

**Job Announcement Number**

NE-12297245-AR-24-057

## Overview

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<b>Job Title</b> OPERATIONS & TRAINING 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> 01/30/2024 to 03/29/2024	<b>Application Count</b> N/A
<b>Salary</b> \$59,966.00 to \$77,955.00 Per Year; Announcement is Open till filled, first review will be 20 Feb 2024, with a review every 7 days thereafter	<b>Pay Scale &amp; Grade</b> GS-9
<b>Locations</b> Hastings, 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> None	<b>Job Family (Series)</b> 0301 - Miscellaneous Administration And Program
<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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This National Guard position is for a OPERATIONS & TRAINING SPECIALIST, Position Description Number D0607000 and is part of Training Center Command, Det 1, Hastings, Nebraska Army 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**

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

**Hiring Paths Clarification Text**

Nebraska National Guard Area 1, 2 and 3 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 OPERATIONS & TRAINING SPECIALIST, GS-0301-9, duties include:

- (1) Formulates long and short range plans for the development of range facilities and the training areas. Develops input for the five year installation development plan, to include justifications for construction, programming documents, maps, overlays, and sketches. Develops program documents for funding standard target systems and remote engagement target systems identified for use on range facilities programmed in the five year range development plan. Develops other associated programs of construction and budget estimates. Evaluates the size of the facilities to allow for projected use, troop density, and to facilitate types of training required.
- (2) Oversees and directs the work of one or two subordinates assigned to the Operations and Training Division. Assists in development of performance standards, goals; and objectives for subordinate workers. Provides recommendations for incentive awards and training of subordinate workers. Provides technical guidance to lower graded workers. Promotes acceptance and adherence of programs such as Equal Employment Opportunity, Federal Women's Program, Physically Handicapped, Labor Management Relations and other special emphasis programs.
- (3) Coordinates with user or, organizations for use of training facilities. Reviews and approves schedules to insure maximum training opportunities. Coordinates with using organizations to assist in obtaining support if not available at training site, with units having requested support capabilities.
- (4) Prepares budget requirements for submission to support manday. Training, schools and travel for the Operations and Training Division.
- (5) Conducts surveys of users to assess adequacy of existing facilities to meet training requirements, and reviews the installation five year plan to ensure it meets existing and future requirements.
- (6) Reviews plans, specifications, architectural and engineering documents for range facilities to assure conformity with doctrine and for compliance with DA range safety criteria.
- (7) Reviews plans for army aviation, airborne, and NBC Training conducted at the training site to assure compliance with established safety and local operational procedures: When required, recommends alternatives to best meet training objectives within safety parameters.
- (8) Develops installation policies and regulations governing range safety, training, medical evacuation and other emergency procedures. Reviews and updates these documents when required. Advises tenant organizations of pertinent training site policy and requirements.
- (9) Based on projected availability of the latest simulation devices, determines and recommends suitable facilities for use as simulation centers. Coordinates, with the supervisor, plans and specifications for the modification of existing or the construction of new facilities for simulation centers.
- (10) Formulates policies and procedures for the control of classified material, restricted areas and communications security. Monitors the status of personnel security clearance requests and investigations. Develops intelligence, counter-intelligence, and operational security plans for the training site. Serves as the authority at the training site regarding classified material and security.
- (11) Develops standing operating procedures (SOP).
- (12) 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

concurrency 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, 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 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: O2/CW3/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.

**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 Personnel Security Manager - [kalee.m.boden.mil@army.mil](mailto:kalee.m.boden.mil@army.mil); 402-309-8319.**

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

**SPECIALIZED EXPERIENCE:**

**GS-9:** Must have at 1 year at the previous lower grade and specialized experience, education or training in any position that required compiling reports, letters, memorandums, etc., and required person-to-person contacts to convey information. Applicant must have experience providing technical guidance and assistance in the type of work or comparable work of the position to be filled. Applicant must have a thorough knowledge and understanding of administration procedures and practices or management. Experience developing administrative procedures. 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 in the performance of any clerical or office type duties.

**Education**

**There is no substitution of education 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](#).

#### **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.

#### **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, Planning and Evaluating, and Technical Competence

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12297245>

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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

### **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 TNG SITE Greenlief  
6700 East J Street  
Hastings, NE 68901

## 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

### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/774054000>