

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

02 November 2012

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #12-094

*****TEMPORARY PROMOTION*****

POSITION: Aviation Logistics Management Officer (D1066000) (GS-0346-13)

LOCATION: DCSAV, AASF, Bangor, Maine

SALARY RANGE:

\$81,823 to \$106,369 per annum **GS-13**

CLOSING DATE: 16 November 2012

AREA OF CONSIDERATION: Consideration will be given to all qualified permanent and indefinite Maine Army National Guard Officer (**0-4 and Below**) Warrant Officer Technicians who apply.

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.

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, training and/or education which demonstrates the applicant's judgment, analytical ability, and skill in dealing with others in person-to-person work relationships.

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

1. Specialized knowledge of all the logistical support activities involved in the AASF.
2. Ability to manage, plan, organize, and direct AASF logistics operations in support of AASF and supported aviation unit training and flight operations.

3. Skill and experience in integrating the actions of two or more specialized support activities for the purpose of meeting program goals.
4. Ability to monitor such functions as resources and fiscal management, training and/or automated data processing to meet the logistics plan and identify delays or problems.
5. Ability to perform Maintenance Test Flights (MTFs) to determine airworthiness of aircraft supported by AASF.
6. Skill and experience in working with persons at various levels and backgrounds.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the work of an Aviation Logistics Management Officer (i.e., business administration, logistics management, traffic management, etc.).

Applicant must provide a copy of transcripts to receive credit.

COMPATIBILITY CRITERIA: OFFICER BRANCH: 15, WARRANT OFFICER: 152 MOS: 153A0

SELECTED RESERVE INCENTIVE PROGRAM (SRIP): Non-Technician Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent military Technician. Applicants should contact the MEARNG Incentive Manager to determine any possible termination and/or recoupment actions that may result from accepting this position.

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: HROTECH@me.ngb.army.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 626-6017 / COM (207) 430-6017 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

//s//
CRAIG P. BAILEY
MSG, MEARNG
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Logistics function in an Army National Guard (ARNG) Army Aviation Support Facility (AASF). The AASF provides flight, and flight training operations, Aviation Unit Maintenance (AVUM), Aviation Intermediate Maintenance (AVIM), and aviation maintenance training for supported Units. The purpose of the position is to manage, plan, organize, and direct AASF logistics operations in support of AASF and supported aviation unit training and flight operations. The Aviation Logistics Management Officer (ALMO) provides logistical support to, and partners with, the AASF Commander, Flight Operations, Safety, Quality Assurance, and supported unit commanders in planning, scheduling, and implementing a comprehensive flying program.

Through subordinate supervisors and supervised maintenance test pilots, the incumbent is responsible for managing and administering the AASF logistics functions to meet mission requirements - both state and Federal. The ALMO integrates and coordinates efforts of disparate functions and resources to optimize readiness of supported aviation units. The ALMO represents the AASF for logistics at all levels of command.

This position requires military membership. It is designated for an ARNG Officer incumbent only. In accordance with Department of the Army (DA) Pamphlet 611-21, the incumbent provides supervision, guidance over subordinates, and team leadership to non-dual status (NDS) and dual status (DS) employees. The incumbent performs long-term planning and organizational development necessary to accomplish Logistics Management functions in support of programs essential to state ARNG daily operations, training, and readiness missions and fosters an environment conducive to teamwork among service providers and customers in meeting state ARNG requirements.

b. DUTIES AND RESPONSIBILITIES:

PLANS AND PROGRAMS: (10%)

-- Collaborates with the AASF Commander, AASF staff, and supported unit commanders to plan, develop, and implement long and short term plans to effectively use aircraft and flying hours, and to accomplish vital training and operational missions. Coordinates with Flight Operations to assure an integrated approach to solution of problems relating to availability of aircraft to conduct the military mission. Assesses the impact of changes in or to the flying program, and coordinates with operations to ensure that these changes do not exceed AASF logistical capabilities. Recommends aircraft and direct flying hours to meet AASF and unit operational contingencies.

