



DEPARTMENT OF ARMY JOINT INTERAGENCY TASK FORCE SOUTH

****APPLICATIONS WILL ONLY BE ACCEPTED DURING THE CAREER FAIR****

ANNOUNCEMENT NUMBER: JIATFS-CF-J3-006

PD NUMBER: ST299877

JOB TITLE: Operations Specialist (Training Support) – 0301

SERIES & GRADE: GG-0301-12

SALARY RANGE: \$88,262 to 114,741 Per Year

OPEN PERIOD: 15 May – 29 May 2023 – Applications Only Accepted During CF

POSITION INFORMATION: Full Time - Excepted Service Permanent

DUTY LOCATION: 1 vacancy in the following location: Key West, Florida

TELEWORK ELIGIBLE: No

RELOCATION EXPENSES REIMBURSED: PCS Not Authorized

SUPERVISORY STATUS: No

Recruitment or Relocation Incentive May Be Authorized

Job Summary: Civilian employees serve a vital role in supporting the Army mission. They provide the skills that are not readily available in the military, but crucial to support military operations. The Army integrates the talents and skills of its military and civilian members to form a Total Army.

About the Position: This position is in the Defense Civilian Intelligence Personnel System (DCIPS). Employees occupying DCIPS positions are in the Excepted Service and must adhere to U.S. Code, Title 10, as well as [Department of Defense Instruction 1400.25](#). This position is located at the J3 Operations Directorate in Joint Interagency Task Force South in Key West, Florida.

WARNING: Application packages that contain Classified information **WILL NOT** receive consideration for this position. Should you submit a resume or any other document as part of your application package and it is confirmed that any of the information is Classified, in addition to being found ineligible for consideration for this position, your Security Office will be notified to determine if any further action is warranted.

Who May Apply: U.S. Citizens

Army DCIPS positions apply Veteran's Preference to preference eligible candidates as defined by Section 2108 of Title 5 U.S.C., in accordance with Department of the Army (DA) policy Volume (AP-V) 2005, DCIPS Employment and Placement.

SUPPORTING DOCUMENTATION:

Current Federal employees: You are **required** to submit acceptable documentation of your appointment eligibility, by submitting a copy of your last or most recent SF-50, Notification of Personnel Action.

Veterans: You are **required** to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 or 2 copy of your DD Form 214 is required as well as any documentation concerning a disability (SF-15 and Veterans Affairs Notification of Preference).

HOW YOU WILL BE EVALUATED:

Your application package (resume, supporting documents) will be used to determine your eligibility, qualifications, and quality ranking for the position. Errors or omissions may affect your rating or consideration for employment.

All Department of the Army job applications require:

- A copy of your RESUME showing relevant experience. Your resume may be submitted in any format. Your resume must include your first and last name, current address, current email address, current phone number, job title, duties and accomplishments. For qualifications determinations your resume must contain hours worked per week and the dates of employment (i.e., month/year to month/year or month/year to present). If your resume does not contain this information, your application will be marked as incomplete and you will not receive consideration for the vacancy. You are encouraged to include your employer's name and address, and your supervisor's name and phone number, as selecting officials frequently check references before scheduling interviews. If you are a Federal Civil Service employee you should include your job title, pay plan, series and grade level (e.g., Human Resource Specialist, GS-0201-09).

- Documentation which proves you are eligible to apply for the vacancy. The

"Proof of Eligibility" attachment describes eligibility categories and what document(s) are required as proof. You must meet the requirements of at least one eligibility category, specified in the "Who May Apply" section of the job opportunity announcement, to receive further consideration. In addition, some jobs also require:

- Transcripts, if applicable
- Copies of job-related Licenses or Certificates, if applicable

This is a Career Program Position (CP) 51 General Administration and Management

Duties:

Plan, research, develop and evaluate instructional material including lesson plans, Computer Based Training Modules (CBT), lectures, instructional handbooks, and manuals for the Initial Training / Familiarization module of Operational Training.

Conduct all phases of classroom instruction, including lectures and examinations. Develop, contribute to, and maintain various databases required to prepare post instructional, diagnostic and evaluation material, reports, projections and briefings as required.

Experience required: Applicant must have directly applicable experience that demonstrates the possession of the knowledge, skills, abilities, and competencies necessary for immediate success in the position. Qualifying experience may have been acquired in any public or private sector job but will clearly demonstrate past experience in the application of the particular competencies/knowledge, skills, and abilities necessary to successfully perform the duties of the position. Such experience is typically in or directly related to the work of the position to be filled. You will receive credit for all qualifying experience, including volunteer experience.

To qualify applicants must possess one year of specialized experience equivalent to the next lower grade/level (GS/GG-11). Specialized experience is defined as: (1) developing training materials and conducting classroom instruction; (2) reviewing personnel forms for network access; AND (3) assist with interpretation of policies and procedures for an operations program.

You will be evaluated on the basis of your level of competency in the following areas:

Education and Training
Oral Communication
Technical Competence

NOTE: Creditable experience may include previous military experience, experience gained in the private sector, or experience gained in another government agency so long as it was at a level at least equivalent to the next lower grade in the series.

CONDITIONS OF EMPLOYMENT

1. Must be able to obtain and maintain a Top Secret (TS) security clearance based on a single-scope background investigation (SSBI) with eligibility for sensitive compartmented information (SCI).
2. IAW with Change 3 to AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, must successfully pass a urinalysis screening for illegal drug use prior to appointment and periodically thereafter.
3. Temporary Duty Travel (TDY) may be required less than 10% of the time.

Additional information:

You will be required to provide proof of U.S. Citizenship.

Two year trial/probationary period may be required.

Direct Deposit of Pay is required.

Salary includes applicable locality pay or Local Market Supplement.

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. For more information go to www.abc.army.mil.

EEO Policy Statement

The United States Army does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

The Department of the Army provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of this application hiring process, please notify the Hosting HR Specialist for assistance. Your requests for reasonable accommodation will be addressed on a case-by-case basis.

