

Job Announcement Number

NE-12297349-AF-24-029

Overview

Job Title	PROJECT SPECIALIST (CTK Program Manager)	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	CONCURRENT WITH AGR ANNOUNCEMENT AGR-AF-24-018
Open & Closing Dates	01/30/2024 to 02/23/2024	Application Count	N/A
Salary	\$59,966.00 to \$77,955.00 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; 4 years
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, Suitability/Fitness		

Summary

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This National Guard position is for a PROJECT SPECIALIST (CTK Program Manager), Position Description Number D2588000 and is part of 155 MXG, Nebraska Air National Guard.

THIS POSITION IS NOT TO EXCEED 4 YEARS

CONCURRENT WITH AGR ANNOUNCEMENT AGR-AF-24-018

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 PROJECT SPECIALIST (CTK Program Manager), GS-0301-9, duties include:

1. Coordinates, analyzes, directs, and evaluates one-of-a-kind and non-recurring projects/programs and operations. Administers and evaluates internal management plans, directions, and practices which require consideration and integration of specialized needs. Participates and provides significant input to the planning of program studies and organizational changes to the project/program. Makes recommendations on administrative practices. Performs work based on broad experience and familiarity to organizations, applicable policies, procedures and regulations, and pertinent precedent, as well as practical knowledge of guidelines associated with applicable laws, regulations and other official guidance. Conducts research, interviews subject matter experts and technical specialists, collects data, analyzes findings, prepares recommendations and writes reports regarding a variety of administrative issues and functions on the most economical methods of achieving project/program goals and objectives. Conducts fact-finding studies to evaluate the effectiveness and efficiency of internal work. Evaluates the impact for new or revised policies and procedures on existing projects/programs. Makes recommendations for courses of action, implementation, or revisions required. Measures work accomplishments against management goals. Identifies data required for use in the administration of business functions and develops reporting systems as required. Recommendations made by the incumbent often result in significant changes in project/program work. Explains necessity for changes to administrative personnel, clarifies new procedures, and provides guidance in the application of new administrative guidelines. Responds to key suspense items of high priority for completion of projects/programs.
2. Assembles background information, drafts portions of response as appropriate. Determines actions needed by other staff elements and follows-up to ensure responses are complete and timely, resolves conflicts, and refers only the most significant problems for resolution. Incumbent handles unusual or unprecedented problems independently, taking actions or recommending solution to the supervisor. On own initiative, resolves a variety of problems related to administrative process that support the project/program. Assists supervisor in identifying personnel requirements, resources, and services needed to ensure the effective use of manpower, money and materials to support the mission. Develops or assists in the development of graphs, charts, and drafts of narratives in coordination with Project Manager(s) for inclusion in project documents and reports. Assembles available information relating to programming and justification data for the budget submission process. Prepares and completes project plan presentations and public meetings with local sponsors, and leadership throughout the organization. Actively participates in staff and/or management level meetings/discussions pertaining to the activities encompassed in the project/program.
3. Implements procedures for the control, maintenance and disposition of records relating to projects/programs. Conducts inspection of project/program files to ensure compliance with regulations. Incumbent handles unusual or unprecedented problems independently, taking action or recommending solutions to the supervisor. Exercises initiative to resolves a variety of problems related to project/program processes and procedures. Carries out any additional special assignments characterized as unique one-time requirements or issues, involving research to gather, analyze and evaluate information, facts and data concerning administrative management processes used to complete the project/program. Maintains office files and ensures compliance with applicable regulatory guidance. Maintains relevant publications, guidelines and directives, ensuring they are current and updated periodically. Initiates actions and conducts follow-up on administrative issues, until final concurrence, disposition or resolution is obtained. Coordinates and arranges various meetings and training events held.
4. Responsible for development of training for all newly assigned personnel to the maintenance group on tool accountability and initiates members in TC MAX. Provides and develops training for new Consolidated Tool Kit (CTK) custodians and continued training for custodians on trending issues. Facilitates the transfer of CTK assets when custodians are replaced.

DUTIES CONTINUED IN ADDITIONAL DETAILS

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

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 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-6; Minimum: E-5; 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.

The selectee must be 7 level in 2AXXX or 2WXXX.

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:

For positions for which individual occupational requirements do not specify otherwise, general experience is 3 years of progressively responsible experience, 1 year of which was equivalent to at least GS-4, that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSA's) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other nonspecialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

For some occupations or positions, applicants must have had work experience that demonstrated KSA's in addition to those identified above. Positions with more specific general experience requirements than those described here are shown in the appropriate individual occupational requirements.

SPECIALIZED EXPERIENCE:

GS-09 - 1 year specialized experience, education or training equivalent to at least the next lower grade level. 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.

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

5. Performs audits of all MXG CTK programs virtually via TCMAX and in person. Conducts reviews of annual inspections, key control,

appointment letters, spare tools, MIL accuracy, spare tools, and dispatch able hazmat on scheduled and unscheduled intervals. Identifies and resolves program deficiencies from document research, subject matter experts, interviews, and work observations. Reports findings of audits to maintenance supervision and participates in validation of CTK related corrective action plans. Participates in meetings with management to resolve critical or controversial CTK issues.

6. Reviews local and parent AFI guidance for group compliance and applicability. Proposes Policy changes to maintenance supervision for implementation. Develops maintenance operating instructions (MOIs) and other program policy documents.

7. Base PMEL coordinator, sets schedule for trips, coordinates drivers, and provides status of PMEL items to users.

8. Local manufactured tool POC. Will validate local manufactured tools within the MXG, facilitate creation of new tools, and maintain record of each.

9. Supports Unit Deployment Manager (UDM) by providing information for deployable CTKs for readiness reports. Assists with equipment packing/palletizing for deployments/TDys/exercises.

10. Participates in unit inspections/exercises/deployments/TDys.

Performs other duties as assigned.

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, Oral Communication, and Planning and Evaluating

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12297349>

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

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 155 MXG
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

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/775193500>