

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

11 September 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-106

POSITION: Director of Inspections (D2247000) (GS-1801-12) EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE:

\$70,192 to \$91,255 per annum

GS-12

CLOSING DATE: 2 October 2015

AREA OF CONSIDERATION:

Area I – All Permanent and indefinite Officer (**MAJ and below**) Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MEANG positions.

Area II – All Officer (**MAJ and 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: All series personnel *must be competent at the next higher level before* being eligible for that level. An applicant must have a validated understanding of the basic principles and concepts of the occupational series and grade.

BASIC REQUIREMENTS:

1. Skilled in collecting and analyzing data effectively, efficiently, and accurately;
2. Knowledgeable of applicable laws, directives, regulations, policies, and procedures;
3. Ability to clearly enunciate English without impediment of speech that would interfere or prohibit effective communications;
4. Skilled interpersonal communications, empathy, and effective listening;
5. Ability to write English in reports and presentation formats;
6. Ability to communicate -orally and in writing- clearly and effectively;

7. Ability to organize thoughts, research materials, and manage case projects;
8. Skilled in comprehending and interpreting directives and laws.

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

GS-12

1. Knowledge of inspection, investigation, and compliance principles and techniques in order to test performance requirements and compliance;
- 2 Knowledge of Wing missions/programs and organizational relationships.
3. Knowledge of and skill in determining compliance in unusual circumstances.
4. Skill in recognizing and resolving discrepancies.
5. Ability to plan, organize, develop projects, make recommendations on programs and effectively communicate with others to accept and implement recommendations
6. Ability to work within Wing Command structure to meet program goals and objectives.

QUALIFICATION REQUIREMENTS:

Applicant must have a current Single Scope Background Investigation according to Army or Air Force Personnel Security Program Management Directives; OR must possess or be able to obtain a National Agency Check according to applicable DoD Instructions, Army or Air Force regulations. NOTE: The applicant must possess or be able to obtain the proper clearance type and level within 12 months of appointment.

Must not have any disciplinary action (Article 15 or Court-Martial) on military records for engaging in an unprofessional or inappropriate relationship as defined in applicable DoD Instructions concerning Army and Air Force Professional and Unprofessional Relationships.

For ANG Inspector General Program, applicants must meet the Program requirements as described AFI 90-201, *The Air Force Inspection System*, dated 21 April 2015.

Must not have any Unfavorable Information Files, civil convictions (other than minor traffic violations), or open Inspector General Investigations.

Recommendation by current Unit Commander

To maintain the position - The incumbent must have a current Network License according to Army or Air Force Directives, *Licensing Network Users and Certifying Network Professionals*.

EDUCATION REQUIREMENTS: Air National Guard Officers: An undergraduate degree from an accredited college/university is **mandatory**. The degree work should include completed academic courses in business management, English grammar and composition, speech, statistics, public administration, human resources administration, organizational development, public administration, behavioral social sciences, and psychology. For entry into the SDI (87I0), a Master's degree in management, industrial

management, education, psychology, criminal justice, public administration, or business administration with a major in management is **desirable**.

Mandatory Training. The incumbent assigned to the Wing IG office will complete the USAF Inspector General Training Course within 180 days of assignment to an IG position. (T-1) IGs who have previously completed BIC and IGTC are not required to repeat the training; however, they must complete MAJCOM specific training prior to performing inspection duties. IGs cross-flowing from Complaints Resolution to Inspection must attend IGTC and its prerequisite training.

MEDICAL REQUIREMENTS:

Must meet the military skill classification, military experience qualification, and military physical and mental health requirements as applicable and directed by the Department of Defense, the Department of the Army directives and/or the Department of the Air Force directives. Prior to appointment, an applicant's military medical record must indicate a current completed medical physical and cleared drug test. Normal color vision as defined in Army and Air Force Medical Examinations and Standards. No record of claustrophobia or claustrophobic tendencies.

COMPATIBILITY CRITERIA: 8710

NOTE: the applicant must first qualify for awarding (**or eligible to be awarded**) of the designated compatible military skill to successfully qualify for a Series GS-1801 position.

