

Job Announcement Number

NE-12681571-TF-25-004

Overview

Job Title	Department
SUPERVISORY GENERAL SUPPLY SPECIALIST	Department of the Air Force
Agency	Hiring Organization
Air National Guard Units	N/A
Open & Closing Dates	Application Count
01/30/2025 to 03/03/2025	N/A
Salary	Pay Scale & Grade
\$73,939.00 to \$96,116.00 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	2001 - General Supply
Supervisory Status	Security Clearance
Yes	Secret
Drug Test	Position Sensitivity And Risk
Yes	Non-sensitive (NS)/Low Risk
Trust Determination Process	Financial Disclosure
National security	No
Bargaining Unit Status	
No	

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 SUPERVISORY GENERAL SUPPLY SPECIALIST, Position Description Number **T5817000** and is part of **155 ARW/LRS**, 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

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

This Job Is Open To

Hiring Paths

Internal to an agency - appears on USAJOBS, The public, Veterans

Hiring Paths Clarification Text

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a SUPERVISORY GENERAL SUPPLY SPECIALIST, GS-2001-11, duties include:

1. Develops goals and objectives that integrate organizational, supply, transportation and fuels objectives. Establishes, reviews, and revises policies, procedures, mission objectives, and organization design for the staff, as necessary, to eliminate work problems or barriers to mission accomplishment. Promotes team building, implements quality improvements, and responds to concerns with regulatory compliance and/or customer requirements. The incumbent provides technical and administrative supervision to subordinate personnel. Incumbent establishes priorities based on attainment of goals, objectives and work to be accomplished. Assigns work to achieve maximum economy, effectiveness, skill utilization, and employee motivation. Makes assignments based on priorities and the difficulty and requirements of the assignment. Interviews candidates for positions in the flight; recommends appointment, promotion, or reassignment of subordinate personnel. Monitors and evaluates employee performance. The incumbent assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears and resolves complaints from employees, referring grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures such as warnings and reprimands and recommends other action in more serious cases. Identifies developmental and training needs of subordinates and provides and/or arranges for needed development and training. Approves and/or disapproves leave requests. Implements, promotes, and effectively supports equal opportunity for all personnel and follows provisions of labor agreements and applicable directives pertaining to personnel management. Promotes acceptance and adherence of special emphasis programs. Maintains an effective position management program.

2. Delegates responsibility and authority to subordinates. Provides advice, counsel, and instruction on work and administrative matters. Provides guidance and policy direction in supply and equipment support for all assigned units. Develops plans, programs, and policies for the operation, management, and administration of current and projected organizational programs. Provides guidance in establishing local procedures and/or control not specifically provided for by higher headquarters to include developing and publishing major command options to USAF manuals and regulations. Directs development of local supplements and operating instructions and updates as required. Responsible for the implementation of supply computer operations and programs. Establishes, develops and maintains effective working relationships with other flights, supported organizations, and higher headquarters. Advises the Logistics Readiness Squadron Commander on available resources of personnel, equipment and funds to maintain maximum mission effectiveness.

3. Assists in formulating policies, concepts, and procedures to ensure that an effective LRS operation is maintained using personnel, equipment, and funding to support the mission. Directs the internal surveillance program to scrutinize the operations of all Logistics Readiness Squadron functions to ensure compliance. Obtains, studies, and analyzes programming work assignment and workload documents. Monitors and reviews the monthly inventory document for excessive gains/losses and initiates appropriate action as required. Provides management oversight of the Logistics Readiness Squadron training program to ensure the effectiveness of the squadron enlisted on-the-job-training programs. Responsible for the oversight of squadron readiness and ensures reporting accuracy for logistical inputs for the Status of Resources and Training System (SORTS), Defense Readiness Reporting System (DRRS), and Air Expeditionary Force (AEF) Readiness Tool (ART) reports.

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

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

AREA OF CONSIDERATION: ONLY OPEN TO AREA 3

AREA 1: Currently employed T32/T5 full-time permanent, indefinite and term personnel of the Nebraska Air or Army National Guard

AREA 2: All current Career Conditional/Career Status Federal Employees and Reinstatement Eligibles

AREA 3: Open to Public (Nationwide) - United States Citizens

Exception Area: All On-board T32/T5 in a specific Directorate/Unit/Wing

GENERAL EXPERIENCE: Experience, education or training involving administration of supply management, storage, cataloging, packaging and distribution or other work which provided the applicant with a general knowledge of one or more aspects of the supply field. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE:

GS-11: Do you possess at least 1-year specialized experience equivalent to at least the next lower grade. supervising and/or managing supply personnel and a variety of supply functions. Knowledge on the entire inventory management supply system. Experience coordinating with other organizations on complex and controversial supply issues. Experience providing advice and guidance on supply regulations to upper levels of management regarding supply functions. Experience analyzing, developing, evaluating to improve supply programs, policies, procedures, techniques, etc.

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. 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.

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):

Administration and Management, Customer Service (Clerical/Technical), and Manages Resources

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.

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):

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/12681571>.

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

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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 155 LRS
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.

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/829936600>