



DEPARTMENT OF THE ARMY
NEBRASKA NATIONAL GUARD
DIRECTORATE OF PERSONNEL ADMINISTRATION
ENLISTED PROMOTION SECTION
2433 NW 24TH STREET
LINCOLN, NE 68524

VACANCY ANNOUNCEMENT

Announcement Number: PA1-17-002

Closing Date: Open Until Filled

Position Title & Unit: PUBLIC AFFAIRS NCO, 111TH PUBLIC AFFAIRS DET, Para 102, Line 1

Location: Lincoln, NE

Military Grade Range: SPC/E4 - SSG/E6 **CPMOS:** 46Q30

Military Requirements: Applicants must possess a 110 aptitude score in area GT if the ASVAB was taken prior to 1 July 2004, or a 107 aptitude score in area GT if the ASVAB was taken after 1 July 2004, Security Clearance of SECRET, able to type 20 wpm, be a High School Graduate or equivalency, completed a basic computer keyboarding course in High School, Trade School, or College; a PULHES of 211121, and meet the physical demand requirements of DA Pam 611-21. MOS qualification, if required, must be completed IAW current policy and training guidance. Selected individual may incur additional training requirements for SQI and/or ASI requirements for the duty position (see unit specific requirements below). The qualifications for the award of this MOS can be found in DA Pam 611-21.

Area of Consideration: All eligible members of the Nebraska Army National Guard and individuals who are eligible for Enlistment or transfer into the Nebraska Army National Guard who meet the grade requirements stated in Military Grade Range listed above. In order to be promoted in this position, the Soldier must be on the current STEP list and fully qualified for promotion IAW AR 600-8-19. Soldiers not holding the requisite NCOES for their current grade must agree to complete all NCOES/SSD Requirements within one year of assignment.

General Requirements:

1. Currently assigned in the Nebraska Army National Guard with a rank in the range listed in Military Grade Range.
2. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
3. Meet other requirements as stated in **Military Requirements** above.

Summary of Duties: The public affairs specialist participate in and assist with the supervision and administration of Army public affairs programs primarily through news releases, articles, web-based material, photographs of Army material for use in the internal and external news media. The public affairs specialist instructs Media Awareness training to Army personnel and facilitates media relations. Provide tactical and technical guidance to subordinates and professional support to both subordinates and superiors in accomplishment of their duties. Supervise the administration of Army public affairs programs. Supervises and prepares information for release on Army matters through news releases, articles, web-based material and photographs. Prepares work schedules and assigns tasks based on requirements.

Application Instructions:

Apply by submitting a completed packet in accordance with Traditional NCO Vacancy Application *Applications may be submitted by e-mail or digital sharing to the G1 no later than 1600 hours on the closing date. **Electronic applications or attachment must be Acrobat Reader format on one single attachment.** Applications received after the closing time will not be considered for the position. The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered. E-mail may be sent to john.r.williss.mil@mail.mil (link can be found on NEGUARD.COM Traditional Guard Announcements site) with a subject line of "**Vacancy Application PA1-17-002**" Electronic applications or attachment must be in Acrobat Reader. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. DPA is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402)309-8152.*