-- Reviews aircraft maintenance and related material support requirements with respect to specific objectives, relative priorities, capabilities, and limitations. Participates in planning meetings to insure proper scheduling of aircraft commitments, commensurate with the maintenance capability of the AASF. Supervises the development of plans for

logistical support of the AASF flying program. Reviews program operations and ensure the commander is informed on status, progress, and actual/potential problem areas. Confers frequently with the AASF Commander to review changes in situational requirements resulting from resource, policy, or directive revisions received from higher-level authority. Recommends the adjustment, and ensures flexibility, of plans and programs to meet changing requirements. Maintains liaison with commanders and staff regarding the status of logistics programs, functional capabilities, and current and projected operational training and mission requirements.

LOGISTICS MANAGEMENT: (10%)

-- Reviews and evaluates higher-level headquarters' directives and policies for AASF implementation. Develops action plans, internal policies, and procedures to assure timely, effective, and complete maintenance support for units, facility, state, National Guard Bureau (NGB), and DA mission requirements. Ensures development and implementation of standing operating procedures (SOPs). Takes or directs action to improve quality, increase production, handle special projects, correct unsatisfactory conditions, etc.

-- Oversees the preparation and execution of budgets for man-days and funds to resource AASF logistics requirements. Directs logistics programs to ensure mission accomplishment and the optimum use of resources. Manages the execution of logistics resources to meet mission requirements. Serves as a program manager and represents the AASF at Program and Budget Advisory Council (PBAC) meetings.

LOGISTICS OPERATIONS: (25%)

-- Through subordinate supervisors, directs staff and production functions related to aircraft maintenance, production support, material services, ground support, and facility services. Establishes goals and objectives for the accomplishment of current and projected workloads. Plans, organizes, and coordinates day-to-day operations of the AASF logistics support. Integrates full-time support and ARNG unit personnel in optimizing logistics support of aviation units. The work force includes a variety of staff administrative, trades, and crafts occupations. Makes decisions regarding equipment services and repair within capacities of AASF to accomplish assigned missions. Monitors operational and maintenance status of all aircraft assigned to the AASF. Analyzes workload and provides guidance to assure that production goals are met. Reviews, accepts, amends, or rejects work which has been reviewed by subordinate supervisors. Receives performance analysis reports; and from these, directs necessary actions to assure continued improvements in positive trends or correction of adverse trends. Makes decisions on work problems presented by subordinate supervisors.

--Coordinates maintenance activities with supervisors, various facility activities, and higher echelons of maintenance such as regional AVCRAD's, Aviation and Missile Command (AMCOM), NGB, program managers, etc. Maintains liaison with counterparts at other AASF's, particularly those possessing the same type of aircraft, to

insure a prompt and free exchange of pertinent technical, management, and mission information. Participates in conferences and seminars as the aircraft maintenance representative for the AASF, the state, or NGB, when requested.

--Through subordinate supervisors, manages the facility environmental program, thus ensuring compliance with local, state, Federal, and military regulations. Manages a resource protection program, which includes physical security, information security, and industrial and occupational safety and health. Ensures that hazardous materials are handled and processed in accordance with appropriate directives.

--Evaluates, through performance indicators (e.g., Unit Readiness and Aircraft Operational Readiness) the activities of the AASF logistics functions to ensure optimum production in accordance with established policies and prescribed directives. Monitors aircraft hardware failures and identifies trends. Directs one-time inspections when warranted. Identifies the need for facility/equipment modernization, improvements, and/or replacements.

-- MAINTENANCE TEST FLIGHTS (MTFs): (10%) Performs MTFs to determine airworthiness of aircraft supported by AASF. Verifies that airframe, flight controls, power plant, systems accessories, and items of equipment are functioning in accordance with predetermined specifications during flight. Diagnoses malfunctions disclosed during the conduct of MTF. The MTFs are conducted prior to, and for the purposing of, releasing aircraft for training and flight operations. Serves as AASF maintenance test pilot flight examiner as required.

-- UNIT COORDINATION: (10%) Consults with supported unit commanders in planning and executing training or contingency exercises involving individual or multiple units in support of unit readiness. Participates fully in decision making that impacts aircraft availability, configuration, and capability. Plans for exercise logistical support to include recovery of downed aircraft.

-- Coordinates with supported units to insure adequate logistics workload to support proficiency-training requirements. Identifies requirements and assigns logistics tasks and projects to optimize the proficiency and readiness of Unit personnel. Monitors execution of unit proficiency training within the AASF.

