

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

7 October 2015

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT # 15-119**

**POSITION:** Wing Inspection Program Manager, D2246000 GS-1801-11 EXCEPTED POSITION

**LOCATION:** 101<sup>st</sup> Air Refueling Wing, Bangor, Maine

**SALARY RANGE:**

\$58,562 to \$76,131 per annum GS-11

**CLOSING DATE:** 26 October 2015

**AREA OF CONSIDERATION:**

**AREA I** – All permanent and indefinite Enlisted (**E8 and below**) Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

**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 and other requirements listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, and/or training which provided the applicant with a good understanding of administrative methods for accomplishing the work of an organization. This experience must reflect the ability to analyze problems, come up with practical solutions, and to communicate effectively with others.

**SPECIALIZED EXPERIENCE:** Must have 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-11

1. Knowledge of inspection, investigation, and compliance principles and techniques in order to test performance requirements and compliance; recognize and resolve discrepancies.
2. Ability to plan, organize, develop projects, make recommendations on programs and effectively communicate with others to accept and implement recommendations, which result in significant and concrete work accomplishments (i.e. special projects, working groups, or detailed inspection or investigation assignments).
3. Knowledge of Wing missions/programs and organizational relationships.
4. Knowledge of and skill in dealing with management principles and supervisory responsibility within the organization.
5. Knowledge of pertinent laws, regulations, policies, and precedents which affect Air Force Inspections.
6. Skill in designing and planning of difficult or comprehensive programs and advanced report writing.

#### **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.

**Mandatory Training.** The incumbent must attend the USAF Basic Inspectors Course (BIC) for UEI or CCIP (as appropriate) and the Inspector General training Course (IGTC) within 180 days of assignment to an IG position.

#### **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: SDI: 8I000**

**For entry into this SDI, Airman must have completed the USAF SNCO Academy (correspondence or in residence).**

**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](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, AG

Human Resources Specialist  
(Recruitment and Placement)

The 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 wing Program Manager for the Inspector General Evaluation Management System (IGEMS), Management Internal Control Toolset (MICT) and Air Force Gatekeeper (GKS) software programs or most current automated systems. The Wing Inspection Program Manager will train and manage the Wing Inspection Team (WIT), and conduct independent surveillance and evaluations of Wing Self-Assessment program, no notice/short notice inspections, and independent assessment of wing long-range strategic plans, programs and capabilities.

#### MAJOR DUTIES:

1. Plans, organizes, and executes the wing/center's IG activities of the Commander's Inspection Program (CCIP). Oversees planning and execution of the CCIP as developed from the Wing Commander, IG, and IGI guidance. Reviews and revises policies, procedures, and organization design for the wing inspection program and WIT to eliminate work problems or barriers to mission accomplishment; to promote team building; and to implement improvements in response to concerns with regulatory compliance. Identifies needs for change in organizational inspection priorities and advises the IG on required actions to implement such changes. Ensures all assigned missions and operations are inspected in accordance with published and Wing Commander guidance. As the Wing IGEMS, MICT and Gatekeeper Program Manager, ensures wing personnel maintain accounts in IGEMS and MICT and serves as the wing's Gatekeeper for scheduling and approving inspections/exercises, SAVs, audits, virtual inspections and on-site visits. Tracks benchmarked programs identified during inspections and exercises. Ensures CCIP inspection reports and individual deficiencies are entered into the appropriate programs IAW regulatory guidance. Monitors progress of continual evaluation of all wing units including geographically separate units (GSUs), if applicable, by utilizing data, trend analysis, reports, virtual inspections and by on-site visitation. Conducts monthly, virtual and in-person inspections to validate progress and to improve the overall effectiveness of the wing inspection program. Ensures representative data is collected, compliance validated and non-compliance reported for each of the four major graded areas (MGAs) and sub-graded areas during each exercise or inspection. Organizes and presents wing inspection data, trends, new and old deficiencies, corrective action plan status and any other relevant inspection related information to the Wing IG and senior wing leadership for the Wing Commander's Inspection Management Board (CIMB). Tracks and reports completion of root cause analysis and appropriate actions for unit observations and IG identified deficiencies. Monitors deficiencies and suspense dates for the wing and notifies the Wing Commander and senior leadership of deficiencies identified by subordinate organizations requiring external assistance. Identifies CCIP trends for resolution and contributes to discussions and recommendations for corrective actions, mitigating circumstances, external coordination/SAVs, audits and on-sites. Responsible for analysis, facilitation, reporting, and providing recommendations to Wing IG for process improvements, improving quality, reducing costs, and establishing appropriate process metrics and process controls by maintaining a CCIP and MICT dashboards. (30%)

