

Job Announcement Number

NE-12118756-AR-23-139

Overview

Job Title Guidance Counselor	Department Department of the Army
Agency Army National Guard Units	Hiring Organization N/A
Open & Closing Dates 09/12/2023 to 09/26/2023	Application Count N/A
Salary \$57,118.00 to \$74,250.00 Per Year	Pay Scale & Grade GS-9
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 Temporary
Work Schedule Full-time	Service Excepted
Promotion Potential None	Job Family (Series) 1740 - Education Services
Supervisory Status No	Security Clearance Secret
Drug Test No	Position Sensitivity And Risk Non-sensitive (NS)/Low Risk
Trust Determination Process National security	

Summary

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This National Guard position is for a Guidance Counselor, Position Description Number D1105000 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

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

Duties

As a Guidance Counselor, GS-1740-9, duties include:

- (1) Interviews and counsels military personnel to help them develop and achieve a valid education goal and subsequent occupation. Provides individualized interviewing and counseling to aid the individual in career decision making. Focuses on Soldiers without high school diplomas and Officers without Baccalaureate degrees to assist them in attaining their educational requirements. Gathers information about individuals during the initial counseling session and recommends testing such as achievement, interest, and aptitude tests.
- (2) Delegates and/or performs a variety of administrative and customer support functions relative to the Education Services Programs (i.e. Information Management and Reporting Center (iMARC), nationalguardbenefits.com) in a State. Administers tests, assures that tests are conducted in accordance with standard procedures prescribed in the applicable regulations, and maintains records of results achieved. Consolidates, reviews, and requests data from iMARC and other databases. Records individual education levels against goals and documents efforts made to increase those levels. Prepares reports of program achievements.
- (3) May serve as test control officer for all civilian high school and college tests. Receives, prepares, and disseminates program guidance for examinations. Prepares required quarterly reports and audits regarding test material. Administers DANTES sponsored tests and Army Personnel Testing (APT) (i.e. Flight Test, ASVAB, etc.).
- (4) Delegates and/or 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.
- (5) Delegates and/or schedules on-site classes, off-site classes, and satellite testing sites for individuals to attain their educational goals. Provides assistance to personnel applying for scholarships, educational allowances, and grants. Reviews and promotes educational benefits established and funded by the State or Federal Government.
- (6) Monitors individual Soldier educational progress and conducts follow-ups to ensure that individuals are meeting their goals. Modifies action plans for individuals who are not meeting requirements. Engages in outreach programs to motivate Soldiers to pursue educational and/or career goals. Receives, evaluates and certifies transcripts.
- (7) Prepares and/or conducts educational briefings. Promotes self-development programs including correspondence courses, attendance at classes at a local armory or education center, and attendance at schools, colleges, and universities. Provides updates to State web site.
- (8) Conducts surveys of educational needs and preferences. Arranges for the testing of individuals and analyzes results. Coordinates with unit level staff to identify educational needs.
- (9) Serves as alternate administrator of the education program.
- (10) Performs other duties as assigned.

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 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: O6/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.

Compatible Military Assignments: MOS: 42A

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; 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.

GS-09 - Must have at least 24 months experience, education, or training involving the administering, delivering, maintaining, advising, and adapting basic concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements.

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.

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](#).

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):

Customer Service and Technical Competence

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12118756>

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 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

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/748476100>