

## Job Announcement Number

NE-12193249-AF-24-010

# Overview

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<b>Job Title</b> IT SPECIALIST (PLCYPLN)	<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> 11/06/2023 to 01/12/2024	<b>Application Count</b> N/A
<b>Salary</b> \$53,309.00 to \$90,992.00 Per Year; Announcement is Open till Filled, First Review will be 22 Nov 2023, with a review every 7 days thereafter	<b>Pay Scale &amp; Grade</b> GS-7-11
<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> 11	<b>Job Family (Series)</b> 2210 - Information Technology Management
<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, Suitability/Fitness	

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## Summary

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This National Guard position is for a IT SPECIALIST (PLCYPLN), PD# D2176P01/D2177P01/D2178P01 and is part of 155th CF Nebraska Air National Guard

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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

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

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## This Job Is Open To

### Hiring Paths

Federal employees - Excepted service, Internal to an agency - appears on USAJOBS, National Guard & Reserves

### Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2, 3, and 4 applicants

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## Videos

## Marketing Video Link 1

N/A

## Marketing Video Link 2

N/A

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# Duties

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## Duties

As a IT SPECIALIST (PLCYPLN), GS-2210-7/9/11, duties include:

### 1. Information Technology Planning:

(a) Analyzes requirements and recommends plans of action for improving assigned IT applications. Analyzes assigned portions of existing and planned IT applications, both hardware and software, to determine current and future potential for enhancements. Based upon the organization's goals and objectives, an assessment of available resources, and extrapolation of cost benefit analysis data, recommends adjustments to IT priorities to meet changing business needs, program plans, goals and objectives. Identifies problem areas along with a variety of possible solutions and alternatives and submits change recommendations to a higher graded Policy and Plans specialist. Analyzes assigned systems to determine if enhancements are appropriate or if an entirely new system would be more cost effective. Analyzes assigned portions of plans and specifications, prepares justifications for new or enhanced information technology. Provides results of analysis to a higher graded Policy and Plans specialist for inclusion in the Unit's final change recommendations. Serves as a point of contact throughout the various phases of projects until successfully concluded.

(b) Performs as a plans and policy advisor to functional users of information technology. Develops and interprets policy for administering IT systems. Assesses policy needs and reviews, revises, and develops recommended changes to existing policies to govern IT activities. Through feasibility studies, assesses impact of changes in legislation or directives on current programs and recommends changes to existing plans to ensure compliance. Analyzes IT system development as it relates to the organization and ensures policy and guidance are available for its use, that necessary controls are in place, and systems operate as intended and provide all necessary capabilities. Assists in the development of migration plans for implementation of new technology. Assesses and identifies training needs that address activities where gaps in competency exist in either current or new technology. Develops training programs, or locates and recommends sources of training that ensure users can apply the best techniques in using IT. Provides technical assistance to system users and contractors. This includes keeping abreast of the latest developments in technology and conducting feasibility studies to evaluate systems performance as it relates to the organization.

### 2. Telecommunications Planning:

Implements methods, procedures, policies, and techniques concerning telecommunication systems. Performs work involved in developing, refining, and complying with assigned portions of the telecommunications systems planning and D2177P01 policy direction primarily involving short- and long-range plans. Reviews requests for communication services, develops budgetary justifications, recommends changes to assigned segments of networks/systems designs, prepares/reviews equipment and facility specifications, monitors/resolves technical communications problems, and/or conducts operational acceptance tests.

Performs other duties as assigned.

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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 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 AT 402-309-1172.**

**OPEN AREAS OF CONSIDERATION:** AREA 1, 2, 3 and 4

## **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: E7; Minimum: E1;** 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.

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

**Selectee Must obtain and maintain DODi 8570 I Certification within 6 months of appointment, waivable to 12 months. Initial training will be provided at the expense of the government. Exam fees may be reimbursed after successful exam completion. Failure to comply with this requirement may cause removal from the position.**

**GENERAL EXPERIENCE:** Experience, education or training that has provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process. Experience may have been gained in work such as computer operator or assistant, computer sales representative, program analyst, or other positions that required the use or adaptation of computer programs and systems.

**SPECIALIZED EXPERIENCE:**

**GS-07** - Must have at least 12 months experience, education, or training in translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language. Experience interviewing subject-matter personnel to get facts regarding work processes, and synthesizing the resulting data into charts showing information flow.

**GS-09** - 1-year specialized experience equivalent to at least the next lower grade. In addition to the OPM IORs (Alternative A) specialized experience examples, specialized experience includes experience, education, or training receiving, maintaining, and issuing data storage media for computer operations. Experience in scheduling the use of computer time for program processing. Experience collecting and sequentially staging input media with associated program instructions for processing. Experience in at least one programming language. Translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language. Experience interviewing subject-matter personnel to get facts regarding work processes and synthesizing the resulting data into charts showing information flow. Experience in analysis of the interrelationship of pertinent components of the system. Experience planning the sequence of actions necessary to accomplish the assignment. Experience scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency.

**GS-11** - 1-year specialized experience equivalent to at least the next lower grade. In addition to the OPM IORs (Alternative A) specialized experience examples, specialized experience includes experience, education, or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization. Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience that required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion

**Education**

**Substitution of Education for Specialized Experience** - For the GS-5 level, a 4-year course of study leading to a bachelor's degree may be substituted for the experience requirements. At the GS-7 level, one full year of graduate level education or superior academic achievement. At the GS-9 level, a masters or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree may be substituted. At the GS-11 level, a Ph.D. or equivalent, or 3 years of progressively higher level graduate education leading to such a degree.

Undergraduate or Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management or degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

### 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](#).

### CONDITIONS OF EMPLOYMENT & NOTES:

1. Must be able to obtain and maintain the appropriate security clearance of the position.
2. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
3. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
4. May occasionally be required to work other than normal duty hours; overtime may be required.
5. The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.
6. THIS POSITION CONDUCTS INFORMATION ASSURANCE FUNCTIONS. THE INCUMBENT SHALL COMPLY WITH THE REQUIREMENTS OF THE CERTIFICATION PROGRAM AND WILL BE REQUIRED TO OBTAIN AND MAINTAIN CERTIFICATION. CERTIFICATION REQUIREMENTS ARE OUTLINED IN DOD INSTRUCTION 8570.01-M

### Benefits Link

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

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## 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):

Software Development, Technical Competence, and Technology Application

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12193249>

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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
- 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 CF  
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.

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
4. Fully qualified Area 4 applicants
5. Trainees

INDIVIDUAL SELECTED AS A **GS-07** TRAINEE MAY BE PROMOTED TO **GS-09** UPON COMPLETION OF THE FOLLOWING: (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 SELECTED AS A **GS-09** TRAINEE MAY BE PROMOTED TO **GS-11** UPON COMPLETION OF THE FOLLOWING: (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

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### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/759107200>