

COMPUTER ASSISTANT (D1731000)

DEPARTMENT OF THE ARMY

Army National Guard Units

Summary

PUERTO RICO NATIONAL GUARD
ARMY TECHNICIAN VACANCY ANNOUNCEMENT
AMENDED 2 JUN 2022

COLA: 2.99%

Duty Location: JFHQ-PR, Deputy Chief of Staff for Information Management (DCSIM), Fort Buchanan, PR

Overview

Accepting applications

Open & closing dates

🕒 05/23/2022 to 06/13/2022

Salary

\$44,740 - \$58,158 per year

Pay scale & grade

GS 7

Location

1 vacancy in the following location:

📍 **Fort Buchanan, PR**

1 vacancy

Telework eligible

No

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Permanent

Work schedule

Full-time

Service

Excepted

Promotion potential

None

Job family (Series)

[0335 Computer Clerk And Assistant](#)

[\(/Search/Results?j=0335\)](#)

Supervisory status

No

Security clearance

[Secret](#)

[\(/Help/faq/job-announcement/security-clearances/\)](#)

Drug test

No

Announcement number

PR-11507653-AR-22-78

Control number

655702400

THIS JOB IS OPEN TO



Federal employees - Competitive service

Current or former competitive service federal employees.



Federal employees - Excepted service

Current excepted service federal employees.



Internal to an agency

Current federal employees of this agency.



The public

U.S. Citizens, Nationals or those who owe allegiance to the U.S.

Duties

- IMPORTANT INFORMATION: This position require military membership in the Puerto Rico Army National Guard (PRARNG).
- Selected applicant(s) will be required to complete an online Onboarding process.

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.
- 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
- May be required to successfully complete a probationary period.
- Participation in direct deposit is mandatory
- Must be able to obtain and maintain the appropriate SECRET security clearance for the position within ONE year of appointment.
- Continued employment in this position is contingent upon satisfactory completion of the mandatory training specifically identified for the position
- Loss of military membership will result in immediate loss of your full-time military technician position
- Must be able to obtain and maintain the Government Travel Credit Card (GTC) as a condition of employment
- Federal employment suitability as determined by a background investigation

Qualifications

IMPORTANT INFORMATION:

This position require military membership in the Puerto Rico Army National Guard (PRARNG). If you are not a military member of the PRARNG (i.e. Airman, civilian, active duty Soldier, prior service, guard member from another state, reservist, IRR, State Guard, etc.), you must contact the Recruiting and Retention (R&R) Office at (787) 289-1400 extension 2015 or 2008, and request the PRARNG Military Basic Requirements (MBR) Certification. If the MBR certification is not submitted, or you do not meet the requirements to be a member of the PRARNG, your application will not be screened.

AREA OF CONSIDERATION:

Area 1 = All permanent Enlisted members employees (NG T32/NG T5) within Puerto Rico Army National Guard.

Area 2 = All indefinite Enlisted members employees (NG T32/NG T5) within Puerto Rico Army National Guard.

Area 5 = Enlisted members employees of the Puerto Rico Army National Guard.

Area 6 = Applicants who meet all requirements to become member of the Puerto Rico Army National Guard. **(If the MBR certification is not submitted, your application will not be screened.)**

First round consideration will be given to Area 1 Candidates. **(All other Areas will be screened only in the event that there are no qualified or recommended Candidates)**

To prevent a grade inversion, military rank allowed for this position will be determined at the final evaluation of the vacancy announcement considering the military rank of the supervisor.

Acceptance of any military technician position may cause the termination of entitlements and eligibility for all military bonuses and student loan repayments. For further information you must contact the appropriate military Education Office.

DUTIES:

As a COMPUTER ASSISTANT (D1731000), GS-0335-7, you will serve as a focal point in the organization for technical support specialist (a.k.a. Workgroup Manager) duties, providing computer related assistance and support to organizational users.

PHYSICAL DEMANDS: The position may require extended periods of standing, walking, stretching, bending, stooping, or carrying a variety of computer and communications equipment which may weigh as much or more than 45 pounds. May lift heavier loads with the help of a co-worker or lifter device.

