

## Job Announcement Number

NE-12590332-AF-25-008

# Overview

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<b>Job Title</b>	INSPECTIONS SPECIALIST (COORDINATOR)	<b>Department</b>	Department of the Air Force
<b>Agency</b>	Air National Guard Units	<b>Hiring Organization</b>	N/A
<b>Open &amp; Closing Dates</b>	10/24/2024 to 11/07/2024	<b>Application Count</b>	N/A
<b>Salary</b>	\$66,036.00 to \$85,844.00 Per Year	<b>Pay Scale &amp; Grade</b>	GS-10
<b>Locations</b>	Lincoln, Nebraska	<b>Remote Job</b>	No
<b>Telework Eligible</b>	Yes - as determined by the agency policy.	<b>Travel Required</b>	Occasional travel - You may be expected to travel for this position.
<b>Relocation Expenses Reimbursed</b>	No	<b>Appointment Type</b>	Temporary; INDEF
<b>Work Schedule</b>	Full-time	<b>Service</b>	Excepted
<b>Promotion Potential</b>	None	<b>Job Family (Series)</b>	1801 - General Inspection, Investigation, Enforcement, And Compliance Series
<b>Supervisory Status</b>	No	<b>Security Clearance</b>	Secret
<b>Drug Test</b>	Yes	<b>Position Sensitivity And Risk</b>	Non-sensitive (NS)/Low Risk
<b>Trust Determination Process</b>	Credentialing, Suitability/Fitness	<b>Financial Disclosure</b>	No
<b>Bargaining Unit Status</b>	No		

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## Summary

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This National Guard position is for a INSPECTIONS SPECIALIST (COORDINATOR), Position Description Number D2896000 and is part of **155 ARW**, Nebraska Air National Guard.

**INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT. MAY CONVERT TO PERMANENT.**

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## 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

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

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## This Job Is Open To

### Hiring Paths

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

### Hiring Paths Clarification Text

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## Videos

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### Marketing Video Link 1

N/A

### Marketing Video Link 2

N/A

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## Duties

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### Duties

As a INSPECTIONS SPECIALIST (COORDINATOR), GS-1801-10, duties include:

1. As part of the Wing IG team, plans, organizes, and executes a wide range of complex activities for the wing CCIP, which includes planning and conducting inspections, installation mission assurance exercises, and comprehensive readiness exercises that involve coordination with a wide variety of programs and departments. Utilizes metrics and analysis systems to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluates and interprets information from various sources and tailors' assignment completion through application of established practices and procedures. Interprets complex laws, Department of Defense (DoD), Department of the Air Force (DAF), gaining MAJCOM, National Guard Bureau (NGB), State, wing, and local instructions/regulations relating to deficiencies across all functional areas subject to inspection. Writes IG inspection reports, presenting supportable evidence of compliance and readiness. Coordinates internal inspections with installation/wing/unit managers and IG leadership to allow commanders to control the depth, scope, and frequency of inspections. As Gatekeeper, interfaces with external organizations, audit agencies and direct reporting units, state entities, MAJCOM, COCOM, and Defense Agency officials to plan and coordinate approved external inspection activities. Coordinates with wing, group, squadron, and flight Commanders in the determination of significant risk factors to develop a comprehensive Risk Based Sampling Strategy (RBSS), in order to prioritize compliance and readiness in relation to mission accomplishment. Utilizes tools such as MICT, IGEMS, and IGEMS-C to evaluate services and processes to determine mission readiness, resource utilization, the state of discipline, and effectiveness/efficiency of the program, activity or function. Recognizes and resolves discrepancies amongst inspection findings. Synchronizes input from various external agencies in the evolution and scheduling of exercises and inspections in IGEMS. Compiles, organizes, and analyzes data within MICT, IGEMS, and IGEMS-C to brief commanders on trends within their respective areas. Works with commanders at all levels to analyze trends to facilitate and advise the management of deficiency resolution. Handles sensitive information in accordance with security policies and procedures. Reports all violations of security practices to the appropriate supervisor or security program manager within prescribed timelines. Provides recommendations to the IG, Director of Inspections, and IG Superintendent regarding inspection/exercise policies, procedures, and guidelines. Conducts planned short- notice, and no-notice exercises, inspections, and assessments. Explain and interpret The Inspection System and CCIP inspection program and DAFI 90-302 and supplemental requirements to all Wing personnel.

2. Manages the Wing Self-Assessment Program; serves as the Wing Self-Assessment Program Manager (SAPM) serving as the MICT, IGEMS, and IGEMS-C system subject matter expert (SME) and system administrator for MICT, IGEMS, and IGEMS-C for the wing level program. Independently plans, implements, and manages the centralized control of the wing Self-Assessment Program. Utilizes initiative and organizational knowledge, along with broad guidance on system usage, to develop local program guidance and business rules for wing, group, squadron, and flight level MICT, IGEMS, IGEMS-C, and Self- Assessment program management. Conducts self-directed detailed analysis from all available data sources to assess risk and identify complex patterns in readiness and compliance. Validates and verifies wing, group, squadron, and flight self-assessment (SA) program results and provides detailed analysis for wing/unit data driven decisions. Consults with Commanders and recommends corrective course of action for challenging and unique circumstances. Serves as the primary focal point for deficiency management by tracking minor, significant, and critical deficiencies from a multitude of sources, including IGEMS, IGEMS-C, MICT, the Air Force Audit Agency, and staff assistance visits, across the wing from deficiency identification through closure. Reviews and validates corrective action plans, root cause analysis, deficiency cause codes, and action taken for accuracy and effectiveness, within prescribed timelines. Performs detailed and complicated data analysis from unit self-assessed capabilities versus inspection requirements to build inspection sampling strategies.

