

# District of Columbia National Guard



## Accelerated Hiring Announcement Title 5 Status Technician DC-AHA-AR-24-011

<b>APPLICATION MUST BE FORWARDED TO:</b>  <b>IN ORDER TO RECEIVE CONSIDERATION</b>  <a href="mailto:daniel.b.fulford.civ@army.mil">daniel.b.fulford.civ@army.mil</a>	<b>OPENING DATE:</b> 01 May 2024	<b>CLOSING DATE:</b> 06 May 2024
	<b>Position Title:</b> Facility Plans & Programs Management Specialist <b>Title 5 Civilian</b> <b>GRADE:</b> GS-0301-12	
	<b>AREA OF CONSIDERATION: GROUP III:</b> All groups of Federal re-employable eligibles	
<b>Position Location:</b> CFMO, DC National Guard	<b>NOTE:</b> This position is subject to provisions of the DoD Priority Placement Program.	

### INSTRUCTIONS FOR APPLYING:

You must send applications electronically to the email addresses listed below.

#### REQUIRED DOCUMENTS:

1. 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.
2. Current SF-50 (if applicable)
3. Documentation substantiating DCANG military affiliation and rank
4. Please submit completed packages to:  
Dan Fulford, CFMO
5. Phone: 202-685-9719  
[daniel.b.fulford.civ@army.mil](mailto:daniel.b.fulford.civ@army.mil)

#### 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.

#### SPECIALIZED EXPERIENCE:

1-year specialized experience equivalent to at least the next lower grade level. Experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices, and procedures. Experience preparing written communications and oral presentations.

Must have demonstrated experience with CFMO funding and budgeting Procedures, Real Property and Analysis System (RPLANS, Planning Resource for Infrastructure Development (PRIDE) system, US Army Force Management System, (FMSWeb), Army Stationing and Installation Plan (ASIP)

## District of Columbia National Guard

**Announcement Number:** DC-AHA-AR-24-011

**Position:** Facility Plans & Programs Management  
Specialist

**Position Description:**

- (1) Serves as a principal advisor and action officer to the CFMO on all proposed ARNG construction, maintenance, and facilities management plans within the state. Responsible for developing, maintaining, and coordinating the state's Real Property Master Plan (RPMP), Long Range Construction Plan (LRCP), State and Federal Capital Plans, and Facilities Life Cycle Plan (FLCP). Serves as a principal advisor and action officer for all ARNG construction, maintenance/ repair, and facilities management programs within the state. Responsible for developing, maintaining, and coordinating the state's MILCON, Unspecified Minor MILCON (UMI), and RPOM program documents. Receives, verifies, and coordinates approval of all ARNG initial requests for construction and maintenance/repair projects. Investigates MILCON, TJMI, and RPOM requirements to determine propriety. Provides guidance and direction on project scope, preparation of project estimates, economic analyses, and programming documents. Approves location and arrangement of facilities, identifies and/or recommends appropriate funding sources, and submits proposed projects to appropriate authority for final approval and funding authorization. Develops and maintains the State's Real Property Development Plan (RPDP). Coordinates environmental studies of proposed plans with state environmental personnel. Coordinates the integration of the Range Development Plan into the Real Property Development Plan with the training function.
- (2) Oversees management of all ARNG real property. Responsible for the acquisition, management, and termination of real property interests; maintenance of real property accountability, the Facility Inventory and Stationing Plan (FISP), Army Stationing and Inventory Plan (ASIP), other real property inventories; and the validation of real property quantities. Translates the requirements into procurement specifications. Determines and recommends appropriate methods of acquisition, (i.e., transfer, exchange, agreement, license, lease, permit, purchase, reassignment, etc.). Oversees title searches to obtain evidence or related information (courthouse research) to determine proper ownership of properties, and identifies any unusual circumstances related to that title or ownership. Develops clauses outlining terms and conditions related to contracts, leases, licenses, and other authorizing documents. Negotiates terms and conditions to maintain compliance, satisfies the needs of the users, and maintains cost efficiency. Oversees preparation, validation, and annual submission of the Installation Status Report (ISR).
- (3) Oversees development, maintenance, and update of ARNG Energy Programs. Identifies possible energy conservation measures and promotes use of the Energy Conservation Programs (ECP), and Energy Conservation Savings Programs (ECSP). Research energy providers; new energy systems and technology; and state and Federal regulations. Interprets economic impact of energy laws and policies, recommends new technology/equipment, and advises staff of impact. Maintains close liaison with senior ARNG commanders and personnel, state and local government authorities, the Corps of Engineers and NGB.
- (4) Executes functions in the absence of the CFMO. Ensures all plans are in compliance with governing Federal, state and local laws; and within ARNG policies, procedures and guidelines.
- (5) Coordinates with state Geographic Information Officer (GIO) for the establishment and development of an Enterprise Geographic Information System (EGIS) for the FMO for use in planning and installation management. Serves as the principal advisor to the CFMO for web-based information systems and management of these systems within the department to include establishment of an installation GIS and CADD database of record and Electronic Document Management implementation and use.
- (6) Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates plans and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on

organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of policy, investigative, inspection/exercise, strategic planning, and administrative issues. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, training, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and utilizes analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-assessments and presents detailed and comprehensive reports with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. (10%)

(7) Performs other duties as assigned.

**Additional Information:**

1. Superior Qualifications and Special Needs Pay-setting Authority may be considered for this position. Contact the DCNG HR Office for information about this policy. Commanding General is final approval authority for incentive programs (applicable to federal employees or those with a 90-day break in service). This must be approved prior to your appointment date.
2. Recruitment, Retention or Relocation allowance MAY BE AVAILABLE.