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 626-6013 / 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, AG

Human Resources Specialist

(Recruitment & Placement/Compensation)

This position is located in an Air National Guard (ANG) Wing Inspector General (IG) Office. This is an ANG Dual Status technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is to serve as the focal point for interpreting, developing, and implementing Air Force inspection policy and wing-level long-range strategic plans. Provides direction and oversight of internal and external inspections, audits, evaluations, reviews, exercises, and analyses to determine unit effectiveness and efficiency. Ensures operational, contingency, and mobilization plans adhere to policy and direct the effective use of wing resources.

MAJOR DUTIES:

1. Plans, organizes, and executes a wide range of complex activities for the wing/center Commander's Inspection Program (CCIP), and the Exercise and Inspection Program. Responsible for compliance with legal and regulatory requirements, and ensuring the best interest of the Air Force and Airmen needs are met. Guides and trains wing/center personnel in inspection/exercise requirements, and assigns technical projects/tasks to team members. Provides direction and oversight of internal and external inspections, audits, evaluations, reviews and exercises to determine unit effectiveness and efficiency, and to ensure standardized, robust inspections and self-assessments are conducted. Establishes and utilizes metrics and analysis systems to assess efficiency, effectiveness, and compliance with regulatory procedures. Refines existing work methods and techniques for application to the analysis of specific issues or resolution of problems. Selects, schedules, and manages the Wing Inspection Team (WIT) in inspection execution and reporting. Directs WIT members in evaluating exercise execution and preparing exercise reports; adjusts WIT composition due to variations in inspection/exercise requirements. Oversees exercise scenarios which may include gaining major command (GMAJCOM), State and Wing exercise participants to meet GMAJCOM and/or combatant command force-wide exercise requirements. Plans and prioritizes the sequence, direction, and progress of the programs. Evaluates and interprets information from classified and unclassified sources and varies the approach inspection/exercise by adapting or modifying inspections/exercise plan development. Develops new procedures to furnish information concerning deficiencies, and ensures the efficient and effective use of resources. Reviews new legislation, emerging policies, and inspection trends to determine where policy formulation, refinement, or clarification is indicated. In coordination with ANG/IG, MAJCOM/IG and Host Wing (if applicable), directs inspections of housing units and other wing facilities under the federally mandated Wounded, Ill, and Injured (WII) program. Prepares reports which accurately document results of WII inspections, if applicable. Administers short-notice, CSAF, and congressional mandated Special Interest Item (SII)/Commander Interest Item (CII) inspections of units to ensure compliance with workplace safety, security, mission readiness, and a conducive work environment. Provides advice and recommendations to the IG and wing/center Commander regarding inspection policies, procedures, and guidelines. Conducts planned, short-notice, and no-notice exercises/inspections, and assessments. Develops new procedures that provide information concerning regarding deficiencies. Works with unit leadership to determine actual cause of issues through Root Cause Analysis (RCA) tools (e.g., manning, lack of guidance, equipment, training, etc.), and to identify valid corrective action plans. Serves as the focal point for assimilating pertinent data and information for the ANG/IG, GMAJCOM, higher headquarters (HHQ) and State IGs as required. As appropriate, develops, coordinates, and inspects local Nuclear Weapons Incident Response exercises in conjunction with GMAJCOM exercise requirements. Organizes, directs, and advocates the best practices program. (25%)

2. Develops, integrates, and directs the wing/center inspection planning activities. Manages complex programs/projects, plans, and identifies difficult issues requiring modification to existing policies or processes; performs analysis for potential mission impact; develops alternatives and/or resolutions to deficiencies; and negotiates conflicting positions to ensure consensus from senior leaders. When directed,

