

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

07 October 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-099

POSITION: Telecommunications Specialist (D0906000/D1587000) (GS-0391-09/11)
EXCEPTED POSITION

LOCATION: DCSIM, Camp Keyes, Augusta, Maine

SALARY RANGE:

\$47,448 to \$61,678 per annum GS-09

\$57,408 to \$74,628 per annum GS-11

CLOSING DATE: 31 October 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Enlisted Technicians. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard Enlisted personnel who apply.

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.

QUALIFICATIONS: This position may be filled at the GS-09 or GS-11 grade. If filled at the GS-09 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

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 demonstrates ability to understand, evaluate, and translate the needs of communications users into requirements; relate user requirements to existing technology, policies, priorities, costs and funding, and other supporting services required; identify and direct, or coordinate the actions required to provide needed services.

SPECIALIZED EXPERIENCE: Must have twenty-four (24) months experience for the GS-09 level or thirty-six (36) months experience for the GS-11 level which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-09

1. Ability to apply existing and planned technology to communications requirements and, equipment inter-operability and compatibility.
2. Skill in dealing with representatives of other agencies, contractors and suppliers outside the organization.
3. Skill in conducting audits and inspections of communication assets.
4. Knowledge of digital and analog radio communication requirements.
5. Ability to evaluate operations and isolate areas for improvement.

GS-11

1. Knowledge of technical theory of electronic communications concepts, principles, practices, procedures, policies, standards, and operational requirements.
2. Ability to understand, evaluate, and translate the needs of communications users into requirements and to relate those requirements to existing technology, policies and resources available.
3. Skill in maintaining a frequency authorization document.
4. Knowledge of required COMSEC (Communications Security) accountability, records, reports, and COMSEC Responsible Officer requirements.
5. Knowledge of telecommunications concepts, principles, and practices in transmission media to review, analyze, and resolve difficult and complex telecommunications problems.

CONDITION OF EMPLOYMENT: Selected applicant must possess a SECRET clearance or be able to obtain a SECRET Security Clearance within 6 months of appointment or reassignment.

COMPATIBILITY CRITERIA: MOS: 25B

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work

of the position, i.e., Electrical Engineering, Electronics.. **Applicant must provide a copy of transcripts to receive credit.**

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

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 626-6017/COM (207) 430-6017 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CRAIG P. BAILEY
MSG, MEARNG

Human Resources Specialist
(Recruitment & Placement/Compensation)

D0906000

INTRODUCTION:

This position is located in the Army National Guard (ARNG), Joint Force Headquarters, Information Management Office, Information Management Branch. Its purpose is to develop technical specifications and planning for COMSEC, radio systems, and radiofrequencies acquisition programs and projects involving the gathering of materials, coordinating schedules, testing equipment, services, and software for performance acceptability. Related work is connected with the acquisition, operations, technical acceptance, installation, testing, modification, and replacement of COMSEC, radio systems, and radio frequencies acquisition program.

DUTIES AND RESPONSIBILITIES:

-- Manages the Army Information Systems Security (Telecommunications) (COMSEC) program. Within the COMSEC account environment, for maintains all aspects of account management. Responsible for the physical protection and accountability of all COMSEC material and equipment. Maintains and implements emergency operation plans to protect all COMSEC material and equipment during floods, fire, tornadoes, etc.

-- Performs property accountability and controlling authority duties for COMSEC sub accounts. This includes the issuing, auditing, assessing, inspecting, and surveying of all sub accounts COMSEC equipment and materials. Reports all findings to the Telecommunications Manager.

-- Manages all aspects of the secure voice, data, and video networks. Responsible for all STU III secure communications to include hardware and key validation, distribution and accountability of the STU III equipment and keys. Provides COMSEC support to subordinate commands.

-- Manages and tests the organizational radio network; insures operational readiness to include the Military Affiliated Radio System (MARS). Ensures optimum operational performance of the Satellite Communications (SATCOM) up/down links and digital to wireless integration of audio/visual transmissions in support of emergency contingency Command, Control and Intelligence (C2I) operations to the state/national command structure.

--Manages the Command Frequency Management program. Employee obtains authorization for radio frequencies from higher headquarters in support of intra and interstate requirements for all activities within the state boundaries to include Federal agencies and activities passing through. Assigns, distributes and tracks all radio frequencies within the State. Prepares, assigns, implements, and operates the RBECS program to include the preparation of SOIs as well as the assignment of secure radio frequencies to subordinate units. Responsible for user compliance to the established

frequency management program. Provides all aspects of bandwidth spectrum management.

-- Performs other duties as assigned

D1587000

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b. DUTIES AND RESPONSIBILITIES:

--Manages the command's COMSEC program. Interprets a variety of Department of Defense (DoD), major military component and National Guard Bureau (NGB) guidance and develops the state Army National Guard policy implementing higher agency policies and directives. Provides oversight and technical support to COMSEC account administrators throughout the state. Conducts audits and inspections of subordinate accounts. Interfaces with numerous DoD and NGB activities and commands to resolve COMSEC issues and provides input on proposed changes affecting the command. Reports findings of COMSEC audits/inspections to NGB and the appropriate COMSEC organizations. Coordinates with applicable organizations/offices to resolve complex COMSEC issues. Determines requirements for and distributes COMSEC key, radio hopsets, etc. for the state.

--Develops and manages the command spectrum management program, which includes all aspects of bandwidth spectrum management. Maintains the state frequency authorization document. Coordinates with agency level COMSEC account managers to maintain current allocations and obtain new authorizations. Maintains the state frequency emitter list. Coordinates with numerous state and federal agencies to ensure required frequencies are available for multi-agency operations, state compacts, convoy movements, etc. Allocates and assigns frequencies to supported activities within the state. Prepares, publishes, and disseminates Signal Operating Instructions (SOI) using automated systems. Provides guidance, and technical assistance to subordinate elements concerning SOI preparation and frequency management.

--Manages the states non-tactical radio networks, to include High Frequency (HF), Very High Frequency (VHF), and trunked systems. Provides guidance and assistance to activities operating radio nets and ensures operational readiness of same, to include Military Affiliated Radio System (MARS). Manages satellite communications (SATCOM) interfaces, to include up/down links, digital to wireless integration, and

satellite phones. Develops plans and procedures to support emergency and/or contingency operations in support of state or national requirements.

D1587000

--Manages the state's Secure Telephone Unit (STU-III) program and serves as the STU-III/STE (Secure Telephone Equipment) user representative. Responsible for determining hardware distribution requirements, key distribution, and operational status of the states' secure telephone and securable facsimile assets. Coordinates STU-III net calls as required.

--Serves as the Defense Messaging System (DMS) Organizational Registration Authority for the command. Processes new DMS user accounts, obtains and issues applicable security devices, and processes requests for changes to accounts and accesses.

--Performs other duties as assigned.