

## Job Announcement Number

NE12364354-AR-24-074

# Overview

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### Job Title

PROGRAM ANALYST

### Agency

Army National Guard Units

### Open & Closing Dates

03/25/2024 to 09/27/2024

### Salary

\$59,966.00 to \$77,955.00 Per Year; Announcement is open till filled, with a reiew on 5 April 2024, with a review every 7 days thereafter

### Locations

Lincoln, Nebraska

### Telework Eligible

Yes - as determined by the agency policy.

### Relocation Expenses Reimbursed

No

### Work Schedule

Full-time

### Promotion Potential

None

### Supervisory Status

No

### Drug Test

No

### Trust Determination Process

Credentialing, Suitability/Fitness

### Department

Department of the Army

### Hiring Organization

N/A

### Application Count

N/A

### Pay Scale & Grade

GS-9

### Remote Job

No

### Travel Required

Occasional travel - You may be expected to travel for this position.

### Appointment Type

Temporary; INDEF

### Service

Excepted

### Job Family (Series)

0343 - Management And Program Analysis

### Security Clearance

Secret

### Position Sensitivity And Risk

Noncritical-Sensitive (NCS)/Moderate Risk

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# Summary

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This National Guard position is for a **PROGRAM ANALYST**, Position Description Number D1010000 and is part of CFMO, 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 POSTION MAY CONVERT TO PERMANENT WITHOUT FURTHER COMPETITION.**

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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

3/26/2024 12:05 EDT

## 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 PROGRAM ANALYST, GS-0343-9, duties include:

- Reviews, evaluates and analyzes obligations and expenditures. Prepares directorate or division summaries from reports submitted by Major Subordinate Commands (MSC)\*. Summarizes and interprets significant data collected and relates this data to the organizations program actions; identifies and analyzes deficiencies in resource consumption, training, workload and scheduling, and evaluates deviations from standards, plans, and estimates to determine cause and impact on missions.
- Assists management in interpretation and utilization of reports and information provided. Develops various visual media to present trends, performance status, capability and related management information. Aids functional areas in identifying areas of record documentation and procedures that can be streamlined, combined or improved and initiates methods to operate under the new or revised system. Implements management control plans.
- Provides recommendations to subordinate organizations for proper management of programs. Recommends funding allocations and monitors expenditure to ensure allocations are being utilized as planned and are not being exceeded. Adjusts allocations as needed. Report expenditure status to management and National Guard Bureau (NGB) as required.
- Based on budget guidance received from higher headquarters, develops an annual budget for programs. Reviews prior and current budgets/funding trends, compiles funding projections and prepares funding recommendations. Anticipates requirements for program funds by reviewing execution plans and recommends appropriate action such as reprogramming funds from one program to another to correct funding shortfalls. This requires close coordination with major subordinate commands and comptroller personnel, and an in-depth understanding of the status of the projects and contracts, their completion status and their significance to ensure that the recommendations made will allow for the successful completion of management programs. Reviews the status of program milestones requests payment of funds after it has been determined that the requirements have been properly satisfied.
- Researches and interprets personnel and training regulations, DA Pam's, Circulars, and NGB guidance. Works concurrently with management to develop state program policies and procedures. Provides advice and assistance to management on accountability and legality of operating programs. As needed, makes MSC assistance visits to ensure policies and procedures are being adhered to. Conducts training for proper management and accountability of programs.
- Assists management in preparing guidelines and instructions to MSCs for development of the yearly State Operating Budget (SOB). Reviews data on program requirements (e.g. manday requirements, commercial transportation requirements, temporary employment requirements, etc.) to support and justify each separate program by appropriation/activity.
- Formulates and reviews all Annual Funding Guidance/Programs (AFG/AFP) ensuring obligation authority is not exceeded and budget adjustments are properly staffed. Review trends and performs analysis of separate budget activities then provides information to management. Projects requirements for program requirements. Validates and refines inputs which have fluctuated. Monitors daily expenditure rates associated activity programs. Reviews daily and monthly funding documents to determine if updates are correct or require further action.
- Develops, collects, and maintains various historical data used to initiate planning, programming and execution of current and future training and operations programs.
- 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 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 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: O4/CW4/E9; Minimum: O1/WO1/E6;** 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.

### **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 in administrative, professional, investigative, technical or other responsible work which demonstrates analytical ability and a practical and theoretical knowledge of the functions, processes and principles of management. Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE:** 1-year specialized experience at the previous lower grade or equivalent experience and education, or training equivalent to at least the next lower grade level. Experience, education, or training which has provided application of practices, theories, techniques, and methods of management. Experience analyzing, interpreting, and developing policies and procedures of local management

**Certification Level 2: THIS IS A FINANCIAL MANAGEMENT Level 2 Certified position designated as such in accordance with the National Defense Authorization Act (NDAA) 2012, Public Law 112-81, Subtitle F-Financial Management, section 1051, amending 10 United States Code, section 1599d. Incumbent of this position is required to comply with all Department of Defense and Department of the Army requirements of this certification program. This certification requirement is a condition of employment for this position. Failure to obtain this certification within the required time may subject the incumbent to adverse action.**

## Education

### **Education:**

**Substitution of Education for specialized experience** - 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.

## 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/>

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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):

Customer Service, Planning and Evaluating, and Technical Competence

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12364354>

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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 CFMO  
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

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## Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/783357400>