

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

22 February 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-027

POSITION: SUPV IT Specialist (PLCYPLN) (D2170P01) (GS-2210-13) EXCEPTED POSITION

LOCATION: 101st Communications Flight, Bangor, Maine

SALARY RANGE: \$84,443 TO \$109,781 per annum

CLOSING DATE: 18 March 2016

AREA OF CONSIDERATION: AREA I - All permanent and indefinite Officer (**O-4 and below**) Technicians in 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 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 thirty six (36) months experience for GS-13, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

1. Knowledge of IT network systems design principles, methodologies and approaches.

2. Ability to establish network performance levels by analyzing existing equipment, software, and operating systems for modifications, upgrades, replacements, etc., to improve operational efficiency.
3. Skill in conducting and implementing short and long term planning.
4. Knowledge of COMSEC and Information Assurance Programs.
5. Skill in leading, directing, and assigning work of personnel.
6. Knowledge of applicable instructions and policies pertaining to equipment asset management, maintenance management, logistics support, supply management, and manpower processes.

ADDITIONAL REQUIREMENT: The position is an IAM level 2 position. As a condition of employment, individuals have 6 months in which to complete and receive the SEI 264 (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).

OTHER REQUIREMENTS: MUST POSSESS OR BE ELIGIBLE TO OBTAIN AND MAINTAIN A TOP SECRET SECURITY CLEARANCE.

COMPATIBILITY CRITERIA: AFSC: 17DXX 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: 17D3Y

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the GS-5 level, a 4-year course of study leading to a bachelor's degree may be substituted for the experience requirements. At the GS-7 level, one full year of graduate level education or superior academic achievement. At the GS-9 level, a 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.

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, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

This position is located in the Base Communications Unit, Mission Support Group of an Air National Guard Wing. This is an Air National Guard (ANG) Dual Status Technician or Active Guard Reserve (AGR) position requiring military membership, compatible military skill assignment, and classification. The purpose of this position is to provide supervision, subordinate guidance, and team leadership to dual status, non-dual status, and civilian employees. They are accountable for directing the information and data integrity of all base and tenant organizations, as well as geographically separated units (GSUs) and communications and information functions. As the supervisor, the incumbent coordinates with DOD, AF, MAJCOMS, National Guard Bureau (NGB), other activities, and Wing Flying Units to procure, distribute, maintain, and replace requirements for all information technology (IT) and telecommunications infrastructure. Performs long-term planning and organizational development necessary to accomplish IT and telecommunications functions for programs essential ANG daily operations, training, and readiness missions.

MAJOR DUTIES:

1. Manages, plans, organizes, controls, and directs the communications activities for the Wing and Base to ensure mission accomplishment and optimum use of resources. Sets policy, directs and monitors support and related programs including planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities. Establishes, advises, and consults on production and quality requirements, mission objectives, equipment requirements and other logistics needs, to ensure requirements satisfy the respective mission sets and obligations. Plans and institutes communications fiscal policies to implement federal law, higher level directives, and to provide optimum support to subordinate organizations. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, in order to ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of all information technology services. Responsible for unit level oversight of programs used to monitor and eliminate fraud, waste, abuse and mismanagement. Supports audit programs within the Communications unit. Serves as a functional area technical expert to the Financial Management Board (FMB). Responsible for the development, management, and execution of financial management plans as they relate to communications systems. Analyzes, evaluates, validates, and recommends approval and disapproval of requested or proposed system requirements and develops documentation used in the processing and validation of such requirements.

