

LEAD MILITARY & FAMILY READINESS SPECIALIST (NGT5701200)

DEPARTMENT OF THE ARMY

Army National Guard Units

Summary

PUERTO RICO NATIONAL GUARD

TITLE 5 EXCEPTED VACANCY ANNOUNCEMENT

COLA: 2.81%

Duty Location: JFHQ-PR, G1, Fort Buchanan, PR

Overview

Accepting applications

Open & closing dates

🕒 12/04/2023 to 12/18/2023

Salary

\$69,107 - \$89,835 per year

Pay scale & grade

GS 11

Location

1 vacancy in the following location:

📍 **Fort Buchanan, PR**

1 vacancy

Remote job

No

Telework eligible

Yes—as determined by the agency policy.

Travel Required

Not required

Relocation expenses reimbursed

No

Appointment type

Permanent -

Work schedule

Full-time -

Service

Excepted

Promotion potential

None

Job family (Series)

[0301 Miscellaneous Administration And Program](#)

[\(/Search/Results?j=0301\)](#).

Supervisory status

No

Security clearance

[Secret](#)

[\(/Help/faq/job-announcement/security-clearances/\)](#).

Drug test

No

Position sensitivity and risk

[Non-sensitive \(NS\)/Low Risk](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](#).

Trust determination process

[Suitability/Fitness](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](#).

Announcement number

PR-12230837-AR-24-18

Control number

763664900

This job is open to



Federal employees - Competitive service

Current or former competitive service federal employees.



Federal employees - Excepted service

Current excepted service federal employees.



Internal to an agency

Current federal employees of this agency.

Duties

- Selected applicant(s) will be required to complete an online Onboarding process.

Requirements

Conditions of Employment

- The incumbent of the position description may require a completed Child Care National Agency Check with Inquiries (CNACI) and Installation Records Check (IRC) after position assignment. Duty will not be performed unless these are completed.
- May be required to successfully complete a probationary period.
- Participation in direct deposit is mandatory.
- May be required to travel by military or commercial air to conferences, meetings, or other functions away from the normal duty station.
- The employee may be required to work other than normal duty hours, which may include evenings, weekends, and/or holidays. Irregular and overtime hours may be required to support operational requirements or contingencies.
- 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 approved in advance by TAG.
- Must be able to obtain and maintain the Government Travel Credit Card (GTC) as a condition of employment.
- Selected applicant(s) will be required to complete an online Onboarding process.
- Work may require access to classified information. Must be able to obtain and maintain the appropriate SECRET security clearance.
- The work may require the employee to drive a motor vehicle and if so, an appropriate state valid driver's license is required.

Qualifications

AREA OF CONSIDERATION: HRO MUST process and clear the Department of Defense (DoD), Priority Placement Program (PPP), prior to advertising all internal and external job vacancies and promotion announcements.

Area 1 = All permanent employees (NG T32/NG T5) within Puerto Rico Army National Guard

Area 2 = All Indefinite employees (NG T32/NG T5) within Puerto Rico Army National Guard

First round consideration will be given to Area 1 Candidates. **(All other Areas will be screened only in the event that there are no qualified or recommended Candidates).**

DUTIES:

As a LEAD MILITARY & FAMILY READINESS SPECIALIST (NGT5701200), GS-0301-11, PDT5701200, you will serve as the team leader for three or more Military & Family Readiness Specialists, in order to plan, coordinate, implement, and develop reporting data, in support of the family assistance, family outreach, community outreach, crisis response, family readiness and financial readiness functions of the ARNG Family Readiness Program for National Guard members and their families and provide commanders with staff assistance in solving problems affecting the military community and in improving the quality of life and well-being of members of the Army National Guard(ARNG)throughout the state. Responsible to project budget and fiscal requirements necessary for execution, documenting, and fiscal reporting in support of program initiatives.

Physical Demands:

Work is primarily sedentary.

Working Environment:

Work is performed in an office setting.

QUALIFICATIONS

You will lose consideration for the position if your application does not include all the information/documents requested on the vacancy announcement. The USAJOBS Resume must include a clear and detailed narrative description, in your own words, of how you met the required GENERAL and SPECIALIZED experience. **Experiences copied from a position description, vacancy announcement or other reference material constitutes plagiarism and will disqualify you from the position.** Military (part-time) service is considered as part-time experience when evaluated against the qualification requirements. The applicant is credited with actual number of months the member has been in the military provided such service is related to the position to be filled.

