

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

12 December 2013

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-122

POSITION: Plans & Operations Specialist (D0619000) (GS-0301-11) EXCEPTED POSITION

LOCATION: DCSOPS, Camp Keyes, Augusta, Maine

SALARY RANGE: \$57,408 to \$74,628 per annum

CLOSING DATE: 30 December 2013

AREA OF CONSIDERATION: First consideration will be given to all qualified permanent and indefinite MEARNG **Officer (O4 and below)** Technicians 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.

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

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.*

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)

D0619000

This position is located in the Joint Force Headquarters, J33 Domestic Operations, Plans, Operations and Military Support Branch. The purpose of this position is to: serve as a Plans and Operations Specialist; develop plans, coordinate preparations for state active duty and the operational employment of National Guard Military resources during periods of state active duty. Extensive coordination with the J2 (Intelligence) and J5 (Strategic Plans & Policy) staffs is required.

DUTIES AND RESPONSIBILITIES:

- 1.) Researches a variety of planning problems. Determines the need to develop a specific military support (MS) plan, special report or to conduct a study. Plans, coordinates and develops specific plans and projects from conception to completion. Exercises initiative to obtain and analyzes information on problems, projects and plans assigned; assembles and analyzes data; makes commitments within delegated authority; conducts briefings; and prepares information papers. Submits reports to National Guard Bureau (NGB), Continental United States Army (CONUSA), military installations and the Governor on NG involvement and mission requirements. Represents the state at meetings with various federal and state officials. Arranges, conducts, and attends conferences and meetings with other agencies. Serves as MS special projects officer.
- 2.) Assess, complete legal review and assign or decline requests for MS from federal, state, local and not-for profit agencies IAW AR 700-131, AR 360-1, NG PAM 360-5, NG PAM 95-5 and applicable DOD Directives. Ability to effectively communicate in both oral and written formats.
- 3.) Serves as the alternate Emergency Response Team (ERT) member at the state EOC. Thorough understanding of the National Response Plan and the National Incident Management System is necessary. Coordinates with a broad spectrum of state and federal departments. Process, resource and follow-up EMAC requests. Tracks expenditures that are reimbursable by other agencies to the NG.
- 4) Develops state reporting procedures regarding Serious Incident Reporting (SIR). Submits initial telephone report to NGB. Ensures formal written reports are submitted as required. Oversees the SIR investigation.

5.) Assists J2 (Intelligence) and J5 (Strategic Plans & Policies) in the assessment, evaluation and validation of plans to protect critical infrastructure sites. Maintain situational awareness of maintenance and reporting actions on the Joint Combined State Strategic Plan (JCSSP).

6.) Functions as an Operations officer during training simulations. Develops operational procedures to implement contingency and emergency plans. Identifies and coordinates with staff officers and Emergency Operations Center (EOC) requirements for personnel and equipment to effectively accomplish emergency operations. Develops message routing procedures. Coordinates with higher, adjacent, lower HQs, federal, state and local agencies as necessary. Plans shift operations. Prepares operations orders. Develops after action reports to include cost factors. Identifies specific unit capabilities to support emergencies. Coordinates operational control over committed NG forces during training simulations.

7.) May act in behalf of supervisor during short periods of absence.

8.) Perform other duties as assigned.