

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

6 February 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-020

POSITION: Supervisory Logistics Management Specialist (D1959000) GS-0346-09/11/12
EXCEPTED POSITION

LOCATION: 101st Logistics Readiness Squadron, Bangor, Maine

SALARY RANGE:

\$48,403 to \$62,920 per annum **GS-09**

\$58,562 to 76,131 per annum **GS-11**

\$70,192 to 91,255 per annum **GS-12**

CLOSING DATE: 23 February 2015

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Officer (**O4 and below**) Technicians in the Maine Air National Guard.

AREA II – All Officer (**O4 and below**) 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.

QUALIFICATIONS: This position may be filled at the GS-09, GS-11 or GS-12 grade. If filled at the GS-09 or GS-11 grade, the individual selected may be promoted to the next higher 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 Generalized Requirements and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERALIZED EXPERIENCE: Experience, education or training involving judgment and/or analytical ability in the logistics field. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE: Must have at least twenty-four (24) months of experience, education or training to qualify at the GS-09 level. Must have thirty-six (36) months of experience to qualify at the GS-11 and 12 levels which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities.

GS-9

1. Ability to develop plans, programs and policies related to Deployment and Distribution Programs
2. Ability to interpret and explain Deployment and Distribution regulations and procedures
3. Knowledge of administrative and regulatory requirement related to conducting surveys and studies
4. Knowledge of planning and execution of all wing deployments operations and distribution of cargo and passengers

GS-11

1. Ability in planning, reviewing, revising and overseeing Deployment and Distribution Programs
2. Skill in interpreting and advising subordinates and others concerning Deployment and Distribution procedures
3. Skill in administrative and regulatory requirements related to conducting surveys and studies
4. Knowledge and ability to manage overall programs for Deployment and Distribution Operations.

GS-12

1. Knowledge of centralized command and control, planning, and execution of all wing deployment operations and the distribution of cargo and passengers
2. Knowledge of the transportation authority for planning, managing, and executing the movement of personnel as well as the shipment and receipt for DoD cargo

3. Ability to oversee subordinates supervisors, deal objectively with employees, and render sound supervisory decisions

4. Skills in developing plans, reviewing and revising procedures and policies and oversee multiple distribution programs

COMPATIBILITY CRITERIA: 21RX

MILITARY ASSIGNMENT: 21R3

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 MeANG Incentive Manager Norman Stanton, MSgt DSN - 698-7391 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 626-6013/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, AG

Human Resources Specialist

(Recruitment & Placement/Compensation)

25.

a. INTRODUCTION:

This position is responsible for the effective management of the Deployment and Distribution Flight which is comprised of a Plans and Integration Section; Small Air Terminal Section; and Distribution Section. Its primary purpose is to direct and manage subordinate functional areas and to serve as a technical expert over these functional areas.

This position provides supervision, subordinate guidance, and team leadership to dual status employees. Incumbent performs long-term planning and organizational development necessary to accomplish Deployment and Distribution functions for programs essential to ANG daily operations, training, and readiness missions.

b. DUTIES AND RESPONSIBILITIES:

(1) Responsible for the centralized command and control, planning, and execution of all wing deployment operations and the distribution of cargo and passengers. The flight is responsible for the execution of AEF Management, Unit Type Code (UTC) Management, In-Garrison Expeditionary Site Planning, and Installation Deployment Planning. The Deployment and Distribution Flight also operates a Deployment Control Center (DCC), Reception Control Center (RCC), and Installation Deployment Readiness Cell (IDRC), as necessary. This flight is responsible for the management of the wing's War Reserve Materiel (WRM) and Support Agreements. Additionally the flight is the single installation transportation authority for planning, managing, and executing the movement of personnel as well as the shipment and receipt for DoD cargo; during day to day and contingency operations.

(2) Exercises direct supervision over subordinate personnel. Exercises independent judgment in directing subordinates, to include assigning responsibilities, providing guidance, and establishing standards of performance. Establishes and explains expected goals and assesses overall performance in reaching these objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organizational design for the staff, as necessary, to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response with regulatory compliance and/or customer requirements.

(3) Recommends and participates in the selection of functional supervisors/employees. Approves leave and work schedules. Sets performance standards and conducts formal and informal appraisals of individual and flight performance. Reviews and evaluates performance indicators. Reviews training requirements, directs accomplishment of the training, and evaluates results. Counsels employees regarding problems and complaints. Resolves informal complaints through discussion and negotiation with employees, supervisors and union representatives, and mediates problems between subordinate flights. Initiates and reviews proposals for disciplinary action, when

necessary. Works to achieve the objectives of government-wide policies and programs within the unit, e.g., Equal Employment Opportunity, Labor-Management Relations, etc. Ensures compliance with safety, housekeeping, environmental policies and directives. Reviews/approves reports and records. Ensures periodic reviews are made of position descriptions for currency and accuracy. Organizes and manages all subordinate positions.

(4) Advises the Logistics Readiness Squadron Commander on flight related issues. May act for the squadron commander in his/her absence. Represents the Squadron Commander at senior staff meetings, conferences, etc.

(5) Participates in unit assessments, inspections, installation deployment plans, deployments, disaster preparedness exercises, and Unit Control Center operations required to maintain the highest state of readiness. May be called upon to perform additional duties in support of various programs at the Wing/Group/Squadron level.

(6) Performs other duties as assigned.