

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

ANNOUNCEMENT NUMBER: 19-102C OPENING DATE: 6-Feb-19 CLOSING DATE: 27-Feb-19

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

AIRMAN AND FAMILY READINESS PROGRAM MANAGER, GS-0301-11, T5302000, MPCN:084514134

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:

\$61,642.00-\$80,138.00 PA

SUPERVISORY MANAGERIAL

NON-SUPERVISORY/NON-MANAGERIAL

LOCATION OF POSITION:

162ND Wing, Tucson, AZ

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.

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.

EDUCATION:

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.

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 ACCOMODATION 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

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 the principles, policies, program goals and methodology of the National Guard quality of life programs.
2. Knowledge of evaluative techniques and methods (and the ability to adapt as appropriate) to analyze reports, gather data, review suggestions, and evaluate the effectiveness and efficiency of the ANG Family Program sufficient to recognize and define social problems.

3. Skill in evaluating various operational alternatives and developing recommendations for management consideration.
4. Ability to develop solutions based on findings of projects and studies. Ability to provide recommendations to unique and unusual issues or problems with multiple variables in order to assist family members.
5. Ability to provide briefings and orientations to family members and volunteers.
6. Ability to enhance and maximize the volunteer capability to support the family program with active volunteer services and maintaining records of volunteers for base family activities, particular services and specialty expertise.
7. Skill in establishing and maintaining effective working relationships using tact and diplomacy in interacting with individuals/families and program support representatives.
8. Skill in using various computer software database, spreadsheet and word processing.
9. Ability to collect, evaluate, and disseminate information and assess strengths, weaknesses, and needs of serviced population in order to establish program goals, objectives, and procedures.
10. Ability to communicate effectively both orally and in writing.

SPECIALIZED EXPERIENCE: Must have 36 months experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations.

BRIEF JOB DESCRIPTION: This position is located in the Wing Staff, Headquarters Group, of an Air National Guard (ANG) Wing. The purpose of the position is to serve as the family readiness and support services representative at an ANG Wing and coordinate concurrently with the Force Support Squadron Commander/Human Resources Officer (Director of Personnel (DP) at each wing, Joint Force Headquarters – State (JFHQ-ST) Family Program Director, NGB Family Programs Office, and US Air Force/Major Command (MAJCOM) Family Readiness Directors. The incumbent analyzes current family support offered through the Office of Secretary of Defense (OSD), Service and State programs, identifies shortfalls, and develops, manages, and monitors programs in support of Wing Families. Additionally, incumbent provides guidance to the Wing leadership in the development and implementation of a family readiness and support program and provides family readiness assistance at the geographically separated unit(s) (GSU).

SELECTING OFFICIAL: Lt Col Bryan Rhodes
