

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

10 September 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-110**

**POSITION:** Management Assistant (D1383000) (GS-0344-05/06/07) (EXCEPTED POSITION)

**LOCATION:** 101<sup>st</sup> Maintenance Ops Flight, Bangor, Maine

**SALARY RANGE:**

\$31,628 to \$41,122 per annum **GS-05**

\$35,256 to \$45,828 per annum **GS-06**

\$39,179 to \$50,932 per annum **GS-07**

**CLOSING DATE:** 26 September 2014

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Excepted Enlisted (**E-6 or below**) Technicians in the Maine Air National Guard and personnel with reemployment rights to the MeANG positions.

**AREA II** – All Enlisted (**E-6 or below**) members 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 involving administrative or clerical experience (i.e., applying guidelines, rules and regulations to assignments, composing correspondence, researching and compiling information and data, and records administration). Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE:** Must have at least six (6) months experience for the GS-05 level, nine (9) months experience for the GS-06 level and twelve (12) months experience for the GS-07 level, which required the applicant to acquire and apply each of the following knowledge, skills, and abilities.

#### **GS-05**

1. Knowledge of Maine Air National Guard Organization and Mission
2. Skill in basic data gathering methods such as interviewing or surveying to collect various types of information.
3. Skill in using the Management Information System (MIS) such as Microsoft Office Programs.

#### **GS-06**

1. Knowledge of Maine Air National Guard Organization and Mission
2. Skill in working with regulations and administrative procedures involved in assessing and assuring compliance.
3. Skill in using the Management Information System (MIS) such as Microsoft Office Programs.
4. Ability to prepare reports that are clear and concise

#### **GS -07**

1. Knowledge of Air National Guard aircraft maintenance functions and procedures.
2. Ability to analyze and interpret policies and procedures of higher headquarters as to applicability.
3. Ability to gather, assemble, and analyze facts; draw conclusions and develops solutions to assigned problems.
4. Skill in using the Management Information System (MIS)/GO-81 program.
5. Skill in conducting studies, preparing reports, and making changes to eliminate ineffective operations.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel field. Such subjects include: English composition, public administration, statistics or other courses where primary emphasis is on writing skills.

**COMPATIBILITY CRITERIA:** 2AXXX, 2RXXX, 2WXXX

**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:** 2RXXX

**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](mailto: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 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS  
CPT, EN  
Human Resources Specialist  
(Recruitment & Placement/Compensation)

25.

D1383000

DUTIES:

This position is located in the production analysis function of a National Guard Logistics Division. Its primary purpose is to monitor, collect, and audit maintenance data for reports and briefings. Controls and operates the Management Information System (MIS) and coordinates and interacts with base data services monitors.

-- Monitors, collects, and audits maintenance data reports. Monitors maintenance performance data systems for compliance with established procedures. Collects and maintains maintenance performance data for use in analysis reports, studies, and problem identification. Periodically audits maintenance source data for accuracy, timeliness, and compliance with directives.

-- Assembles and prepares data for analysis reports and briefings. Assembles information by extracting and tabulating maintenance data in logical presentation sequence, using automated and manual methods. Maintains data in tabular, chart, graphic, and summary form for availability forecast development, workcenter personnel and man-hour forecasts, workload and capability projections, and trend analysis products. Prepares visual media for analysis briefings. Procures written narratives in support of summaries, analysis reported and studies. Designs information retrievals, and controls processing and automated information reporting from unit level to other command levels.

-- Controls and operates MIS. Follows procedures to ensure each subsystem is in operating condition, which may include remote locations. Performs database management duties, assists MIS users in correct use and operation. Designs information retrievals and controls processing and automated reporting of information from unit level to other command levels.

-- Coordinates and interacts with data services monitors. Develops and coordinates hardware and software requirements in support of maintenance management. Assists in preparing systems requirement documents and coordinates new requirements with appropriate agencies. Resolves information processing problems by submitting difficulty reports. Helps evaluate MIS problems and enhancements. Coordinates unit standard product processing requirements with data services monitors.

-- Performs other duties as assigned.