2. Administers the Wing Self-Assessment, MICT and GKS programs in the execution of wing inspections. Integrates and de-conflicts wing-level (internal) activities to reduce or avoid redundancy. Assists in the scheduling, planning and execution of inspections/exercises including

short-notice and no-notice inspections/exercises at all organizational levels of the wing to include GSUs. Contributes to the development of realistic, relevant exercise scenarios and scenario objectives and participates in pre-inspection planning meetings to de-conflict scenario issues. Conducts virtual and on-site inspections/visits using appropriate inspection methods (e.g., observation, task evaluation, audit, interview and focus group). Provides “White Cell” inputs and simulation injects regarding the environment, scenario and operational ability to keep exercises and inspections on course. Conducts visits to ensure base organizations have effective self-assessment programs that fosters good communication and honest reporting. Reviews and validates the results of MICT self-assessment communicator (SACs) observations and virtual and onsite inspections/visits to determine the adequacy of scope, depth of fact finding, proper use of applicable regulation and instructions and the reasonableness of corrective action plan timelines. Compiles data, analysis, and trend reports via the Wing Commander’s CCIP dashboard to advise the Wing/center Commander of wing’s compliance. Manages the administration of MICT within the wing by providing training, advice and support to wing users. Assists in the development of guidance and training in the form of written instructions (Operating instructions, Air Wing Instructions, Standard Operating Procedures, etc.) and training sessions for subordinate organizations (group, squadron, other staff agencies). Establishes the training, requirements and expectations for Self-Assessment Program Managers (SAPMs) executing the self-assessment portion of the Wing CCIP. Ensures SAPMs have assigned applicable SACs to the appropriate units. Ensures all wing SACs for locally developed instructions are current, updated and utilized IAW with published instructions. Provides technical guidance to the development of the self-assessment program goals, plans, policies, and procedures. Evaluates overall program effectiveness and advises ANG/IG of MICT/IGEMS and GKS errors, improvements, and future work plans. Uses compiled MICT data to recommend methods to help the wing optimize use of resources and maximize efficiency and effectiveness. (25%)

3. Composes, manages and leads WIT and drafts inspection reports using the IGEMS. Ensures the WIT consists of subject matter experts to conduct CCIP inspections and exercises under the authority of the Wing/center Commander. Establishes work schedules, deadlines, and inspection priorities. Determines how many inspections/exercises can be accomplished based on available manpower and resources. Recommends to Wing Commander and IG, functional areas where inspector augmentees or SAV requests are needed. Plans and schedules work to be accomplished by WIT members. Resolves technical problems encountered by the WIT. Conducts WIT training, development and certification. Identifies and evaluates training requirements to ensure all assigned inspectors are fully capable of executing an inspection/exercise plan. Explains performance expectations to WIT members and provides regular feedback. Promotes an environment in which WIT members are empowered to participate in and contribute to effective mission accomplishment. Ensures WIT personnel use proper data collection techniques and procedures for evaluation, inspection and auditing. Ensure WIT use inspection databases (MICT/IGEMS) and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking. Discharges safety and security responsibilities by ensuring education and compliance with security directives in situations that require access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of WIT members and other individuals participating in events organized and managed through the IG office. Conducts oversight and quality review for inspections, ensuring thoroughness, impartiality, and appropriateness of strengths, deficiencies, and recommended improvement areas levied during inspections and exercises. Validates and consolidates report

inputs gathered from inspectors during hot-wash debriefings and other feedback forums. Documents, reviews and finalizes non-compliance, findings and deficiencies and drafts inspection/exercise reports in IGEMS database. (25%)

4. Provides advisory services to individuals, other staff offices, managers, supervisors and employees concerning the IG program and processes. Explains and interprets AFIS and CCIP inspection program and AFI 90-201 requirements to all Wing personnel. Explains and refers complaint procedures, Freedom of Information Act (FOIA) and Privacy Act (PA) inquiry procedures, and Fraud, Waste and Abuse (FWA); etc, and responds to a variety of inquiries concerning redress available to military and civilian members. Coordinates with the Civilian Personnel Office to ensure that complaints and inquiries from civilian employees are processed properly under the appropriate appeal or grievance procedure. Comprehends procedures outlined in IG regulations and directives and applies them to the handling of conventional inquiries, complaints, Congressionals, etc. If directed, processes FOIA and Official Use Requests (OURs) from complainants, Congressional offices, third parties, commanders, IGs, judge advocates, and the Department of Justice. Ensures the integrity and confidentiality of the IG Program, including FWA disclosures, are maintained to help prevent unwarranted invasions of privacy. (10%)

5. Represents the Wing IG with a variety of wing and functional area organizations. Establishes, develops, and maintains effective working relationships with SAF/IG, NGB-IG, NGB staffs, ANG/IG, MAJCOM staffs, State Joint Force Headquarters, and wing leadership at all levels on matters concerning AFIS. Meets with key customers (e.g. wing leadership, local law enforcement/first responders, federal agencies such as FAA, and inspectors) and coordinating officials to assess customer satisfaction, to explain organization policy and procedures, and to resolve problems that arise. Provides or ensures that subordinates provide customer guidance and training. Identifies and participates in special projects, and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. 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 IG 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.