

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

15 July 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-073

POSITION: Human Resources Specialist (Military) (D1118P00) (GS-0201-07/09) EXCEPTED POSITION

LOCATION: Recruiting & Retention Command, Camp Keyes, Augusta, Maine

SALARY RANGE:

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

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

CLOSING DATE: 15 August 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite MEARNNG Enlisted Technicians who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified MEARNNG 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 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to GS-09 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 and other requirements listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, and/or training which provided the candidate with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others. Successful candidate must also have first hand knowledge of the MEARNNG Recruiting and Retention 3-tiered mission and demonstrated experience working recruiting events and with applicants.

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

GS-07

1. Ability to communicate orally and in writing.
2. Ability to interpret guidelines and apply basic criteria to the established program.
3. Basic knowledge of the recruiting and retention programs.
4. Knowledge of computers and computer software applications sufficient to update and retrieve information.

GS-09

1. Ability to communicate orally and in writing.
2. Ability to analyze problems, gather data, and recognize solutions.
3. Knowledge of the military missions and organizational structures of the various units within the state.
4. Knowledge of military human resources management principles, practices, and techniques of recruitment and retention.

COMPATIBILITY CRITERIA: Enlisted: 42A, 79T

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 experience. The education must have been in fields directly related to the type of work of a Human Resources Specialist (Military). **Must provide a copy of transcript to receive consideration for substitution of education for Specialized experience.**

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 MEARNNG Incentive Manager at 626-4278 to determine any possible termination and/or recoupment actions that may result from accepting this position.

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:

///S///
CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION

This position is located in the Recruiting and Retention Branch of the Army National Guard (ARNG). The purpose of the position is to serve as program support to the Army Medical Department (AMEDD) Strength Manager. The mission is to adhere to the three tenets of the Strength Maintenance Program: recruitment, retention, and attrition of all Health Care, Chaplain, and Staff Judge Advocate (SJA) professionals within the state.

b. DUTIES AND RESPONSIBILITIES

(1) Provides technical guidance and procedural support to the AMEDD Strength Manager, Recruiting & Retention Manager, Officer Strength Manager, Military Personnel Office (MILPO), State Surgeon/Deputy State Surgeon, State Chaplain, State SJA, commanders, unit personnel, field recruiters, and healthcare ministry and legal professionals. Carries out specific projects to accomplish the technical support missions of the AMEDD Strength Office and in the absence of an AMEDD Strength Manager ensures AMEDD mission requirements are met. Advises commanders, unit personnel and applicants on regulatory requirements of the programs and develops letters of instruction. Reviews, interprets, and implements policies, directives, and other issuances by Department of Army (DA), National Guard Bureau (NGB), United States Army Recruiting Command (USAREC) and outside control agencies for applicability to activities. Takes appropriate action to comply with directives or refers the matter to the AMEDD Strength Manager, Recruiting & Retention Manager, MILPO, and State Surgeon/Deputy State Surgeon for action.

(2) Participates in developing and implementing written policies and guidelines pertaining to recruiting and retention programs for AMEDD, Chaplain, and SJA positions such as local regulations and Standard Operating Procedures (SOPs). Maintains copies and updates all applicable AMEDD, Chaplain and SJA recruiting and retention guidelines. Applies fundamental military human resources management principles, practices, and techniques of recruitment and retention. Evaluates the effectiveness of the specific recruiting and retention programs (AMEDD, Chaplain, or SJA) to identify trends and suggest corrective measures to increase strength, and the ability to pinpoint program deficiencies and recommend possible solutions to AMEDD Strength Manager.

(3) Coordinates and participates in recruiting efforts both locally and nationally at recruiting events such as medical conferences, medical school and dental school programs. Reviews demographic areas for targeting of desired specialties. Conducts on site visits to answer questions, resolve problems, and assist at state and national conferences to recruit new applicants. As required, the incumbent is assigned to portions of the recruiting campaigns and conferences to assist in planning displays. Participates in the development of advertising concepts for AMEDD, Chaplain, and SJA officers to be implemented by state and possibly at a national level. Monitors local advertising activity and reviews coordination of specialty branch information activity to include lead retrieval. Evaluates the effectiveness of the recruiting efforts and suggests alternate events to increase strength. Determines the budget requirements for travel, advertising, and office requirements. Maintains statistics on healthcare, legal and ministry recruiting programs and workload data for reporting recruiting activities to the AMEDD Strength Manager, Recruiting & Retention Manager, and NGB.

