

Job Announcement Number

NE-12113749-TF-23-012

Overview

Job Title	Department
AIRMAN AND FAMILY READINESS PROGRAM MANAGER	Department of the Air Force
Agency	Hiring Organization
Air National Guard Units	N/A
Open & Closing Dates	Application Count
09/05/2023 to 09/19/2023	N/A
Salary	Pay Scale & Grade
\$69,107.00 to \$89,835.00 Per Year	GS-11
Locations	Remote Job
Lincoln, Nebraska	No
Telework Eligible	Travel Required
Yes - as determined by the agency policy.	Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed	Appointment Type
No	Permanent
Work Schedule	Service
Full-time	Excepted
Promotion Potential	Job Family (Series)
None	0301 - Miscellaneous Administration And Program
Supervisory Status	Security Clearance
No	Secret
Drug Test	Position Sensitivity And Risk
No	Non-sensitive (NS)/Low Risk
Trust Determination Process	
National security	

Summary

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This National Guard position is for a AIRMAN AND FAMILY READINESS PROGRAM MANAGER, Position Description Number T5302P01 and is part of the 155 FSS, Nebraska Air National Guard.

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

Nebraska National Guard: OPEN TO THE PUBLIC

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a AIRMAN AND FAMILY READINESS PROGRAM MANAGER, GS-0301-11, duties include:

1. Responsible for the overall management, control and execution of the ANG family readiness and support programs to include Personal and Family Life Education services, Airman and Family Readiness Deployment Support, Personal Financial Readiness services, Employment Assistance, Military Child / Youth Program and Education, Transition Assistance Program - Title 32 and 10 funding, Wounded, Ill, and Injured Warrior / member and or family member, Disaster Preparedness - EFAC / AFPAAS, Relocation Assistance Program, Exceptional Family Member Program (EFMP), Community Outreach and Cooperative Interface, Voting Assistance Program, and Educates on Survivor Benefit Plan at the unit level. The incumbent is responsible for managing the coordination and accomplishment of the planning, scope, development, design and direction of the family readiness and support programs. Incumbent applies knowledge of management principles, applicable laws, regulations and National Guard Bureau (NGB) guidance to family readiness and support programs. Provides guidance to the ANG Wing leadership in the development and implementation of a family readiness and support program and provides family readiness assistance at the GSUs. Analyzes current Family program support for Wing Families and determines where there are gaps in service or support. Where gaps exist, develops and manages programs that support Wing Families. Monitors the success of implemented programs and makes adjustments as needed. Conducts projects and studies using a variety of analytical techniques in order to document needs and concerns in regards to family readiness and well being. Provides continuous analysis of the effectiveness and efficiency of the products and services by gathering, interpreting, analyzing, and staying abreast of the principles, policies, program goals and methodology of the USAF and National Guard quality of life programs. Based on the results documented, the incumbent develops solutions to issues, and develops and provides recommendations to senior leadership which impact substantially on the manner in which the family programs are carried out and to the implementation of program improvements identified.
2. Develops plans for an efficient resource management program and maximum support of service delivery to include resource center (discovery center), equipment, funding, tracking, and computerized systems - AFFIRST, etc. Plans include supported projections of long-term family readiness and support plans and resource needs to wing level trends and directives. Analyzes Wing/GSU family readiness and support budget functions and provide recommendations to resolve existing or forecasted shortages. Provides advice and assistance to accommodate family needs during full or partial unit mobilizations and to alleviate concern of unit members about family welfare in the event of mobilization. Provides full services during full or partial federal or state mobilizations, call-ups, and/or military support missions. Provides plans that maximize readiness and support resources for unit family member assistance during day-to-day operations and especially for Aerospace Expeditionary Force (AEF) deployments and full or partial unit mobilizations. Assesses, identifies, and determines Wing/GSU family issues, trends, needs, program priorities, and program effectiveness through utilization of appropriate research methods and resources. Analyzes ongoing family Wing/GSU services evaluation program and provides recommendations to resolve problems of overlap, duplication or conflict and to ensure effective goals and objectives are accomplished. Performs other duties as assigned.
3. Identifies service member and family issues that require exploration, development, and resolutions, and determines appropriate methods and resources. Assess customer interactions and documents all service related customer and community activities in AFFIRST. Uses formal and informal needs assessment to ensure long term proactive/reactive programs are available. Analyzes ongoing family Wing/GSU services evaluation program and provides recommendations to resolve problems of overlap, duplication, or conflict and to ensure effective goals and objectives are accomplished. Mandated to use AFFIRST to report all metrics to include volunteer coordination, training, and documenting volunteer hours. Products developed through analyses and assessments are used to support and sustain ANG Family Readiness and support to National Guard Bureau, US Air Force MAJCOM Family Matter, and Office of Secretary of Defense taskers.

Performs other duties as assigned.

Requirements

Conditions Of Employment

Males born after 31 December 1959 must be registered for Selective Service.

Incumbent must be able to obtain and maintain a SECRET security clearance.

May be required to successfully complete a probationary period.

Direct Deposit is mandatory

Individuals with military incentive bonuses may be subject to recoupment.

The incumbent of this position description must have at a minimum, a completed National Agency Check (NAC) prior to position assignment.

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.

The work may require the employee to drive a motor vehicle and if so, an appropriate valid drivers license is required.

Qualifications

OPEN AREAS OF CONSIDERATION: OPEN TO THE PUBLIC

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 - jason.schroeder.10@us.af.mil; 402-309-1129.

GENERAL EXPERIENCE:

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

SPECIALIZED EXPERIENCE:

Must have at least 36 months experience, education or training in principles, policies, program goals and methodology of the National Guard quality of life programs, including factors that affect work and leisure environments, to identify family issues that require exploration, development, and resolutions, and determines appropriate methods and resources such as referral to social service programs and agencies, to provide information about National Guard assistance programs, to gather and analyze information on problems and difficulties of obtaining assistance using the current system, to provide programs that address such problems, and to recommend action to improve the system.

Education

N/A

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/>

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):

Attention to Detail, Customer Service, and Decision Making

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12113749>

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

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

Agency Information

NE 155 FSS
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. 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/747198900>