

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

15 January 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-003

*****INDEFINITE*****

POSITION: Training Administrator (Distributed Learning) (D1775P01) (GS-1712-09/11)

LOCATION: Deputy Chief of Staff, Operations (DCSOPS), Augusta, Maine

SALARY RANGE:

\$47,923 to \$62,297 per annum **GS-09**

\$57,982 to \$75,376 per annum **GS-11**

CLOSING DATE: 15 February 2014

AREA OF CONSIDERATION:

First consideration will be given to all qualified permanent and indefinite Maine Army National Guard Officers (**0-2 & Above**) Warrant Officers(**CW3 & Above**) and Enlisted(**E-7 & Above**) who apply. In the event no selection is made from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Army National Guard Officers (**0-2 & Above**) Warrant Officers(**CW3 & Above**) and Enlisted(**E-7 & Above**) who apply.

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: Progressively responsible experience or other work which demonstrates the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

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:

1. Skill to formulate and execute long-range plans and programs.
2. Ability to prepare budget reports covering the status of funds, expenses, obligations, and projections.
3. Ability to develop, administer, and evaluate education/training programs.
4. Ability to secure facilities, coordinate training, and secure training personnel.
5. Ability to plan, organize and coordinate work.
6. Knowledge of the organization and its mission.
7. Skilled in oral and written communication.

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 of experience. The education must have been in fields directly related to the type of work of a Training Administrator. **You must provide a copy of your transcript to receive consideration for substitution of specialized experience.**

COMPATIBILITY CRITERIA: OFF: Immaterial
WO: Immaterial
ENL: Immaterial

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

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 DIRECTOR OF HUMAN RESOURCES:

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

a. INTRODUCTION

D1775P01

This position is located in the Joint Force Headquarters (State), J-3, Distributed Learning (DL) Branch. The purpose of this position is to develop, implement, manage and sustain the state's Distributed Learning Program. The incumbent plans, budgets and delivers DL programs and courses as part of an overall campaign to enhance the professional and personal lives of the state's National Guard Personnel. The incumbent translates the State's Adjutant General's Learning Program into measurable and obtainable goals and objectives. The incumbent represents the state on the regional Distributed Learning Advisory Committee (DLAC).

b. DUTIES AND RESPONSIBILITIES

(1) Coordinates with all other directorates and external agencies to develop and execute the State's Adjutant General's Distributed Learning Program goals, objectives and policies. Facilitates the transition from resident-based individual and collective training systems to greater reliance on distributed learning technologies and methodologies with the goal of providing local access to training events. Responsible for the planning, integrating and coordinating the efforts of all agencies and offices participating in or supporting National Guard programs and events.

(2) Keeps abreast of changing technology and educational development as it relates to DL, and synthesizes highly specialized aspects of multiple fields, including educational technology, computer automation and telecommunications.

(3) Coordinates with industry experts, business, educational and community leaders and state agency officials on the role of multi-media Distributed Learning and Distributed Training Technology.

(4) Plans and coordinates DL training opportunities for member's of the state's Army National Guard (ARNG). Courses and programs offered cover a variety of general education, vocational, or general interest subjects and are essentially the same as found in other states DL programs. Courses and programs are primarily developed for individuals with a secondary or vocational level education. With rare exception, programs and courses are standardized to meet training requirements, established by the NGB, or to allow for their use in multiple locations and with multiple instructors. Conducts research and analyses to obtain vendors and internal sources of training, commensurate with training needs. Develops a training program to meet the instructional and educational support needs of 800 to 1600 participants. Assists internal providers in the development or modification of courses to enhance material retention.

(5) Administers the payment of vendors. Schedules courses for individuals and groups. Notifies supervisors and participants of course dates and costs. Administers the course evaluation process. Oversees the training database and produces regular reports tracking individual soldier's progress towards fulfilling training requirements. Serves as a liaison between vendors and site administrators who oversee DL training and resolves

program problems or issues. Coordinates the building of classroom facilities with other NGB or ARMY organizations.

(6) Provides guidance and coordinates technical and training support for site administrators. Coordinates program site preparation effort and activities with the Director of Facilities. Reviews site preparation estimates and coordinates site preparation with site points of contact (POC). Ensures site preparation work meets program standards. Maintains site preparation schedules and IAW NGB Memorandums of Agreement.

(7) Coordinates with the comptroller to design, implement and monitor various inter-agency agreements for the DL program and ensure proper flow of program income through the DL Cooperative Agreement. Serves as the DL Program Fund Manager and coordinates all DL related budget and funding activities with the United States Property & Fiscal Office (USPFO) while performing all fund manager duties as required by regulation and law.

(8) Coordinates training activities with other DCSOPS branches, TRADOC, NGB, and various agencies to establish priority of course ware development and conversion consistent with current needs and future projection of training requirements. Serves as an official member of the ARNG Distributed Learning Advisory Committee (DLAC).

(9) Analyzes, extracts and identifies significant DL trends and issues. Conducts studies, surveys and audits to evaluate the effectiveness of the state's DL program by comparing achieved results with established goals. Prepares reports, charts, graphs, statistical and narrative data, etc, to reflect the status of various aspects of the program. Monitors, evaluates and reports state classroom usage.

(10) Monitors all special distributed learning programs and contract school training for the state. This includes language, medical training and full-time support training at formal schools, annual training (AT) related to MOS proficiency programs and civilian institutions under contract with Department of Defense agencies. Recommends necessary process improvements and corrective actions. Recommendations may represent a significant departure from established work operations.

(11) Develops training materials through the analysis of educational or instructional problems or questions. Resolves controversial or novel training program problems or issues. Establishes study and evaluation criteria and develops conclusions, reports and/or recommendations based on the analysis of reports from other training personnel, including on and offsite-training instructors. Identifies and prepares solutions to problems concerning such issues as DL training course content, training materials, etc. Provides recommendations to DSCOPS for program changes or modifications.

(12) Responsible for the planning, budgeting and delivery of the State's DL program. Provides ongoing assessment of training and education needs, as well as re-engineering and improvement of processes and procedures in the conduct of DL

training. Aids in the development and implementation of policies, standard operating procedures, and practices associated with the management of the state's DL training program.