

**MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE
CAMP ROBINSON, NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN: 962-4208/4215**

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 04-422T

OPENING DATE: 30 September 2004

CLOSING DATE: 16 October 2004

POSITION TITLE, SERIES AND GRADE	POSITION NUMBER	SALARY RANGE
Quality Management Officer GS-0301-11	80043000	48,947-63,629 pa

TYPE OF APPOINTMENT: Technician, Excepted, Officer Not to Exceed Major/O-4
Non-Supervisory, Indefinite

NOMINATING OFFICIAL: Mark H. Berry, Acting Vice Commander

LOCATION OF POSITION: 188th Fighter Wing, AR ANG, Fort Smith, AR 72903-6096

AREA OF CONSIDERATION:

Onboard:

- (1) Qualified technicians of the 188th Fighter Wing.
- (2) Qualified technicians of the Arkansas Air National Guard.
- (3) Onboard qualified technicians of the AR ARNG.

New Hire:

- (4) Qualified members of the AR ANG/AR ARNG.
- (5) Individuals who are not members of the National Guard, but are eligible to acquire membership in an available and compatible military grade for excepted technician positions

QUALIFICATION REQUIREMENTS:

GENERAL: Experience, education or training which provided a general knowledge of the principles of organization, management and administration. **SPECIALIZED:** Must have 36 months administrative, supervisory or managerial experience that provided the applicant with a broad knowledge of Air National Guard programs, policies and procedures; and in providing advice and guidance in implementing or administering quality management programs.

PLACEMENT FACTORS: Applicants should demonstrate through prior experience, education and training the following: (1) Thorough knowledge of overall quality management systems, processes, principles, policies and procedures. (2) Knowledge of NGB strategic quality management objectives and policies to develop guidance on techniques for effective implementation and operation of quality management systems and processes. (3) Knowledge of the mission, organization, programs and functions of the wing/group in order to understand the working interrelationships of the functional elements. (4) Knowledge of analytical and evaluative techniques in order to measure the effectiveness, efficiency and productivity of quality systems and processes. (5) Ability to motivate others toward a personal commitment to the quality management philosophy and skill in effecting cultural changes within the unit. (6) Skill and ability to prepare and deliver briefings, lead discussions, conduct workshops/seminars and to prepare project and staff reports. (7) Ability to plan, organize and evaluate program effectiveness and to communicate both orally and in writing.

SUMMARY OF DUTIES: This position is located in the office of the Air Commander. Its purpose is to provide management, direction, implementation and operation of the Quality Management systems and processed throughout all areas of wing/group operations. Additionally, the incumbent provides

training to unit personnel. This position provides advice, guidance and oversight to the Commander on all facets of the quality management systems and processes. Provides in-depth analysis and expertise on quality management as it relates to the unit mission. Develops and issues detailed planning guidance and appropriate directives on the methodology and structure used within the unit for implementation, maintenance, follow-on training and improvement of the quality management systems and processes. Develops and presents budget proposals to ensure adequate resources are programmed and available to fulfill quality management systems and process requirements for the unit. Continuously reviews and evaluates the execution of the quality management systems and processes within the unit. Directs quantitative and qualitative analysis of the unit quality management and customer satisfaction efforts. Based on analysis results, modifies guidelines and directives as appropriate for attainment of systems and process objectives. Prepares information, research, position papers, briefing statements and verbal **SUMMARY OF DUTIES CONT'D:** reports for the Commander to present to the ANG Executive council or Quality council, when required. Prepares and presents briefings, speeches and written documents on quality management as required by the Commander, the unit Executive council or the unit Quality council to the various functional areas within the unit. Serves as the internal consultant, advisor, facilitator, teacher and source of expertise for quality management within the unit.

APPLICATION INSTRUCTIONS: Individuals meeting General and Specialized Qualification Requirements may apply by submitting either OF 612, Optional Application for Federal Employment, or a resume, or other written format, with attachments listed below, so that it will arrive on or before the closing date of the Employment Opportunity Announcement. **WHATEVER APPLICATION FORMAT IS USED, IT IS CRITICAL THAT ALL REQUIRED INFORMATION IS SUBMITTED, PARTICULARLY ALL EXPERIENCE PERTAINING TO SPECIALIZED QUALIFICATION REQUIREMENTS.** Individuals submitting incomplete applications may lose consideration for a position. Submit applications to the Human Resources Office, Camp Robinson, North Little Rock, AR 72199-9600, or to the 188th FW/DPC, 102 Vandenberg Blvd. Suite 115B, Little Rock AFB, AR 72099-4802. **FAXED APPLICATIONS ARE NOT ACCEPTABLE.** Male applicants born after 31 December 1959 must be registered with the Selective Service System, as provided in Section 1622 of the Defense Authorization Act of 1986, prior to appointment to a Civil Service position for which selected. Applicants not registered prior to age 26 are ineligible for employment in the Federal Civil Service System. Evaluation will be based on the experience/qualification requirements stated in the announcement; therefore, it is important that every requirement be based on the application. When possible, experience should be explained in terms of knowledge, skills and abilities. Substantial changes in duties and responsibilities should be fully explained so that appropriate credit may be given. Required attachments application are as follows:

1. AG AR Ark Form 1: Chronological Summary of Military Experience. Include assignments, training and experience, and AFSCs/MOSs awarded.
2. AG AR Ark Form 6: Military and Civilian Education. Include hours or weeks, and dates completed. If attendance was less than full time (i.e., night school) indicate actual hours.
3. AG AR Ark Form 22: Pre-Appointment Certification Statement.
4. SF 181: Race and National Origin Identification

This position with the Arkansas National Guard is a Title 32 USC 709 position, not Title 5, and as such has different RIF criteria, certain grade and promotion limitations, and no Veterans Preference. Direct Deposit/Electronic Funds Transfer of Civilian Pay is required as a condition of employment/promotion/reassignment. Initial inprocessing of new employees will include enrollment procedures. PCS may be authorized in accordance with Joint Travel Regulations.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH, ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTORS, SUCH AS RACE, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//

GERALD L. ROBINSON

Capt, AR ANG

Supervisor Human Resources Specialist
(Classification)