

## Job Announcement Number

NE-12357717-AR-24-073

# Overview

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<b>Job Title</b>	EDUCATION SERVICES SPECIALIST	<b>Department</b>	Department of the Army
<b>Agency</b>	Army National Guard Units	<b>Hiring Organization</b>	N/A
<b>Open &amp; Closing Dates</b>	03/19/2024 to 04/02/2024	<b>Application Count</b>	N/A
<b>Salary</b>	\$59,966.00 to \$77,955.00 Per Year	<b>Pay Scale &amp; Grade</b>	GS-9
<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>	1740 - Education Services
<b>Supervisory Status</b>	No	<b>Security Clearance</b>	Not Required
<b>Drug Test</b>	No	<b>Position Sensitivity And Risk</b>	None
<b>Trust Determination Process</b>	None		

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# Summary

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## Summary

This National Guard position is for a EDUCATION SERVICES SPECIALIST, Position Description Number D2013000 and is part of G1 Nebraska Army 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. THIS POSITION MAY CONVERT TO PERMANENT WITHOUT FURTHER COMPETITION.**

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# Learn More About This Agency

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## 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>

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# This Job Is Open To

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## Hiring Paths

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

## Hiring Paths Clarification Text

Nebraska National Guard Area 1 and 2 applicants

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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 EDUCATION SERVICES SPECIALIST, GS-1740-9, duties include:

1) Provides oversight as an advisor and consultant serving all the Army National Guard personnel within a state for off duty civilian training and education. Program will include several different goal oriented programs depending upon the background and desires of the various guard members. The guardsmen may be pursuing programs at vocational, high school, baccalaureate, or post graduate level.

(2) Provides advisory services to the education services officer, recruiting and retention command, and battalion and unit commanders concerning the educational needs and incentive eligibility of their assigned personnel and customer support. Maintains contact with such commanders apprising their staff and assigned troops of the educational opportunities available through the General Education Development (GED) and Army Career Education System (ACES) Programs. Investigates educational problem areas to identify special and recurring needs of personnel of serviced organizations. Recommends actions or special programs which are necessary to provide for the needs of units or individuals.

(3) Incumbent functions as the principal liaison between National Guard members and participating public and private educational institutions. Numerous contacts with these institutions are for the purpose of negotiating agreements for a variety of traditional, non-traditional, and special purpose education contracts. These will include moderate variety of courses some of which will be basic education courses in order to complete high school equivalency, or they may be standardized baccalaureate level courses which are regularly offered at a college or university. The incumbent must arrange for these to be taught at hours or locations where it will be possible for the guardsmen to attend. May also arrange for graduate programs for students desiring to pursue advanced degrees. Arranges and negotiates with the institutions to have credit given for military experience. Assists in arranging summaries of experience and assists the institutions to better understand and evaluate the experience. Courses may be provided at institutions or at satellite campuses hosted in local National Guard armories. Negotiates for education programs specifically designed for military personnel working full time. The specialized programs and degrees must relate to the military student's need. Monitors contracts.

(4) Performs educational and vocational counseling which consists of advising and assisting ARNG members on individual programs of study available, to include High School Equivalency (GED), correspondence, self-teaching, new and innovative/non-traditional college to include Associate, Baccalaureate degree programs, first Masters or Professional degree which meet their academic and vocational requirements. Assists personnel in selecting the appropriate course of study through information obtained through interviews, educational record research, to include military credit conversion (ACE), and an analysis of life experience. Assists in completing enrollment applications as needed.

(5) Estimates, obtains, and executes the necessary program funds and determines their allocation. Arranges for tuition assistance for the student. Coordinates with appropriate State, local, and institutional authorities to assist service members in securing Federal financial aid through such programs as the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), College Work-Study (CWS), National Direct Student Loan (NDSL), and Guaranteed Student Loan (GSL), etc. Assist personnel with entrance and enrollment application, when necessary. Required to provide assistance and data to the ESO for inclusion in the budget submission as it relates to the education program. Provides oversight for education programs, funds, and/or accounts.

(6) Serves as the coordinator and Alternate Test Control Officer (ATCO) for the DANTES testing section to include ordering, receiving, accounting, and safeguarding test material with appropriate security measures; and disseminates program guidance for examinations. Determines individual readiness to take examinations, administering General Equivalency Diploma (GED), DANTES Subject Standardized Tests (DSST), American College Testing/Proficiency Examination Program (ACT/PEP), Army Personnel Testing (APT) and College Level Examination Program (CLEP), general, and subject examinations. When appropriate, supervises additional test control officers and satellite testing sites.

## DUITES CONTINUED IN ADDITIONAL INFORMATION

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# Requirements

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## 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 an 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 ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.**

**OPEN AREAS OF CONSIDERATION:** AREA 1 and 2 ONLY

**DEFINITION OF AREA(S) OF CONSIDERATION:**

AREA 1 - Current permanent and indefinite bargaining unit Technicians of the Nebraska Army or Air National Guard

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

AREA 3 - Current military service members who are willing to become a member of the Nebraska Army or Air National Guard

AREA 4 - All qualified candidates eligible and willing to become a member of the Nebraska Army or Air National Guard. Selected individual must become a member of the respective National Guard prior to the 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: O4/CW5/E9; Minimum: O1/WO1/E4;** 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.

