

Job Announcement Number

NE-12069846-AF-23-063

Overview

Job Title	MANAGEMENT SUPPORT SPECIALIST	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	N/A
Open & Closing Dates	07/28/2023 to 09/29/2023	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	Permanent
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	0301 - Miscellaneous Administration And Program
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 MANAGEMENT SUPPORT SPECIALIST, Position Description Number D2401000 and is part of 155TH OG, Nebraska Air National Guard.

POSITION IS ELIGIBLE FOR UP TO A 25% RECRUITMENT AND RELOCATION INCENTIVE, WITH UP TO A FOUR YEAR SERVICE COMMITMENT. (SERVICE OBLIGATION WILL BE BASED ON PERCENTAGE OF SALARY)

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

Federal employees - Excepted service, 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

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As a MANAGEMENT SUPPORT SPECIALIST, GS-0301-9, duties include:

- Plans, organizes, and oversees the full complement of activities within the Group Commander's Support Staff (CSS). Manages personnel, unit training and administrative programs management as well as continuous improvement initiatives within the CSS. Oversees Group programs to facilitate the Group and squadron commander's vision. Keeps abreast of and briefs the Group and squadron senior ART(s)/Commander(s) regarding assigned program status; actual or potential problems and changes which could possibly affect the operation of the group and subordinate units. Recommends redirection of assets if necessary to achieve improved overall mission effectiveness. Responsible for the development of internal policies and procedures governing administration of CSS programs to include officer/enlisted promotions and demotions to include the reserve service commitments, inbound assignments/in processing, officer/enlisted performance reports, awards and decorations, reassignments voluntary/involuntary), separations (voluntary/involuntary/officer resignations), retirements to include high year of tenure/mandatory separation date extensions, conditional releases, and inter- and intra-service transfers assignments for officer and enlisted personnel, Defense Travel System (DTS), Unit Drug Demand Reductions Program, Fit to Fight Program, Unit Security Program, Unit Self Inspection Program, Unit Health Program, and Publications, and Forms Program utilizing AFRIMS and all By-Law Programs. Manages administrative discharge and separation actions. Manages and provides guidance and technical expertise of various special programs to include Line of Duty, civilian appraisals and civilian timecards. Responsible for coordination with their respective Force Support Squadron on all matters related to Commander Support Staff (CSS) manning, training, and related issues. Provides advisory support services as they pertain to assigned programs or activities. Structures assignments to create effective and economical positions. Coordinates with other organization managers and customers as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely and reviewed at critical points. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Thoroughly reviews operational programs practices and procedures for compliance with DoD, AF, AFRC and other agency regulations, directives and in order to make recommendations to improve internal programs and operations to supervisor.

- Plans, organizes and executes all Group information management and personnel activities. Oversees the preparation, maintenance, and disposition of required administrative reports and other correspondence. Reviews internal operating procedures for personnel and information management to ensure effectiveness and compliance with current directives. Analyzes directives and develops procedures for smooth CSS operations. Interprets instructions and regulations and makes authoritative decisions in resolving administrative issues. Ensures publications library, filing system, and reprographic requirements are established and maintained. Responsible for monitoring and ensuring all unit reports are submitted. Establishes and monitors suspenses to ensure personnel and administrative processes are completed as required. Oversees workflow and Task Management Tool (TMT). Assigns work section TMT tasks and balances task workload. Upon receipt, assigns all taskings received from various sources. Provides guidance to clients as task due dates change or as roles and responsibilities are altered or updated. Prepares tasking status reports and workload analysis. Uses a variety of office automation hardware, software, and peripherals to perform a wide variety of administrative tasks. Prepares reports and related correspondence in accordance with Air Force Instructions. Transmits and receives documents and messages electronically using personal computers or workstations.

- 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 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 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-5; Minimum: E-3; 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.

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.

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

SPECIALIZED EXPERIENCE: Must have at least 24 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 experience providing technical guidance and assistance in the type of work or in comparable work of the position to be filled. Applicants must have a thorough knowledge and understanding of administrative procedures and practices of management. Experience developing administrative procedures.

THE MAN YEAR FOR THIS POSITION IS OBLIGATED TO A TECHNICIAN ON MILITARY DUTY. SELECTEE MAY BE DISPLACED UPON RETURN OF THE INCUMBENT OR SELECTEE MAY BE CONVERTED TO PERMANENT APPOINTMENT IF THE INCUMBENT DOES NOT REQUEST REEMPLOYMENT. 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.

Education

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.

Completion of courses such as the Officer Advanced Course, Squadron Officer School, Command and Staff College, Air and Army War College, National Security Management Course and others of comparable level will be credited at the rate of 1 month of education for two months of specialized experience.

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):

Attention to Detail, Customer Service, and Decision Making

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12069846>

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

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

Agency Information

NE 155 OG
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

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Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/740157500>