--Performs other duties as assigned--

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## Requirements

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### Conditions Of Employment

Males born after 31 December 1959 must be registered for Selective Service.

This position requires a secret security clearance; the incumbent of this position must obtain and maintain a secret clearance. Work may require access to higher classified information.

May be required to successfully complete a probationary period.

Direct Deposit is mandatory

Employee will be required to wear and use personal protective equipment as required and provided by the employer.

This is a Testing Designated Position (TDP). The employee is subject to random drug testing. Pre-employment drug testing and participation in random drug testing is a condition of employment.

### 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

concurrency 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 AT 402-309-1172.**

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

**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 Air 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: E-8; Minimum: E-5;** 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.

**Military Compatibility: Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216**

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.

**Individuals must have contemporary Air Force experience and background that reflects outstanding performance IAW AFI 90-201, 9.6.2.3. Individuals must have contemporary Air Force experience and background that reflects outstanding performance IAW AFI 90-201, 9.6.2.3.**

**Nebraska National Guard Information Security Specialist - [jason.schroeder.10@us.af.mil](mailto:jason.schroeder.10@us.af.mil); 402-309-1129.**

**GENERAL EXPERIENCE:** Experience, education, or training which has provided the applicant with skill in collecting and analyzing data effectively, efficiently, and accurately; knowledge of applicable laws, directives, regulations, policies, and procedures; skill in interpersonal communications, empathy, and effective listening; ability to organize thoughts, research materials, and manage case projects; skill in comprehending and interpreting directives and laws; ability to enunciate without impediment of speech that would interfere or prohibit effective communications; ability to write reports and presentation formats; and ability to communicate -orally and in writing- clearly and effectively.

**SPECIALIZED EXPERIENCE:** One year of experience comparable in scope and responsibility to the GS-09 level in the Federal Service (obtained in either the public or private sectors). Experienced in modifying established approaches, methods, or procedures to improve data gathering and analysis techniques. Experienced in working with pertinent laws, regulations, policies, and precedents which affect the use of the Inspector General Programs. Experienced in military command structures, missions, programs, and organizational relationships. Experienced in developing inspector general program goals and objectives. Experienced in establishing the sequence and timing of key operational events and milestones, and methods of evaluating the effectiveness of planning actions, as related to actual events. Experienced in adapting precedents or existing strategies to meet unusual needs, special demands, and determine feasible solutions to meet mission requirements. Experienced in researching, cross-checking information, analyzing, and interpreting data to obtain accurate and relevant information

**Education**

### **Education:**

Undergraduate Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a particular field(s), or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

Graduate Education: Education at the graduate level in an accredited college or university in the amounts shown in the table meets the requirements for positions at GS-7 through GS-11. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

GS-11: Ph.D. or equivalent doctoral degree, 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related

### **Additional Information**

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>).

1. IAW AF guidance, incumbent must complete the wing Inspector General Training Course Inspections (IGTC-I) within 180 days of appointment; must complete Inspector General Training Course Complaints Resolution (IGTC-Q) within 180 days of appointment; and IG appointees for nuclear-capable units will complete the USAF Nuclear Inspector Course within 180 days of assignment. Successful completion of other courses will be accomplished IAW applicable DoD, AF, and National Guard Bureau regulations. Recommend completion of the NGB/IG Advanced Course within one year of appointment.

2. Irregular and overtime hours may be required to support operational requirements or contingencies.

3. The employee may be required to travel in military and/or commercial vehicles to perform temporary duty assignments.

4. This is a Testing Designated Position (TDP). The employee is subject to random drug testing. Pre-employment drug testing and participation in random drug testing is a condition of employment. Note: The caveat is that the States, Territories, and the District of Columbia cannot drug test until a drug free workplace policy has been established and approved by the United States Department of Health and Human Services.

### **Benefits Link**

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

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## **How You Will Be Evaluated**

### **How You Will Be Evaluated**

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):

Decision Making, Interpersonal Skills, and Technical Competence

### **NUMERIC CATEGORY:**

Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package.

### **Numeric category ratings are:**

**Highly-Qualified: 90-100 points.** To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

**Well-Qualified: 80-89 points.** To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

**Qualified: 70-79 points.** To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

# Required Documents

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## 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 (Required for Veterans' Preference)
- Other
- Other Veterans Document
- SF-50
- Transcript

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## How To Apply

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### How To Apply

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](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE 155 ARW  
2420 W Butler Ave  
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.

**Applicants will be referred in the following order:**

1. FULLY QUALIFIED AREA 1
2. FULLY QUALIFIED AREA 2
3. FULLY QUALIFIED AREA 3

**INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT. MAY CONVERT TO PERMANENT.**

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# Release URL

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Release URL

N/A