

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

2 October 2015

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-103**

**AMENDED**

**POSITION:** Human Resources Assistant (Military) (D1623000) (GS-0203-06/07)  
EXCEPTED POSITION

**LOCATION:** 101st Force Support Squadron, Bangor, Maine

**SALARY RANGE:**

\$35,609 to \$46,294 per annum GS-06

\$39,570 to 51,437 per annum GS-07

**CLOSING DATE:** 6 October 2015

**AREA OF CONSIDERATION:**

**AREA I** - All permanent and indefinite Enlisted (**E5-E7**) Technicians in the Maine Air National Guard.

**AREA II** - All Enlisted (**E5-E7**) 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:** Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

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

GS-06

1. Knowledge of laws, rules, regulations, and precedents relating to military personnel programs.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations.
4. Knowledge of military organizational structure.

GS-07

1. Ability to analyze, coordinate and gather facts pertaining to specific military personnel transactions.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations to personnel actions.
4. Knowledge of military organizational structure.
5. Ability to analyze information, to determine its relevance, and to provide options to management/supervisors/military members regarding appropriate course of action.

**COMPATIBILITY CRITERIA:** 3S0X1, 3S2X1, 3S3X1

**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.

**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](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/Commanders 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  
MAJ, EN  
Human Resources Specialist  
(Recruitment and Placement)

This position is located within an Air National Guard Military Personnel Flight (MPF), Mission Support Group at an Air National Guard flying wing. The primary purpose is to assist a higher graded specialist in researching/studying/analyzing and administering all aspects of the assigned function(s). Performs duties in one or more program areas as described below. Incumbent identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters.

## DUTIES

### Career Enhancements:

--Provides technical assistance to all reporting officials. Quality reviews reports for compliance with current directives and standards. Assists in the management of the military awards and decorations program. Coordinates, monitors, and ensures accountability of annual tour participation. Monitors Line of Duty (LOD) determinations and incapacitation pay requests. Ensures compliance with suspense requirements. Researches Unit Personnel Record Group (UPRG) and various source documents pertinent to service data discrepancies. Computes service dates as required. Monitors administration of the officer/enlisted promotion program. Provides assistance in administering and managing the enlisted retention program. Provides procedural guidance to commanders, supervisors, and staff members on the Weight Management Program (WMP). Provides advice and assistance to commander and staff on various Career Enhancement programs

### Customer Service:

--Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Participates in development of procedures and establishment of policy for building, updating, auditing, and for accountability and disposition of automated and manual records. Ensures records are accurately maintained and updated. Provides assistance to higher-grade employee with the Point Credit Accounting and Reporting System (PCARS) program. Compiles reports and statistical information regarding various programs. Verifies information and prepares or ensures preparation of ID card requests for all eligible personnel. Assists in the management of the Servicemen's Group Life Insurance (SGLI) program. Ensures unit members are aware of various benefits available through TRICARE medical/dental programs, Survivor Benefits, Thrift Savings Plan (TSP), etc. Participates in management of the Military Dress and Appearance program. Fully participates in administration of the Casualty Service Program and in monitoring of the

Family Care Program. Ensures action is taken to correct military records when required. In the absence of the program manager, may assume responsibility for control of the Customer Services element. Processes military passports and applications

#### Employment:

--Authenticates prior and non-prior service enlistments, and prepares and processes enlistment and appointment documents. Participates in processing activities for accessions. Determines eligibility for officer appointments, requests waivers, schedules interviews, and prepares and accession and gain of each officer. Reviews the Unit Personnel Management Roster and coordinates federal recognition boards as required. Suspense packages to ensure timely (UPMR) and identifies and resolves problems involving mismatches, over-grade/under-grade and/or overage situations. Assists unit commanders in resolving excess and over-grade conditions. Prepares reports on strength accountability and provides statistics to senior staff on projected and actual losses. Coordinates with NGB on over-grade or excess waivers, and suspense records to ensure appropriate codes have been updated. Verifies accuracy of Unit Manpower Documents (UMD) and Extended UMD (EUMD), and compares UMDs against local products/Manpower Data System. Provides manpower data to commanders and assists them with problem areas. Participates in classification actions for wing personnel and performs audits in conjunction with record reviews/audits. Assists in making classification eligibility determinations of personnel for retraining status. Processes officer and enlisted direct conversions. Participates in officer and enlisted indirect conversion through conducting research and reviews of members' qualifications. Maintains suspense and updates duty status and deployment availability codes. Participates in managing all aspects of the NGB Selective Retention Program at the Wing level.

#### Relocation:

--Performs personnel relocation actions pertaining to voluntary and involuntary reassignments, separations, retirements, conditional release programs, separations based upon Medical Evaluation Board/disability separations and retirements, Stop Loss waiver requests, Selective Retention separations, and inter and intra service transfers. Processes retirement requests. Processes officer and enlisted separation/retirement actions. Determines initial separation/retirement eligibility. Conducts quality reviews of discharge documents, and advises supervisors and commanders on proper processing procedures for administrative discharges. Provides information to members on options and benefits; advises unit commanders of status; and prepares, processes, and places suspense on the documentation until the member is reinstated or discharged and/or retired. Prepares Certificate of Release or Discharge from Active Duty (DD Form 214's), and monitors the accuracy and reliability of all data entered into and maintained within the personnel data systems.

#### Readiness:

--Provides input in development of plans for administration of contingencies and mobilization, maintaining accountability for all assigned deployed personnel, and Partial Mobilization (PM) management of activation orders in the event of Presidential Reserve Call Up (PRC), and in

coordinating with wing Plans Office to support all unit deployments and wartime tasking. Works to resolve passport issues and processing and assists in carrying out the Military Personnel Appropriations (MPA) man-day program. Supports Contingency and Exercise deployments and provides procedural guidance to wing/unit commanders, supervisors, staff members, and unit deployment managers (UDMs) concerning deployment process. Provides input to the Wing/Unit Commander(s) on strength and other readiness issues. Participates in management of deployment systems and assists with Personnel Support for Contingency Operations (PERSCO) mission readiness and training. Safeguards and, when appropriate, destroys classified material in compliance with COMSEC procedures and in accordance with Air Force instructions, higher headquarters, and local guidance. Ensures TDY processing meets requirements for deployments, and participates in developing, establishing, and maintaining of work center training programs. Participates in analysis and subsequent determinations regarding personnel matters that may affect Active Guard Reserve (AGRs), traditional reservists, and/or family members. Participates in staff visits and trains personnel within the unit on Personnel Readiness programs for which they are responsible. Participates in preparation of and presents periodic briefings/orientations on mobilization procedures to commanders required to support deployments.

--Performs other duties as assigned