

Job Announcement Number

NE-12401548-AF-24-049

Overview

Job Title PUBLIC AFFAIRS SPECIALIST	Department Department of the Air Force
Agency Air National Guard Units	Hiring Organization N/A
Open & Closing Dates 04/29/2024 to 05/20/2024	Application Count N/A
Salary \$103,409.00 to \$134,435.00 Per Year	Pay Scale & Grade GS-13
Locations Lincoln, Nebraska	Remote Job No
Telework Eligible Yes - as determined by the agency policy.	Travel Required Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed No	Appointment Type Permanent
Work Schedule Full-time	Service Excepted
Promotion Potential None	Job Family (Series) 1035 - Public Affairs
Supervisory Status Yes	Security Clearance Secret
Drug Test No	Position Sensitivity And Risk Noncritical-Sensitive (NCS)/Moderate Risk
Trust Determination Process Credentialing, Suitability/Fitness	

Summary

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This National Guard position is for a PUBLIC AFFAIRS SPECIALIST, Position Description Number D1169000 and is part of Joint Force Headquarters Command Group, Nebraska Air National Guard.

[CONCURRENT WITH ANNOUCEMENT, NE-12402651-AR-24-091](#)

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Marketing Link

<http://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2 and 3 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

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As a PUBLIC AFFAIRS SPECIALIST, GS-1035-13, duties include:

(1) Serves as the JFHQ-State Public Affairs Officer, directly reporting to the Adjutant General (TAG). Responsible for planning, budgeting, designing, and executing public affairs communications strategies to inform and educate the public, both general and specialized, about the Army and Air National Guard programs, activities, and services and the vital role they play as components of the U.S. armed forces as well as being an invaluable asset for homeland defense and homeland security. The state National Guard's various organizations range upward in size from several hundreds to thousands of Soldiers and Airmen, comprised of state and federal employees. Each state includes a large number of National Guard armories, along with flight facilities, maintenance facilities, air installations, training sites and ranges. Geographical area encompasses the state along with any areas the MPADs are assigned which include regional, CONUS (national) and OCONUS (international); each with varied audiences. In any case, with the potential impacts of public affairs actions, the PAO's responsibilities and duties are as encompassing as the Guard as a whole. The JFHQ-State PAO must provide the full range of effective public information, command/internal information, and community relations services to support the National Guard's large and complex organization statewide. The JFHQ-State PAO plans, directs, and executes command/internal information, media and community relations campaigns to convey sensitive and complex information concerning the National Guard's state and federal programs, responsibilities, and activities. The PAO exhibits a mastery of communication principals and techniques along with continuously developing and applying new approaches to the most difficult and complex issues by developing or evaluating information programs that enhance understanding among publics opposed to or indifferent to National Guard mission or programs. The PAO analyzes public reaction to NG programs and policies then adjusts accordingly by developing recommendations that may impact or significantly modify NG major programs or policies. The JFHQ-State PAO must include diverse points of view in communications plan that establish and maintain mutual understanding with various publics in local communities, in the state, the region, and which may impact the NG nationally. The scope, effect and implications of the JFHQ-State PAO's duties are wide; affecting the NG locally, state-wide, nationally and internationally. Throughout the communications process the JFHQ-State PAO analyzes and re-analyzes the clarity and effectiveness of public affairs initiatives and adjusts them as needed.

The JFHQ-State PAO is guided by general policies that cannot encompass the huge variety of specifics that apply to public affairs. Frequently, there are no precedents applicable to unusual or sensitive public issues or problems encountered by the PAO and the PAO exercises considerable professional judgment in interpreting and adapting existing guidelines and precedents and using them as a basis for developing new approaches that coordinate and integrate various aspects of the mission to help create a unified public affairs strategy or plan. The public affairs specialist serves as an NG authority in the development and interpretation of guidelines in the public affairs arena. The PAO is responsible for interpreting applicable general policy and statutory mandates (state, NG, DA, DAF and DOD) and applying these to unusual or sensitive public affairs issues or problems found at the agency level.

