



District of Columbia National Guard

Accelerated Hiring Announcement

Title 32 Status Technician

DC-AHA-AR-24-017



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION</p> <p>james.o.robinson10.mil@army.mil</p>	<p>OPENING DATE: 20 June 2024</p>	<p>CLOSING DATE: 24 June 2024</p>
<p>Position Location: USPFO, DC National Guard Army</p>	<p>Position Title: PROGRAM MANAGER (DEPUTY USP&FO)</p> <p>Title 32 Civilian GRADE: GS-0340-14</p> <p>AREA OF CONSIDERATION: Area I: Current on board DCARNG Title 32 employees and Title 5 employees whom have maintained military membership in the DCARNG</p> <p>NOTE: This position is subject to provisions of the DoD Priority Placement Program.</p>	
<p>INSTRUCTIONS FOR APPLYING: You must send applications electronically to the email addresses listed below.</p> <p style="text-align: center;">REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> Resume - resume highlighting your specialized experience. Ensure you include "from (mm/yy)" and "to (mm/yy)" dates along with a description of your relevant experience. Current SF-50 (if applicable) REQUIRED: Transcripts substantiating education Please submit completed packages to: COL James Robinson Phone: 703-601-6802 james.o.robinson10.mil@army.mil 		
<p>MINIMUM EXPERIENCE: Experience, education or training which provided a general knowledge of principles of organization, management, and administration. Compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in comparable work of the position to be filled. Experience using computer and automation systems.</p> <p>SPECIALIZED EXPERIENCE: Experience time requirements of 1 year equivalent to at least next lower grade level. Applicants specialized experience includes analyzing problems, identifying significant factors, gathering pertinent data, and recognizing solutions; preparing reports, plans, policies and various correspondence; evaluating objectives and develop plans to facilitate the availability and effective utilization of various resources. Must have knowledge of the organization and its mission and utilized the organizational staff procedures. Experience applying analytical and evaluative techniques to issues or studies concerning the efficiency and effectiveness of program operations carried out by administrative or professional personnel, or substantive administrative support functions.</p> <p>Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.</p>		

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Announcement Number: DC-AHA-AR-24-017

Position: PROGRAM MANAGER (DEPUTY USP&FO)

Position Description:

This position is located in the Office of the United States Property and Fiscal Officer (OUSPFO). The primary purpose of this position is to serve as a full deputy to the United States Property and Fiscal Officer (USPFO). As the Deputy, serves as the alter ego to the USPFO, fully sharing in the direction of all phases of the organization's program, which includes managing the day-to-day operations of the OUSPFO, to include receipt, accountability, contracting, disbursement, and certification of all federal resources (funds, equipment, supplies, services) provided to the State for which the USPFO is responsible. The Deputy USPFO will take appropriate action, immediately notifying the USPFO, the Adjutant General (AG) and/or CNGB (as appropriate), to report irregularities, misuse or abuse of Federal property or funds issued to the National Guard of the State within their jurisdiction. If there are any irregularities identified in the USPFO's absence, it will be reported to NGB-PF for appropriate action. Limitations of the Deputy USPFO are procedural in nature due to regulatory and statutory requirements.

MAJOR DUTIES:

1. Serves as a full deputy to the USPFO. Plans, organizes, and oversees the activities of the USPFO in their state. Develops goals and objectives that integrate manpower and personnel support objectives into the state, short and long-term operational plans. Establishes, revises or reviews policies, procedures, mission objectives, and organizational design for the USPFO and staff, to ensure work problems or barriers for mission accomplishment is eliminated. Ensures the proper obligation and expenditure of all Federal funds and the safeguarding of all Federal property in the possession of the state National Guard (32 USC 708). Ensures requirements are authenticated, certifies as to authority and authorizes the expenditure of funds for property, supplies, equipment, services, and payrolls within statutory and USPFO appointment limitations. Responsible for ensuring the accuracy of payrolls for all personnel who are compensated from Federal funds. Ensures that all invoices for supplies and services procured with Federal funds are valid, accurate and within the limitations of law and appointment restrictions.