2. Coordinates communications activities and projects with other concerned agencies and organizations. Determines goals and objectives for the organization. Exercises supervisory responsibility and authority including granting leave, appraising performance, establishing performance standards, recommending promotions, and initiating disciplinary actions as needed. Gives advice, counsel, and instructions to supervisors and subordinate incumbents on both general policy and administrative matters. Provides guidance and direction to unit members through a variety of methods in support of several functions, to include maintenance, logistics

plans, supply, multimedia, quality control, production control, ground radio, telecommunications, software applications, technical services, networks, computer programs, and computer systems operations. Consults with subordinate supervisors and training specialists on training needs. Develops strategies for the hiring, training, and professional development of Wing communications personnel. Makes decisions on work problems presented by subordinate supervisors. Evaluates subordinate supervisors and reviews evaluations made by subordinate supervisors on other incumbents. Recommends selections for subordinate positions. Hears and resolves grievances and serious incumbent complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving subordinates incumbents and determines required action. Supports equal employment opportunity and labor-management relations programs. Ensures efficient position management is practiced and that position descriptions of subordinates are accurate.

3. Coordinates with support organizations to assure an integrated approach to solution of problems. Assesses the impact of changes in the local area network and coordinates with operations to ensure these changes do not exceed maintenance or unit capabilities. Ensures unit Quality Assurance and Standardization and Evaluation programs are effectively managed. Develops new procedures to solve unprecedented technical problems.

4. Ensures formulation of comprehensive training plans for each function and specialty within the C4 and logistics activity. Develops CONUS and overseas deployment plans to meet unit's mission goals, inspection schedules, and deployment requirements. Identifies the need for facility and equipment modernization, improvements and replacements. Coordinates planning activities and resources with other units and higher headquarters. Manages the development of unit training goals and long range training plans. Assures that training sustains work force qualifications and capabilities. Oversees the unit mobility program. Provides guidance to the Communications Plans and Resources function regarding oversight of the unit's agreements program. Maintains a high level of operational readiness of personnel and equipment assigned to the Communications unit for both wartime and peacetime missions. Ensures drill status guardsmen (DSG), AGRs, and civilians are properly trained and able to perform the communications activities.

5. Monitors and controls the daily expenditure for material and manpower resources in accomplishment of peacetime and wartime mission goals. Identifies resource shortages or projected shortages.

6. Develops an IT acquisition process, which satisfies the provisions of the Information Technology Management Reform Act (ITMRA) while incorporating the Air Force Corporate Process and the DOD Acquisition structure. Develops coordinated policy and procedures to utilize architectural guidance and architecture management concepts which support the Wing strategic planning, programming, budgeting, system acquisition, and system operation and maintenance processes. Identifies and highlights funding and other additional requirements to NGB to ensure programs and projects are programmed in the applicable funding cycles.

7. Ensures all support agreements and Memorandums of Understanding (MOUs), are

appropriately coordinated and approved. Service Level Agreements with enterprise domain entities will be reviewed for local customer impact. Ensures quality of service issues are clearly identified, prioritized and resolutions pursued for effective mission accomplishment.

8. Works under the broad and general direction of the Administrative Officer (Support Officer). Exercises full authority and statutory responsibility for management of assigned program areas. Uses independent judgment with wide latitude in developing, consulting, coordinating, and executing programs to achieve compliance with legal and regulatory requirements and organizational goals and objectives. The Commander is available for consultation and coordination on matters of major significance. Independently plans and programs work. Results are reviewed for accomplishment of mission and program objectives.

9. Prepares and maintains files and publications in accordance with current directives to include both paper and electronic media.

10. Coordinates with higher headquarters (HHQ) elements, Program Management Offices, Specific System/Hardware Support Elements, original equipment manufacturer (OEM) vendors and vendor contracted support facilities for issue resolution. Research includes using various means and media to obtain needed information to accomplish the task. May require the use of various stand alone (e.g., paper based, CD, DVD, etc.) or on-line (network or web based) methodologies to obtain needed information.

11. Responsible for safety conditions, procedures, and work practices employed within the community. Provides work force guidance on safety matters and ensures safe work practices are utilized. Ensures periodic inspections of areas are performed and immediate action is taken to correct unsafe conditions.

12. Provides input to and coordinate on relevant support agreements that require section support to make sure they correctly identify products and services needed.

13. Maintains knowledge of emerging technologies, reviews technical periodicals, publications, commercial standards, and attends seminars.

14. Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies.

15. Performs other duties as assigned.