

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

03 December 2013

**TECHNICIAN POSITION VACANCY ANNOUNCEMENT #13-114**

**POSITION:** Program Analyst (D1009000/D1010000) (GS-0343-07/09) EXCEPTED POSITION

**LOCATION:** Human Resource Office, 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:** 17 December 2013

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

**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:** Experience in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management.

**SPECIALIZED EXPERIENCE:** Must have twelve (12) months experience for the GS-07 level or twenty-four (24) months experience for the GS-09 level, 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 personnel, training and financial regulations.
4. Skill in using automated systems.
5. Knowledge of the Maine Army National Guard and its mission.

### **GS-09**

1. Knowledge of General Fund Enterprise Business Systems (GFEBS).
2. Ability to effectively work with internal and external organizations.
3. Ability to review budgets/funding trends, compile funding projections and prepare funding recommendations.
4. Skill in researching and interpreting personnel, training and financial regulations.
5. Skill in preparing and presenting detailed reports/briefings.
6. Skill in analytical and evaluative methods associated with budget execution and efficiency.
7. Ability to independently carry out work assignments with limited supervision.

**COMPATIBILITY CRITERIA:** WMOS: Immaterial  
MOS: Immaterial

**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 type of work of a Program Analyst.

**Applicant must provide a copy of transcript to receive substitution of education.**

**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 626-7860/COM (207) 626-7860 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)

25.

a. INTRODUCTION

This position is located in the Human Resource Office. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate. Serves as the key coordination point for all program requirements. This work requires knowledge and skill in the application of related laws, regulations, policies, acquisition, precedents, methods and techniques of program and budget analysis and funds management.

This position requires military membership. This position is for Warrant Officer incumbency only. The guidance for Warrant Officer only on this position description was made based upon the program wide responsibility and required expertise of a functional area on a programmatic level. This reasoning has its basis in FM 6-22, Army Leadership. Whereas the budget analyst position requires specific knowledge of financial management, the program analyst position is intended to be broader based.

The incumbent provides expert technical guidance and specialized team leadership to civilian and military employees. Plans, organizes, performs technical analyses as required, and as assigned manages budget functions to support programs essential to Army National Guard daily readiness missions. Utilizes particular areas of expertise to foster technical excellence in an environment conducive to teaming among service providers and customers to meet Army National Guard requirements.

b. DUTIES AND RESPONSIBILITIES

--Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate summaries from reports submitted by Army National Guard Directorates and National Guard Bureau 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 plan. .

--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. Adjust allocations as needed. Report expenditure status to management and National Guard Bureau (NGB) as required.

--Based upon budget guidance 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 appropriate action such as reprogramming funds from one program to another to correct funding shortfalls. This requires close coordination with Directorates 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 and NGB guidance. Works concurrently with management to develop program policies and procedures. Provides advice and assistance to management on accountability and legality of operating programs. As needed, makes assistance visits to ensure policies and procedures are being adhered to. Conducts training for proper management and accountability of programs.

--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. Reviews trends and performs analysis of separate budget activities then provides information to management. Projects requirements for requirements. Validates and refines inputs which have fluctuated. Monitors daily expenditure rates associated with training and man-day performances by initiating approval process of travel orders. Reviews daily and monthly funding documents to determine if updates are correct or require further review.

--Develops, collects and maintains various historical data used to initiate planning, programming and execution of current and future training and operations program.

--Performs other as duties as assigned.

25.

a. INTRODUCTION

This position is located in the Human Resource Office. The purpose of this position is to serve as the analyst and consultant for the management and administration of programs within the directorate. Serves as the key coordination point for all program requirements. This work requires knowledge of management principles, organizational theory and techniques of analysis. Knowledge of agency administrative guidance and operating procedures coupled with analytical ability is required to develop information required by the chief to determine feasibility and legality of proposed program and operational plans.

This position requires military membership. It is designated for National Guard Enlisted incumbency only. The guidance for Enlisted only was made based upon the emphasis to assist mid-level management in the daily business of program management. While this position is intended to assist managers, it is not responsible for establishing policies or managing resources. The position requires a more narrowly defined focus of a specific functional area, i.e., personnel, logistics, training, operations, etc.

Incumbent performs duties necessary to accomplish program analyst functions and provide for customer services in support of programs essential to Army National Guard daily readiness missions.

b. DUTIES AND RESPONSIBILITIES

--Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate summaries from reports submitted by Army National Guard Directorates and National Guard Bureau 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 plan. .

--Provides recommendations to subordinate organizations for proper management of programs. Recommends funding allocations and monitors expenditure to ensure allocations are being utilized as planned and are not being exceeded. Adjust allocations as needed. Report expenditure status to management and National Guard Bureau (NGB) as required.

--Based upon budget guidance 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 appropriate action such as reprogramming funds from one program to another to correct funding shortfalls. This requires close coordination with Directorates 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 and NGB guidance. Works concurrently with management to develop program policies and procedures. Provides advice and assistance to management on accountability and legality of operating programs. As needed, makes assistance visits to ensure policies and procedures are being adhered to. Conducts training for proper management and accountability of programs.

--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. Reviews trends and performs analysis of separate budget activities then provides information to management. Projects requirements for requirements. Validates and refines inputs which have fluctuated. Monitors daily expenditure rates associated with training and man-day performances by initiating approval process of travel orders. Reviews daily and monthly funding documents to determine if updates are correct or require further review.

--Develops, collects and maintains various historical data used to initiate planning, programming and execution of current and future training and operations program.

--Performs other as duties as assigned.