

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

4 December 2014

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-145**

**POSITION:** Information Technology (PLCYPLN) (D1820000) (GS-2210-09/11) EXCEPTED POSITION

**LOCATION:** 265th CBCS, South Portland, Maine

**SALARY RANGE:**

\$54,573 to \$70,941 per annum **GS-09**

\$59,932 to \$77,912 per annum **GS-11**

**CLOSING DATE:** 18 December 2014

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted Technicians in the Maine Air National Guard.

**AREA II** – All Enlisted 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.

**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 the next higher 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 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 that has provided a basic knowledge of data processing functions and general management principles that enabled the

applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

**SPECIALIZED EXPERIENCE:** Must have twenty-four (24) months experience for 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. Knowledge of the analysis of the interrelationship of pertinent components of the system.
2. Knowledge of information mission area policies, procedures, regulations and precedents.
3. Knowledge of IT and communications system architecture, integration techniques, system analysis, and testing methods.
4. Ability to review, analyze and resolve conflicts between local and higher headquarters regulations to ensure compatibility and compliance.
5. Skill in planning the sequence of actions necessary to accomplish the assignment.
6. Skill in scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency.

### **GS-11**

1. Knowledge of approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization.
2. Knowledge of principles of information assurance & network security
3. Knowledge of the techniques to ensure serviceability, safe operation, proper configuration, accountability, and sustainability of systems.
4. Skill in planning the sequence of actions necessary to accomplish the assignment and coordination with others outside the organizational unit and development of project controls.
5. Knowledge of the various information programs and services operated within the organization to develop and monitor metrics used in evaluating the accomplishment of goals and objectives
6. Knowledge of required adaptations of guidelines or precedents to meet the needs of the assignment.
7. Skill in preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion.

**ADDITIONAL REQUIREMENT:** The position is an IAM level II position. As a condition of employment, individuals have 6 months in which to complete and receive the SEI 264 Security+ (for the level and grade at which the person is serving) mandated by DoD Career Development Program for Information Assurance Workforce Improvement Program (DoD 8750.01M).

**COMPATIBILITY CRITERIA:** 3D0X2, 3D0X3, 3D1X1, 3D1X2, 3D1X3

**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:** 3DXXX

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** For the GS-09 level, masters or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree may be substituted. At the GS-11 level, a Ph.D. or equivalent, or 3 years of progressively higher level graduate education leading to such a degree. Undergraduate or Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

**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.

a. INTRODUCTION:

This position is located in an ANG Combat Communications Squadron. The primary purpose of the position is to provide Squadron management with objectively based information to effectively assess the unit's ability to meet the squadron operations, training, and readiness missions in support of fielding a complex communications-electronics weapons system. Analyzes organizational, maintenance, and network operations processes and procedures through assessment of management, operational, technical and administrative practices pertinent to staff, flight, and section functions. Identifies process, system, and training deficiencies by applying defect prevention principles and root cause problem resolution techniques and recommends corrective action for each. Serves as advisor to the Commander and senior staff members regarding compliance, readiness posturing, and mission limiting issues.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for acceptance and certification of communications-electronics (C-E) systems and implementation of quality and reliability plans for assigned C-E systems. Develops sampling plans and procedures for monitoring product certification decisions. Independently evaluates the effectiveness of substantive unit programs and processes in meeting their established goals and objectives. Analyzes evaluation results on both a quantitative and qualitative basis to provide concise and objective information to identify mission strengths and weaknesses. Develops recommendations to correct deficiencies or suggest program or process improvements for the organization. Plans and designs procedures to improve product and service quality.

(2) Evaluates mission effectiveness. Develops and administers a system of internal audits, evaluations, and checklists designed to ensure conformance with squadron mission. Using standardized and locally developed evaluation programs and processes, responsible for planning and accomplishment of scheduled and unscheduled managerial, personnel, technical and special evaluations. Collectively evaluates management effectiveness, performance and technical proficiency of assigned personnel, equipment, and systems condition. Coordinates and/or conducts management studies of organization, staffing, work measurement, methods, or procedures. Monitors all unit standardization/evaluation type programs ensuring adherence to all requirements defined in USAF, ANG, and other applicable directives. Responsible for ensuring military duty position standards are current and used. Identifies or creates metrics and measures progress toward accomplishment of unit plans, programs, goals, and objectives.

(3) Utilizes comprehensive knowledge of implemented programs and their interrelationships to apply statistical analysis techniques to measure progress, efficiency, and trends impacting the effectiveness of the organization. Performs cost-benefit and task analysis to seek more efficient and effective means and methods to achieve desired results.

(4) Interprets a variety of technical requirements making independent judgments to determine organizational compliance with applicable regulations, procedures and practices. Provides organization management with factual, objective assessments of the unit's ability to perform the mission. Analyzes, validates, and identifies ways to improve the mission, function, and activities

of the organization. Provides management officials with information needed for effective direction of programs to include reports identifying limiting factors, program management opportunities, and availability of operable mission equipment.

(5) Advises employees, supervisors, and managers on the evaluation of basic program policies, regulatory requirements, and procedures. If no output quantity or quality criterion exists, recommends establishment of these requirements. Develops baseline for use in measuring and analyzing organizational productivity or effectiveness.

(6) Provides the commander and supervisors with factual, objective assessments of a section's ability to perform the mission and develops recommendations for needed improvements. Responsible for any required process improvement teams to help develop recommendations to improve methods or processes.

(7) Develops process, management, administrative, and technical evaluation plans for implementation by managers. Notes deficiencies, identifies necessary resources, and recommends corrective action. Reviews workload requirements to ascertain areas where procedures can be combined, distributed, or simplified to increase productivity, efficiency, or effectiveness.

(8) Recommends internal reporting and status tracking procedures to ensure adequate control in terms of deadlines, progress reports, and follow-up reports. Manages the evaluation program to ensure required actions are tracked and completed.

(9) Conducts studies to ensure ground industrial safety, fire prevention and security standards are being followed. Makes recommendations, reviews responses and ensures that corrective actions are performed. Ensures all work centers are following all applicable safety practices according to applicable regulations; fire safety practices, to include fire extinguisher sign off forms and training are being kept up to date and properly documented; and that building security measures are being followed according to the applicable Force Protection condition. Routinely conducts safety studies in order to track violations and on the job injuries to maintain the safest work environment possible. Ensures all fire exits are clearly marked and obstruction free.

(10) Responsible for development of training programs for assigned drill status personnel. Plans and schedules training activities for assigned Drill Status Guard members. Oversees and conducts On the Job Training (OJT) for personnel. Ensures the availability of lesson plans, facilities, and training aids. Monitors the training status of personnel and ensures supplemental and/or remedial training is accomplished when required. Responsible for documentation of accomplished training in a timely manner. This may require the use of automated training documentation system.

(11) Performs other duties as assigned.