

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

04 January 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-003

POSITION: Combat Crew Communications Specialist (D0756000) (GS-0392-07/08/09)
EXCEPTED POSITION

LOCATION: 101st Operations Support Flight, Bangor, Maine

SALARY RANGE:

\$38,790 to \$50,431 per annum **GS-07**

\$42,960 to \$55,844 per annum **GS-08**

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

CLOSING DATE: 16 January 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite Maine Air National Guard Enlisted Technicians who apply. In the event there is no selection from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Air 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-07, GS-08 or GS-09 grade. If filled at the GS-07 or GS-08 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 has provided a general knowledge of communications operations and procedures, ability to interpret and apply regulations, and to prepare written and technical correspondence.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for GS-07, eighteen (18) months experience for GS-08, or twenty-four (24) months experience for GS-09 which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Ability to complete projects using a variety of communications equipment and techniques involving codes, authentication systems, flight information publications, call signs and frequency propagation data.
2. Knowledge of classified or controlled documents, cryptographic keying equipment and communications security materials to include COMSEC procedures.
3. Knowledge of aircraft cryptographic communications and electronic identification systems.
4. Ability to conduct training for the users of aircraft communications equipment.

GS-08

1. Skill in using a variety of communications equipment and techniques involving codes, authentication systems, flight information publications, call signs and frequency propagation data.
2. Knowledge of classified or controlled documents, cryptographic keying equipment and communications security materials to include COMSEC procedures.
3. Knowledge of aircraft cryptographic communications and electronic identification systems.
4. Ability to plan and administer training programs for the users of aircraft communications equipment.

GS-09

1. Ability to complete projects using a variety of communications equipment and techniques involving codes, authentication systems, flight information publications, call signs and frequency propagation data.
2. Knowledge of classified or controlled documents, cryptographic keying equipment and communications security materials to include COMSEC procedures.
3. Ability to analyze and evaluate data, recognize problems and take corrective action.
4. Knowledge of aircraft cryptographic communications and electronic identification systems.

5. Knowledge of training programs for the users of aircraft communications equipment.

OTHER REQUIREMENT: INDIVIDUAL SELECTED MUST HAVE A TOP SECRET CLEARANCE OR MUST BE ABLE TO OBTAIN A TOP SECRET CLEARANCE, AS A CONDITION OF EMPLOYMENT.

COMPATIBILITY CRITERIA: AFSC: 3D0XX, 1C7X1, 3D1XX **NOTE:** If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 3D0X3

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: A maximum of 12 months of 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 Combat Crew Communications Specialist. **Applicant must provide a copy of transcripts to receive credit.**

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, 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)
D0756000

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Major Duties

This position is located in the Operations Plans Branch, Air Operations Division. The purpose of the position is to manage the communications training program, insure Emergency War Order (EWO) and conventional readiness, provide daily communications expertise, brief communication changes to staff and aircrew, and function as the unit call sign manager. The major duties are as follows:

- 1) Performs program management functions. Maintains codes, authentication systems, flight information publications, call signs, and frequency propagation data. Accounts for and issues classified or controlled documents, equipment, and communications security materials. Makes entries in logs. Prepares and issues aircrew communication kits, and prepares inputs for combat mission folders. Briefs and trains aircrews on communication procedures.
- 2) Performs miscellaneous administrative functions. Writes Operating Instructions and procedures on issue, maintenance, and destruction of COMSEC materials. Submits budget for supplies, equipment, and travel funds for assigned personnel. Develops. Implements and monitors self-inspection program for assigned area.
- 3) Performs other duties as assigned.

