

**Job Announcement Number**

NE-12124618-AR-23-147

## Overview

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<b>Job Title</b>	RECORDS & INFO MANAGEMENT SPECIALIST (KNOWLEDGE MANAG	<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>	09/11/2023 to 09/25/2023	<b>Application Count</b>	N/A
<b>Salary</b>	\$82,830.00 to \$107,680.00 Per Year	<b>Pay Scale &amp; Grade</b>	GS-12
<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>	Temporary; INDEFINITE
<b>Work Schedule</b>	Full-time	<b>Service</b>	Excepted
<b>Promotion Potential</b>	None	<b>Job Family (Series)</b>	0308 - Records & Information Management
<b>Supervisory Status</b>	No	<b>Security Clearance</b>	Secret
<b>Drug Test</b>	Yes	<b>Position Sensitivity And Risk</b>	Noncritical-Sensitive (NCS)/Moderate Risk
<b>Trust Determination Process</b>	National security		

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## Summary

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**Summary**

This National Guard position is for a RECORDS & INFO MANAGEMENT SPECIALIST (KNOWLEDGE MANAGEMENT), Position Description Number D2534000 and is part of JFHQ Nebraska Army National Guard.

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## Learn More About This Agency

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**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

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**Hiring Paths**

National Guard & Reserves

**Hiring Paths Clarification Text**

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

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## Videos

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**Marketing Video Link 1**

N/A

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## Duties

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### Duties

As a RECORDS & INFO MANAGEMENT SPECIALIST (KNOWLEDGE MANAGEMENT), GS-0308-12, duties include:

1. Serves as the subject matter expert and administrator in the development and implementation of policy and program guidance governing knowledge management (KM) initiatives pertaining to the Army, Air, and State National Guard. Provides technical oversight and guidance to senior leadership in support of National Guard Bureau (NGB) and State objectives. Determines how content will be structured, shared, controlled, and made accessible to meet the organization's needs. Develops the organization's KM training and certification for Knowledge Management Representatives (KMRs). Serves as the KM working group Vice Chair to address policies, challenges and emerging requirements. Researches, coordinates, collaborates, and reviews annually updated documents published at the national level (NDAA, DoD Strategies) that can change or update KM guidance/framework, and responds to inquiries from higher level officials (Chief of Staff, TAG). Develops, prepares, and presents briefings requiring written analysis, charts, graphs, and reports to provide clarity on technical and operational issues. Develops pilot programs, and metrics for evaluating KM initiatives. (35%)
2. Develops a Core Team and recommends appointment of KM representatives to resolve knowledge management issues. The core team forms the basis of the multi-functional knowledge management working group drawn from all staff sections. Provides technical guidance and assigns work priorities to the KM Core Team, working groups and representatives engaged in the KM activities. Plans and initiates KM meetings. Conducts continual KM assessments for increased organizational communication, efficiency, and effectiveness. Provides technical guidance for software developers in order to implement software solutions for dashboards, Common Operational Picture (COP), collaborative web-based initiatives, and communication tools. Develops the scope of work for contract submission. Serves as the organization's Site Collection Officer (SCO). Works unilaterally with other agencies (Department of Homeland security, Cybersecurity and Infrastructure Security Agency, Department of Emergency Management), and industries to standardize knowledge management practices. Provides consultation to the Adjutant General and key leaders in policy, training, strategic initiatives and procedures. Provides support and assistance in the development, design, setup, and maintenance of the KM network for dissemination to a broad and diverse audience. Provides deficiency reports to the commander's critical information requirements (CCIR) analysis. Focuses on essential elements of knowledge Flow. Provides reports to higher headquarters to facilitate the KM initiative. Coordinates and integrates the creation and organization of the COP and appropriate dashboards for shared understanding. Develops knowledge maps for the organization's networks to track knowledge flow. Advocates utilization, design and information availability of online platforms (mobile app, social media, MS products). Establishes roles and responsibilities for supporting a KM environment. Maintains the continuous development of new organizational and online communities of practice. Institutes a change management program, acting as the Trusted Agent of change. Moves the organization toward a knowledge-centric culture. (25%)
3. Employs the Assess, Design, Develop, Pilot, & Implement (ADDPI) methodology and framework to guide project management in all KM solutions. Initiates pilot projects using KM tools and techniques. Certifies content is compliant with all guidance, policy, and instruction from DoD, Army, Air Force, NGB, The Army Training and Doctrine Command (TRADOC) and State. Employs the latest Internet technologies to provide access and the ability to attain effective collaboration across all organizations. Applies enterprise processes and technologies to capture, store, organize, share, and control implied and direct knowledge. Maintains comprehensive knowledge and awareness of National Institute of Standards and Technology (NIST.SP 800-53and 800-171), and DoD Risk Management Framework (RMF) DODI 8510.01.(20%)

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

**THIS IS AN OVERDRIVE INDEFINITE POSITION WITH YEAR TO YEAR FUNDING. SELECTEE MAY BE DISPLACED IF FUNDING IS NOT RENEWED. 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.**

**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, 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: O4; Minimum: O3;** 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; 402-309-8319

**GENERAL EXPERIENCE:**

Must possess experience analyzing problems to identify significant factors, gather pertinent data, and recognize solutions; experience planning and organizing work; ability to communicate effectively orally and in writing.

**SPECIALIZED EXPERIENCE:**

**GS-12 Level** - MUST possess specialized experience for the GS-12 level which includes 36 months experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, that is typically in or related to the work of the position to be filled. Such examples are, Utilizing various information systems; knowledge of electronic records structures; ability to manage reports, matrices and requests for information; skilled in the use of various software, and web managements support; knowledge of Army organizations, missions and procedures. In order to be considered qualified, you must have one year of specialized experience equivalent to the next lower grade level in Federal service.

**To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.**

**Education**

If you are using Education to qualify for this position, a Master's or equivalent graduate degree OR 2 full years of progressively higher-level graduate education leading to such a degree OR LL.B. or J.D., if related meets the GS-09 requirements.

**You must provide transcripts or other documentation to support your Educational claims. To receive credit for Education, you must provide documentation of proof that you meet the Education requirements 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. Certification as a knowledge manager through accredited programs is desired.
2. Individual must possess a secret clearance and may be required to obtain a top-secret clearance witheligibility to access sensitive compartmented information (TS-SCI).
3. The incumbent shall comply with the requirements of the certification program and will be required to obtain and maintain certification. Certification requirements is IAT level I per DoD Instruction 8570.01-m.
- \*4. Irregular and/or overtime (compensatory) hours may be required to support operational requirements or contingencies or may be required to work hours outside of the normal duty day.
5. The employee may be required to travel in military and/or commercial aircraft to perform temporary duty assignments.
6. The work may require the employee to drive a motor vehicle and if so, an appropriate valid driver's license is required.
7. This is a National Guard dual status technician position which requires military membership.

#### 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):

Administration and Management, Project Management, Strategic Planning, Teamwork, and Technical Competence

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12124618>

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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

Rowell Cabardo  
Phone: 402-309-8324  
Email: rowell.t.cabardo.civ@army.mil

### Agency Information

NE JFHQ Army  
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
3. Fully qualified Area 3 applicants
4. Fully qualified Area 4 applicants

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## Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/748387800>