

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

17 December 2014

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #14-149

****INDEFINITE****

POSITION: Inspector General (Air) (D1707P01) GS-1801-12 EXCEPTED POSITION

LOCATION: 101st Air Refueling Wing, Bangor, Maine

SALARY RANGE: \$69,497 to \$90,344 per annum **GS-12**

CLOSING DATE: 12 January 2015

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Officer Excepted Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

AREA II: All Officer Members of the Maine Air 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 General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Ability to understand legal provisions, regulations, and administrative procedures and to apply them to specific situations. Ability to analyze narrative and numerical data, draw conclusions, and make decisions. Ability to communicate with others effectively, both orally and in writing.

SPECIALIZED EXPERIENCE: Must have thirty-six (36) months experience for the GS-12 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-12

1. Knowledge of inspection, investigation, enforcement, and compliance methods and techniques, special processes, test and performance requirements.

2. Skill in developing plans and programs.

3. Knowledge of and skill in determining compliance when difficult and questionable interpretations are found.

4. Skill which required significant and concrete work accomplishments (i.e. special projects, working groups, or detailed inspection or investigation assignments) involving individual or organizational contacts.

5. Knowledge of and skill in dealing with management principles and supervisory responsibility for the function required by type of position to be filled and the organization involved.

NOTE: Must possess or eligible to obtain “Top Secret” security clearance within 12 months of appointment.

COMPATIBILITY CRITERIA: 87Q0, 87I0

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.

INCENTIVE PROGRAM: Non-Technician Maine National Guard personnel who are participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped when employed as a permanent military Technician.

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 626-6013 / COM (207) 430-6013 FAX: DSN 626-4246 / COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M. SESSIONS

CPT, EN

Human Resources Specialist

(Recruitment & Placement/Compensation)

INTRODUCTION:

This position is located at a Wing, Wing Commander's Personal Staff, Office of the Inspector General. This position will function as the Air National Guard (ANG) Inspector General (IG). Serves as the Wing Inspections Coordinator in coordinating all inspections and assessments conducted by external oversight agencies and provides necessary guidance and assistance to those agencies. Participates in the development of policy, maintain databases, prepares miscellaneous staff actions, conducts long-range planning and analysis, conducts on-site inspections of systemic issues (to include follow-up inspections), and other related action which support any of the current Wing mission areas.

MAJOR DUTIES:

1. Coordinates all inspections/assessments conducted by external oversight agencies. Provides guidance and assistance to the external oversight agencies to ensure that they interface with the correct elements to meet their inspection objective. Interfaces with appropriate staff to arrange briefings for impending inspection. Attends briefings and documents results when required. Maintains interface with Groups/sections for inspection status and requirements throughout entire inspection. Ensures that all coordination and administrative requirements of the inspection are accomplished.
2. Conducts long-range planning and analysis for IG inspections. Systemically researches, collects, organizes, reviews and analyzes pertinent data to assist in identifying potential topics for systemic inspections. Identifies functionally related potential inspection topics with associated issue areas and inspection concept, scope, methodology and related inspector training. Prepares internal documents required to support the inspection topic and to obtain command approval. Systematically researches, collects, organizes, reviews and analyzes information both before the inspection begins and throughout the entire inspection process. Ensures that perceived problems are valid and can be factually depicted and supported in the inspection results. Develops sound recommendations, which identify the appropriate level for the problem, and the type of corrective action necessary to fix the problem. May participate in exit briefings at inspection sites, e.g., be required to verbally explain information which is being developed as a potential finding and which was revealed at, or impacts on, the inspection site. May be required to provide exit or entrance briefings at inspection sites. Develops individual findings for assigned problem areas identified, validated and verified during course of inspection. Assists inspectors in collecting and compiling inspection related data.
3. Serves as the Air Force Inspector General Program Manager, primarily for Air National Guard wings and statewide geographically separated units (GSU's), and provides assistance and advice to the State Inspector General, as required, on all matters subject to the jurisdiction of the office of the State Inspector and as directed by the Adjutants General, or Commanding General. Evaluates unit training and provides confidential observations regarding unit performance to commanders and the Adjutant General or Commanding General.
4. Conducts miscellaneous staff work and prepares a variety of narrative and statistical material, correspondence, reports, etc. in final form for supervisor's and/or Wing Commander signature. Analyzes imposed requirement and determines appropriate course of action based on nature of action. Coordinates with necessary organizations and prepares written documentation/response as required. Briefs chain of command as necessary. Evaluates the adequacy of responses to Inspector General Reports and provides comments to supervisor. Uses office automation systems and various software packages to accomplish inspection mission staff work. Extracts, compiles, and summarizes inspection data from different sources for input to a variety of requests for information (e.g., recurring and nonrecurring reports, IG Tips, and Semiannual Reports to Congress). Generates automated reports from internal inspection databases as

requested by inspectors. Develops and publishes metrics as required. Makes recommendations for improving the metric reporting process and develops new metrics as appropriate.

5. Performs other duties as assigned.