

## Job Announcement Number

NE-12111067-AR-23-142

# Overview

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<b>Job Title</b> FAMILY PROGRAM 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> 08/31/2023 to 10/02/2023	<b>Application Count</b> N/A
<b>Salary</b> \$57,118.00 to \$74,250.00 Per Year; Advertisement is Open until Filled: First cutoff 14 September 2023, with subsequent reviews every 7 days after initial cutoff date.	<b>Pay Scale &amp; Grade</b> GS-7-9
<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> Permanent
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> 9	<b>Job Family (Series)</b> 0301 - Miscellaneous Administration And Program
<b>Supervisory Status</b> No	<b>Security Clearance</b> Secret
<b>Drug Test</b> No	<b>Position Sensitivity And Risk</b> Non-sensitive (NS)/Low Risk
<b>Trust Determination Process</b> National security	

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## Summary

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This National Guard position is for a FAMILY PROGRAM SPECIALIST, Position Description Number **D1743000** and is part of Joint Force Headquarters Nebraska, Support Programs Division, Nebraska Army National Guard.

USE THIS LINK TO VIEW FULL POSITION DESCRIPTION:

[https://acpol2.army.mil/fasclass/search\\_fs/search\\_fs\\_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbZKXmKZTf2qCRtyUbYWdmKdWgg%3D%3D](https://acpol2.army.mil/fasclass/search_fs/search_fs_output.asp?fcp=zutpk3eFRtaToL2jr7IGuam0buidbZKXmKZTf2qCRtyUbYWdmKdWgg%3D%3D)

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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

National Guard & Reserves

### Hiring Paths Clarification Text

8/31/2023 11:25 EDT

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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 FAMILY PROGRAM SPECIALIST, GS-0301-7/9, duties include:

1. Serves as an advisor on quality of life and Family Program matters for National Guard and reserve members with the goal of maximizing retention and readiness. Assists in the development, planning, and implementation of the Family Program, which includes readiness, volunteer management and improving the quality of life and well being of members and families. This includes issues involving benefits, entitlements, scheduling events, missions, roles, and functions of the National Guard.
2. Assists in planning, maintaining, and updating an ongoing system of information and referral for use by the military community. Coordinates dissemination of information. Prepares and disseminates information to staff and units to provide to family members and stimulate interest and support on benefits and entitlements. Conducts or assists in conducting seminars, conferences, and workshops as appropriate. Conducts needs assessments to identify other programming needs of family members. Assists in developing and maintaining local information and referral programs. Provides technical assistance to personnel publicizing quality of life and the Family Program. Conducts briefings and training for staff and units to stimulate interest, support, and provide necessary information. Provides technical assistance to personnel publicizing the Family Program.
3. Receives and maintains volunteer hours contributed; supports Family Readiness Groups; designs and conducts training programs for volunteers; and designs and conducts volunteer recognition activities. Identifies key volunteers at the unit level to serve as volunteer coordinators. Develops standard formats and procedures to collect data. Initiates and provides technical assistance for the development of Family Readiness Groups. Identifies training programs and recognition activities for volunteers. Implements Guard Family Team Building (GFTB) and Guard Family Action Plan (GFAP) programs. Develops standard formats and procedures to record volunteer hours and to collect other volunteer related data. Identifies and maintains current listings of professional volunteer literature and training materials for the orientation for current and new volunteers.
4. Serves as representative at conferences and meetings on quality of life and Family Program matters. As required, prepares, explains, and defends budgets relative to quality of life and Family Programs. Provides staff assistance to local units in accomplishing the objectives of the program. Conducts staff assistance visits to ensure that policies conform to guidance, to assist and gather information for new initiatives and direction. Provides technical interpretation and guidance.
5. Plans and coordinates mobilization processes for pre-deployment, deployment, and post-deployment issues. Coordinates with local community resource agencies, i.e., active duty installations, American Red Cross, and military health benefit administrators.
6. Advises chain of command of current and proposed programs and policies requiring modification to improve family readiness and wellness. Ensures all recommendations are in accordance with applicable guidelines, policies, and regulations. Provides staff assistance and conducts visits to ensure policy guidelines are met.
7. Coordinates the state family youth program that addresses issues and concerns of youth related to Guard life and youth readiness and well being. Coordinates with local youth related organizations and agencies.
8. 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.  
Obtain/maintain the level of security clearance/background check required  
May be required to successfully complete a probationary period.  
Direct Deposit is mandatory

### Qualifications

#### Security Clearance/Background Check r equirements:

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 possess experience, education, or training which provided a general knowledge of principles of organization, management, and administration. Experience using computer and automation systems

**SPECIALIZED EXPERIENCE:**

GS 9 : Must possess 24 months experience, education or training in program or managerial experience related to the Soldier & Family Readiness Program or a combination of functions directly related to the position to Soldier & Family Readiness Program. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience preparing written communications and oral presentations. Experience providing training and technical support to Commanders and Family Readiness Liaisons to support their Unit Family Readiness program and Soldier & Family Readiness Groups

GS 7: Must have at least 12 months experience, education or training in any position that required compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Applicants must have 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 interpreting regulations, policies or law and providing guidance.

**Education**

**Education:**

Generally, not applicable above GS-05

**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>).

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](#).

1. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
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 position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

**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, Information Management, Problem Solving, Self-Management, and Teamwork

**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. Refer to NE TPR 335 dated 4 April 2018.

#### 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.

#### Veterans' Preference:

Assessed applicants are placed in the appropriate numeric category and ranked according to preference eligibility and non-preference eligibility. All qualified preference eligibles are placed ahead of non-preference eligibles within their numeric category.

Read about Veterans' Preference here: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2>

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12111067>.

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

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## How To Apply

### 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

Rowell Cabardo  
Phone: 402-309-8324  
Email: rowell.t.cabardo.civ@army.mil

### Agency Information

NE Family Program Office  
2000 N 33rd Street  
Lincoln, NE 68503

### 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
4. Trainees

INDIVIDUAL SELECTED AS A **GS-7 TRAINEE** MAY BE PROMOTED TO **GS-9** UPON COMPLETION OF THE FOLLOWING REQUIREMENTS: (1) 12 MONTHS OF EXPERIENCE APPOINTED IN THE POSITION; (2) COMPLETION OF AN INDIVIDUAL DEVELOPMENT PLAN (IDP) AND (3) COMPLETION OF A CLASSIFICATION REVIEW. INDIVIDUAL MAY BE PROMOTED WITHOUT FURTHER COMPETITION WHEN QUALIFIED AND RECOMMENDED BY THE SELECTING OFFICIAL; HOWEVER, PROMOTION IS NOT GUARANTEED. APPLICANTS MUST INDICATE ON THEIR APPLICATION THE LOWEST GRADE FOR WHICH THEY WISH TO BE CONSIDERED.

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## Release URL

### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/746699600>