

JOINT OPERATIONS CENTER TECHNICIAN (D1245000)

DEPARTMENT OF THE ARMY

Army National Guard Units

Summary

PUERTO RICO NATIONAL GUARD

ARMY TECHNICIAN VACANCY ANNOUNCEMENT

COLA: 2.81%

Duty Location: JFHQ-PR Deputy Chief of Staff, G3, Fort Buchanan, PR

Overview

Accepting applications

Open & closing dates

🕒 12/04/2023 to 12/18/2023

Salary

\$46,696 - \$60,703 per year

Pay scale & grade

GS 7

Location

1 vacancy in the following location:

📍 **Fort Buchanan, PR**

1 vacancy

Remote job

No

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)

[0303 Miscellaneous Clerk And Assistant](#)

[\(/Search/Results?j=0303\)](#)

Supervisory status

No

Security clearance

[Secret](#)

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

Drug test

No

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](#)

Trust determination process

[Suitability/Fitness](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](#)

Announcement number

PR-12208830-AR-24-17

Control number

763577600

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.



National Guard & reserves

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



The public

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

Duties

- 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.
- 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.
- 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.
- Loss of military membership will result in immediate loss of your full-time military technician position.
- Excepted Civil Service Technicians are required to maintain a MOS and military grade that is determined by the NGB to be compatible with the assigned technician position.
- Must be able to obtain and maintain the Government Travel Credit Card (GTC) as a condition of employment.
- Must possess a valid PR State driver's license to operate government motor vehicle in accordance with Service specific Vehicle Operations Directives.
- Must be able to obtain and maintain the appropriate SECRET security clearance for the position.

Qualifications

IMPORTANT INFORMATION:

This position requires 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:

HRO MUST process and clear the Department of Defense (DoD), Priority Placement Program (PPP), prior to advertising all internal and external job vacancies and promotion announcements.

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

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

Area 3 = Enlisted members of the Puerto Rico Army National Guard.

Area 4 = Enlisted Prior (former) members of the Puerto Rico Army National Guard.

Area 6 = Applicants who meet all requirements to become Enlisted 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 JOINT OPERATIONS CENTER TECHNICIAN (D1245000), GS-0303-7, you will manage Federal, state and public related tasks in response to any level emergency. The JOC operates on a 24 hour/7 days a week rotating shift basis monitoring and carrying out duties which include: overall mission status of an armory or base and its assigned units, installation security, initiating emergency procedures, Crisis Action Team notification, and other duties critical to the conduct of the mission. Through authority granted by the Adjutant General, employees are empowered to act independently, coordinating with the Adjutant General and his staff, in order to accomplish the mission or meet the emergency response.

PHYSICAL DEMANDS:

Work is primarily sedentary. Items carried are generally light objects. Position requires some physical effort such as walking, standing, stooping, bending, and sitting. The work demands high mental concentration and can be extremely stressful.

WORKING ENVIRONMENT:

Location of work is an office environment. The work area is adequately lighted, heated, ventilated and involves everyday risks and discomforts which requires the observance of normal safety precautions.

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 indicates the candidate performed progressively responsible clerical, office, or other work that indicates ability to acquire the knowledge and skills needed to perform the duties of the position to be filled.

SPECIALIZED EXPERIENCE:

Applicant must possess at least **ONE (1) year** of specialized experience at the next lower-level GS-06 or the equivalent **TWELVE (12) months** of specialized experience performing or supervising duties such as assisting in the management and daily operations of the Joint Operations Center; establishing and maintaining cooperative working relationships with Federal, state and public agencies and military units; obtaining and/or exchanging information pertinent to plans and activities of mutual interest or major concern; relaying information through various communications equipment to appropriate personnel; recording action taken, equipment assigned and other pertinent information in various databases; monitoring radio communications operations; examining, analyzing, and interpreting data from a variety of resources, i.e., interrelated electronic monitoring instruments, visual displays, area maps, news reports, and electronic mail; maintaining log records of activities occurring during the shifts; establishing, maintaining, and keeping updated the resources and operational functions/readiness of all JOC equipment once per shift; participating on significant emergency situations and providing situational assessments requiring response and recommendations for appropriate action; establishing priority of actions based on a variety of situations and uses judgment when appropriate; serving as a member of the JOC emergency response team; ensuring all classified documents are properly prepared, reproduced, distributed, and stored; conducting studies to determine requirements for communication devices, office automation hardware and software; ensuring required publications are readily available.

Education

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Successful completion of a full 4-year course of study in fields listed below 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.

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>

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

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):
Manages and Organizes Information and Reasoning (Clerical/Technical)

Required Documents

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

1. Online USAJOBS Resume - Your resume in English showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed. [USAJOBS Help Center | What should I include in my federal resume?](https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/)
(<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>)
2. Online Questionnaire (mandatory).
3. For permanent / Indefinite employee of the PRARNG (Tenure 1, 2 or 3), submit your SF-50 with this application (Refer to block 24).
4. Currently serving or former members of the PRARNG may establish eligibility submitting DD 214, NGB Form 22 or 22A with this application (Discharge from service must be Honorable or General Discharge Under Honorable Conditions).
5. 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).
6. Official/Student transcript showing conferred degree (if applicable).
7. 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/12208830>

[.https://apply.usastaffing.gov/ViewQuestionnaire/12208830\).](https://apply.usastaffing.gov/ViewQuestionnaire/12208830)

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\).](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-](https://www.usajobs.gov/Help/how-to/application/status/)

[to/application/status/](https://www.usajobs.gov/Help/how-to/application/status/)

[.https://www.usajobs.gov/Help/how-to/application/status/\).](https://www.usajobs.gov/Help/how-to/application/status/)

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Agency contact information



JOSE CAPO-HERNANDEZ

Phone

[787-289-1400 X1489](tel:787-289-1400)

[.tel:787-289-1400 X1489\).](tel:787-289-1400)

Address

PR JFHQ G3

BLD 552

Email

jose.g.capohernandez.mil@army.mil
(mailto:jose.g.capohernandez.mil@army.mil)

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 set up 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](#)

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