

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

05 April 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-039

POSITION: Mobilization Readiness Officer (D1815000) (GS-0301-11/12) EXCEPTED POSITION

LOCATION: DCSOPS, Camp Keyes, Augusta, Maine

SALARY RANGE:

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

\$68,809 to \$89,450 per annum **GS-12**

CLOSING DATE: 24 April 2013

AREA OF CONSIDERATION: Consideration will be given to all qualified permanent and indefinite MEARNG Officer Technicians, (**O-4 and Below**), who apply. In the event there is no selection from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified MEARNG Officers, (**O-4 and Below**) 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-11 or GS-12 grade. If filled at the GS-11, the individual selected may be promoted to GS-12 without further competition when it has been determined that the individual meets the qualifications required for the promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show that 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 provided a general knowledge of the principles of organization, management, and administration.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience for GS-11 and for GS-12, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-11

1. Knowledge of the principles and standard practices of management.
2. Knowledge of the organization and structure of the Maine Army National Guard.
3. Ability to formulate and execute long range plans and programs.
4. Skill in oral and written communication.

GS-12

1. Knowledge of the organization and structure of the Maine Army National Guard.
2. Skill in coordinating with outside agencies (i.e. NGB, other States).
3. Skill in producing and reviewing OPLANS.
4. Ability to supervise subordinates.

COMPATIBILITY CRITERIA: OFF BR: 01A, 88A, 90A, 91A, 92A

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

Completion of courses such as the Officer Advanced Course, Captains Career Course, Intermediate Level Education, Combined Arms Staff Course, Combined Arms Battle Command Course, Command and General Staff Officer Course, Combined Arms and Services Staff School and the Army War College (or other Senior Service Schools) will be credited at the rate of 1 month of education for two months of specialized experience. To receive full credit for the substitution for Specialized Experience, starting and ending dates of each course must be listed on the application.

POTENTIAL ADMINISTRATIVE FURLOUGH: A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

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)

a. INTRODUCTION

This position is located in the State Joint Forces Headquarters, J3 Directorate, Mobilization Readiness Branch. The purpose of this position is to serve as the primary staff officer for the formulation and execution of plans and procedures for unit readiness, mobilization, force structure and force modernization. Units are increasingly being mobilized to support homeland defense, continental United States (CONUS) base expansion, and the war on global terrorism. Serves as Chief of the Mobilization Readiness Branch.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as the primary staff officer for the formulation of plans, policies and the programming and budgeting data pertaining to unit readiness, mobilization, deployment, and force integration programs.

(a) Provides oversight of military mobilization and deployment requirements requiring interface with various military services and their components. Provides state technical expertise and assistance on program areas to all levels of command at state, NGB and Major Commands (MACOM). Accomplishes assignments from conception to completion to include detailed program analysis and improvement implementation. Oversees the development of standard operating procedures, circulars, pamphlets, letters of instruction, and memorandum of understanding. Interprets federal and state laws, policies, and directives.

(b) Formulates mobilization plans, procedures, unit notification and implementation. Accountable for the development of detailed mobilization and deployment plans, instructions, and resourcing requirements for a particular federal or state mission.

(c) Conducts parallel planning with J-staff, CONUS Army (CONUSA), NGB, WARTRACE units, US Army Forces Command (FORSCOM), Mob stations and other state joint forces headquarters. Analyzes researches and supplements current doctrine and policies, provides guidance and workable solutions to meet changing mission requirements. Improvises and reacts to fluid and changing mobilization requirements within a compressed timeline. Oversees the planning, budget, management, and execution of mobilization exercise program, soldier readiness processing, pre and post mobilization training schedules. Analyzes, interprets and disseminates and confirms secure and non-secure mobilization planning and execution information.

(d) Initiates, plans, coordinates and facilitates the Quarterly Readiness Council (TAG level) and the Readiness Improvement Committee (action officer level) at primary and secondary levels within the state joint staff in order to analyze, identify problems for implementing short and long term solutions to readiness issues.

(e) Review and analyzes changing policies and regulations; interprets mobilization/deployment requirements of complex, multiple on-going world-wide contingencies, operations and various mobilization stations procedures. Establishes and integrates the procedures and methods for the state for pre-mobilization, pre-mobilization assessment teams, mobilization liaison teams, multi-service mobilizations, deployments, and other individuals going to imminent danger areas.

(f) Identifies and tasks state mobilization liaison team for interface with installation and Medical Command counterparts. Provides a variety of administrative, logistical and training data to mobilization stations governing personnel, equipment, combat vehicles, supplies, medical and dental.

(g) Plans, coordinates and carries out unit demobilization, reconstitution of units, and the Return From Active Duty (REFRAD) of individual soldiers. To include, reintegration equipment from port to the demobilization station to home station. Follow up on decompression briefings to ensure completion and adequacy of service member and family understanding and compliance. Modifies REFRAD procedures and demobilization plans within a fluid and resource constrained environment.

(h) Participates within the Organization Inspection Program (OIP) at the state joint forces headquarters to identify indicators that have direct impact on the readiness of a unit and the ability of that unit to mobilize and deploy.

(i) Coordinates force structure and force modernization with outside agencies to include selected military components, state agencies, local governmental agencies, NGB, agencies located in other states, CONUSA, FORSCOM, program managers and contractors.

(2) Supervises personnel assigned to the Mobilization Readiness Branch.

(a) Plans, organizes, and directs the activities of the assigned technicians, ensuring that the advice and assistance provided complies with legal and regulatory requirements and meets customer needs. Develops goals and objectives that integrate support functions and overall unit program objectives. Researches, interprets, analyzes and applies applicable guidelines, policies and objectives. Establishes policies and procedures for accomplishment of the unit's mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents a detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to improve quality, timeliness, and efficiency of work.

(b) Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares

documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

(3) Performs other duties as assigned.