



DEPARTMENT OF THE ARMY
HEADQUARTERS, KOREAN SERVICE CORPS BATTALION
UNIT #15284
APO AP 96205-5284

Closing Date: 30 September 2016

EANC-KSC-Z

23 September 2016

MEMORANDUM FOR All KSC Employees

SUBJECT: Vacancy Announcement No. 16-132

1. This headquarters will accept applications to fill the following position for the 16th KSC CO.

Position Title & Grade: Supply Technician, KGS-2005-04/05

Duty Location: Yongpyong

Position Number: One

Pay Range (KGS-04): Between 13,713 Won and 19,568 Won per hour

Pay Range (KGS-05): Between 15,684 Won and 22,478 Won per hour

Tour of Duty: 40 hours per week

NOTE: 1. Target grade of this position is KGS-05. If the position is filled at a lower grade than target grade, the incumbent may be promoted to target grade ncn-competitively upon satisfactory completion of the job requirements, recommendation by the supervisor, and subject to meeting time-in-grade. KSC BN management retains the right to determine when an employee will be promoted. 2. A relocation allowance will NOT be authorized for employees selected from outside the commuting area.

2. Major Duties & Responsibilities: Serves as Unit Assistant Supply Technician. Performs a variety of supply work involved in the requisition, issue, turn-in, inventory and maintenance of supplies and accountability records of organizational and installation supplies and properties for activities serviced. Receives requisitions from Supply Technician and edits requests for accuracy and presence of stock numbers, nomenclatures, unit prices, authorized allowances, basis and authority. Prepares requisitions for properties and supplies, editing and consolidating information by nomenclature and quantities; coordinates with PBO, submitting requisitions and drawing supplies or turn-in of same. Is familiar with a variety of manuals, catalogues, ARs and bulletins applicable to the supply operations. Searches for items which are not available in the Army supply system and recommends items to be purchased with imprested funds or unit funds based on the nature of the supply items. Receives supply items and checks to determine the type and quantity of supply ordered are correct. Delivers to requester and secures hand receipts for the supply and property items issued. Maintains sub-hand receipt accounts and secures proper signature. Coordinates with supporting organization for reconciliation of due-in requisitions. Conducts periodic and special inventories. Searches history and records, balances conflicting inventory counts, identifies errors and resolves discrepancies by contacting

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the concerned organizations and personnel. Prepares report of loss or damage as required. Requests and receives Self Service Supply (SSS) items on monthly basis. Maintains up-to-date price list for SSS items. Prepares recurring or special reports such as Equipment and Material Status Reports, Loss Recovery Report and Fuel Consumption Report. Prepares correspondence and endorsements on general supply matters originating from the operation. Performs other duties as assigned.

3. Para/Line No & Job Site: 013/30, TSAK-TLMD-TLMB NORTH-RODRIGUEZ LIVE FIRE COMPLEX RCC, EIGHTH ARMY, G3-TD

4. Qualification Requirements:

a. Experience:

(1) For KGS-04: One year of general experience including progressively responsible work which indicates ability to acquire the Knowledge, Skills, and Abilities (KSAs) needed to perform the duties of the position to be filled.

(2) For KGS-05: One year of specialized experience which has equipped the candidate with the particular Knowledge, Skills, and Abilities (KSAs) to successfully perform the duties of the position at KGS-04, or equivalent.

b. English Ability:

(1) American Language Course Placement Test (ALCPT) requirement is 60, or above for this position. Internet Based Test TOEFL scores of 45, or TOEIC scores of 550 may be substituted for the ALCPT requirement. Internet Based Test TOEFL and TOEIC scores are valid for two years and ALCPT score is valid for five years from the exam date.

(2) The approval of management panel to determine English conversational skill is required.

5. Substitution of Education for Experience: Successfully completed education of two years above the high school level in a ROKG authorized or recognized college, university may be substituted for the experience required at grade KGS-04. Successfully completed education of four years above the high school level in a ROKG authorized or recognized college, university may be substituted for the experience required at grade KGS-05.

6. How to Apply: Applicants must submit an application for employment (USFK Form 130EK) along with copies of supporting documents. It is imperative that each item of the application be accurately and completely filled in. Applications that are not completed, incorrect, received after closing date, or submitted without legible supporting

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documents will not be processed. Any documents in Hangul must be translated into English and submitted.

7. Where to Apply: Qualified and interested applicants may submit an application and copies of supporting documents to e-mail (usarmy.yongsan.8-army.mbx.ksc-rpo@mail.mil) no later than seven calendar days after the date of this memorandum.

8. Employment Policy: It is the policy of USFK to employ based on qualifications and merit. No employee may request, offer, or accept gratuity in exchange for employment or promotion within the KSC, nor may they interfere with applicants exercising their right to apply for vacancy. Any employee found guilty of these practices will be subject to removal from KSC employment. Anyone aware of acts or omissions contrary to this policy is urged to immediately contact the BN SGM at 724-7747, or commercial telephone 0503-324-7747, HQ, KSC BN.


ADAM L. LOWMASTER
LTC, IN
Commanding