

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

20 March 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-042

POSITION: Historian (D1198000) (GS-0170-09) EXCEPTED POSITION

LOCATION: JFHQ, Command Group, Camp Keyes, Augusta, Maine

SALARY RANGE: \$47,923 to \$62,297 per annum

CLOSING DATE: 30 April 2014

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Officer and Enlisted (**E-6 and Above**) Technicians in the Maine Army National Guard.

AREA II - All Officer and Enlisted (**E-6 and Above**) of the Maine Army National Guard.

AREA III - Officer and Enlisted (**E-6 and Above**) eligible for membership in the Maine Army 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 Minimum Requirements and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

Minimum Requirements:

- A. Successful completion of a study program in an accredited college or university leading to a bachelor's or higher degree in History or a related field that included at least 18 semester hours in history.

(Must provide an unofficial or official transcript showing award of the degree from an accredited college or university.)

OR

- B. Combination of education and experience – courses equivalent to a major in History, or a major in a related field that included at least 18 semester hours in history, as shown in A above, plus appropriate experience or additional education.

SPECIALIZED EXPERIENCE: Must 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:

1. Skill in gathering data to determine historical authenticity and accuracy.
2. Ability to write historical summaries and narratives of significant events.
3. Ability to plan and manage the historical documentation and artifacts for headquarters and unit records.
4. Ability to communicate orally and in writing.
5. Knowledge of the National Guard history and operational capabilities.

COMPATIBILITY CRITERIA: OFFICER: 46
ENLISTED: 46Q, 46Z

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 at 626-4278 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: 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)

a. INTRODUCTION:

This position is located in the Joint Force Headquarters – State, Personal Staff, Public Affairs Office. The purpose of the position is to locate, obtain, analyze, evaluate and organize historical material pertaining to the state’s National Guard. The incumbent both manages these historical materials and coordinates their long-term storage in a public access facility. Public outreach duties are also performed in conjunction with the state’s National Guard museum, Recruiting and Retention, the Public Affairs team, other JFHQ staff sections, and appropriate civilian organizations. The purpose of this outreach is to educate the public by emphasizing the state’s National Guard role in local and global events.

b. DUTIES AND RESPONSIBILITIES:

(1) Collects Documents and Artifacts. Obtains documents, published articles, photographs, videos and other Artifacts relating to significant historical events involving the state’s National Guard and determines which records need to be researched. Collects information from correspondence, messages, memorandums, decision papers, and similar materials to document a variety of events. Conducts interviews of participants of events of historical significance, including a variety of players to present a total “picture” of an event; crosschecks data gathered to determine historical authenticity and accuracy of documented information; employs a thorough knowledge of historical records and familiarity with other agency repositories in order to research appropriate data; examines cross-references for complementary information, and if necessary acquires information from outside sources. Applies knowledge of the state’s National Guard history, organization, and operations in analyzing records to determine their historical significance.

(2) Writes Summaries/Narratives/Articles. Writes historical summaries and narratives detailing the state’s National Guard participation in significant historical events (wars and campaigns, disaster relief, domestic disorders, etc.). Writes short articles for inclusion in military and civilian print media; drafts proposals for the acquisition of grants for special historical projects. Assists the state’s Adjutant General (TAG), Chief, National Guard Bureau (CNGB), and other Department of Defense (DoD) speechwriters as required; produces summaries and narratives for special research projects as assigned.

(3) Plans, prepares, and conducts Public Outreach Programs. Using historical materials, develops outreach programs tailored for local and state historical and cultural institutions, local school systems, Army National Guard (ARNG) and Air National Guard (ANG) recruiters, as well as the state Public Affairs Office staff, and other military and civilian entities.

(4) Assists Unit Commanders/Unit Historians. Assists unit commanders/unit historians in preparing for the documentation of the unit’s deployments to ensure complete and accurate collection of documents and historical items; assists unit commanders/unit historians in preparing historical reports; examines historical reports for completeness and accuracy.

(5) Manages Storage Plan/Archives Material. Plans and manages the overall storage plan for the historical documentation and historical artifacts, to include location of source materials, depositories and headquarters/unit records. Arranges archival records by providing a fixed location for each file and by correlating allied materials into logical order; preserves archival material from damage or loss by formulating and executing plans to retype, index, catalog, and store such records, including photographs and video/DVDs. Based on personal judgment, modifies archival techniques relative to records accessioning and arrangement; coordinates with State’s Recruiting and Retention and with State Libraries and other institutions for purposes of displaying artifacts, documents, etc

(6) Performs other duties as assigned.