

**Job Announcement Number**

NE-12574191-TR-25-002

## Overview

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<b>Job Title</b>	<b>Department</b>
LEAD MILITARY & FAMILY READINESS SPECIALIST	Department of the Army
<b>Agency</b>	<b>Hiring Organization</b>
Army National Guard Units	N/A
<b>Open &amp; Closing Dates</b>	<b>Application Count</b>
10/10/2024 to 10/28/2024	N/A
<b>Salary</b>	<b>Pay Scale &amp; Grade</b>
\$72,553.00 to \$94,317.00 Per Year	GS-11
<b>Locations</b>	<b>Remote Job</b>
Lincoln, Nebraska	No
<b>Telework Eligible</b>	<b>Travel Required</b>
Yes - as determined by the agency policy.	Occasional travel - You may be expected to travel for this position.
<b>Relocation Expenses Reimbursed</b>	<b>Appointment Type</b>
No	Permanent
<b>Work Schedule</b>	<b>Service</b>
Full-time	Excepted
<b>Promotion Potential</b>	<b>Job Family (Series)</b>
None	0301 - Miscellaneous Administration And Program
<b>Supervisory Status</b>	<b>Security Clearance</b>
No	Secret
<b>Drug Test</b>	<b>Position Sensitivity And Risk</b>
Yes	Non-sensitive (NS)/Low Risk
<b>Trust Determination Process</b>	<b>Financial Disclosure</b>
Suitability/Fitness	No
<b>Bargaining Unit Status</b>	
No	

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## Summary

**Summary**

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

This National Guard position is for a LEAD MILITARY & FAMILY READINESS SPECIALIST, Position Description Number **T5701200** and is part of Joint Force Headquarters Nebraska, Support Programs Division, Nebraska Army National Guard.

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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**

<https://ne.ng.mil/Pages/Home.aspx>

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## This Job Is Open To

**Hiring Paths**

Internal to an agency - appears on USAJOBS

**Hiring Paths Clarification Text**

## 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 LEAD MILITARY & FAMILY READINESS SPECIALIST, GS-0301-11, duties include:

1. Evaluate command well-being policies and procedures governing programs and make and implement recommendations to increase capabilities and efficiency, and develop solutions to unique situations. Responsible for data consolidation, reporting, and the implementation of work/life services and activities. Research, analyze, develop, coordinate, evaluate, and monitor the human service delivery system to ensure that family program elements are established and provided to military and family members encompassing service components. Assists the SFPD in strategic planning, inter-service coordination and liaison with key officials, higher headquarters, other military services, state and Federal government, and non-government (profit and non-profit) agencies and organizations. Conducts regular needs assessments with stakeholders in order to direct, analyze, and evaluate programs and initiatives to ensure cost effectiveness and maximize operating gains and program effectiveness to Army/ARNG standards. Comply with and support accreditation/certification and internal control process requirements.
2. Develop the program budget formulations and forecasts of funds for the full scope of the ARNG family readiness program. Provide guidance to commands and SFRGs on use and oversight of Army/ARNG non-appropriated funds (NAF).
3. Establish, develop, and oversee the implementation of a comprehensive information, referral, family and community outreach, volunteer management, financial readiness and follow-up training, education and services in response to Soldier and family readiness needs. Oversee all aspects of volunteer management and training, and life skills/resilience education for ARNG family members, based on Commander needs assessments. Responsible for the execution of the Army Family Action Plan and Army Family Team Building. Maximize community partnerships and utilization of local community, state, regional, and national resources and networks to support Service members and families. Synchronize and coordinate Family Readiness community capacity building efforts (education, prevention, support networks, and direct services). Ensures financial readiness requirements, outside of those related to transition, are executed and tracked to meet ARNG program requirements. Responsible for organizing, marketing, and monitoring the effectiveness of community capacity building efforts, and reporting to the Service Member & Family Programs Director and State Leadership. Areas of focus include communication skills, conflict resolution, anger management, parenting, healthy relationships, safety, stress, time management, disaster preparedness, employment, career planning, and other pertinent topics.
4. Manages and assigns tasks to subordinate staff, who may not be geographically co-located, based on priorities, difficulty of assignments, capabilities of employees, and work schedules. Develops employee performance standards, provides technical oversight, reviews and evaluates work performance. Give advice, counsel and/or provide instructions to employees on both work and administrative matters; interviews candidates for subordinate positions, makes recommendations for personnel actions including promotions and reassignments; identifies developmental and training needs, provides or arranges for needed training. Effects minor disciplinary measures, such as warnings and reprimands, refers serious unresolved concerns to higher-level supervisor. Recommends methods for procedures to increase the quality of work directed.

Performs other duties as assigned.

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## Requirements

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### 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

#### 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:**

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.

Experience, education or training which provided a general knowledge of principles of organization, management, and administration. Compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Progressively responsible experience which demonstrates the ability to provide technical guidance and assistance in the type of work or in comparable work of the position to be filled. Experience using computer and automation systems.

#### **SPECIALIZED EXPERIENCE:**

Must have at least 1-year specialized experience equivalent to at least the next lower grade level. Experience, education or training in program or managerial experience in a type of work or a combination of functions directly related to the position to be filled or in comparable work or functions. Experience developing and recommending policy; organizing and carrying out specific programs, evaluating and recommending changes in methods of operations. Experience in supervisory, staff or technical work which included study, analysis or evaluation leading to the development or improvement of managerial or administrative policies, practices and procedures. Experience preparing written communications and oral presentations

#### **Education**

##### **Education:**

*Undergraduate 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 for many positions covered by this standard. Others have individual occupational requirements that specify that applicants must, in general,

(1) have specific course work that meets the requirements for a major in a *particular field(s)*,

or

(2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

#### **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>).

#### **CONDITIONS OF EMPLOYMENT & NOTES:**

1. Work may require access to classified information. Must be able to obtain and maintain the appropriate security clearance.
2. The incumbent of this position description must have at a minimum, a completed National Agency Check (NAC) prior to position assignment.
3. 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.
4. The employee may be required to travel in military and/or commercial aircraft to perform temporary duty assignments.
5. The work may require the employee to drive a motor vehicle and if so, an appropriate valid driver's license is required.
6. 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.

#### **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):

Decision Making, Information Management, Problem Solving, Self-Management, and Teamwork

**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. Refer to NE TPR 335 dated 4 April 2018.

**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.

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12574191>.

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## Required Documents

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### 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

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## How To Apply

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### 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 Family Program Office  
2000 N 33rd Street  
Lincoln, NE 68503

## 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.

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## Release URL

### Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/813740300>