-- Coordinates planning and resources with other units and higher headquarters to develop CONUS and overseas deployment plans that meet unit mission goals, aircraft availability, and deployment requirements. Coordinates the development of unit training goals and long range training plans. Assures training plans sustain work force qualifications and capabilities.

-- Reviews Unit Status Report (USR) data, analysis reports, and other sources of information to determine strength and weaknesses of units. Re-directs assets, if necessary, to achieve improved overall Unit readiness and mission effectiveness as required.

PERSONNEL MANAGEMENT: (10%)

-- Administers a sound personnel management program to ensure that personnel in staff, supervisory, and technical positions are highly qualified and motivated. Base level of work supervised is GS-09. Interviews and selects applicants for supervisory or other key positions. Advises subordinate supervisors during the selection process of full-time workforce. Establishes work performance standards for supervisors and key personnel, and coordinates annual performance evaluations. Initiates disciplinary actions, promotion actions, and step increases. Recommends performance awards. Approves sick leave and annual leave for key personnel, and approves the overall leave schedule for the organization. Maintains and monitors morale and discipline of workforce. Counsels subordinates, explains maintenance and personnel policies, hears grievances, and resolves work problems.

-- Reviews overall personnel program within the organization to insure that subordinate supervisors are effectively accomplishing their personnel management responsibilities. Supports equal employment opportunity and labor management relations programs. Administers and participates in an effective labor relations program in compliance with regulatory and statutory guidance. Meets and discusses issues with local and national labor organization representatives.

-- Reviews position description changes proposed by subordinate supervisors, and assures accuracy and completeness of position descriptions. Periodically reviews manpower requirements and organizational structures to determine positions necessary for accomplishment of operations; and to determine whether duties are assigned and organized in a manner, which provides economy and efficiency of operations.

-- Consults with subordinate supervisors and training specialists on training needs. Provides or makes provision for such development and training to ensure that logistics personnel are capable and proficient in technical skills for their wartime tasking. Approves and monitors overall training for the logistics function.

SAFETY AND QUALITY: (5%)

-- Administers a safety and security program within AASF logistics functions. Maintains responsibility for safety conditions, procedures, and work practices employed within the assigned area of responsibility. Ensures that subordinate employees are trained in safety matters and that safe work practices are utilized. Monitors the results of workplace inspections and takes positive action to correct unsafe conditions.

-- Maintains an aggressive quality assurance program to ensure that performance and quality standards are met. Ensures that all work meets the highest standards of airworthiness and that attention is focused on the wartime tasking of the unit. Balances

peacetime economy, readiness, and responsiveness to wartime tasking, resources, and survivability.

-- Manages maintenance/safety awards program and recommends nominees for award categories from the AASF logistics support function.

AUTOMATION: (5%)

-- The logistics function serves as focal point for AASF automation. Oversees automated information systems' operations, systems support, and unit administration, such as Unit Level Logistics System Aviation (ULLS-A). Participates in management decisions impacting use of computer hardware, software, and training programs for a variety of automated systems to include Standard Property Book Redesign System (SPBSR), Unit Level Logistics-Ground (ULLS-G), Reserve Component Automation System (RCAS).

ORGANIZATIONAL: (15%)

-- Assumes the full duties and responsibilities of the AASF Commander in his/her absence as required. Represents and speaks for the AASF with representatives of NGB, the Adjutant General, USP&FO, other military components, state/local officials, businesses, and other private groups having an interest in the functions of the AASF. Coordinates logistics activities across organizational lines to include direct contact with the NGB staff and with counterparts at other AASFs in order to resolve problems affecting logistics capabilities and to ensure timely exchange of pertinent technical, managerial, and mission information.

-- Participates in conferences, seminars, or study groups as the logistics representative for AASF. Represents the AASF in meetings with higher military organizations as well as the civilian industry. Attends conferences to exchange information. Convenes workshops/meetings of the AASF and supported unit personnel to address logistics programs, training workload, problems, and possible resolutions or positions. Coordinates with appropriate support facilities and/or collateral organizations to assure there is an integrated approach to solution of problems.

-- Prepares for and participates in various types of readiness evaluations. Serves as a member on a team to deal with natural disasters or civil emergencies. May serve as a technical advisor to or a member of accident investigation or collateral boards as assigned.

-- Performs other duties as assigned.