Individual does not have to be currently assigned to one of these career fields or 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 Personnel Security Manager - [kalee.m.boden.mil@army.mil](mailto:kalee.m.boden.mil@army.mil); 402-309-8319.**

**GENERAL EXPERIENCE:** Must have a Bachelor's degree (or higher degree) that included or was supplemented by at least 24 semester hours appropriate to the position to be filled in one or a combination of the following areas, with at least one course from

(1)Tests and measurement: Study of the selection, evaluation, administration, scoring, interpretation, and uses of group and individual aptitude, proficiency, interest, and other tests;

(2) Adult education: Study of the adult as a learner, teaching-learning theories for adults, models and procedures for planning, designing, managing, and evaluating adult learning activities;

(3) Educational program administration: Study of the foundation and methods in organizing for adult and continuing education programs;

(4) Curriculum development or design: Study of the principles and techniques for development of curricula for adult or vocational education programs;

(5)Teaching methods: Study of teaching strategies and learning styles of the adult learner;

(6) Guidance and counseling: Study of the purposes and methods in counseling and guidance, the role of the counselor in various settings, approaches to counseling, and the uses of tests in the counseling situation;

(7) Career planning: Study of career development, learning activities, systems, approaches, program coordination, use of educational and community resources, and vocational counseling systems;

(8) Occupational information: Study of theories of occupational choice and vocational development and their application to the guidance process. Identification and utilization of various types of occupational information and resources. In addition to meeting the basic requirement above, to qualify for this position you must also meet the qualification requirements listed below: For guidance counselor positions, a college or university-sponsored practicum in counseling is also required.

#### **SPECIALIZED EXPERIENCE:**

Must have one year of specialized experience at the next lower level, which includes providing educational and career development counseling to both military and civilian personnel. Development structure and subsequent career plans/goals, performance in theories, principles and techniques of general educational guidance and counseling; professional remedial, secondary, and post-secondary education.

#### **Education**

##### **Education:**

If you are using Education to qualify for this position, you must provide transcripts or other documentation to support your Educational claims. To receive credit for Education, you must provide documentation of proof that you meet the Education requirements for this position.

Basic Requirements:

Degree: that included or was supplemented by at least 24 semester hours appropriate to the position to be filled in one or a combination of the areas described below. At least one course must have been from (1) or (2) below. For guidance counselor positions, a college or university-sponsored practicum in counseling is also required.

#### **Additional Information**

DUTIES CONTINUED:

(7) Develops, collects, analyzes, and disseminates data on educational and incentive programs and entrance requirements for the ESO. Maintains files and libraries of current educational material, including catalogs of colleges and universities, military and government sponsored education programs, occupational books, periodicals, manuals, and other vocational materials concerning opportunities and requirements for specific vocations/occupations.

(8) Assists military personnel whose records do not indicate successful completion of civilian education requirements for commissioning Officers, appointing or commissioning of Warrant Officers, or Enlisted Soldiers who have not achieved equivalency of nontraditional educational means. Evaluates all service school training, subject examinations, college transcripts, College Level Examination Program-General Examinations to ascertain the presence of the minimum required hours in required areas. Where evaluation of credentials indicates accumulation of fewer than the number of credits required, assists individuals in preparing a program that will enable them to meet requirements. Provides oversight for the receipt of evaluations and certification of transcripts.

(9) Coordinates with State Recruiting and Retention Manager and Incentives Manager and assists with recruiting and incentive programs in educational institutions in which National Guard programs are established. Promotes interest and participation in educational services and activities by speaking to groups concerning education opportunities.

(10) Research and prepare response to official inquiries for supervisor (i.e. Inspector General, congressional inquiries, etc).

(11) Responsible for and oversees the direction of the Incentives Section and functions as the technical expert. Oversees the performance of document handling, records maintenance, and the Information Management and Reporting Center (iMARC). Directs staff in performance of periodic record reviews and inventories to ensure total record accountability. Ensures staff members provide Soldiers with information regarding their incentive selections (i.e. enlistment bonuses, retention bonuses, conversion bonuses, student loans, health profession loans (for both Officer and Enlisted). Provides the determination and oversight of continued incentives eligibility as a result of processing of records for separation/discharge to include: proper identification and crediting of MOS, dates of service, type of discharge, computation of total creditable service, etc.

(12) Monitors Reserve Officer Training Corps (ROTC) Simultaneous Membership Program (SMP), and commissioning programs for contractees. Requests exception to policy from National Guard Bureau (NGB-ARM).

(13) Performs other duties as assigned.

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/>

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# How You Will Be Evaluated

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## 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):

Customer Service and Technical Competence

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12357717>

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# 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
- Other
- Other Veterans Document
- SF-50

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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 G1  
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

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## Release URL

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### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/782486800>