

NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>

TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT

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ANNOUNCEMENT NUMBER: 19-101C    OPENING DATE: 6-Feb-19    CLOSING DATE: 27-Feb-19

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**  
SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM MANAGER, GS-0101-12, MPCN:  
0107555634

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**KNOWN PROMOTION POTENTIAL:** NONE

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**SALARY RANGE:** \$73,884.00-\$96,049 PA      **SUPERVISORY**     **MANAGERIAL**   
**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**  
162<sup>nd</sup> Wing, Tucson, AZ

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO:** Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. Must submit college transcripts.

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be

evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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## **EDUCATION:**

**All SARC, GS-0101-12 applicants must provide transcripts** from accredited universities or colleges. College degree coursework and pertinent volunteer experience, in fields associated with the GS-0101 Series' social science program disciplines, are acceptable qualification elements *only where it clearly provides* applicants with the background education and competencies necessary for successful job performance such as, studies in the Sociology, Psychology, Social Welfare, Education, or Human Resources.

**Degree:** Successful completion of a full four-year course of study in an accredited college or university that resulted in a bachelor's or higher degree that included a major field of behavioral study or social science study or a related study discipline. Must have completed three years of progressively higher level graduate education leading to a PH.D. Degree or equivalent doctoral degree. In situations where the applicant's college transcripts did not indicate specific course requirements, the number of semester hours required to constitute a major field of study is the amount specified by the college or university attended. If the specific course requirements are not clarified, apply 24 hours of behavioral study, social science study, or a related study discipline as equivalent to a major field of study. The nature and quality of this required course work may serve as a prerequisite for more advanced studies in the field or subject-matter area. Related course work generally refers to courses that are accepted as part of the program major.

## **OR**

**Combining Education and Experience:** An appropriate combination of education and experience generally requires that an applicant possess a core of educational credit in behavioral study, social science study, or a related study discipline; **plus**, additional education and/or experience. The quality of the combination of education and experience **must demonstrate** that the applicant possesses the full range of competencies, knowledge, skills, abilities, and behaviors, required to perform GS-0101-12 Wing SARC occupation business. The combination must align and demonstrate factors and evidence that are directly comparable to a successfully completed four-year degree in a course of study with a major in behavioral study or social science study; or, in a course of study with a major in related study discipline. In addition to courses in the major discipline or related fields, a typical college degree will include courses that developed logic, analysis, writing, critical thinking, research, and statistics. These courses provided an applicant with skills and abilities sufficient to perform progressively more responsible work in the GS-0101-12 Wing SARC position. Therefore, creditable experience must have demonstrated similarly appropriate skills or abilities needed to perform the work of the occupation.

When combining education with experience, first determine the applicant's total qualifying education as a percentage of the education required for the grade level; then determine the applicant's experience as a percentage of the experience required for the grade level; finally, add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for the GS-0101-12 SARC position.

## **CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
  - May be required to successfully complete a probationary period.
  - Minimum of a Tier 2 background investigation must be conducted every 5 years IAW the OPM requirement.
  - Must obtain, maintain and renew certifications of the DOD Sexual Assault Advocate Certification Program (D-SAACP) as specified in DOD and AF Policy.
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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

**REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

**Relocation Incentive may be offered:** YES  NO

**PCS may be offered:** YES  NO

**NOTE: Positions is prohibited from any Military Personnel assigned to the following; Chaplain, Law Enforcement, Judge Advocates, Commanders, Medical and Mental Health Providers.**

**NOTE: Must possess a valid state driver's license and qualify to operate a government motor vehicle.**

**NOTE: Within 60 days of appointment, employee must have a favorable completion and awarding of a Tier 3 background investigation as directed by DoD and NGB to conduct duties and responsibilities as a SARC employee.**

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

**1. Knowledge of laws, regulations, policies, issues, etc., relating to sexual assault, victim advocacy, and other acts of interpersonal violence to plan, organize, implement, and carry out the components of an interpersonal violence prevention and response program.**

**2. Knowledge of a wide range of practices and procedures associated with victim advocacy, social services delivery systems and other elements of specialized social service programs, and behavioral or social science principles to direct the activities of the Sexual Assault Prevention and Response Program at an Air Force wing or ANG wing.**

**3. Knowledge of laws, regulations, and practices relating to privacy of information.**

**4. Skill in applying knowledge to accomplish a variety of difficult and complex work assignments in carrying out the Sexual Assault Prevention and Response Program.**

**5. Skill in assessing program needs to accomplish goals and objectives, evaluate program results and effectiveness, and recommend and/or implement solutions for improvements.**

