)**

Below are listed the KSA's for this position. Applicants **MUST** address each KSA individually in paragraph format by explaining any civilian and military work experience (**WITH DATES**) that provided that KSA. It is **REQUIRED** that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call **1-800-621-4136 ext. 6172/6431.**

1. Knowledge of rules, regulations and procedures for establishing and maintaining files and records.
2. Knowledge Skills in gathering information, compiling data and preparing reports.
3. Skill in communicating orally and in writing.
4. Ability to follow written and oral instructions.

**CONDITIONS OF EMPLOYMENT:** 1. **Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below.** 2. **The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.**

**Announcement No ARNGT 04-202 (Cont)**

**SECURITY CLEARANCE:** Must have or be able to obtain a security clearance at the Secret level.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG is mandatory. Enl: 63, 92)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Applies knowledge of the Army Maintenance Management System in the reporting and recording of data on equipment operation and maintenance records. Codes data on equipment operating and maintenance reports for data processing application. Maintains records of equipment utilization. Extracts data from records and submits reports on equipment operation and maintenance. Provides feeder data to supported units for submission of Materiel Readiness Report (DA Form 2406). Reviews individual equipment log books for completeness and accuracy and application of Department of the Army Modification Work Orders (MWO). Advises and assists operator and maintenance personnel in proper documentation of equipment records and processing of maintenance data. Schedules equipment for organizational maintenance services using DD Form 314 (Preventive Maintenance Schedule and Record). Insures that unit equipment is scheduled for services during Inactive Duty for Training (IDT) and Annual Training (AT) to assure unit maintenance personnel receiving "hands-on" training and accomplish maintenance on unit equipment. Prepares DA Form 2407 (Maintenance Request) to supporting Combined Support Maintenance Shop (CSMS) or supporting MTOE Support Maintenance unit for equipment that requires repairs that are beyond the organizational maintenance level of the MATES. Maintains maintenance request register and files. Coordinates accomplishment of equipment modification work orders. Prepares and types records, reports, shipping documents, travel vouchers, and similar forms. Maintains reference publications library and functional files. Posts supply and maintenance publications and codes, files and types correspondence and similar materials. Applies information from reference publications such as Army Regulations, Supply Catalogs, Technical Manuals, National Guard Publications and Unit or Shop Standard Operating Procedures (SOP's). May perform routine supply clerical duties. Performs other duties as assigned

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974**

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1