

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

17 April 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-050

POSITION: Publications and Forms Technician (D0954000) (GS-0303-05/06) EXCEPTED POSITION

LOCATION: USPFO (NGB Publications Management Center), Augusta, Maine

SALARY RANGE:

\$31,628 to \$41,122 per annum **GS-05**

\$35,256 to \$45,828 per annum **GS-06**

CLOSING DATE: 9 May 2014

AREA OF CONSIDERATION:

AREA I- All permanent and indefinite Enlisted (**E6 and Below**) Technicians in the Maine Army National Guard.

AREA II- All Enlisted (**E6 and Below**) of 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.

QUALIFICATIONS: This position may be filled at the GS-05 or GS-06 grade. If filled at the GS-05 grade, the individual selected may be promoted to GS-06 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 that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, training, or education which demonstrates the applicant's ability to follow directions, procedures, or systematic work methods which gives evidence of the candidate's ability to perform this work.

SPECIALIZED EXPERIENCE: Must have six (6) months experience for the GS-05 level or nine (9) months experience for the GS-06 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-05

1. Knowledge of rules, regulations, and procedures for establishing and maintaining files and records.
2. Knowledge of basic computer functions.
3. Knowledge of the basic use of electronic forms and publications.
4. Ability to follow written and oral instructions.
5. Skill in communicating both orally and in writing.

GS-06

1. Knowledge of electronic forms software programs are required for the purpose of designing and storing images of forms to be retrieved electronically and printed by users.
2. Knowledge and experience in Hypertext Markup Language (HTML) and the design and structure of a web site.
3. Skill in gathering information and compiling data for use in justification of NGB forms.
4. Knowledge of regulations and procedures relating to the type of work being performed to ensure compliance with Army, Air Force, and Joint Committee on Printing (JCP) regulations.
5. Skill in communicating both orally and in writing.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study, or 30 semester hours, or the equivalent) for 12 months of the required experience. The education must have been in fields directly related to the work of a Publications and Forms Technician. **Must provide copy of an official or unofficial transcript to receive substitution of education.**

COMPATIBILITY CRITERIA: MOS: 36B, 42A

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)

DUTIES: This position is located in the National Guard Bureau (NGB) Support Services Division, Publication Management Center, at Augusta, Maine. The purpose of the position is to perform a variety of duties in support of the forms management, Compact Disk (CD)-ROM production program and web site administration.

Reviews and controls all National Guard forms to ensure applicability with Army, Air Force and JCP regulations. Receives and reviews requests for approval of forms and requests for reprints of existing forms to determine if the forms are essential. Provides technical guidance to originators of forms regarding policy and procedural requirements in the development and designing of new forms from 54 state and territories. Researches records and referenced publications to ensure that new or existing forms do not duplicate the function of a higher echelon forms. Ensures that forms have a prescribing publication.

Designs and analyzes new form to ensure margins, line weights, font selection, etc., are in compliance with appropriate Army and Air Force requirements to include considerations relative to electronic environment. Operates a computer to receive and make necessary modifications to data on forms for production runs. Stores new and existing form images in an electronic file by utilizing electronic forms software systems for total electronic generation for users who have the equipment capable of performing this function.

Maintains the forms library of all current NG forms and portions of prescribing publications including title page. Maintains archive of all superseded and obsolete forms. Conducts a review of all forms periodically (at least annually or when a reprint action is initiated) for possible revision, rescission, or consolidation. Removes rescinded or expired forms from library when the publications prescribing the forms are rescinded.

Reviews duplication order specifications of CD ROM products to ensure materials required are available. Prioritizes print orders to meet deadlines and ensure efficient, effective use of equipment. Determines sequencing and special setup requirements for labeling and production. Based on knowledge of regulatory requirements, coordinates changes to products with printing technician. Runs proof and inspects for quality and adherence to specification. Completes production run as specified on print request and forwards it to the distribution area for shipping storage.

Keeps the web site at optimal operating efficiency. Proofs and prepares documents for access on web site. Manages content, flow and accessibility of information on the site. Coordinates the process of adding and updating information to the site, to minimize impact on users. Responds to user inquiries regarding web site access or content. Manages and analyzes user feedback, and evaluates effectiveness of the site as a cost effective communications resource. Sustains and develops the look and feel of the site in accordance with NGB and DoD guidance, requirements, and standards. Prepares annual plans for the web site identifying goals and operational objectives. Provides reports such as server statistics studies, site audits, cost benefits analysis, and user requirement surveys. Responds to user inquiries regarding web site access or content.

Performs other duties as assigned.