

Job Announcement Number

NE-12570680-AF-25-002

Overview

Job Title HR SPEC (MILITARY)	Department Department of the Air Force
Agency Air National Guard Units	Hiring Organization N/A
Open & Closing Dates 10/08/2024 to 09/26/2025	Application Count N/A
Salary \$59,966.00 to \$77,955.00 Per Year; Announcement is open till filled; First review will be	Pay Scale & Grade GS-9
Locations Lincoln, Nebraska	Remote Job No
Telework Eligible Yes - as determined by the agency policy.	Travel Required Occasional travel - You may be expected to travel for this position.
Relocation Expenses Reimbursed No	Appointment Type Temporary
Work Schedule Full-time	Service Excepted
Promotion Potential None	Job Family (Series) 0201 - Human Resources Management
Supervisory Status No	Security Clearance Secret
Drug Test No	Position Sensitivity And Risk Non-sensitive (NS)/Low Risk
Trust Determination Process Credentialing, Suitability/Fitness	Financial Disclosure No
Bargaining Unit Status No	

Summary

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This National Guard position is for a HR SPEC (MILITARY), PD# D2402000 and is part of 155 MSG, Nebraska Air National Guard.

MAY BE CONVERTED TO PERMANENT APPOINTMENT IF THE INCUMBENT DOES NOT REQUEST REEMPLOYMENT. INDEFINITE EMPLOYMENT IS TEMPORARY IN NATURE AND WILL LAST MORE THAN ONE YEAR BUT NO MORE THAN SIX YEARS. BENEFITS ARE THE SAME AS A PERMANENT APPOINTMENT.

Learn More About This Agency

Marketing Message

The National Guard is the oldest component of the Armed Forces of the United States. Since the earliest American colonial days, citizens have joined together for collective defense. We have a proud tradition of coming to the aid of our friends and neighbors in times of serious emergencies. Join our National Guard team and serve your nation, your states and your community!

Marketing Link

<http://ne.ng.mil/Pages/Home.aspx>

This Job Is Open To

Hiring Paths

Internal to an agency - appears on USAJOBS, National Guard & Reserves

Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2, 3 and 4 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

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As a HR SPEC (MILITARY), GS-0201-9, duties include:

1. Program Management: Plans, organizes, and oversees the full complement of activities within the Group Commander's Support Staff (CSS). Oversees Group programs to facilitate the Group and squadron commander's vision. Keeps abreast of and briefs the Group and squadron senior Commander(s) regarding assigned program status; actual or potential problems and changes that could possibly affect the operation of the group and subordinate units. Recommends redirection of assets if necessary to achieve improved overall mission effectiveness. Oversees workflow and tasking to ensure personnel and administrative processes are completed as required. Reviews organization mission, functions, and manning requirements. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to senior staff on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely processed, measured, and reviewed at critical points. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Responsible for the implementation of internal policies, procedures and execution governing administration of CSS programs. Responsible for coordination with their respective Force Support Squadron on all matters related to Commander Support Staff (CSS) manning, training, and personnel related issues. Coordinates with other organization managers and customers as appropriate.

Manages a myriad of Unit Commander's programs to include; Drug Demand Reduction Program, Urinalysis, Voting Assistance, promotions and demotions, evaluations, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, Defense Travel System (DTS), Government Purchase Card Program, Government Travel Card Program, Air Force Fitness Program, Unit Security Program, Unit Self-Inspection Program, Unit File Maintenance, Unit Health Monitor, and personnel readiness programs. Determines program eligibility, requirements and provides customers resources. Counsels personnel on program eligibility, requirements, resources, opportunities, benefits, and entitlements that affect customer's career. Responsible for program execution and tracking metrics on force management such as; assignment changes, commander's adverse action program, sanctuary, e-records management, selective reenlistment, and bonus programs. Utilizes MILPDS, Virtual Personnel Center (vPC) records, RAW, myPers and databases; and completes military personnel status changes or updates. Tracks and reports unit health medical readiness and provides statistics to senior leadership for readiness reporting. Reviews products from Military Personnel Section, validates status and briefs members. Works with commanders and personnel to resolve discrepancies and ensures the accuracy of data. Routinely crosschecks data between military personnel data system and source documents for record accuracy. Creates, interprets, and audit management assessment products and transaction registers and identifies mismatches. Prepares and processes Article 15s, letters of reprimand, investigation reports, unfavorable information files, involuntary demotions, and separation actions. Tracks and updates duty status changes, and accountable for duty status reporting to include leave, temporary duty, hospitalization, sick in quarters and casualty reporting. Validates leave web program and suspense systems for personnel actions and correspondence. Manages unit personnel roster (UMPR). Reviews, reconciles and accomplishes corrective action on Unit Manpower Document (UMD). Maintains unit's fitness program, schedules, tracks and reports unit fitness readiness. Facilitates the unit reenlistment/extension program and prepares retention package for staffing through Force Support Squadron. Manages Unit Orders program using the Air Force Reserve Order Writing System (AROWS) and Manpower MPA Man-day Management System (M4S). Advises commanders and provides reports and statistics on personnel readiness. Prepares annual/special training orders and deployment orders. Receives order request, verifies eligibility, need for waiver, sanctuary, and/or deployment availability code. Creates order, provides member copy, and updates participation roster. Performs personnel actions by conducting in/out processing for home-station and deployed personnel, and maintains accountability. Reconciles data analysis products and ensures data accuracy of both deployed and home-station personnel.

