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

6 March 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-031

***** INDEFINITE POSITION *****

NOTE: Position Not To Exceed **1 year from Date of Hire**.

POSITION: Administrative Officer (D1732000) (GS-0341-11/12) EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE:

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

$69,497 to $90,344 per annum **GS-12**

CLOSING DATE: 20 March 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Officer **(0-5 and Below)** Technicians in the Maine Air National Guard.

AREA II - All Officers **(0-5 and Below)** of the Maine Air 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.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education or training in managing or directing, one or more programs, including appropriate supporting service organizations. Supervisory, managerial,

professional or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques. Experience using computer and automation systems

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

GS-11

1. Knowledge of management principles.

2. Ability to meet deadlines.

3. Knowledge of the Inspection General Complaint process.

4. Skill in mediation with various parties.

5. Ability to conduct interviews and evaluations.

GS-12

1. Knowledge of the Employer Support of the Guard and Reserve (ESGR).

2. Knowledge of Public Affairs and dealing with local and national media.

3. Knowledge of the DOD Sexual Assault Response program.

4. Skill in producing historical documents and reports.

5. Skill in forecasting and performing budgetary duties.

6. Knowledge of the Equal Employment Opportunity Program.

COMPATIBILITY CRITERIA: AFSC: 38PX, 35PX, 97E0 **NOTE**: If you do not possess the compatible AFSC, you will not be disqualified from being considered. Selected applicant must be prepared to attend the appropriate school.

MILITARY ASSIGNMENT: 97E0

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 the work of the position (i.e., management, business administration, oral communications, accounting, economics, etc.)

Must provide a copy of an unofficial or official transcript to receive consideration of substitution.

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)

25.

a. INTRODUCTION:

This position is located in the Wing Headquarters of an Air National Guard (ANG) flying Wing or ANG Enclave. The purpose of the position is to function as the Wing's/Enclave's executive officer and advisor to the Air Commander in the management and administration of services essential to the operation of the Wing/Enclave, providing direction and leadership, with authority of the Air Commander, towards the planning, implementing and achievement of the Wing's/Enclave's strategic plan.

b. DUTIES AND RESPONSIBILITIES:

(1) Accomplishes staff work, often without precedence, that relieves the Air Commander of all but the most pressing and necessary decision and action policies in relation to base activities. Advises the Air Commander, recommending improvements in the formulation and application of base policies and procedures. Directs the management of a myriad of atypical and unrelated problems. Establishes channels of communication within the wing, keeping personnel informed and facilitating feedback. Resolves day-to-day administrative and management problems related to the operation of the base.

(2) Plans, directs, and/or participates in special Air National Guard and Wing/Enclave initiated studies and projects relating to organization, resource utilization, logistical support, and readiness programs. Reviews processes and procedures to determine the overall effectiveness, efficiency, and productivity of activities and programs. Directs actions required to implement procedures which will result in savings without compromising required standards of readiness, accuracy, and/or safety. Serves as the wing initial point of contact for legislative activities and for the Inspector General complaint process. Oversees the Information Management activities for the Air Commander and Vice Air Commander. Provides oversight for Wing/Enclave protocol functions. Implements, directs, and coordinates executive functions, services and activities. Represents the commander in interaction with other agencies at all levels. Responsible for unit programs and special projects. Provides continuity of base policy during the Air Commander's absence based on known desires of the commander and extensive knowledge and in-depth awareness of day-to-day base activities.

(3) Acts as an intermediary to solve significant or controversial issues, problems and disagreements that are referred to the air commander. Serves as the military liaison between the wing/enclave and the civilian national committee for employer support of the guard and reserve (ncesgr) representatives.

(4) Establishes and maintains liaison with high-ranking public officials, corporate leadership, civic groups, other reserve components, the National Guard Bureau and respective headquarters staff representatives. Represents the Wing/Enclave in meetings with congressional, state and local officials, special interest and business group spokespersons, and local or national news media concerning ANG programs, activities, and requirements to gain support for ANG missions. Attends community functions and serves as a spokesperson to create public interest in ANG programs. Serves as the wing's primary Public Affairs representative, liaison to the local media and is responsible for preparing and coordinating news releases with local news agencies on items of interest to the mission, Wing/Enclave members, their families, and the community. Functions as the Wing/Enclave level liaison for the Air Commander to the Family Readiness and Support Program.

(5) Serves as the installations Sexual Assault Response Coordinator (SARC) to comply with Department of Defense (DoD) requirements, developing and managing prevention and support programs and activities for sexual assault and other areas of interpersonal violence and victim needs, as directed by the commander. Develops plans, programs, guidelines, and budgets geared to the installation population and organization. Assesses the installation's need for the establishment and/or modification of processes, procedures, contacts, and training necessary to carry out the program and meet the DoD and Air Force's objectives. Ensures the development and implementation of prevention programs relating to sexual assault. Serves as the installation commander's consultant for all sexual assault issues and represents the commander and vice commander on committees, working groups, conferences, and at community meetings

(6) Serves as the project leader for programs and activities involving several organizations or agencies, which are of significant interest to the Wing/Enclave and public.

(7) Provides oversight of the Wing/Enclave History Program, ensuring the timely and accurate capture of significant historical data, and generation of required reports.

(8) Prepares oral and written communications using principles, practices, techniques and analytical methods and interpersonal relations practices.

(9) Performs other duties as assigned.