

NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NORTHWEST 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524

**FULL TIME NATIONAL GUARD DUTY OPERATIONAL SUPPORT  
ANNOUNCEMENT (FTNGD-OS)**

**Announcement Number:** FTNGDOS-AR-18-005

**Closing Date:** 27 November 2017

**Position Title:** Social Media/Digital Communications Specialist

**Location:** Recruiting & Retention BN, Lincoln, NE

**Military Grade Range:** Minimum PFC/E3 – Maximum SGT/E5

**Military Requirements:** Designated MOS for this position is immaterial (00F). Position is for 60 days with order continuation through 30 September 2018 and potential for FY19 contingent upon funding availability. Authorization of PCS is not authorized due to funding constraints. Selected individual must have a valid state driver's license. Service Member cannot meet or exceed 6 years on consecutive orders (MOB, AT, ADOS, ADT, AD) without a 31 day break.

**Area of Consideration:** All members of the Nebraska Army National Guard and those eligible to become members in the rank of PFC/E3-SGT/E5. **All current hiring procedures will be in accordance with the FTNGD-OS Policy.**

**Area 1 – M-Day applicants meeting the requirements identified on the announcement and eligibility requirements in references.**

**Area 2 – Technician applicants meeting the requirements identified on the announcement and eligibility requirements in references.**

**General Requirements:**

1. Must pass POSTA screening.
2. Screening of local personnel files and complete behavioral health assessment.
2. Strong organizational skills.
3. In-depth knowledge and understanding of social media platforms.
4. Ability to effectively communicate information and ideas in written and verbal format.
5. Public relations, marketing, and/or sales experience preferred.
6. Selected agrees to work weekends and evenings as the position and circumstances require.
7. All applicants must have a minimum GT score of 110 waiver to 100 if ST and GT score is 100 or greater.

**Summary of Duties:** The Social Media/Digital Communications Specialist will be charged with assisting in managing multiple social media platforms. The individual will continue to develop and maintain currently published social media platforms as well building new platforms. The individual must be able to produce comprehensive analytics, data presentations, and rate of return on social media platforms. The individual will be charged with building social media campaigns to include short-term objectives, general content, how to use features of specific platforms and the ability to determine primary, secondary, etc. platforms for the greatest impact.

## Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

### !!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to [nq.ne.nearnq.list.hro-agr-job-apps@mail.mil](mailto:nq.ne.nearnq.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application FTNGDOS-AR-\_\_-\_\_ (list job announcement number)". Submit Electronic applications as one attachment. Applications as multiple attachments will not be accepted. Applications which are unreadable or cannot be opened will not be accepted or considered.

Candidates may apply by submitting a completed DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve). Reference Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS), Duty MIL 02-035-12 and PPOM #13-020 the following documents must be submitted.

**Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.**

Yes  No **1. Copy of Job Announcement as Cover Sheet for application packet**

Yes  No **2. Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve Position, DA Form 1058-R. This form can be downloaded from the Nebraska National Guard Opportunities webpage.**

Yes  No **3. ERB/ORB. Soldiers can download their validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits> . Enlisted applicants who are NOT MOSQ for the position in which applying must include ASVAB scores on the ERB.**

Yes  No **4. Five latest OER's/NCOER's. Applications must contain their most current NCOER/OER and if unavailable written explanation must be provided. If you do not have any OER's/NCOER's, a letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an OER/NCOER.**

Yes  No **5. NGB Form 23 (RPAM). All Army National Guard Soldiers will submit a current copy (within the last 6 months).**

Yes  No **6. Completed FTNGD Annual Statement of Understanding This form can be downloaded from the Nebraska National Guard Opportunities webpage.**

**Yes**  **No** 7. Current DA Form 705, Army Physical Fitness Test Scorecard, listing last 4 APFT scores. Applicants must have a current passing APFT within 6 months from application submission date.

**Yes**  **No** 8. Current passing semi-annual weigh-in on TAG-NE 600-9, DA 705 or DA5500/5501 if required, within 6 months of closing date.

**Yes**  **No** 9. IMR (Individual Medical Readiness) Record **showing a PHA completion date within 12 months and HIV within 2 years**  
<https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> Include a current copy of your DA Fm 3349 if on profile. Any PULHES with a 3 or 4 must be approved by a MAR2 process or PDES and found fit for retention in primary MOS.

**Yes**  **No** 10. Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application.

*In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.*

*Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/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 to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.*

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

*Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.*

**Mail applications to:** NE National Guard  
Human Resource – AGR Branch  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.*