

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

25 October 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-105

****Temporary Position lasting until 30 June 2014****

POSITION: Mobilization Plans Specialist (D0623000) (GS-0301-09/11) EXCEPTED POSITION

LOCATION: DCSOPS, 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: 12 November 2013

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Officer (**O-3 and Below**) and Warrant Officer Technicians in the Maine Army National Guard. (Be advised, if you are a permanent or indefinite Technician, you will forfeit your permanent authorization if you are selected.)

AREA II - All Officers (**O-3 and Below**) and Warrant Officers of 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.

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 GS-11 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 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 provided a general knowledge of the principles of organization, management, and administration.

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. Skilled in oral and written communication.
2. Ability to give specific guidance relative to a particular program.
3. Ability to perform a variety of administrative duties relative to a particular program.

GS-11

1. Skilled in oral and written communication.
2. Ability to give specific guidance relative to a particular program.
3. Knowledge of the principles and standard practices of management.
4. Knowledgeable of the techniques of organization, direction, coordination and control.
5. Ability to formulate and execute long range plans and programs.

COMPATIBILITY CRITERIA: OFF AOC: 01A(Immaterial)

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.

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 430-5917 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)

a. INTRODUCTION:

This position is located in the Army National Guard (ARNG) Joint Force Headquarters(JFHQ), Mobilization Readiness Branch. The purpose of this position is to serve as a Mobilization Plans Specialist to develop, plans, coordinate preparations for mobilization and the deployment of available ARNG units.

b. DUTIES AND RESPONSIBILITIES:

(1) Analyzes the war plan missions assigned to the State's Units and evaluates the capability of those units to meet requirements considering mobilization capability, readiness and other factors. Takes action to recommend mission changes or corrective measures when the mission is inappropriate. Researches mobilization planning problems and provides commanders and staff with advisory services. Determines the need to develop a specific mobilization plan, special report or to conduct a study. Analyzes force structure changes for impact on the State and unit mobilization plans and recommends changes.

(2) Analyzes United States Forces Command(FORSCOM) Mobilization and Deployment Planning System(FORMDEPS) directives to ensure Joint Force Headquarters (JFHQ) and unit compliance with established mobilization requirements contained in these documents. Is responsible for actions with respect to mobilization planning to include review and analysis of higher headquarters (HQs) plans and directives and the development of policy guidance and implementing directives to subordinate units. Develops, analyzes and updates mobilization plans and projects from conception to completion. Assembles and analyzes mobilization data. Makes commitments regarding mobilization within delegated authority. Submits reports to National Guard Bureau (NGB), Continental United States Army(CONUSA), military installations, and the Governor on National Guard(NG) involvement and mission requirements. Is responsible for consolidation of actions required to develop and maintain a command and control structure for mobilized ARNG units. Accomplishes planning and coordination needed to alert and mobilize ARNG units. Coordinates with the Defense Movement Coordinator (DMC) for movement of ARNG units from home station to mobilization station. Coordinates with the Mobilization Stations to develop methodology and procedures for reception and deployment validation of ARNG units. Provides mobilization planning assistance to the State staff and subordinate HQs staff and units. Reviews and approves Post Mobilization Training and Support Requirements (PTSRs). Submits approved PTSRs to CONUSA or in the case of the noncontiguous states to the mobilization station.

(3) Ensures the Mobilization Exercise Program is effective, sensitive to State specific missions and needs, and is coherently organized for effective implementation. Makes recommendations to the MRO on the planning, programming and execution of mobilization exercise funds. Coordinates with NGB and CONUSA, or other wartime higher HQs as applicable in planning for exercises. Is the staff point of contact (POC) for mobilization exercise coordination. Develops operations plans required for the implementation of Joint Chiefs' of Staff mobilization exercises. Analyzes After Action Reports. Identifies systemic deficiencies. Recommends corrective action to the MRO. Coordinates corrective measures. Prepares end Publishes mobilization lessons learned.

(4) Acts as the mobilization POC for the Reserve Component Automation System (RCAS), coordinates staff studies, and actions. Represents the State at NGB, US FORSCOM and other General Officer and Major Command mobilization and deployment conferences as required. Prepares and conducts instructions on mobilization preparedness and planning as required. Represents the Adjutant General on Joint Regional Resource Committee as required. Provides input concerning State military capabilities and requirements to the appropriate Federal Emergency Management Agency (FEMA) Region and appropriate State Agencies as required. Serves as a member of the State Readiness Committee or Council. Coordinates meetings and conferences with various units on mobilization plans. Prepares agenda, coordinates with staff and conducts workshops on mobilization plans. Prepares briefings, fact sheets and information papers as required. Assists in developing, coordinating and conducting State and unit mobilization station coordination conferences.

(5) Performs other duties as assigned