

BASE SERVICES MANAGER (D2042000)

DEPARTMENT OF THE AIR FORCE

Air National Guard Units

Summary

PUERTO RICO NATIONAL GUARD
AIR TECHNICIAN VACANCY ANNOUNCEMENT

COLA: 2.99%

Duty Location: 156th Airlift Wing, FSS/FSV, Muñiz ANGB, Carolina, PR

Overview

Accepting applications

Open & closing dates

🕒 06/02/2022 to 06/16/2022

Salary

\$66,214 - \$86,074 per year

Pay scale & grade

GS 11

Location

1 vacancy in the following location:

📍 **Carolina, PR**

1 vacancy

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Temporary Promotion

Work schedule

Full-time

Service

Excepted

Promotion potential

None

Job family (Series)

[0301 Miscellaneous Administration And Program](#)

[\(/Search/Results?j=0301\)](#)

Supervisory status

Yes

Security clearance

[Secret](#)

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

Drug test

No

Announcement number

PR-11518906-AF-22-84

Control number

657077700

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.

Duties

- 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.
- 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. Loss of military membership will result in immediate loss of your full-time military technician position.
- 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. Must possess or be able to obtain and maintain a SECRET security clearance as a condition of continued employment.
- May be required to successfully complete a probationary period. Participation in direct deposit is mandatory.
- Continued employment in this position is contingent upon satisfactory completion of the mandatory training specifically identified for the position.
- Continued employment in this position is contingent upon successful completion of the physical examination and periodic medical evaluation thereafter.
- This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
- If selectee fails to process the school application and does not successfully graduate from the school, he/she will be terminated from the technician program for failure to meet the compatibility standards and receive a 30 days' notice of separation.
- Must possess a valid state driver's license to operate government motor vehicles, for the state in which they live or are principally employed, in accordance with Army and Air Force Vehicle Operations Directives.

Qualifications

AREA OF CONSIDERATION:

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

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

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)**

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 BASE SERVICES MANAGER (D2042000), GS-0301-11, you will evaluate, plan, organize, and direct Base Services functions in support of federal, state, and local missions. The incumbent serves as supervisor and primary point-of-contact for Services-related

programs, missions, functions, activities, and events for the wing and its assigned Geographically Separated Units (GSU).

PHYSICAL DEMANDS:

Work is primarily sedentary, although some physical effort or exertion may be required.

WORKING ENVIRONMENT:

Work is typically performed in an office environment that is adequately lighted and climate controlled. Incumbent may be required to fly in military and/or commercial aircraft to perform temporary duty (TDY) assignments.

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, education, or training which provided a general knowledge of principles of organization, management, and administration. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Applicant **must possess more than THIRTY SIX (36) months of specialized experience** performing or supervising duties such as analysis, supervision, development, and implementation of Base Services programs, missions, functions, activities, and events; compiling, analyzing, and summarizing information and data that resolve problems and have a substantial impact on the effectiveness and efficiency of Services programs and support; exercise a greater degree of managerial involvement in the management of personnel, equipment and training; analyzing the interactive roles of readiness and services areas of support; resolving funding problems/issues, training plans, problems of operational deficiency and evaluate, plan, organize, and direct Base Services functions in support of federal, state, and local missions.

INDEFINITE:

This position is advertised against a valid man-year of an employee currently on an Active Duty tour. If the employee does not exercise restoration rights, personnel action may become permanent without further competition, upon recommendation of immediate supervisor, or may be terminated at any time by management decision.

An applicant selected for an indefinite appointment will occupy a full-time position without a specific time limitation. A technician in this type of appointment does not work towards permanent tenure and can be terminated at any time with a 30-day notice. The permanent status of a current permanent employee will not change in the event of a selection for a position that is being announced as indefinite. If a current permanent employee is selected, the position will be filled as a Temporary Promotion or a Change to Lower Grade. Employee serving under a temporary promotion may not retain a grade or rate of basic pay held during the temporary promotion. For more information concerning benefits for Indefinite employees see **Benefits and other Information.**

Education

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, (30 semester's hours or 20 classroom hours of instruction per week) for 6 months of specialized experience. Courses must be directly related to the work of the position.

Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army

War College, National Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

Copy of official/student transcripts 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>

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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)

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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/>)

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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):

Information Management and Oral Communication

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 PRANG (Tenure 1, 2 or 3), submit your SF-50 with this application (Refer to block 24).
4. PRANG 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/>)

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/11518906>

(<https://apply.usastaffing.gov/ViewQuestionnaire/11518906>)

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

 Lorraine Cruz-Olan

Phone

[\(787\) 289-1480](tel:(787)289-1480)
(tel:(787)289-1480)

Fax

(787) 279-1408

Email

lorraine.cruz-olan.mil@army.mil
(mailto:lorraine.cruz-olan.mil@army.mil)

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

Address

PR 156th Support Force Squadron
Muniz ANG Base
Carolina, PR 00979
US

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](#)

[\(/Help/equal-employment-opportunity/\)](/Help/equal-employment-opportunity/)

[Financial suitability](#)

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

[New employee probationary period](#)

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

[Privacy Act](#)

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

[Reasonable accommodation policy](#)

[\(/Help/reasonable-accommodation/\)](/Help/reasonable-accommodation/)

[Selective Service](#)

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

[Signature and false statements](#)

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

[Social security number request](#)

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