

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

11 July 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-065**

**(Also advertised under TPVA #13-060 - 2 Announcements for "1" position.)**

**POSITION:** Program Analyst (N1144000) (GS-0343-07/09) NON-DUAL STATUS  
(COMPETITIVE) POSITION

**LOCATION:** DCSLOG, Camp Keyes, Augusta, Maine

**SALARY RANGE:**

\$38,790 to \$50,431 per annum **GS-07**

\$47,448 to \$61,678 per annum **GS-09**

**CLOSING DATE:** 26 July 2013

**AREA OF CONSIDERATION:** Consideration only will be given to all qualified *on-board* permanent MEARNG Non-Dual Status (Competitive) Technicians who apply.

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

**QUALIFICATIONS:** This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to GS-09 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

**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:** Technical, analytical, supervisory, or administrative experience which demonstrates the applicant's ability to analyze problems of organization, workforce, information requirements, etc. and provide systematic solutions; and the ability to deal satisfactorily with others.

**SPECIALIZED EXPERIENCE:** Must have 1 year equivalent to at least the next lower grade level experience which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

### **GS-07**

1. Ability to assemble and analyze data.
2. Knowledge of basic budgetary and financial management principles.
3. Skill in researching logistics regulations.
4. Skill in oral and written communications.
5. Knowledge of the organization and its mission.

### **GS-09**

1. Knowledge of management principles, organizational theory, and techniques of analysis.
2. Ability to recognize quantitative relationships between program plans and budgetary data.
3. Ability to review budgets/funding trends, compile funding projections and prepare funding recommendations.
4. Ability to research and interpret logistics regulations, and NGB guidance.
5. Knowledge of and ability to prepare and present detailed reports/briefings to management and others.
6. Skill of analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency.
6. Ability to independently carry out work assignments with limited supervision.

### **SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

Four (4) years of successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at the GS-05 grade. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school. As a general rule, education is not creditable above GS-05, however, graduate education may be credited in those few instances where the graduate education is directly related to the work.

**Must provide a copy of transcript to receive consideration for substitution of specialized experience.**

**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/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 626-6017/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))

**N1144000**

**DUTIES:**

This position is for a National Guard non-dual status (NDS) technician only. The determination to publish the Program Analyst as “Non-Dual Status” was based on arguments sent to Congress in defense of the NDS program. Specifically, the position is located in the State Area Command headquarters, the position is within the Clerical and Administrative Group (OPM Position Classification Standard for Management and Program Analysis Series), the position does not have a requirement for military expertise; it does not have a mobilization requirement and it must be staffed in the states even after units deploy. Additionally, no compatible skill is found in the military structure, and it meets the DoD obligation to provide reasonable individual career progression for NDS employees.

This position is located in Deputy Chief of Staff, Logistics. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate or division. Serves as key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis.

- Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate or division summaries from reports submitted by Major Subordinate Commands (MSC)\*. Summarizes and interprets significant data collected and relates this data to the organizations program actions; identifies and analyzes deficiencies in resource consumption, training, workload and scheduling, and evaluates deviations from standards, plans, and estimates to determine cause and impact on missions.
- Assists management in interpretation and utilization of reports and information provided. Develops various visual media to present trends, performance status, capability and related management information. Aids functional areas in identifying areas of record documentation and procedures which can be streamlined, combined or improved and initiates methods to operate under the new or revised system. Implements management control plans.
- Provides guidance and instructions to subordinate organizations for proper management of programs. Determines and issues funding allocations and monitors expenditure to ensure allocations are being utilized as planned and are not being exceeded. Adjusts allocations as needed. Report expenditure status to management and National Guard Bureau (NGB) as required.

- Based on budget guidance received from higher headquarters, develops an annual budget for programs. Reviews prior and current budgets/funding trends, compiles funding projections and prepares funding recommendations. Anticipates requirements for training and operations funds by reviewing execution plans and recommends appropriate action such as reprogramming funds from one program to another to correct funding shortfalls. This requires close coordination with major subordinate commands and comptroller personnel, and an in-depth understanding of the status of the projects and contracts, their completion status and their significance to ensure that the recommendations made will allow for the successful completion of management programs. Reviews the status of program milestones and requests payment of funds after it has been determined that the requirements have been properly satisfied.
- Researches and interprets personnel and training regulations, DA Pam's, Circulars, and NGB guidance. Works concurrently with Management to develop state program policies and procedures. Provides advice and assistance to management on accountability and legality of operating programs. As needed, makes MSC assistance visits to ensure policies and procedures are being adhered to. Conducts training for proper management and accountability of programs.
- Assists the management in preparing guidelines and instructions to MSCs for development of the yearly State Operating Budget (SOB). Reviews data on program requirements (e.g. , manday requirements, commercial transportation requirements, temporary technician requirements, etc.) to support and justify each separate program by appropriation/activity.
- Develops and prepares current year program spreadsheets. Advises management on timing of obligations and expenditures for Cooperative Agreement service contracts, equipment acquisitions and other unusual commitments. Verifies that obligations and expenditures occur on a timely basis IAW current year program and monthly schedule of obligations and expenditures. Ensures resources are available and are being properly and effectively expended to support program objectives. Monitors and tracks obligations and expenditures throughout the execution phase. Investigates and prepares explanations of deviations from estimates or program objectives and develops recommendations to managers for budgetary adjustments.
- Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Review trends and performs analysis of separate budget activities then provides information to Management. Projects requirements for program requirements. Validates and refines inputs which have fluctuated. Monitors daily expenditure rates associated with program performance. Reviews daily and monthly funding documents to determine if updates are correct or require further action.
- Develops, collects, and maintains various historical data used to initiate planning, programming and execution of current and future training and operations programs.
- Performs other duties as assigned.