

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

2 June 2015

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #15-058
DUAL BID (Also Advertised as AGR Announcement -15-058)

POSITION: Logistics Management Officer (D1404000) (GS-0346-12) EXCEPTED POSITION

LOCATION: 101st Aircraft Maintenance Squadron, Bangor, Maine

SALARY RANGE:

\$70,192 to \$91,255 per annum

GS-12

CLOSING DATE: 19 June 2015

AREA OF CONSIDERATION: AREA I – All permanent and indefinite Excepted Officer (O5 and below) Technicians in the Maine Air National Guard and personnel with reemployment rights to MeANG positions.

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

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

1. Comprehensive knowledge of principles of planning, writing, briefing and coordination.
2. Knowledge of the aircraft maintenance organizations that are involved in providing logistical support.
3. Skill and experience in integrating the actions of two or more specialized support activities for the purpose of meeting program goals.

4. Ability to monitor such functions as resources and fiscal management, training and/or automated data processing to meet the logistics plan and identify delays or problems.
5. Skill and experience in adjusting plans and schedules.
6. Skill and experience in working with persons at various levels and backgrounds.

COMPATIBILITY CRITERIA: 21RX, 21AX

NOTE: Personnel who do not possess this AFSC must be prepared to attend the appropriate school.

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)

a. INTRODUCTION:

This position is located in an Air National Guard Wing Flying unit and serves as an Aircraft Logistics Officer. The purpose of this position is to plan, schedule, control and direct the use of logistics resources to meet mission requirements. Through subordinate supervisors, directs and supervises aircraft modification, overhaul, and repair programs that affect highly complex single or multi-engine military aircraft. Work requires the ability to integrate logistics functions to plan, organize, and implement an Air Force logistics program. In addition, work requires a knowledge of logistics management procedures, capabilities, limitations, and techniques of avionics systems; theory of flight; principles of airframe construction, engines, and aircraft installed systems; and supply, transportation, and POL operation procedures as related to aircraft logistics units.

b. DUTIES AND RESPONSIBILITIES:

(1) Manages and administers aircraft logistics activities within Aircraft Generation Division and Maintenance Division (Component Repair Division and Equipment Maintenance Division, if applicable). Plans, develops, and publishes aircraft logistics policies and procedures within the general framework, as established by higher echelons of command. Manages the overall maintenance and related support activities to assure timely, effective and complete logistical support of base, group, wing, state, National Guard Bureau and Air Force mission requirements. Supervises the preparation of plans for logistical support of operational missions. Reviews aircraft maintenance and related material support requirements in terms of specific objectives, relative priorities, capabilities and limitations. Advises commanders and staff on status of logistics programs, functional capabilities, and current and projected operational training and mission requirements. Serves on the flight planning committee to ensure proper scheduling of aircraft commitments commensurate with logistics capability.

(2) Supervises and directs the preparation of budget estimates; financial plans; studies of the aircraft logistics organization; manning requirements; facility requirements; mobility or contingency requirements; and publications related to maintenance methods, policies and procedures. Utilizes the compilation and development of current aircraft logistics data, analysis, and reports in order to analyze and keep abreast of aircraft logistics trends; and to analyze the organization's logistical capabilities and evaluate logistical effectiveness.

(3) Coordinates logistic activities with supervisors, various base activities, and higher echelons of logistics such as Air Force Depot Weapons Systems Managers, NGB, Major Command Staff, etc. Maintains liaison with counterparts at other ANG bases, particularly those possessing the same type of aircraft, to ensure a prompt and free exchange of pertinent technical, management, and mission information. Participates in conferences and seminars as the aircraft logistics representative for the base or NGB, as required.

(4) Administers a sound aircraft logistics personnel management program to assure that personnel in staff, supervisory, and technical positions are highly qualified and motivated. Interviews and selects applicants for supervisory positions or other key positions. Establishes

work performance standards for supervisors and key personnel; and assigns annual performance evaluations. Initiates disciplinary actions, promotion actions, and step increases. Recommends performance awards. Approves sick leave and annual leave for key personnel and approves overall leave schedules for the organization. Counsels subordinates, explains logistics and personnel policies, hears grievances and resolves work problems. Reviews the overall human resource program within the organization to ensure that subordinate supervisors are effectively accomplishing their personnel management responsibilities. Reviews job description changes proposed by subordinate supervisors and assures accuracy and completeness of supervisory job descriptions. Makes periodic reviews of position structures to determine whether each position is necessary for accomplishment of operations and whether duties are assigned and organized in a manner which provides economy and efficiency of operations. Approves overall training for the logistics function.

(5) Administers a rigid safety and security program within the aircraft logistics organization.

(6) Serves as a technical advisor to accident investigation boards; and may be assigned as a member of an accident investigation board.

(7) Participates in engineering studies and analysis of proposed modifications related to aircraft, aircraft engines, accessories, systems, and associated aerospace ground equipment, machinery, and tools.

(8) Prepares for and participates in various types of readiness evaluations such as ORI, IG and QAFA inspections and/or mobility and command support exercises. May serve as a member of a team coping with natural disasters or civil emergencies.

(9) Performs other duties as assigned.