--Performs other duties as assigned

Requirements

Conditions Of Employment

Military membership in the Nebraska National Guard Membership is required.
Males born after 31 December 1959 must be registered for Selective Service.
Obtain/maintain the level of security clearance/background check required
May be required to successfully complete a probationary period.
Direct Deposit is mandatory
Individuals with military incentive bonuses may be subject to recoupment.

Qualifications

NATIONAL GUARD MEMBERSHIP IS REQUIRED: This is a Title 32 excepted service position that requires membership in a compatible military assignment in the National Guard. Selectee will be required to wear the military uniform. Acceptance of an excepted service position constitutes concurrence with these requirements as a condition of employment. Applicants who are not currently a member of the National Guard must be eligible for immediate membership and employment in the National Guard in the military grade listed in this announcement.

FOR QUESTIONS REGARDING ELIGIBILITY TO JOIN THE NEBRASKA AIR NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE.

OPEN AREAS OF CONSIDERATION: AREA 1, 2, 3 and 4

DEFINITION OF AREA(S) OF CONSIDERATION:

AREA 1: Current permanent and indefinite technicians of the Nebraska Army or Air National Guard; and current Title 5 employees of the Nebraska Military Department who are military members of the Nebraska National Guard.

AREA 2: All Drill Status/M-Day members and temporary technicians of the Nebraska Air or Army National Guard.

AREA 3: Current military service members who are willing and eligible to become members of the Nebraska Air or Army National Guard.

AREA 4: All qualified candidates eligible and willing to become a member of the Nebraska National Air or Army National Guard prior to the effective date of hire.

MILITARY REQUIREMENTS:

Compatible military grade and assignment required prior to the effective date of placement. This is an excepted service position that requires membership in a compatible military assignment in the Nebraska Air National Guard. Applicants who are not currently a member of the National Guard must be eligible for immediate membership. If you are not sure you are eligible for military membership, please contact a National Guard recruiter prior to applying for this position.

Military Grades: Maximum: E6; Minimum: E4; Military Grade inversion within the full time work forces is not permitted. The military grade of the full time supervisor must equal or exceed the military grade of the personnel supervised.

Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216

Compatibility requirements must be met prior to appointment to the position. Selectee has 24 months to become qualified in a compatible military assignment.

Security Clearance/Background Check requirements:

In order to comply with US DOD requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain, within one year of appointment, and maintain the designated type of security clearance/background check required for the respective work may result in a job offer being rescinded, separations of employment, 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 of the Nebraska National Guard, Personnel Security Manager for processing the appropriate investigation. Required forms: SF86, PSIP Initiation Form, Fingerprints, OF306 and Application/Resume.

Nebraska National Guard Information Security Specialist - jason.schroeder.10@us.af.mil; 402-309-1129.

GENERAL EXPERIENCE:

For positions for which individual occupational requirements do not specify otherwise, 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:

GS-09 - 1-year specialized experience must be equivalent to at least the next lower grade. Specialized experience is experience that prepared the applicant to perform the duties of the position. The applicant's educational-degree study program or military or civilian academic courses may substitute for some specialized experience. An applicant must demonstrate the specialized experience competencies (skills, knowledge, abilities and behaviors) to qualify for a position identified by its position grade and career level. Specialized experience factors encompass human resources program's business competencies, familiarity with the subject matter or processes used in human resources programs associated with DoD, U.S. Army, or U.S. Air Force.

Education

Substitution of Education for specialized experience - Completion of 2 academic years of education in an accredited college or university will satisfy the requirements for GS-4 positions. Only education in excess of the first 60 semester hours (i.e., beyond the

second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience for GS-5 positions.

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>).

Benefits Link

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

How You Will Be Evaluated

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Once the announcement has closed, your resume and supporting documentation will be used to determine if you meet the qualifications listed on this announcement. Your answers to the assessment questionnaire will be verified against information provided in your resume and other supporting documentation. Be sure that your resume clearly supports your responses to all the questions addressing experience and education relevant to this position.

In describing your experience, please be clear and specific, we will not make assumptions regarding your experience. If, after reviewing your resume and supporting documentation, a determination is made that you have inflated your qualifications or experiences, your rating will be adjusted or you may be excluded from consideration for this position.

Your qualifications will be evaluated against general and specialized experience under the "Qualifications" section and against the following competencies (knowledge, skills, abilities and other characteristics):

Clerical, Customer Service (Clerical/Technical), and Decision Making

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12570680>

Required Documents

Required Documents

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

1. Your **resume** showing work schedule, hours worked per week, dates (format should include Month and Year) of employment and duties performed.

Use this link for [Resume Tips](#).

2. **Other supporting documents (optional)**

- Cover Letter
- DD-214
- Other
- Other Veterans Document
- SF-50
- Transcript

How To Apply

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To apply for this position, you must complete the online application and submit the documentation specified in the Required Documents section below.

A complete application package must be submitted by 11:59 PM (Eastern) 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>), 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/>.

Agency Contact Information

Questions About This job

Jon Sronce
Phone: 402-309-8173
Email: jon.c.sronce.civ@army.mil

Agency Information

NE 155 MSG
2420 W Butler Ave
Lincoln, NE 68524

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.

Qualified candidates will be referred to the selecting official in the following order:

1. Fully qualified Area 1 applicants
2. Fully qualified Area 2 applicants
3. Fully qualified Area 3 applicants
4. Fully qualified Area 4 applicants

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Release URL

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N/A