

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

25 May 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-067

POSITION: Security Officer (D2243000) (GS-0018-12) EXCEPTED POSITION

LOCATION: 101st Security Forces Squadron, Bangor, Maine

SALARY RANGE:

\$71,012 to \$92,316 per annum

GS-12

CLOSING DATE: 9 June 2016

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Officer Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education or training that has provided analytical, decision making, or administrative skills which demonstrates the candidate's ability to accomplish the work of an organization. This experience must demonstrate the ability to work cooperatively and successfully with others.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience for the GS-12 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

GS-12

1. Knowledge of Air Force security police programs and basic management functions, (such as installation security measures; police administration, traffic management etc)
2. Knowledge of planning, directing, coordinating, and controlling base and law enforcement activities.
3. Knowledge of developing, planning and conducting training for regular and auxiliary force in all facets of security and law enforcement.
4. Skill in establishing standards related to security/law enforcement and enforcing standards.
5. Skill in determining personnel requirements for resources protection and law enforcement function.
6. Knowledge and experience in developing, implementing, and managing the Wing's law enforcement, physical security, wing security, and Anti-Terrorism and Force Protection programs.

ADDITIONAL REQUIREMENTS: Must successfully complete the military approved Level II Anti-terrorism Training Course within first 90 days of appointment to the applicable position description.

COMPATIBILITY CRITERIA: 31PX, C31PX

NOTE: Applicants must possess one of the compatible ASFC's as listed above.

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS
MAJ, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

This position is for non-co-located/stand-alone or host Air National Guard (ANG) Wings or ANG Security Forces organizations co-located on non-Air Force installations. This position is located in the Mission Support Group, Security Forces Squadron (SFS). This is an ANG Dual Status Technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is the principal advisor to the Wing Commander as the Anti-Terrorism Officer (ATO) and reports to the Mission Support Group Commander as the Defense Force Commander (DFC) with responsibility over the SFS; develops, implements, and manages the wing law enforcement, physical security, wing security, and Anti-Terrorism and Force Protection (AT/FP) programs.

MAJOR DUTIES:

1. Incumbent is the Wing Commander's principal advisor in all law enforcement and physical security matters. Enforces federal and assimilated state criminal and traffic laws, applicable regulations and administrative policies. Provides protection at the air base against possible theft, unauthorized entry, espionage, sabotage, and subversion from both internal and external threats. Performs analytical and evaluative duties related to the business of security. Responsible for accomplishment of the wing physical security and law enforcement programs. The DFC is on the Wing Commander's staff and has access on security issues, policy and program development. Manage a program comprised of a military and/or federal/state workforce involved in work which includes Air Force (AF) operations, assigning and directing security forces personnel in normal and emergency operations. The incumbent supports established Department of Defense (DoD), AF, and ANG security programs. Performs protective service work in guarding military buildings, personnel, and resources. (25%)
2. Serves as the Wing AT/FP Officer. Required to direct installation measures needed to protect against internal and external threats of terrorism. Exercises delegated authority by the Wing Commander to implement plans and protective measures to counter the threat, and for law enforcement initiatives and functions. Plans and develops selective law enforcement operations to assure compliance with applicable laws and regulations. Analyzes weaknesses identified during risk mitigation studies, and higher headquarters inspections of systematic security problems in order to modify and/or apply new theories and recommended solutions. Ensures compliance with requirements for the protection of the command's Protection Level 1-4 (PL 1-4) resources. Compiles, summarizes, and analyzes information relating to crime prevention requirements; develops plans for approaches to satisfy the requirements and implements appropriate courses of action. (25%)
3. Plans, schedules, controls, and directs all unit functions. Provides leadership and guidance ensuring unit functions meets all wartime readiness requirement. Establishes unit goals that are the foundation for long and short range planning and execution of all internal programs. Develops, implements and reviews policies, procedures, and methods for identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage or loss. Plans and advises on security and law enforcement issues. Interprets DoD, AF, ANG and State guidelines, and advises

on methods and procedures for application. Evaluates overall effectiveness of the unit. Initiates changes to improve services or meet new requirements. Determines, formulates, and recommends budgetary, training, and organizational requirements, as well as all other support requirements. (25%)

4. Performs a variety of DFC and supervisory functions to include assigning work to subordinates (dual and non-dual status, Active Guard Reserve (AGR), and traditional drill status members) by selective criteria such as the difficulty of the assignment, capabilities of the employee, or present work load assigned to each employee. Sets priorities and deadlines, develops standards and evaluates performance of subordinate employees. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains performance expectations and provides regular feedback on strengths and weaknesses. Gives advice and counsel, hears and resolves complaints, interviews, and selects candidates to fill vacancies within the unit. Initiates action to correct performance or conduct problems and/or approves serious disciplinary actions involving subordinates. Ensures documentation prepared to support actions is proper and complete. Recommends awards and changes in position classification to higher-level managers. Develops methods to improve production and quality of work directed. Reviews developmental needs of employees and makes decisions as to training required. Approves leave and ensures adequate coverage through peak workloads and traditional holiday vacation time. Applies equal opportunity principles and requirements to all personnel management actions and decisions and ensures all personnel are treated in a manner free of discrimination. (15%)

5. Serves as the highest technical authority in regards to security for the wing. Maintains liaison with national, state, and local governmental agencies such as law enforcement, disaster relief, and others regarding matters of operational and environmental safety, protection of resources and other issues of possible installation impact. Negotiates and reviews host/tenant agreements, memoranda of understanding, joint use and inter-service agreements, and leases, with military and civil agencies. Educates on appropriate command and control issues and ensures that applicable units understand organizational relationships and priorities in regards to security. Ensures a close functional working relationship with participating units. Coordinates physical security and other investigative matters with military, other federal agencies, or civil authorities. Provides guidance and assistance during emergencies as well as civil disturbances and disturbances involving use of military resources. Incumbent has full power to detain, pursue, or direct detaining of person(s) fleeing a crime scene, active shooter, or attempting to resist arrest. (10%)

Performs other duties as assigned.