formulates the Strategic Plan based on an assessment of Headquarters AF (HAF), GMAJCOM, National Guard Bureau (NGB) and State directives, policy, and requirements in contrast with unit resources, capabilities, and objectives and directs complex strategic planning efforts including off-site planning activities. Utilizes qualitative and quantitative analytical techniques that frequently require modification to fit a wide range of variables to identify and report mission effectiveness to the Wing Commander. Analyzes problems discovered in inspections/exercises or actual operations and makes recommendations for improvement. Integrates strategic plans with the mandates of the DoD and AF Mission Essential Tasks (MET), Enhanced Status of Resource and Training System (ESORTS), Defense Readiness Reporting System (DRRS), C4ISR Infrastructure Planning System (CIP) and Air Expeditionary Force Reporting Tool (ART). Devises and establishes metrics utilizing AFIS program data systems (e.g. Inspector General Evaluation Management System (IGEMS) and Management Internal Control System (MICT)) for assigned units to assess the use and value of strategic plans. Interfaces with NGB, Air Staff, ANG/IG, GMAJCOM, State, external agencies, commanders, and other leaders for all plans and issues having an impact on assigned units. Inspects the Wing and State execution of operational, contingency, and mobilization plans. When directed, ensures that all operational plans and instructions adhere to policy, are properly prepared and reviewed, and are catalogued and integrated into unified, non-conflicting packages which promote the effective use of resources. Ensures the Wing Commander's mission, vision, and goals are clearly identified and disseminated. Reports nuclear, conventional, and expeditionary readiness, and appraises corrective actions for identified deficiencies. As required, performs mission conversion analysis, actions, and provides input to basing support issues necessary to implement Site Action Task Force (SATAF) decisions and/or HHQ decisions impacting the Wing. (25%)

3. Manages the integration of multi-disciplinary resources necessary to support wing/ center tasks and projects. Identifies future resource needs (to include facilities, equipment, and personnel), and implements strategies to support future inspections/exercise plans and projects. Coordinates with ANG/IG and GMAJCOM/IG to secure resources and funding to support Staff Assistance Visits (SAVs), Inspector Augmentees (IA) and on-site visits. Studies wide-ranging deficiencies which may impact the overall mission of the wing/center. Forms ad hoc study groups and/or Integrated Process Teams (IPT) composed of professional, administrative, and technical experts; defines study objectives, directs the effort, evaluates and validates the results. When directed, serves on key committees such as the Commander's Inspection Management Board (CIMB), Financial Working Group, Readiness Working Group Board, Space and Facilities Utilization Boards, and Force Protection Working Group Committee. At organizations responsible for nuclear missions, serves as the principle planner, integrator, and coordinator for the MAJCOM's Response Task Force, Nuclear Weapons Accident/Incident Response Plan, and other applicable accident/incident response plan directives. (20%)

4. Performs thorough analysis of unit capabilities versus inspection requirements to determine the most efficient exercise and inspection scenarios which minimize costs and maximize unit readiness. Orients the CCIP to focus on commander's objectives, and incorporates/confirms corrective action plan completion into the inspection plan. Formulates and executes inspection/exercise scenarios relevant to the primary mission of the wing/center and the surrounding environment, as well as in conjunction with NGB and State exercise planners to meet GMAJCOM, State and combatant command force-wide exercise requirements. Weighs cost, resources, feedback, and desired outcome to develop inspection/exercise scenarios. Evaluates unit objectives during exercise planning, develops inspection criteria, analyzes data, reports trend information, and briefs results. Creates, plans, schedules, and executes exercises/inspections to measure unit compliance and capability to execute the mission. Identifies deficiencies and helps the organization implement corrective action plans and/or countermeasures to minimize known risks; performs follow-up to determine effectiveness progress. Compiles and analyzes unit reporting data to ensure compliance with federally mandated programs which include, among others, Intelligence Oversight

(IO); Sexual Assault and Prevention Program (SAPR); and the Voting Assistance Program (VAP). (20%)

5. Represents the IG with a variety of wing, functional area, local community, state and federal organizations. Establishes, develops, and maintains effective working relationships with DoD/IG, SAF/IG, ANG/IG, MAJCOM staffs, and wing leadership at all levels on matters concerning Air Force and Air National Guard inspections. Represents the IG and the Inspections Directorate at conferences, meetings, seminars, briefings, and other official functions. Advises the Commander and IG on inspection policy matters, with special emphasis on intelligence oversight, emerging technology inspection criteria, and the nuclear enterprise, if applicable. Develops, coordinates, and briefs the CIMB results. Meets with key customers and coordinating officials to assess customer satisfaction, explain organization policy and procedures, and resolve significant problems that arise. Participates in special projects, initiatives, and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, wing, command, or agency. Performs Inspector General duties IAW the Council of the Inspectors General on Integrity and Efficiency's (CIGIE) Quality Standards for Inspection and Evaluation. (10%)

6. Performs other duties as assigned.