**6. Ability to advise program officials, including the wing's top leadership and wing personnel on the policies, practices, procedures, issues, and concerns associated with sexual assault and other acts of interpersonal violence and prevention, response, and victim advocacy.**

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**SPECIALIZED EXPERIENCE:** Must have 24 months experience, education or training military and/or civilian specialized working experiences, education, and training that resulted in competent and expert knowledge levels of the Wing SAPR program's principles and practices. Must have specialized experiences working with the Department of Defense (DOD) requirements, developing and managing prevention and support programs and activities for sexual assault; and other areas of interpersonal violence and victim needs. Skilled in performing consultant and coordinator duties that involved sexual assault prevention activities and training the Air Force core values (integrity, excellence and service before self) as related to human relations activities. Experienced in developing, planning, and publishing action

plans, programs, guidelines, and budgets geared to the installation population and organization to address sexual assault prevention and response. Skilled in monitoring and reporting all Wing SAPR incidents into the Department of Defense Sexual Assault Incident Database (DSAID). Competent in assessing and reporting the ANG Wing SARC program's processes, procedures, contacts, and training necessary to carry out the program and meet DOD and Air Force objectives. Experienced in working, briefing, and publishing the Wing SARC program's plans, milestones, and evaluation measures, using valid and formal metrics that ensured success in meeting goals and objectives. Skilled and knowledgeable in developing and implementing communication strategies at the installation, that expanded awareness of sexual assault. Experienced in the Family Advocacy Office (FAP) work objectives and business programs that addressed and managed intimate partner violence.

**BRIEF JOB DESCRIPTION:** This position is located in Tucson, AZ at the Morris Air National Guard Base, 162 Wing, directly supporting the Wing Commander's mission/vision/goals. The primary purpose of this position is: to implement and manage the installation level Sexual Assault Prevention and Response Program and serve as consultant to the installation Wing Commander (WG/CC) on institutionalizing core values for the National Guard. Serves as the installation Sexual Assault Response Coordinator (SARC) to comply with Department of Defense (DOD) requirements, developing and managing prevention and support programs and activities for sexual assault and other areas of interpersonal violence and victim needs, as directed by the WG/CC. Also serves as the WG/CC's consultant and coordinator for sexual assault prevention activities involving the institutionalization of respect and the Air Force core values (integrity, excellence and service before self) throughout the spectrum of human relations activities. Develops plans, programs, guidelines, and budgets geared to the installation population and organization to address sexual assault prevention and response. Monitors and enters all installation SAPR incidents into the Department of Defense Sexual Assault Incident Database (DSAID). Assesses the installation's need for the establishment and/or modification of processes, procedures, contacts, and training necessary to carry out the program and meet DOD and Air Force objectives. Assessments include consideration of complicating factors at the installation to ensure processes, procedures, and training are effective for all parties. Develops and/or modifies the installation's plans, milestones, and evaluation measures (including metrics) to ensure success in meeting goals and objectives. Develops and implements a communication strategy at the installation, expanding awareness of sexual assault and, in conjunction with the Family Advocacy Office (FAP), addressing intimate partner violence. Interfaces with the Equal Opportunity Office addressing unlawful discrimination as it relates to the continuum of harm. Develops opportunities for command emphasis on core values and positive behavior. Seeks, analyzes, and documents input from interested parties about the program and makes recommendations to concerned program officials including the WG/CC and headquarters level program managers, as appropriate, for modifications in the Air Force program and practices. Evaluates procedures, results, relationships, and interactions to improve mission accomplishment, implement quality improvements, or in response to concerns about statutory and regulatory compliance and/or customer requirements. Develops, manages, and presents budget to ensure viability of program. Assists with or provides training for first responders ensuring sexual assault prevention and response policy updates and program changes are current. Ensures the development and implementation of prevention programs relating to sexual assault. Assists individual variables commanders with addressing behaviors that lead to sexual assault through a comprehensive education and awareness program on the installation. Serves as an advisor to the Community Action Information Board (CAIB) and the WG/CC's consultant on sexual assault prevention, response concerns, trends, and way ahead. Consults on and coordinates activities in other areas of human relation needing prevention efforts. Serves as POC for ongoing prevention education and training for all base personnel, leadership, and all deploying personnel. Ensures delivery of mandatory training and assesses needs specific to the installation population. Responsible to support and assist individual commanders with compliance of annual mandatory Sexual Assault Prevention and Response training of their unit personnel. Works collaboratively with the Family Advocacy Program Manager in prevention activities related to interpersonal violence and the Equal Opportunity Program Manager in prevention activities related to sexual harassment and sexist attitudes and beliefs contributing to the continuum of harm.

**SELECTING OFFICIAL:** Lt Col Bryan Rhodes, 520-295-6201

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