2. As an agent of the USPFO and Chief, National Guard Bureau (CNGB) in support of the state Adjutant General provides financial and logistical resources for the maintenance of Federal property in the possession of the National Guard of the State (32 USC 10503). Furnishes advice and assistance to units/organizations/activities within the state to ensure that Federal funds and property are used in conformance with applicable laws/regulations, within statutory limits. Performs returns and creates reports on Federal funds and property as directed by the Secretaries of the Army and Air Force and the Chief, National Guard Bureau (Title 32 U.S.C. 708). Exercises supervisory human resources responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Nominates or selects candidates for subordinate non-supervisory and supervisory positions taking into consideration skills and qualifications, mission requirements, and EO/EEO and diversity objectives. Ensures performance standards, counseling's, and ratings are completed IAW regulations and local policy. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive compensatory time, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate supervisors and non-supervisory employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors to promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security

directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Coordinates purchasing and contracting actions within the authority established by the USPFO. Applies EEO/affirmative employment principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Explains classification determinations to subordinate employees.

3. In addition to performing duties/responsibilities as a full deputy to the USPFO, the position is required to perform the following additional duties/responsibilities: Plans and coordinates logistics policies to implement Federal law and higher-level directives. Provides optimum support to subordinate organizations in asset acquisition, storage, distribution, and accountability. Responsible for ensuring the stock record account is properly maintained. Ensures proper operation of supply/storage distribution points within the state National Guard and maintenance of required records. Ensures property books are maintained in accordance with applicable regulations. Advises the AG and appropriate staff on matters pertaining to security and storage of Federal property issued to the state National Guard. Manages commercial movements of supplies and equipment; and the transportation of technicians, AGR personnel, and traditional service members. Manages the operation of a fiscal station. Responsible for properly obligating, accounting, reporting, and administratively controlling all Federal funds allotted to the state by NGB and other government agencies in accordance with statute, regulation, and NGB policy. Provides technical fiscal assistance and advice to the AG and staff personnel. Ensures maintenance of fiscal accounting records for all Federal funds as prescribed by DA and NGB directives. Authenticates requirements, certifies authority and authorizes the expenditure of Federal funds for facilities, supplies, equipment, services, payrolls, and transportation. Performs duties as a financial Program or Account Manager as required. Manages the operation of an information management activity to facilitate statutory data collection and reporting responsibilities with respect to accountability for Federal funds and property. Provides for the integrity and security of the Federal database of records. Provides information management support for fiscal, logistics, and personnel applications to the AG and the serviced National Guard organizations and units. Manages contracting functions for supplies and services in support of programs essential to state National Guard daily operations, training, and readiness missions. Ensures statutory/regulatory compliance and optimum development of the state's National Guard financial program support through the use of external inspections and reviews (e.g., GAO, Inspector General, DFAS, NGB, etc.). Coordinates preparation for external and internal evaluations and inspections. Upon mobilization and demobilization of a supported unit, establishes and directs staff operations to ensure maximum support necessary for the transition of the mobilized entity into active Federal service. Such responsibilities include logistics, supplies and services, yellow ribbon initiatives, transportation, financial resourcing, financial support services, procurement support, and other duties related to home station operations and functional responsibilities.

4. Ensures Federal resources are properly obtained, programmed, and executed in support of new and emerging missions. Establishes and adjusts long-range and short-range plans for the development and improvement of logistics and fiscal programs to ensure that plans meet mission requirements and incorporate the latest technological advances. Serves on various decision-making or advisory boards, councils, or committees at the national, state, and regional level. These include, but are not limited to, the Program Budget Advisory Committee (PBAC), Readiness Council, Safety and Occupational Health Council, Strategic/Future Planning Committee, ARNG Executive Advisory Group for Logistics Excellence, ARNG Resource Management Committee, Information Management Advisory Council, Acquisition Advisory Council, ARNG Stationing Advisory Committee, or other ARNG/ANG committees and councils. Responsible for continued and effective management of directorate functions to ensure sound program management, which is constantly open to close scrutiny and critical analysis; for effective administration of the directorate; and to ensure the elimination of fraud, waste, abuse, and mismanagement. Utilizes fiscal law expertise to fully understand the proper implementation of laws, regulations, and policies as they apply to every facet of directorate operations.

Performs other duties as assigned