

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

12 October 2016

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT ##16-143**

**\*\*\*\*\* TEMPORARY PROMOTION \*\*\*\*\***

**POSITION:** Supervisory Facility Plans & Programs Management Specialist (D1127000) (GS-1601-12)  
EXCEPTED POSITION

**LOCATION:** Construction Facilities and Management Office, Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$71,012 to \$92,316 per annum GS-12

**CLOSING DATE:** 27 October 2016

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Excepted Officers (LTC and below) Technicians in the Maine Army National Guard and personnel with reemployment rights to MEARNNG positions.

**AREA II** - All Officer members (LTC and below) of the Maine Army National Guard.

**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 which has provided the applicant with a knowledge of equipment maintenance work, or skill in reading engineering drawings and specifications, using test instruments, making computations, and keeping records.

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

**GS-12**

1. Knowledge in applying principles, concepts, and methods of equipment, facility, or service operations sufficient in planning assignments

2. Ability to develop, plan and coordinate complex work assignments.
3. Knowledge of an organization that produces a number of services or end products.
4. Ability to follow rigid requirements established by another source.

**COMPATIBILITY CRITERIA:** OFF BR: 01A

**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](mailto: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) 626-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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

25.

a. INTRODUCTION:

This position is located in ARNG Construction and Facilities Management Office, Planning and Programming Branch. The primary purpose of this position is to manage the planning, programming, and real property responsibilities for ARNG facilities engineering and management programs. Responsible for the technical and administrative development, coordination, and execution of Military Construction Army National Guard (ARNG MILCON, MCNG), Real Property Operations and Maintenance (RPOM), State Capitol Programs (SCFR) and all ARNG facilities. Responsible for the statewide Installation Status Report (ISR). The incumbent provides supervision, subordinate guidance and team leadership to NDS (Non-Dual Status), DS (Dual Status), and/or state employees. Incumbent performs long-term planning and organizational development necessary to accomplish facilities engineering and management program functions in support of programs essential to state ARNG daily operations, training, and readiness missions. Fosters and environment conducive to teaming among service providers and customers to meet state ARNG requirements. Supervisory duties require a minimum of 25% of the incumbent's time.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as a principal advisor and action officer to the CFMO on all proposed ARNG construction, maintenance, and facilities management plans within the state. Responsible for developing, maintaining, and coordinating the state's Real Property Master Plan (RPMP), Long Range Construction Plan (LRCP), State and Federal Capital Plans, and Facilities Life Cycle Plan (FLCP).

(2) Serves as a principal advisor and action officer for all ARNG construction, maintenance/ repair, and facilities management programs within the state. Responsible for developing, maintaining, and coordinating the state's MILCON, Unspecified Minor MILCON (UMI), and RPOM program documents. Receives, verifies, and coordinates approval of all ARNG initial requests for construction and maintenance/repair projects. Investigates MILCON, TJMI, and RPOM requirements to determine propriety. Provides guidance and direction on project scope, preparation of project estimates, economic analyses, and programming documents. Approves location and arrangement of facilities, identifies and/or recommends appropriate funding sources, and submits proposed projects to appropriate authority for final approval and funding authorization. Develops and maintains the State's Real Property Development Plan (RPDP). Coordinates environmental studies of proposed plans with state environmental personnel. Coordinates the integration of the Range Development Plan into the Real Property Development Plan with the training function.

(3) Oversees management of all ARNG real property. Responsible for the acquisition, management, and termination of real property interests; maintenance of real property accountability, the Facility Inventory and Stationing Plan (FISP), Army Stationing and Inventory Plan (ASIP), other real property inventories; and the validation of real property quantities. Translates the requirements into procurement specifications. Determines and recommends appropriate methods of acquisition, (i.e., transfer, exchange, agreement, license, lease, permit, purchase, reassignment, etc.). Oversees title searches to obtain evidence or related information (courthouse research) to determine proper ownership of properties, and identifies any unusual circumstances related to that title or ownership. Develops clauses outlining terms and conditions related to contracts, leases, licenses, and other authorizing documents. Negotiates terms and conditions to maintain compliance, satisfies the needs of the users, and maintains cost efficiency. Oversees preparation, validation, and annual submission of the Installation Status Report (ISR).

- (4) Oversees development, maintenance and update of ARNG Energy Programs. Identifies possible energy conservation measures and promotes use of the Energy Conservation Programs (ECP), and Energy Conservation Savings Programs (ECSP). Researches energy providers; new energy systems and technology; and state and Federal regulations. Interprets economic impact of energy laws and policies, recommends new technology/equipment, and advises staff of impact. Maintains close liaison with senior ARNG commanders and personnel, state and local government authorities, the Corps of Engineers and NGB.
- (5) Executes functions in the absence of the CFMO. Ensures all plans are in compliance with governing Federal, state and local laws; and within ARNG policies, procedures and guidelines.
- (6) Coordinates with state Geographic Information Officer (GIO) for the establishment and development of an Enterprise Geographic Information System (EGIS) for the FMO for use in planning and installation management. Serves as the principal advisor to the CFMO for web based information systems and management of these systems within the department to include establishment of an installation GIS and CADD database of record and Electronic Document Management implementation and use.
- (7) Administers, plans, coordinates, and directs the activities of subordinate personnel. These individuals may be on various types of employment status such as technician, AGR, or state employees. Performs the full scope of supervisory personnel functions including the assignment of duties; participates in the interview and selection of employees; schedules and approves leave; ensures indoctrination of new employees; provides training; evaluates performance; initiates action to upgrade positions; and resolves disciplinary problems. Established shift schedules and assigns personnel based on workload to ensure adequate coverage of operations. Supports and takes affirmative action with consideration of Equal Employment Opportunity in all aspects of personnel actions. Keeps employees informed of NGB goals, objectives, and policies; and informs management of employee input and concerns.
- (8) Performs other duties as assigned.