

**DELAWARE NATIONAL GUARD
STATE POSITION VACANCY ANNOUNCEMENT**

ADMINISTRATIVE DATA:

Position Title:	Announcement Number:	Opening Date:	Application Deadline:
Military & Family Readiness Specialist	PVA # 18-22	15-Jun-22	6-Jul-22
Position Description #:	Position Number:	Pay Scale & Grade:	Salary Range:
S87970-03	132173	GS-09	\$54,727.00 - \$71,146.00
Appointment Type:	Military Requirement:	Department:	Occupational Series:
Permanent	Non-Dual Status	Army	0301
Supervisory/Managerial Status:	Work Schedule:	Travel Required:	Relocation Authority:
No - Neither	Full-Time	Required	No
State Personnel Branch Contact Information:		Work Location:	
Email: ng.de.dearnng.list.hro-state@army.mil Phone: 302-326-7477		J9 Directorate 109 W Pine Street, Georgetown, DE 19947	

AREA OF CONSIDERATION:

- ☐ **AREA I** - All presently employed permanent Title 20 Non-Dual Status employees of the Delaware National Guard.
- ☐ **AREA II** - All presently employed permanent Title 20 Dual Status employees of the Delaware National Guard.
- ☐ **AREA III** - All current military members of the Delaware National Guard (Army or Air) eligible for Title 20 employment.
- ☐ **AREA IV** - All other presently employed permanent employees of the Delaware National Guard eligible for Title 20 employment.
- ☒ **AREA V** - All personnel eligible for Title 20 employment in the Delaware National Guard.

SELECTIVE PLACEMENT FACTORS:

APPLICATION PROCEDURES: All interested applicants for this position must submit a completed DNG State Employment Application, Resume, Copy of front and back of valid Driver's License (or State Issued ID), & supporting/miscellaneous documents as required in the individual PVA. Application packets should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the PVA. Do not include photo copies of awards, letters of commendation, enlisted or officer performance reports, performance appraisals, and personal photos unless specifically requested in the PVA.

Application packet must be forwarded to Joint Force Headquarters, ATTN: NGDE-HRO-SP via email to: ng.de.dearnng.list.hro-state@army.mil as one package, NOT LATER THAN 5:30:00 p.m. on the business day of the Application Deadline of the position. Applications received AFTER the application deadline WILL NOT BE CONSIDERED.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

EVALUATION METHOD: All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum qualifications necessary to perform the duties and responsibilities of the position.

EQUAL OPPORTUNITY: The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

CONDITIONS OF EMPLOYMENT

1. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.
2. No commitment will be made to any nominee prior to a review of qualifications by this office.
3. A pre-placement physical/examination MAY BE required for employment. (see position description)
4. Must be able to obtain and maintain a SECRET Security Clearance
5. Applicants must be legally authorized to work in the United States. DNG participates in E-Verify.

Phillip M. Croall
Delaware National Guard
Director, Human Resources

DISTRIBUTION:
1 – Requesting Official
1 – DNG Website

SUMMARY OF DUTIES AND RESPONSIBILITIES

The complete position description is on file in the HRO (State Personnel Branch) and available for review upon request

- Serve as fully independent advisor within geographical area of responsibility in accomplishing all objectives of the Soldier & Family Readiness Program (SFRP) for the Army National Guard to maximize retention and readiness. Provide input to develop, articulate, and implement the Family Readiness Program at the State level, inclusive of family readiness, family assistance, employment outreach, volunteer training and management and improvement of quality of life and well-being of Service members and families. Conduct needs assessments to determine requirements. Collect and organizes volunteer, family, and other related data, submit data and information through the J9 Director (State Family Program Director). Implement and maintain computer entry system to support reporting, for retrieval, and dissemination. Ensure accurate and timely input into the NGB-approved system of record for all applicable Service Members and Family case information, unit support, community outreach, training provision, volunteer management and other Family Program data. Coach, mentor, train junior staff. Conduct briefings at the local, unit and state levels to provide necessary information to leadership, commanders, Soldiers, Families, Soldier and Family Readiness Groups (SFRGs) and community partners and stimulate interest and support to build program and community capacity. Supports and assists the planning, coordination and execution of events related to Soldier and Family Readiness as identified by unit command teams and the J9 Director.
- Manages and operates family assistance center and provide assistance to commands within geographical area of responsibility in support of the SFRP. Provides information resource referral and non-medical administrative case management across all essential services; including but not limited to, Crisis, Legal, Financial, TRICARE, ID Cards/DEERS, Community Information and Outreach Services, Employment/Financial Literacy, Emergency Family Assistance Center (EFAC) and Exceptional Family Member Program (EFMP). Develop and maintain a directory of resources, agencies, and organizations that are available to assist Service-members, Families and survivors. Shall coordinate assistance from military, government, and civilian organizations as needed to assist Service Members, Family Members, Retirees, and Civilian Government Employees needing military quality of life support, and ensure accurate and timely input into the NGB-approved system of record for all applicable Service Members and Family case information. Establish recurring outreach contact with each Service member's Designated Individual as directed by law, regulation, or instruction from the Supervisory Family Support Services Specialist. Provides support during 24/7 EFAC operations, Yellow Ribbon Reintegration activities, Recruit Sustainment Program activities, drill and annual training periods as required.
- Provide training and technical support to Commanders and Family Readiness Liaisons to support their Unit Family Readiness program and Soldier & Family Readiness Groups (SFRGs). Incumbent is responsible to conduct informal and formal training and recruiting of volunteers. Support volunteers to work with the Family Readiness Groups (SFRGs), and to instruct and train units, soldiers, and their families.
- Submit information to support development and budget forecasting to support the Soldier and Family Readiness Support Program to higher headquarters. Conducts staff assistance visits to units in the geographical area of responsibility to accomplish the objectives of the program.

SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Irregular and overtime hours may be required to support operational requirements or contingencies.
- The employee may be required to travel in military and/or commercial vehicles to perform temporary duty assignments.
- 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. 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.
- Vetting of the Child Abuse and Sex Offender registries of all current & previous residences IAW DODI 1405.02.
- Incumbent must complete National Agency Check & Tier 3 FBI investigation IAW DODI 1405.02.

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE:

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.

SPECIALIZED EXPERIENCE:

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level (GS-07) in the normal line of progression for the occupation in the organization.

PREFERRED EXPERIENCE: Knowledge of experience making referrals to DoD programs and services to support service members and military families to include: Military OneSource, Personal Financial Consultants, Employment Support programs, Yellow Ribbon programs, Transition Assistance, and Education Programs. Knowledge of National Guard Family Readiness processes.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: Master's Degree in related field of study

QUALITY OF EXPERIENCE: Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

PROBATIONARY PERIOD

Employees will normally serve a one year probationary period. The probationary period is the initial one year intended to ensure the employee is capable of performing the duties of the job and to determine whether they have the qualities needed for continued employment. (TPR 300 para 1-7)