

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

03 April 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-040**

**\*\* INDEFINITE \*\***

**POSITION:** Strategic Plans and Policy Officer (D1779000) (GS-0340-12) INDEFINITE POSITION

**LOCATION:** J/G3, Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$68,809 to \$89,450 per annum

**GS-12**

**CLOSING DATE:** 16 April 2013

**AREA OF CONSIDERATION:** First consideration will be given to all qualified permanent and indefinite Maine Air National Guard Officer Technicians who apply. In the event there is no selection from the initial Promotion and Placement Certificate, concurrent consideration will be given to qualified Maine Air National Guard Officers 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.

**DUTIES:** See attached duties and responsibilities.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

**GENERAL EXPERIENCE:** Experience, education, or training in managing or directing, one or more programs, including appropriate supporting service organizations. Supervisory, managerial, professional or technical work experience and/or training which has provided knowledge of management principles, practices, methods and techniques. Experience using a computer and automation systems.

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

**GS-12**

1. Ability to conduct detailed review and evaluation of plans, studies, directives, and requirements to determine impact on the Maine National Guard.
2. Ability to develop short, mid and long range program goals and objectives.

3. Skill in managing a complex operating program and/or office.
4. Ability to effectively communicate in writing and orally.
5. Ability to coordinate and administer a variety of complex programs.

**COMPATIBILITY CRITERIA: AFSC: 21XX 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: 21XX**

**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 a Strategic Plans and Policy Officer. **Must provide a copy of transcript to receive substitution of education.**

**POTENTIAL ADMINISTRATIVE FURLOUGH:** A temporary non-duty, non-pay status, is being proposed under the authority of TPR 715 and the Budget Control Act of 2011. Selected/hired individual may be subject to the pending government furlough.

**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, 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:

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

25.

a. INTRODUCTION:

This is a provisional position description that projects duties and responsibilities associated with the Joint Staff. This position is located in the Joint Force Headquarters-State, Strategic Plans, Policy, and Interagency Interoperability Directorate, (J-5). The primary purpose of this position is to serve as the Officer over Strategic Plans and Policy. The mission involves joint future strategic plans, documents and studies on current and future military strategy, execution of National Guard positions regarding international affairs issues, oversight of mobilization planning, and enhancement of National Guard (NG) joint force development through war plans. Serves as the principal staff officer and advisor to the Adjutant General and the Joint Staff for providing leadership, oversight, information, analysis, guidance and recommendations on matters regarding J-5 joint policy for the state.

b. DUTIES AND RESPONSIBILITIES:

(1) The incumbent serves as the advisor to the Adjutant General, and the Joint Staff on matters of short, mid, and long-term programs. Serves as the senior strategic and long-range planner and consultant responsible for developing the Joint Force Headquarters-State view of the future and implementing detailed strategic policy, plans, initiatives, and concepts related to warfighting, theater security cooperation, international relations, federal and state homeland security, civil support missions, and selected other activities for the entire organizations based on broad guidance from higher headquarters and specific guidance from the Adjutant General and the Joint Staff.

(2) Coordinates and oversees development of measurable strategic timetables, goals, objectives, and milestones implementing instructions, local plans, policies, and programs. Evaluates and recommends planning strategies to develop, implement and sustain the Joint Force Headquarters Strategic Plan. Develops performance measurement tools and data collection methods for continuous monitoring of operational data to ensure that all programs are fully integrated and effective. Ensures strategic planning evaluation and assessments adequately and effectively address and measure key customer and operational requirements for continual process improvements aligned with the Joint Force Headquarters strategic direction. Prepares briefings and correspondence and distributes command policy and guidance on the strategic planning process. Compiles, performs, publishes, and oversees a comprehensive analysis for each future program to prevent duplicate use of resources. Responsible for the administration, implementation, and execution of a quality Strategic Plans and Policy program.

(3) Reviews Department of Defense (DoD), Department of the Air Force, Department of the Army (DA), National Guard Bureau (NGB), Army National Guard (ARNG), Air National Guard (ANG), and other agency planning documents (i.e. National Military Strategy, Defense Planning Guidance, Quadrennial Defense Review, etc.) and ensures the state strategic plan remains synchronized with current topics, future initiatives and higher headquarters planning documents. Keeps abreast of technical advances in the test and evaluation field, analyzes and recommends adjustments and changes to policies, programs and projects to improve operations and efficiencies throughout the state.

(4) Conducts statewide analysis for strategic planning, re-engineering issues, and program integration. Synchronizes and integrates strategies with Combatant Commanders, National Guard Bureau (NGB), other services, supported federal and state agencies, and the federal response plan. Engages and works with strategic planners and functional management teams to ensure proper planning and analysis for future force structure activities including capabilities analysis, demographic information, and ongoing

transformation planning for out-year activities. Provides direction and guidance to directors and staff in enhancement measurement tools and management improvement ideas.

(5) Conducts and oversees the completion of detailed studies in response to the state Adjutant General and Joint Staff requests and prepares executive summaries, information papers, and briefings for internal and external audiences. Studies are typically characterized by command group visibility, with significant importance to higher headquarters and staff. Tasks are unique in nature requiring the development of stand-alone processes and techniques to formulate decisions or policy. Employs advanced management principals, data compilations and the development of recommendations to affect current sources, infrastructure and future requirements.

(6) Provides oversight on the coordination and administration of activities and programs which integrate military and non-military agencies and international programs as directed by NGB, Combatant Commanders (CoComs), Department of State, and other appropriate tasking authorities. Provides oversight of state partnership programs and other international partnership activities. This include planning and coordinating visits of foreign delegates to the state; coordinating documentation required to support international visitations, and planning and coordinating activities between the JFHQ-State and supported countries. Provides support to: the Combatant Commanders Theater Security Coordination Plan; support for the Ambassador's Mission Performance Plan and Country Campaign Plan; and foreign liaison guidance and assistance to the Adjutant General, JFHQ-State, and subordinate elements. Ensures standardized Interagency/Intergovernmental coordination processes with non-federalized (Title 32) National Guard across the state.

(7) Performs other duties as assigned.