FOR FULL POSITION DESCRIPTION, PLEASE CONTACT THE POC FOR THIS ANNOUNCEMENT

Requirements

Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.
Males born after 31 December 1959 must be registered for Selective Service.
Obtain/maintain the level of security clearance/background check required
May be required to successfully complete a probationary period.
Direct Deposit is mandatory
Individuals with military incentive bonuses may be subject to recoupment.

Qualifications

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA AIR NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE

OPEN AREAS OF CONSIDERATION: AREA 1, 2 and 3 ONLY

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA 1: Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the

Nebraska Military Department who are military members of the Nebraska National Guard.

AREA 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

AREA 3: Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

AREA 4: All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

MILITARY REQUIREMENTS:

Compatible military grade and assignment required prior to the effective date of placement. This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Army National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

Military Grades: Maximum: O5; Minimum: O1 (Commissioning Opportunity); Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

Preferred Military Assignments: AFSC - 35P

Individual does not have to be currently assigned to one of these career fields to be considered for this position; however compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, or other actions as may be deemed in the best interest of the agency.

Prior to appointment individuals must meet the security clearance requirements for the position or submit the required documents of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska National Guard Information Security Specialist - jason.schroeder.10@us.af.mil; 402-309-1129.

GENERAL EXPERIENCE: Experience, education, or training in administrative, professional, investigative and/or technical work. Experience evaluating information and/or utilizing analytical skills to disseminate effective communication. Experience using computers and automation systems.

SPECIALIZED EXPERIENCE:

GS-13 - at least 1 year at the previous lower grade or equivalent experience and education, or training involving a thorough knowledge of writing and communication principles, methods and techniques that relate to public affairs of the military. Experience developing new information materials including news releases, fact sheets, brochures, booklets, broadcast spots, etc., that increase communication with the agency's audiences. Experience making on-the-spot presentations to audiences with opposing points of view or erroneous understanding of agency positions. Experience responding timely and appropriately to requests for information concerning agency programs and services. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

Education

Education:

No substitution of education for this position

Additional Information

Qualified applicants will be required to submit a writing sample to the Hiring Board. As part of the interview process the applicant will complete a proctored writing assignment on a military provided computer, using Microsoft Word 30 minutes prior to their face-to-face interview. The writing sample will be assessed by the hiring board using an approved rubric. The writing assignment assessment will be factored in to the overall score of the face-to-face interview.

Qualified applicants will be required to submit a minimum of two past published writing samples for review by the hiring board. Submissions can be direct links if available or submit hard copy documents.

If you are a male applicant who was born after 12/31/1959 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency (<https://www.sss.gov/RegVer/wfRegistration.aspx>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Communication Counsel, Communications and Media, Oral Communication, and Public Affairs Policies and Procedures

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12401548>

Required Documents

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

How To Apply

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To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) on the closing date of the announcement to receive consideration.

To begin, click **Apply** to access the online application. You will need to be logged into your USAJOBS account to apply. If you do not have a USAJOBS account, you will need to create one before beginning the application.

Follow the prompts to **select your resume and/or other supporting documents** to be included with your application package. You will have the opportunity to upload additional documents to include in your application before it is submitted. Your uploaded documents may take several hours to clear the virus scan process.

After acknowledging you have reviewed your application package, complete the Include Personal Information section as you deem appropriate

and **click to continue with the application process.**

You will be taken to the online application which you must complete in order to apply for the position. Complete the online application, verify the required documentation is included with your application package, and submit the application.

To verify the status of your application, log into your USAJOBS account (<https://my.usajobs.gov/Account/Login>), all of your applications will appear on the Welcome screen. The Application Status will appear along with the date your application was last updated. For information on what each Application Status means, visit: <https://www.usajobs.gov/Help/how-to/application/status/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE JFHQ Air
2433 NW 24th Street
Lincoln, NE 68524

Next Steps

Once your online application is submitted you will receive a confirmation notification by email. Your application will be evaluated by the Human Resources Office to determine your eligibility for the position. After the evaluation is complete, you will receive another notification regarding the status of your application.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/788986100>