GENERAL EXPERIENCE: 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:

The applicant must possess at least **ONE (1) year at the next lower grade level GS-09, or the equivalent THIRTY-SIX (36) months** of specialized experience performing or supervising duties such as plan, coordinate, implement, and develop reporting data, in support of the family assistance, family outreach, community outreach, crisis response, family readiness and financial readiness functions of the ARNG Family Readiness Program for National Guard members and their families and provide commanders with staff assistance in solving problems affecting the military community and in improving the quality of life and well-being of members of the Army National Guard(ARNG); ensure that the organization's strategic plan, mission, vision and values are communicated to the team and integrated into the team's strategies, goals, objectives, work plans and work products and services; articulate and communicate to the team the assignment, project, problem to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion; coach the team in the selection and application of appropriate problem solving methods and techniques; identifying, distributing and balancing workload and tasks among employees in accordance with established work flow; train or arrange for the training of team members; lead the team in assessing its strengths and weaknesses and provide leadership to the team and develop the program budget formulations and forecasts of funds for the full scope of the ARNG family readiness program. **NOTE: See education section for substitution requirements of specialized experience.**

Education

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:

As a minimum, Master's degree OR 2 full years of progressively higher level graduate education leading to such a degree OR LL.B. or J.D., if related will substitute 1 year equivalent in the lower grade level GS-09.

OR

Ph.D. or equivalent doctoral degree OR 3 full years of progressively higher level graduate education leading to such a degree OR LL.M., if related will substitute 1 year equivalent in the lower grade level GS-11.

Copy of official/student transcripts showing conferred Degree must be included in order to receive credit for education. Unofficial transcripts from internet or with alterations will not be considered. To receive credit for education the information must be included in the education section of the Resume.

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>

(<https://www.sss.gov/RegVer/wfRegistration.aspx>

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Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](#)

(<https://www.usajobs.gov/Help/working-in-government/benefits/>).

[Review our benefits](#)

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

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. If you are minimally qualified, your resume and supporting documentation will be compared to your responses on the assessment questionnaire to determine your level of experience. If you rate yourself higher than is supported by your application package, your responses may be adjusted and/or you may be excluded from consideration for this position. If you are found to be among the top qualified candidates, you will be referred to the selecting official for employment consideration.

Your qualifications will be evaluated on the following competencies (knowledge, skills, abilities and other characteristics):
Customer Service and Planning and Evaluating

Required Documents

To apply for this position, you must submit a complete Application Package which includes:

1. Online USAJOBS Resume - Your resume in English showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed. [USAJOBS Help Center | What should I include in my federal resume?](#)
(<https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>).

2. Online Questionnaire (mandatory).

3. Student / Official transcript showing conferred Degree (if applicable).

4. If you are a permanent federal employee (Tenure 1, 2 or 3), you must submit SF 50 with this application (Refer to block 24 of SF 50)

5. Additional documentation (if required in the vacancy announcement).

FAILURE TO SUBMIT ALL REQUESTED DOCUMENTATION BY THE CLOSE OF THE ANNOUNCEMENT WILL RESULT IN AN INELIGIBLE CONSIDERATION.

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education

(<http://www.ed.gov/admins/finaid/accred/>)

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Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

How to Apply

To apply for this position, you must complete the online application/Occupational Questionnaire and submit the documentation specified in the Required Documents section below. To view the Occupational Questionnaire, click the following link:

<https://apply.usastaffing.gov/ViewQuestionnaire/12230837>

(<https://apply.usastaffing.gov/ViewQuestionnaire/12230837>).

A complete application package must be submitted by 11:59 PM (EST) 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>)

(<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/>

(<https://www.usajobs.gov/Help/how-to/application/status/>).

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Agency contact information

Phone

[\(787\) 289-1480](tel:(787)289-1480)
[\(tel:\(787\) 289-1480\)](tel:(787)289-1480)

Fax

(787) 279-1408

Email

lorraine.cruz-olan.civ@army.mil
[\(mailto:lorraine.cruz-olan.civ@army.mil\)](mailto:lorraine.cruz-olan.civ@army.mil)

[Learn more about this agency.](#)
[.#agency-modal-trigger](#)

Address

PR JFHQ G1
Bldg 545 Columbus Street
Fort Buchanan, PR 00934
US

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.

Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)

[\(/Help/equal-employment-opportunity/\)](#)

[Financial suitability](#)

[\(/Help/working-in-government/fair-and-transparent/financial-suitability/\)](#)

[New employee probationary period](#)

[\(/Help/working-in-government/fair-and-transparent/probationary-period/\)](#)

[Privacy Act](#)

[\(/Help/working-in-government/fair-and-transparent/privacy-act/\)](#)

[Reasonable accommodation policy](#)

[\(/Help/reasonable-accommodation/\)](#)

[Selective Service](#)

[\(/Help/working-in-government/fair-and-transparent/selective-service/\)](#)

[Signature and false statements](#)

[\(/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](#)

[Social security number request](#)

[\(/Help/working-in-government/fair-and-transparent/social-security-number/\)](#)