

## Job Announcement Number

NE-12590428-AF-25-009

# Overview

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<b>Job Title</b> PUBLIC AFFAIRS SPECIALIST	<b>Department</b> Department of the Air Force
<b>Agency</b> Air National Guard Units	<b>Hiring Organization</b> N/A
<b>Open &amp; Closing Dates</b> 10/24/2024 to 11/26/2024	<b>Application Count</b> N/A
<b>Salary</b> \$59,966.00 to \$77,955.00 Per Year	<b>Pay Scale &amp; Grade</b> GS-9
<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; INDEF
<b>Work Schedule</b> Full-time	<b>Service</b> Excepted
<b>Promotion Potential</b> None	<b>Job Family (Series)</b> 1035 - Public Affairs
<b>Supervisory Status</b> No	<b>Security Clearance</b> Secret
<b>Drug Test</b> No	<b>Position Sensitivity And Risk</b> Non-sensitive (NS)/Low Risk
<b>Trust Determination Process</b> Credentialing	<b>Financial Disclosure</b> No
<b>Bargaining Unit Status</b> No	

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## Summary

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This National Guard position is for a PUBLIC AFFAIRS SPECIALIST, Position Description Number D2383000 and is part of 155th ARW, Nebraska Air National Guard.

**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.**

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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

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

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## This Job Is Open To

### Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

## Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2 and 3 applicants

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## 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 PUBLIC AFFAIRS SPECIALIST, GS-1035-9, duties include:

1. Prepares internal and external public affairs products for distribution through social media, DVIDS, wing website, and release to civilian media, as applicable. Researches and writes stories/articles and rewrites material intended for distribution. Shoots related photos and video, as required. Edits and revises products for style, format and content; and, reviews and edits photography and artwork for quality and composition. May design overall products. Accesses public affairs' products to DVIDS per current DoD procedures. Responds to requests for information, materials, and support; and, plans and conducts community engagement activities with community officials and groups. Maintains an active web/social media presence; provides visual information services for documentation and/or publicity purposes; and, plans and arranges news media coverage. For approved events, coordinates support of requests from community and community groups, schools, news media organizations, and others to include requests for interviews, speakers, tours, bands, honor guards, and aviation support and support of local observances and celebrations. Prepares and ensures distribution of customer satisfaction/opinion surveys on internal information products. Evaluates feedback to determine customer needs and uses comments to improve future output. Makes positive suggestions to the supervisor for changes in approach and adoption of new techniques.
2. Performs work for the production/management/maintenance of electronic and web-based information products. Implements and ensures the quality of the Hometown News Release program. Publicizes the programs, monitors, logs, and disseminates releases. Writes draft and final versions of news releases, feature articles, speeches, fact sheets, and brochures for internal and external audiences. Updates unit mission briefings and develops additional informational briefings as needed. Confers with program specialists, action officers, and other subject matter experts to obtain the latest and most accurate information and imagery approved for public releases. Prepares requests for photographer or graphic support; takes photographs; and, selects and edits photographs and electronic images to accompany articles and media releases. Provides historical documentation support. Provides photographic and video support for alert mission to include mishaps. Performs security reviews on information placed on the unit's public web-page and social media feed(s). Assists in the overall design of unit's web "home-page".
3. Organizes, coordinates, publicizes and conducts periodic events with local organizations such as, community councils, local governments, Chamber of Commerce, and, state and national legislative offices. Assists with organizing and conducting larger events such as, Civic Leader Tours, Base Open-House activities, and Armed Forces Days, which are designed to promote positive relations between the base and surrounding communities. Accomplishes administrative support work such as, preparing correspondence, press kits and handouts, arranging for passes, and compiling data. Responds to and processes requests from community organizations and individuals for military support and/or participation in various events such as, orientation flights, PA travel on military aircraft, flyovers, parades, fairs, and conventions. Assists in evaluating the events' primary purpose, potential risk factors, and benefits to the ANG. Recommends speakers and assists in training unit members for speaking engagements. Provides speech materials, topics, and objectives used by wing personnel. Organizes, coordinates and conducts wing tours for civic groups, media representatives, students and distinguished visitors. Ensures tour itineraries focus on improving ANG image and furthering base community relations and involvement activities. Prepares and monitors materials for the commander's civil leader/distinguished visitor program. Briefs visitors on the ANG and Wing's mission, impacts and contributions to DoD, the Air Force, and the community.
4. Responds, in a timely manner, to media queries concerning special events, mobilizations, exercises, aircraft incidents, or accidents. Clears responses with appropriate authority before releasing information. Confers with subject matter experts to obtain latest and most accurate information for use in news releases on social media, radio, TV networks, newspapers or other public forums. Coordinates and responds to news media inquiries on the mission, capabilities, impacts, and contributions of the base. Assists the PAO in advising wing leadership on DoD, Air Force, and ANG policy concerning release of information to the public. Provides media training on a just-in-time basis for wing personnel. Assists PAO in establishing and maintaining positive relationships and on-going contacts with local news media representatives.

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**

**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 AIR NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE**

**OPEN AREAS OF CONSIDERATION: AREA 1, 2 and 3 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 Army 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: E-6; Minimum: E-2;** 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.

### **Preferred Military Assignments: AFSC - 3N0X6**

Individual does not have to be currently assigned to one of these career fields to be considered for this position; however, 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 Information Security Specialist - [jason.schroeder.10@us.af.mil](mailto:jason.schroeder.10@us.af.mil); 402-309-1129.**

**GENERAL EXPERIENCE:** Experience, education or training in administrative, professional, investigative and/or technical work. Experience evaluating information and/or using analytical skills to disseminate effective communication. Experience in compiling reports, letters, memoranda, etc., and required person-to-person contacts to convey information. Experience using computers and automation systems.

### **SPECIALIZED EXPERIENCE:**

**GS-09** - At least 1 year at the previous lower grade or equivalent experience, education, or training involving knowledge of writing, communication principles, methods and techniques that relate to the public affairs of an agency. Experience in applying and adapting knowledge of strictly controlled situations of an agency. Experience writing articles on routine events of non-controversial subjects. Experience responding timely and appropriately to requests for information concerning agency programs and services. Experience participating in meetings with specialized groups to listen to and understand feedback on agency programs that are of particular interest to public.

## **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>).

### Benefits Link

<https://www.abc.army.mil/>

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## 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):

Communication Counsel, Communications and Media, and Public Affairs Policies and Procedures

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12590428>

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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

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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](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE 155 ARW  
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. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants

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## Release URL

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N/A