

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

29 April 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-049

(Also advertised under TPVA #15-048 - 2 Announcements for "1" position.)

POSITION: Supervisory Printing Services Specialist (N14447000) (GS-1654-09/11)
COMPETITIVE POSITION – NON DUAL STATUS

LOCATION: USPFO-Print Plant Camp Keyes, Augusta, Maine

SALARY RANGE:

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

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

CLOSING DATE: 13 May 2015

AREA OF CONSIDERATION: Consideration only will be given to all qualified on-board permanent Maine Army National Guard Non-Dual Status (Civilian/Competitive) Technicians 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.

GENERAL EXPERIENCE: Experience, education, or training which has provided the applicant with knowledge of reproduction equipment, methods of production, and sources of printing. Experience using computer and automation systems.

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

GS-09

1. Skill in determining printing specifications; paper sizes, ink colors, layout requirements, and/or use of photographs.

2. Knowledge of equipment and processes to be used in production; the most economical mode of production; and the appropriate printing facility for specific printing jobs.
3. Skill in estimating the cost of printing jobs based on standard charges for particular processes;
4. Skill in developing specifications for printing and related printing service contracts.

GS-11

1. Knowledge of the printing program for NGB publications and forms for the Publications Management Center.
2. Knowledge of equipment and processes to be used in production; the most economical mode of production; and the appropriate printing facility for specific printing jobs.
3. Skill in developing and establishing policies and procedures for an organization.
4. Ability to oversee subordinate supervisors and subordinates, deal objectively with employees, and render sound supervisory decisions.
5. Skill in drafting and submitting reports and/or budget requests to higher headquarters

COMPATIBILITY CRITERIA: NA

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/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 430-6013/COM (207) 626-6013 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)

This position is located in the National Guard Bureau (NGB) Publications Management Center (PMC) at Augusta, Maine. The purpose of this position is to perform a variety of duties in connection with the processing of printing and duplicating requests for the NGB and 54 States/Territories and to manage printing production and procurement.

This position description is for a National Guard **Non-Dual Status** (NDS) technician only. This position meets the criteria of an NDS Management Plan as follows: The position resides within the infrastructure and support functions of the state National Guard; the incumbent is not subject to mobilization, nor is the work described part of the military mission; and the incumbent does not perform a key advisory or essential administrative role that is inherently military. In addition, the position must meet one of the following: It does not have a comparable military function; the position is required in a full-time (civilian) role when the organization, or similar military position, is mobilized to perform continuing post-mobilization functions; or the position requires a skill or competency that necessitates technical expertise or professional qualifications that cannot be readily found in the military structure of the state military force.

MAJOR DUTIES:

1. Manages the printing program for the NGB publications and forms at the NGB PMC. Establishes printing and distribution policies for the center. Establishes funds are available and utilized in the most effective and efficient manner. Ensures that all printing accomplished within NGB PMC is in compliance with the Joint Committee on Printing (JCP) and all other legal requirements. Coordinates the activities of the printing program with NGB management. (30%)

2. Performs supervisory personnel management function for approximately 11 subordinates and one subordinate supervisor. Schedules and approves leave requests. Sets performance standards and makes formal appraisals of employees' work performance. Initiates requests for vacancies and selects or participates in the selection of employees. Counsels employees on work performance, required training, and proper conduct on and off the job. Hears employee grievances and deals with union representatives as necessary. Takes necessary informal disciplinary actions and, when warranted, proposes formal actions. Implements the provisions of the Equal Employment and Employee Relations program and keeps employees informed on all aspects of the personnel programs pertaining to their situations, (e.g., position classifications and merit promotions). Reviews position descriptions and recommends changes when needed. (25%)

3. Responsible for the full range of center operations. Sets production standards and shifts personnel to meet necessary work schedules to achieve maximum product output through equipment utilization. Advises subordinates of operational methods to expedite production. Prepares media for catalogues, maintains record of production costs, schedules personnel and production man-hours, supervises printing operations, analyzes job priorities and product distribution. Reviews operational results for accuracy and conformity to timeline objectives and directives. Supervises and reviews the compilation of the hours of operation, costs, and the amount of material produced for budget preparation. Prepares and submits to the Department of Army all reports required by the JCP and Army Regulation 25-50. (25%)

4. Directs and is responsible for compilation, printing, assembly of NGB publications and forms; ensuring that material is properly and legally produced in the center, determines and prioritizes the material to print, etc. Responsible for acquisition, review and extraction of all pertinent information contained in any technical media used in compilation of supply catalogues employed by the Army National Guard supply accounting systems. Responsible for all publications and forms published on the PMC website. If necessary, procures printing from outside sources. Establishes the requirements for printing contracts. Provides specifications to the contracting agency for one-time and annual printing service contracts. Determines the fastest, most economical printing service to meet the mission requirements. Provides input and maintains control of the center's operating activity budget. (20%)

5. Performs other duties as assigned.