

**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**

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**ANNOUNCEMENT NUMBER: 15-393T OPENING DATE: 11-Sep-2015 CLOSING DATE: 25-Sep-2015**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Wing Inspection Program Manager, GS-0801-11, TCD2246000, E7/MSgt-E8/SMSgt, POS#0106314434**

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**APPOINTMENT FACTORS: OFFICER**

**ENLISTED**

**SALARY RANGE:**

**\$59,896.00-\$77,865.00 PA**

**SUPERVISORY  MANAGERIAL**

**NON-SUPERVISORY/NON-MANAGERIAL**

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**LOCATION OF POSITION:**

**161st Air Refueling Wing, Phoenix, Arizona**

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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 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.

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**CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and be able to qualify for the following AFSC: 81000**

**KNOWN PROMOTION POTENTIAL: NONE**

**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 Indefinite

Appointment that may be converted to Permanent once the funding is available for a new position, or if the position is no longer encumbered. 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)..**

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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, and skill in applying inspection, investigation, and compliance principles, Air National Guard, United States Air Force, and DOD regulations, policies, directives, procedures and requirements of various legal jurisdictions application to ascertain compliance and/or identify systemic problems and provide training .
2. Knowledge of Inspector General techniques, procedures and regulatory requirements and skills in applying them to a wide variety of situations.
3. Skill in applying and interpreting regulations as they apply to a wide variety of situations. This knowledge is applied during the conduct of all Inspector General functions to analyze inspector general action requests, develop methodology, conduct root cause analysis, provide recommendations and to substantiate or non-substantiate allegations of impropriety.
4. Skill in fact finding, analysis, and problem solving methods to identify relevant information, relate the information to a specified problem, develop facts as they pertain to principles and regulations, develop an objective preponderance of evidence, and clearly present the information. This includes skills in planning a course of action, gathering all required documentary evidence, conducting interviews to obtain facts and opinion, and applying observation skills.
5. Knowledge of the new Air Force Inspection System and organization, functions, and administrative requirements of the inspector general office and its purpose.
6. Knowledge of automated systems and network operations to support State, Air National Guard, and United States Air Force Inspector General processes.
7. Knowledge and skill in standardization/evaluation and developing and providing training.

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**SPECIALIZED EXPERIENCE:** Must have at least 36 months experience, education, or training, involving principles, techniques and accepted practices of inspection, investigation, and compliance (i.e., the application of inspection and investigation techniques sufficient to perform assignments or preparation of technical reports on quality levels to identify specific problems). Experience in the application and theory of inspection, investigation, enforcement, and compliance using applicable publications. Experience in the preparation of technical reports on quality levels to identify specific problem areas and to recommend corrective action.

**BRIEF JOB DESCRIPTION:** This position is located in an Air National Guard (ANG) Wing Inspector General (IG) Office. This is an ANG Dual Status technician position requiring military membership, compatible military skill assignment, and classification. The primary purpose of this position is to serve as the wing Program Manager for the Inspector General Evaluation Management System (IGEMS), Management Internal Control Toolset (MICT) and Air Force Gatekeeper (GKS) software programs or most current automated systems. The Wing Inspection Program Manager will train and manage the Wing Inspection Team (WIT), and conduct independent surveillance and evaluations of Wing Self-Assessment program, no notice/short notice inspections, and independent assessment of wing long-range strategic plans, programs and capabilities. Plans, organizes, and executes the wing/center's IG activities of the Commander's Inspection Program (CCIP). Oversees planning and execution of the CCIP as developed from the Wing Commander, IG, and IGI guidance. Reviews and revises policies, procedures, and organization design for the wing inspection program and WIT to eliminate work problems or barriers to mission accomplishment; to promote team building; and to implement improvements in response to concerns with regulatory compliance. Identifies needs for change in organizational inspection priorities and advises the IG on required actions to implement such changes. Ensures all assigned missions and operations are inspected in accordance with published and Wing Commander guidance. As the Wing IGEMS, MICT and Gatekeeper Program Manager, ensures wing personnel maintain accounts in IGEMS and MICT and serves as the wing's Gatekeeper for scheduling and approving inspections/exercises, SAVs, audits, virtual inspections and on-site visits. Tracks benchmarked programs identified during inspections and exercises. Ensures CCIP inspection reports and individual deficiencies are entered into the appropriate programs IAW regulatory guidance. Monitors progress of continual evaluation of all wing units including geographically separate units (GSUs), if applicable, by utilizing data, trend analysis, reports, virtual inspections and by on-site visitation. Conducts monthly, virtual and in-person inspections to validate progress and to improve the overall effectiveness of the wing inspection program. Ensures representative data is collected, compliance validated and non-compliance reported for each of the four major graded areas (MGAs) and sub-graded areas during each exercise or inspection. Organizes and presents wing inspection data, trends, new and old deficiencies, corrective action plan status and

any other relevant inspection related information to the Wing IG and senior wing leadership for the Wing Commander's Inspection Management Board (CIMB).

**SELECTING OFFICIAL:** Maj Cheryll Shewbert Comm: 602-302-9131

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