(4) Serves as a principle point of contact for applicants and other interested parties during the recruiting and application process. These contacts require a high level of interpersonal skills that are essential to the functions of this position. Determines eligibility of applicants and screens-out candidates who do not meet program requirements. Determines which programs the applicant may be eligible for based on qualifications, specialty, level of education, professional credentials, experience and interest. Makes

initial estimates of rank and pay, as the appropriate national review board will make the final determination when reviewing the commissioning packet. Estimates are based on facts provided by the applicant, such as graduation from medical school, years of specialty training completed (internship and residency), and prior military service. Accomplishes required processing of applicants' packet, after initial contact by the AMEDD Strength Manager. Prepares various waivers when required as part of the officer accession packet. Ensures that the packet is complete and it includes all of the required documents i.e., licenses, education, experience, training, professional affiliations, and malpractice insurance carrier data for the local, state and NGB levels for credentialing of AMEDD, SJA, and Chaplain candidates. Conducts prime source verification on all licenses, malpractice insurance, clinical privileges, civilian education and board certifications with appropriate local, state, and national accrediting bodies/boards/commissions. Investigates, verifies, and reports data on applicant's professional privileges and or appointments. Investigates and resolves discrepancies when information provided by the applicant is contradictory to information obtained from verification sources. Resolution of these discrepancies requires excellent investigative and communicative skills as well as judgment because the information sought may be sensitive and/or derogatory and not readily obtainable. Submits the completed commissioning packet to NGB and the state for Federal Recognition Boards. Completes and submits applications for enrollment in the incentive programs to the appropriate branch. Must be thoroughly familiar with statutory requirements and regulations in order to determine, advise, assist, enroll, and track AMEDD healthcare professional for incentive programs whose total cost per eligible officer can exceed \$80,000.

(5) Provides monthly reports and regular updates to the AMEDD Strength Manager, Recruiting and Retention Manager, NGB and/or Credentialing Officer to advise on the status of accessions or losses of the various career fields. Provides assistance, as requested by the AMEDD Strength Manager, to the Credentialing Officer. Ensures current directives and publications concerning credentialing issues (i.e. promotion, mobilization, special pays, etc) are made available to the Credentials Officer in a timely manner. Works in concert with the AMEDD Strength Manager to ensure active liaison between existing and potential members to achieve quality control of medical certifications and credentialing.

(6) Prepares requests for the conditional release of applicants from other military services or transfers between states. Requests applicants' prior military service records. Upon the absence of the AMEDD Strength Manager, completes the medical prescreening and arranges for Military Entrance Physical Examination and required professional interviews for the applicant. Coordinates potential military assignment with the AMEDD Strength Manager, Recruiting & Retention Manager, MILPO, medical unit commanders, and State Surgeon/Deputy State Surgeon, as appropriate.

(7) Coordinates with the state retention programs for health care professionals, ministry and legal professionals. To enhance the retention of health care professionals, the incumbent coordinates and provides administrative assistance in ensuring appropriate documentation is submitted to the AMEDD Strength Manager, Recruiting & Retention Manager, unit commanders; state Military Human Resource Management Office; Plans, Operation, and Training Office; MILPO; State Surgeon/Deputy State Surgeon. This ensures the smooth operation and application of such programs as the retention bonus program, special pay, continuing medical education, sponsorship, and clerkships programs.

(8) Composes and prepares a variety of correspondence directed to local, national, civilian, military, professional groups, associations, and educational institutions concerning recruitment and educational programs in response to inquiries as a part of healthcare, ministry and legal advertising campaigns.

(9) Performs other duties as assigned.