

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

03 January 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-001

POSITION: Supervisory Aircraft Pilot (D0644000) (GS-2181-14) EXCEPTED POSITION

LOCATION: Deputy Chief of Staff, Aviation (DCSAV), AASF, Bangor, Maine

SALARY RANGE: \$96,690 to \$125,695 per annum

CLOSING DATE: 15 March 2013

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Officer (**O-4 thru O-5**) Technicians in the Maine Army National Guard.

AREA II - All Officers (**O-4 thru O-5**) of the Maine Army National Guard.

AREA III - Officers (**O-4 thru O-5**) eligible for membership in 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.

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

MINIMUM QUALIFICATION REQUIREMENTS: Possession of the appropriate pilot certificates and/or appropriate military ratings. Candidates must demonstrate possession of the knowledge and skills required for the work by meeting the minimum flight hour requirements, including recency of flight experience.

GENERAL EXPERIENCE: The applicant must be a rated pilot on flying status or become eligible to obtain the appropriate flight status; be proficient in the UH-60; possess the flying time established, and the certificates and ratings required for the position.

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

1. Skill in managing personnel and aircraft.

2. Knowledge of risk management, aviation specific safety management programs and effective hazard reporting programs.
3. Knowledge of proper aviation training requirements.
4. Must have a minimum of 1200 hours of flight time.
5. Must be on current NGB Flight Status or eligible to obtain proper flight status within 12 months of hire.

SELECTIVE PLACEMENT FACTORS:

1. Must hold at least a SECRET Clearance.
2. Must be NVG Pilot in Command in UH-60.

NOTE: These Selective Placement Factors become part of the minimum standard and **must be met** in order to qualify. **Your application needs to address these requirements.**

SPECIAL INFORMATION REQUIRED: Applicants must provide documentation to substantiate that they meet all of the above requirements. Please enclose this documentation with your application.

COMPATIBILITY CRITERIA: Officer Branch: 15

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 626-4278 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: HROTECH@me.ngb.army.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/Commanders 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 626-7860/COM (207) 626-7860 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)

D0644000

INTRODUCTION:

This position is located at an Army National Guard (ARNG) Aviation Support facility (AASF). The purpose of this position supervises between 3 and 12 substantive General Schedule (GS) employees and a large (more than 30) Wage Grade work force. The GS workforce includes a least 2 full time GS-13 pilots who instruct and evaluate flying in advance heavy transport helicopters or advanced instrument flight techniques or instruct instructors in methods of instrumentation or any combination for at least 50% of their work time.

DUTIES AND RESPONSIBILITIES:

- (1) Manages and directs the activities and functions of the AASF in support of the State mission which includes flight operations; proficiency training of aviators and crew-members; aviation safety; and the organizational, direct support and limited general support maintenance of all assigned aircraft. Manages assigned fiscal, material and personnel resources by determining the organizational structure within manning and budgetary restraints and guidelines and ensures that optimum use is made of all assigned resources through effective management techniques. Responsible for supporting the State ARNG aviation program and ensuring that adequate aircraft and aviators are available to accomplish assigned aviation missions. Such missions include, but are not limited to aviation support of other non aviation units, developing and maintaining high level aviator skills, participating in and support of military exercises and operations, training and preparation for mobilization and responding as necessary to aviation requirements in natural disasters or State emergency situations. Responsible for proper utilization of aircraft in the performance of all missions both tactical and administrative.
- (2) Plans work to be accomplished by the organization which consists of 3 to 12 employees engaged in substantive work and additional Wage Grade employees. Sets priorities and prepares schedules for completion of work. Assigns work to subordinate units based on priorities, selective consideration of difficult and requirements of assignments and the capabilities of employees. Prepares performance standards. Reviews, accepts, amends or rejects work which has been reviewed by subordinate supervisors. Gives advice, counsel, or instruction to supervisors and subordinate employees on both work and administrative matters. Consults with subordinate supervisors and training specialists on training needs. Provides or makes provision for such development and training. Makes decisions on work problems presented by subordinate supervisors. Collaborates with heads of other units to negotiate, decide on, and/or coordinate work-related changes affecting other units not personally supervised. Advises officials with broader and higher responsibilities on problems involving the relationship of the work of the organization supervised to broader programs, and its impact on such programs. Evaluates supervisors and reviews evaluations made by supervisors on other employees. Approves selections for nonsupervisory positions and recommends selections for supervisory positions. Hears and resolves group grievances and serious employee complaints not resolved at a lower level. Review serious disciplinary cases and disciplinary problems involving key employees and determines required action. Supports equal employment opportunity and labor-management relation programs. Approves/ disapproves leave. Ensures efficient position management and that position descriptions of subordinates are accurate.

- (3) Oversees the training operations of assigned or attached aircrew members through a subordinate supervisor. Manages and directs the standardization, currency, proficiency, safety operations, logistics and maintenance programs of the facility. Standardizes methods and procedures of flight instruction and flight proficiency for the facility and may fly with flight instructors, unit instructor pilots and assigned aviators to assure the validity of methods and procedures employed and their conformance to Aircrew Training Manual requirements. Responsible for the planning and supervision of an extensive and comprehensive pilot and crew member training program including Additional Flight Training Period (AFTP) program. May attend conferences on aviation or allied subjects, participating with representatives of other services, officials of civic organizations, or city, state and Federal government.
- (4) Oversees the aviation maintenance functions through a subordinate Supervisory Aircraft Maintenance Test Pilot and ensures maintenance of assigned and supported aircraft in accordance with established procedures. Responsible for the overall safety program for the facility. Formulates monitors and when directed, executes the Aircraft Pre-Accident Plan, hurricane or severe weather evacuation plan, search and rescue plan and area disaster plan. Serves on aircraft safety and aviation policy boards, groups and committees.
- (5) Performs other duties as assigned.