

Job Announcement Number

NE-12111285-TR-23-031

Overview

Job Title	INTEGRATED PRIMARY PREVENTION OFFICER (PREV WF)	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	08/31/2023 to 09/29/2023	Application Count	N/A
Salary	\$98,496.00 to \$128,043.00 Per Year	Pay Scale & Grade	GS-13
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	Yes - You may qualify for reimbursement of relocation expenses in accordance with agency policy.	Appointment Type	Permanent
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	0101 - Social Science
Supervisory Status	Yes	Security Clearance	Secret
Drug Test	No	Position Sensitivity And Risk	None
Trust Determination Process	None		

Summary

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THIS IS A TITLE 5 EXCEPTED SERVICE POSITION WITH THE NEBRASKA AIR NATIONAL GUARD.

This National Guard position is for a INTEGRATED PRIMARY PREVENTION OFFICER (PREV WF), Position Description Number T0034000 and is part of JFHQ, Nebraska Air National Guard.

Selected applicant may be eligible for a recruitment or relocation incentive not to exceed 25% of the annual rate of basic pay. A recruitment or relocation incentive must be negotiated prior to acceptance of the official offer.

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

The public

Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION: OPEN TO THE PUBLIC

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a INTEGRATED PRIMARY PREVENTION OFFICER (PREV WF), GS-0101-13, duties include:

1. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and Equal Employment Opportunity (EEO) and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. (35%)

2. Monitors and advises on activities of subordinate IPP programs. Supports the dissemination of NGB's comprehensive primary prevention initiatives. Ensures subordinates (Wing/Region IPP and JFHQ subject specific specialists) complete mandatory training requirements. Tracks prevention initiatives to ensure subordinates meet NGB requirements, and provides feedback, as required. Provides guidance to Wing/Region PPIs on the most complex issues when formulating a recommended course of action for leadership. Reviews complex issues prior to elevating to NGB. Makes appropriate IPP policy and strategy recommendations to NGB. Represents TAG on IPP issues at forums and conferences. Acts as the tip of the spear for initiatives and programs directed by NGB regarding the IPP programs. Conducts gap analyses to identify needs among the Service members and their families. Works with the field to promote and link various military and non-military resources to improve access to a variety of support agencies. (25%)

4. Acquires communications, automated feedback mechanisms and computer systems to collect, transmit, analyze, portray, and integrate cross-functional, programmatic, and organizational information. Ensures accuracy and integrity of management data, improves productivity and efficiency through development and implementation of office automation tools and procedures. Formulates and implements appropriate control procedures and uses various program audits to ensure IPP programs throughout their state, territory or DC are being implemented consistent with prescribing guidance, and that all resources are utilized as efficiently as possible. (10%)

5. Performs other duties as assigned.

SUPERVISORY CONTROLS:

Incumbent functions under the general supervision of the Adjutant General (SES equivalent) and NGB. Due to the uniqueness and relatively new program mission, incumbent is expected to exercise independent leadership and decision making. Incumbent applies pertinent directives to local use for accomplishment of assigned responsibilities, and applies initiative and sound judgment to managerial decisions to ensure mission accomplishment.

To View Full PD: See Summary.

Requirements

Conditions Of Employment

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.

Qualifications

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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 Information Security Specialist - kalee.m.boden.mil@army.mil: 402-309-8319

GENERAL EXPERIENCE: Experience in overall management, guidance, development, implementation and maintenance of Social Programs.

SPECIALIZED EXPERIENCE: Must have at least 36 months experience, education or training analyzing problems, identifying significant factors, gathering pertinent data and recognizing solutions; preparing reports, plans, policies and various correspondence; evaluating objectives and develop plans to facilitate the availability and effective utilization of various social science resources. Must have knowledge of the organization and its mission and utilized the organizational staff procedures. Experience applying analytical and evaluative techniques to issues or studies concerning the efficiency and effectiveness of social science program operations carried out by administrative or professional personnel, or substantive administrative support functions.

Education

Degree: behavioral or social science; or related disciplines appropriate to the position that included at least 24 semester hours of course work in the behavioral or social sciences.

OR

Combination of education and experience that provided the applicant with knowledge of one or more of the behavioral or social sciences equivalent to a major in the field that included at least 24 semester hours of course work in the behavioral or social sciences.

OR

Four years of appropriate experience that demonstrated that the applicant has acquired knowledge of one or more of the behavioral or social sciences equivalent to a major in the field.

If you are using Education to qualify for this position,

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. Must be able to obtain and maintain the appropriate security clearance of the position. The incumbent of this position description must have at a minimum, a completed National Agency Check (NAC) prior to position assignment.
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. May require travel in military and/or commercial aircraft to perform temporary duty assignments.
6. The work may require the incumbent to drive a motor vehicle; if so, and an appropriate valid driver's license is mandatory.
7. Must be able to obtain required certifications, as applicable.

8. This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

9. 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/>

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.

NUMERIC CATEGORY:

Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package.

Numeric category ratings are:

Highly-Qualified: 90-100 points. To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

Well-Qualified: 80-89 points. To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

Qualified: 70-79 points. To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

Veterans' Preference:

Assessed applicants are placed in the appropriate numeric category and ranked according to preference eligibility and non-preference eligibility. All qualified preference eligibles are placed ahead of non-preference eligibles within their numeric category.

Read more on Veterans' Preference at: <https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2>

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, Communications, Decision Making, Managing Human Resources, Planning and Evaluating, and Project Management

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12111285>

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 (Required for Veterans' Preference)
- Other
- Other Veterans Document
- SF-50
- Transcript

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

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.

Selected applicant may be eligible for a recruitment or relocation incentive not to exceed 25% of the annual rate of basic pay. A recruitment or relocation incentive must be negotiated prior to acceptance of the official offer.

Applicants will be referred in the following order:

1. Highly-Qualified Preference Eligibles
2. Highly-Qualified Non-Preference Eligibles
3. Well-Qualified Preference Eligibles
4. Well-Qualified Non-Preference Eligibles
5. Qualified Preference Eligibles
6. Qualified Non-Preference Eligibles

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/746699200>