

**STATEWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: <https://dema.az.gov/azng-human-resources>
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 15-396T OPENING DATE: 4-Sep-2015 CLOSING DATE: 29-Sep-2015

**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
MISSION SUPPORT OFFICER, GS-0340-14, (IP) LtCol/05-Col/0-6, MPCN:3400779668 - KEY STAFF
APPOINTMENT**

**APPOINTMENT FACTORS: OFFICER ENLISTED
SALARY RANGE: \$96,633.00-\$128,223.00 PA SUPERVISORY MANAGERIAL
NON-SUPERVISORY/NON-MANAGERIAL**

**LOCATION OF POSITION:
161st Air Refueling Wing, Phoenix, Arizona**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it 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), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). 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. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

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.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 17X3, 21X3, 31X3, 32X3, 38X3, 64X3

KNOWN PROMOTION POTENTIAL: Col/0-6

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

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.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive a Permanent Appointment after completion of one year trial period. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed Optional Form 612 (Application for Federal Employment) or must include a Resume.

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)..

NOTE: This position is subject to rotating or night shift work.

NOTE: Must be immediately promotable (IP) to Col/06.

NOTE: Must have over 12 months G-Series Command Experience.

NOTE: Must have over 3 years Time in Grade (TIG) as LtCol/05.

NOTE: This announcement is dual announced with 15-396A.

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 and understanding of the functional organizational structure of an ANG 8PAA KC-135 Mission Support Group.**
- 2. Ability to coordinate required AEF planning and resources with other ANG and USAF units, the Air National Guard Bureau, and Air Mobility Command to support and implement the AEF mission.**
- 3. The ability to represent and speak for the Wing Commander in the designated jurisdictional area with representatives of the National Guard Bureau, the Adjutant General, USP&FO, MAJCOMs, other military components, tenant units and organizations, state/local governments, local media, business and other public/private groups or organizations having an interest in the programs of the wing/base.**
- 4. Knowledge of the strategic planning process in determining optimum organizational structure, allocation and commitment of major support resources to wing, state, and national strategic plans.**
- 5. Ability to direct the unit Status of Resources and Training Systems (SORTS) and AEF Reporting Tool (ART) reports for all mission support functions to reflect unit mission capability under wartime conditions.**
- 6. Ability to maintain awareness of technological advances and oversee application and implementation of high technology issues and developments associated with command, control, communications, and computers (C4), personnel data systems, air base operability, and security systems.**

SPECIALIZED EXPERIENCE: Must have 36 months experience, education, or training in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management. Experience using computer and automation systems. Experience which provides detailed knowledge of the National Guard organizational structures, functions, procedures and techniques. Experience analyzing and interpreting policies and the procedures of higher headquarters/management as to applicability to current policies. Experience presenting and discussing complex matters in a clear and convincing manner. Experience in communicating with people from various backgrounds and circumstances. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

BRIEF JOB DESCRIPTION: This position is located at a self-contained, stand alone, separately licensed Air National Guard aviation base. Its purpose is to serve as the host base Mission Support Group Commander, with a working knowledge of, and responsibility for directing all infrastructure operations of an aviation base. Works under the general supervision of the Wing Commander, exercising full authority and statutory responsibility for executive management and command direction of assigned host base program areas. The manager initiative and exercises independent judgment in assigning responsibilities, directing subordinates, providing guidance and issuing directives and policy for the unit mission, and has wide latitude and authority for the accomplishment of primary base support mission. The incumbent derives guidance from regulations and special instructions of the NGB, United States Air Force, and gaining MAJCOM. Work is evaluated in terms of program effectiveness and accomplishment of mission and program objectives. Managed operations include civil engineering, crash/fire/rescue, disaster preparedness, environmental management, personnel, command, control, communications and computer systems (C4), logistics plans, programs and readiness, base supply, transportation, vehicle maintenance, contracting, security forces, medical support, base services, fuels management, aerial port operations (as assigned), and all other support base functions. The position has responsibility for directing and managing all Mission Support programs and operations in support of the total base, to include tenant organizations and assigned geographically separated units. Serviced personnel include Military Technicians, Active Guard/Reserve personnel, Traditional Guard members, Non-Dual Status Technicians, employees of tenant organizations, state employees, and contract personnel. Provides group level direction and management for work characterized as infrastructure support for organizations and tenants of the host ANG base. Directs work to be accomplished by an organization consisting of 8 - 12 full-time

direct-report subordinate supervisors and 100-150 base support employees in technician grades up to GS-13, Active Guard/Reserve (AGR) military grades up to Lt Colonel, and various state program and contract employees engaged in supervisory, professional, technical and administrative work. The base level of work managed and directed is determined to be GS-11. Directs and supervises, through subordinate supervisors, staff and production functions affecting base operating support through a wide variety of high cost, sophisticated communications and computer systems, personnel data systems, real property assets, and associated equipment that comprise a significant share of base fiscal resources. A work force of highly skilled staff management, professional, administrative, technical, trades, and crafts occupations in air technician, AGR, state employee, contract employee, and traditional guard status accomplish the work. Employees are employed under a variety of personnel programs, to include AGR, Federal, contractor, and state. Sets priorities and prepares schedules for completion of work. Plans, develops and publishes mission support policies and procedures within the established controls of higher command echelons. Assigns work to subordinate units based on priorities, work requirements and responsibility assignments, and the capabilities of employees. Reviews, accepts, amends or rejects work which has been accomplished through subordinate supervisors. Consults with subordinate supervisors and training specialists on employee development and training needs. Oversees the wing survivor assistance program, and the training/assignment of family liaison officers. Ensures provision of such development and training. Makes decisions on work problems presented by subordinate supervisors. Collaborates with leaders of other units to negotiate, determine, decide on, and/or coordinate work affecting other units not personally supervised. Advises state, local, and Federal officials with broader and higher responsibilities on problems involving the relationship of the work of the organizations supervised to broader programs, and work impact on such programs. Coordinates legal and technical criteria and procedures for rendering decisions associated with mission support functions and corollary higher headquarters and cross-functioning agencies. Plans, develops, and executes support annexes to USAF and MAJCOM operating plans. Evaluates and monitors combat readiness of all mission support functions and branches, as well as all wing personnel, with regard to survivability, chemical defense, and weapons qualification. Reviews and integrates mission support elements with the Operations and Aircraft Maintenance Groups to ensure the units' ability to survive and operate under various conditions. Ensures appropriate service is provided to all geographically separated units (GSU) supported by the host base.

SELECTING OFFICIAL: TAG
