

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-361T OPENING DATE: 14 OCT 2004 CLOSING DATE: 29 OCT 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

AIR CONTROL SQUADRON COMMANDER, GS-0340-13, TC80327000

APPOINTMENT FACTORS: OFFICER (X) WARRANT OFFICER () ENLISTED ()

SALARY RANGE:

\$69,762 - \$90,692 PA

SUPERVISORY () MANAGERIAL (X)

NON-SUPERVISORY/NON-MANAGERIAL ()

LOCATION OF POSITION:

107TH AIR CONTROL SQUADRON, PHOENIX, ARIZONA

AREA OF CONSIDERATION: This position is the Federal/Excepted Civil Service and is **open to current members of the Arizona Air National Guard who are Federally Recognized Commissioned Officers in the grade of LtCol/05 or Immediately Promotable to LtCol/05** . Individual selected will receive a Permanent Appointment subject to the completion of a one-year trial period. If a Permanent technician is selected, they will remain in that status. 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 be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized.**

NOTE: This position is being concurrently announced with AGR Announcement #04-361A.

NOTE: Must be fully qualified as an Air Battle Manager.

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (AIR) National Guard (107th ACS), qualify for and be placed in the following compatible AFSC/MOS/AOC: 13B3

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

KNOWN PROMOTION POTENTIAL: NONE

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 Air National Guard structure, unit missions, and organizations.
2. Knowledge of the systems, methods, and administrative processes for accomplishing the work of an organization.
3. Knowledge of personnel management policies and procedures, both military and civilian (civil service).
4. Ability to interpret and implement policies and procedures established by NGB, Major Command, the Numbered Air Force, and the State Adjutant General.
5. Ability to analyze problems and apply sound judgment in assessing the practical implications of proposed solutions.
6. Knowledge of the unit functions such as operations, maintenance, administration, personnel, budgeting and resource management, safety, supply, and training.
7. Knowledge of affirmative action program and concepts.
8. Skill in oral and written communications.
9. Ability to deal effectively with persons at all levels within and outside the National Guard.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional**

Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED. 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), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **USE OF GOVERNMENT RESOURCES (FAX, MAIL, ETC.) TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783. **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.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 36 months experience in the management of operations, maintenance, logistics, personnel, training, administration and resource management for an Air Control Squadron.

BRIEF JOB DESCRIPTION: This position is located at an Air National Guard (ANG), Air Control Squadron (ACS). The primary purpose of this position is to provide leadership and overall management of the installation and unit assigned; and provide manpower, equipment and training to perform the fulltime formal training mission. Manages day-to-day operations maintenance, and administration for the ACS schoolhouse. Responsible for a fully prepared unit, to provide air warfare command, control and communications management services, theatre missile defense and direction of airborne weapons. Directly, and through subordinate supervisors, determines unit goals, which are the foundation for long and short range planning, and execution of all unit programs. Supervises a full-time support staff whose responsibilities include Ground Control Intercept in Positive Control Airspace; initial, continuation, and proficiency training of Weapons Directors and Air Battle Managers in areas as diverse as data link initiation and Theater Missile Defense; COMSEC account management of highly sensitive cryptographic material; frequency management, radar maintenance, computer maintenance, HF/UHF/VHF/SHF radio maintenance, vehicle maintenance, aerospace ground equipment maintenance, air conditioning maintenance, facility maintenance, Depot Level Repair program management, Reserve Spares Packages management, workday utilization management, budget preparation, resource allocation, administrative support, and personnel management. Responsible for the accomplishment of the fulltime formal training mission for Air Education and Training Command. Responsible for the formulation, presentation, justification and execution of an allocated multimillion-dollar budget and thousands of workdays involving both Federal and State funds. Plans, organizes, directs and controls real estate and facility construction, maintenance and repair and utilization, or may coordinate such with host base supporting civil engineer. Responsible for the development and implementation of a variety of federal, state and local programs to ensure mission effectiveness including the hazard abatement program, fraud waste and abuse program, health and fitness program, community relations program, public affairs program and a disaster response program.

SELECTING SUPERVISOR: BRIGADIER GENERAL MICHAEL SHIRA