

Job Announcement Number

NE-12680710-AR-25-044

Overview

Job Title	PROJECT SPECIALIST	Department	Department of the Army
Agency	Army National Guard Units	Hiring Organization	N/A
Open & Closing Dates	01/29/2025 to 02/18/2025	Application Count	N/A
Salary	\$61,111.00 to \$79,443.00 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; 27 Jun 2025
Work Schedule	Full-time	Service	Excepted
Promotion Potential	None	Job Family (Series)	0301 - Miscellaneous Administration And Program
Supervisory Status	No	Security Clearance	Not Required
Drug Test	No	Position Sensitivity And Risk	None
Trust Determination Process	None	Financial Disclosure	No
Bargaining Unit Status	No		

Summary

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This National Guard position is for a PROJECT SPECIALIST, Position Description Number **D2588000** and is part of Joint Force Headquarters Nebraska, Seward, Museum Support Staff, Nebraska Army 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

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

This Job Is Open To

Hiring Paths

Internal to an agency - appears on USAJOBS

Hiring Paths Clarification Text

OPEN TO: Area 1 applicants ONLY

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a PROJECT SPECIALIST, 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. Composes and prepares a variety of correspondence, reports, records, briefing materials, and statistical and narrative material required to support the project/program. Uses office automation applications to produce a wide range of documents into final form from own composition brief instructions, or rough draft from other staff members. Uses database or spreadsheet applications to enter, revise, sort and retrieve data for reports; and uses graphic software to provider charts and graphs. Assures that the content of all outgoing correspondence is consistent with the organization's mission, goals and objectives. Ensures clarity, completeness of reply, grammatical and procedural correctness, and conformance to regulation and command standards.

Performs other duties as assigned.

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

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 and 2 ONLY

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: O3/CW5/E9; Minimum: O1/WO1/E5; 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 - Please send all inquires to ng.ne.nearng.mbx.persec@army.mil

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, 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 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. Must be able to obtain and maintain the required security clearance.

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. 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. May be required to travel by car, in military and/or commercial aircraft, and by other means of transportation as appropriate to perform temporary duty assignments

.6. This is a National Guard dual status technician position which requires military membership

Benefits

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

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.

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

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12680710>.

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

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.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.

Applicants will be referred in the following order:

1. Fully Qualified Area 1

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. MAY CONVERT TO PERMANENT WITHOUT FURTHER COMPETITION.

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/829958500>