WORKING ENVIRONMENT: Work is performed in a typical office setting, requiring the use of normal safety precautions necessary for an office environment. The work area is adequately lighted, headed, and ventilated.

QUALIFICATIONS:

You will lose consideration for the position if your application does not include all the information/documents requested on the vacancy announcement. The USAJOBS Resume must include a clear and detailed narrative description, in your own words, of how you met the required GENERAL and SPECIALIZED experience. **Experiences copied from a position description, vacancy announcement or other reference material constitutes plagiarism and will disqualify you from the position.** National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.

GENERAL EXPERIENCE:

Experience, training, or education which demonstrates the applicants ability to follow directions, procedures, or systematic work methods which gives evidence of the candidates ability to perform this work.

SPECIALIZED EXPERIENCE:

Applicant must **possess more than TWELVE (12) months** of specialized experience performing or supervising duties such as providing guidance on technical aspects of computers and system use; working with network management and information assurance personnel; connecting peripherals, and performing systems startup; installing, upgrading, and maintaining configurations for new or updated software; providing software application assistance; researching and performing upgrades to workstation; monitoring Local Area Network (LAN) upgrades and software releases; promoting and publicizing security awareness and performing routing inventories to keep track of computer supplies.

Education

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Completion of 2 academic years of education in an accredited college or university will satisfy the requirements (30 semester's hours or 20 classroom hours of instruction per week) for **3 months** of specialized experience. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to **6 months** of specialized experience. Courses must be directly related to the work of the position.

Copy of student transcripts showing conferred Degree must be included in order to receive credit for education. Unofficial transcripts from internet or with alterations will not be considered. To receive credit for education the information must be included in the education section of the Resume.

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).

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. [Learn more about federal benefits](#) (<https://www.usajobs.gov/Help/working-in-government/benefits/>).

[Review our benefits](#) (<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 You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

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):
System Administration

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Online USAJOBS Resume - Your resume showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

2. Online Questionnaire (mandatory).

3. If you are a permanent employee of the PRARNG (Tenure 1, 2 or 3), submit your SF-50 with this application (Refer to block 24).

4. PRARNG MBR Certification (mandatory for civilians, active duty Soldiers, prior service, guard members from another state, reservist, IRR, PR State Guard, etc.); (Not required for permanent employees or traditional soldiers of the Puerto Rico Army National Guard).

5. Official/Student transcript showing conferred degree (if applicable).

6. Additional documentation (if required in the vacancy announcement).

FAILURE TO SUBMIT ALL REQUESTED DOCUMENTATION BY THE CLOSE OF THE ANNOUNCEMENT WILL RESULT IN AN INELIGIBLE CONSIDERATION.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education

(<http://www.ed.gov/admins/finaid/accred/>)

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Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

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/11507653>

(<https://apply.usastaffing.gov/ViewQuestionnaire/11507653>).

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>), 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/>.

Agency contact information

 Suleika Baez Diaz

Phone

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(tel:787-289-1400 X1491)

Email

suleika.baezdiaz.mil@army.mil
(mailto:suleika.baezdiaz.mil@army.mil)

Address

PR JFHQ G6
BLDG 552
Fort Buchanan, PR 00934
US

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

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 \(EEO\) Policy](#)

(/Help/equal-employment-opportunity/)

[Financial suitability](#)

(/Help/working-in-government/fair-and-transparent/financial-suitability/)

[New employee probationary period](#)

(/Help/working-in-government/fair-and-transparent/probationary-period/)

[Privacy Act](#)

[Reasonable accommodation policy](#)

(/Help/reasonable-accommodation/)

[Selective Service](#)

(/Help/working-in-government/fair-and-transparent/selective-service/)

[Signature and false statements](#)

(/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[Social security number request](#)

[./Help/working-in-government/fair-and-transparent/privacy-act/.](#)

[./Help/working-in-government/fair-and-transparent/social-security-number/.](#)