

## Job Announcement Number

NE-12650600-TF-25-002

# Overview

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### Job Title

HR SPEC (MILITARY)

### Agency

Army National Guard Units

### Open & Closing Dates

12/19/2024 to 01/03/2025

### Salary

\$49,025.00 to \$63,733.00 Per Year

### Locations

Lincoln, Nebraska

### Telework Eligible

Yes - as determined by the agency policy.

### Relocation Expenses Reimbursed

No

### Work Schedule

Full-time

### Promotion Potential

9

### Supervisory Status

No

### Drug Test

No

### Trust Determination Process

Suitability/Fitness

### Bargaining Unit Status

No

### Department

Department of the Army

### Hiring Organization

N/A

### Application Count

N/A

### Pay Scale & Grade

GS-7-9

### Remote Job

No

### Travel Required

Not required

### Appointment Type

Permanent

### Service

Excepted

### Job Family (Series)

0201 - Human Resources Management

### Security Clearance

Secret

### Position Sensitivity And Risk

Non-sensitive (NS)/Low Risk

### Financial Disclosure

No

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# Summary

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**THIS IS A TITLE 5 EXCEPTED SERVICE POSITION WITH THE NEBRASKA ARMY NATIONAL GUARD.**

This National Guard position is for a HR SPEC (MILITARY), Position Description Number **T5927000** and is part of **JFHQ HRO**, Nebraska Army National Guard.

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# 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

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

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# This Job Is Open To

## Hiring Paths

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

## Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO CURRENT AOC 1 - CURRENTLY EMPLOYED T32/T5 FULL-TIME PERMANENT, INDEFINITE AND TERM PERSONNEL OF THE NEBRASKA AIR OR ARMY NATIONAL GUARD.

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## Videos

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### Marketing Video Link 1

N/A

### Marketing Video Link 2

N/A

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## Duties

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### Duties

As a HR SPEC (MILITARY), GS-0201-7/9, duties include:

Provides advice and support to managers, supervisors, and the HRO on recruitment and placement actions for AGR Personnel. Identifies appropriate qualification standard to be applied, validates hire authority, develops position announcements, locates position applicants, develops candidate evaluation criteria, and evaluates candidate eligibility, and refers qualified candidates for selection consideration. Reviews and verifies information on requests for vacancy announcements to assure correctness. Notifies candidates of the results of their application. Accumulates and analyzes statistics concerning recruitment and placement function such as turnover rates, quit rates, promotions, hiring lag time, etc. Assist in conducting long-range planning for projected mission and/or organizational changes.

Ensures required selection documentation and information contained thereon is correct including military compatibility; ensures all medical and fitness requirements are met in accordance with existing policies and guidelines for AGR members; checks security requirements; initiates select/non-select letters, etc. Manages the monitoring and reporting of the Army Full time National Guard Duty (FTNGD) Program including Active-Duty Operational Support (ADOS), and One-Time Occasional Tours (OTOT). Manages and provides oversight of AGR Control Grade usage and reporting tools. Manages Priority Placement, Excess, USERRA, and Reduction in Force programs. Provides advice on military grade compatibility issues and delegated personnel authorities to include control grade authorizations allocation. Assesses Air Force Specialty Code (AFSC) /Military Occupational Specialty (MOS) requirements. Creates orders authorizing various entitlements. Provides guidance to supervisors, managers, and military commanders. Provides counseling to employees regarding entitlements, rights, and obligations. Analyzes, interprets, and clarifies policies, directives, and other issues regarding NGB/ARNG/ANG HR matters. Monitors promotions, reassignments, annual evaluations, tour renewals, orders, and transfers of all assigned AGR personnel. May participate in local board action for Active Continuation Board (ACB) and Officer Career Management Board (OCMB).

Responsible for the timely and accurate administration of voluntary and involuntary separation actions and Army AGR retirement actions. Advises and counsels AGR members and dependents on support agencies and benefits programs. Explains the TRICARE program and how to file claims and locations of servicing Health Benefits Advisors. Schedules retirement counseling of AGR members and coordinates retirement actions with the ARNG/ANG organization. Coordinates with the local medical facility on physical examinations for current, potential AGR members, and AGR members projected for separation/retirement.

Consults with other Human Resources Specialist to facilitate Full-Time manning reporting. Reviews manpower documentation (Full Time Support Management Control System (FTSMCS)/Voucher, Tables of Distribution and Allowance (TDA), Modified Tables of Organization and Equipment (MTOEs), Unit Manning Document (UMD)). Advise HRO and leadership on changes to organizational structure. Compiles necessary statistics to reflect current status, and accurate consumption of allocated requirements and resources that will meet programmed year-end strength and future projections and requirements. Assist SHRS/HRO with advising State ANG Headquarters, Wing Force Support Squadron (FSS), G1 Military Personnel, and G3 Plans, Operations, and Training, and higher-level leadership on changes to full-time resources or requirements. Monitors full-time manpower studies and application to manning documents and advises on and coordinates full-time personnel actions associated with manpower changes. Monitors Manpower Resource funding documents provided by National Guard Bureau (NGB) and advises leadership as necessary on funding/resource changes across or on changes to organizational structure.

Performs other duties as assigned.

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## Requirements

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### Conditions Of Employment

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

### Qualifications

#### 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 Personnel Security Manager - jason.schroeder.10@us.af.mil; 402-309-1129**

### **AREA OF CONSIDERATION: ONLY OPEN TO AREA 1**

AREA 1: Currently employed T32/T5 full-time permanent, indefinite and term personnel of the Nebraska Air or Army National Guard.

**GENERAL EXPERIENCE:** Do you possess a general understanding of the basic principles and concepts of this occupational series as listed below? Skill in Collecting and analyzing data effectively, efficiently and accurately; Ability to clearly enunciate English without impediment of speech that would interfere or prohibit efficient communication; Ability to write English in reports and presentation formats; Ability to communicate clearly and effectively; Skilled in presenting formal training presentations and briefings; Ability to assess body language and perceive emotional and/or distress levels; and Skill in applying procedures and directives by reading and interpreting program material.

### **SPECIALIZED EXPERIENCE:**

**GS-07:** Do you possess at least 1 year experience at the previous lower grade or equivalent experience and education or training involving basic knowledge competency of human resources business elements and can discuss terminology, concepts, merit principles, and issues related to this competency. Experienced in using reference and resource materials and experienced in program functions such as, maintaining personnel records, counseling, or classification and assignments. Experienced in operating a computer, utilizing multiple computer programs, and performing keyboard functions.

**GS-09:** Do you possess at least 1 year experience at the previous lower grade or equivalent experience and education or training involving executing personnel programs and Human Resources Information Systems; Knowledge and understanding of the personnel and manpower core competencies: Organization Structure; Requirements Determination; Program Allocation and Control; and, Performance Improvement; Have a working knowledge of organizational structures; manpower standards; manpower resources; manpower data systems; or, commercial services to include strategic sourcing; Experienced in performing personnel program requirements that involve advising supervisors and managers; and, experienced in completing accession planning and processing; classification and position management; and, civilian promotions; Experienced in advertising positions, processing assignments or reassignment actions; reviewing human resources development programs; applying education and training policy requirements; discussing retraining procedures; and/or providing retirement options.

### **Education**

#### **Education:**

**No Substitution of education for this position**

### **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>).

1. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
2. Irregular and overtime (compensatory) hours may be required to support operational requirements or contingencies.
3. 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.

### **Benefits Link**

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

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## **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):

Customer Service and Technical Competence

**NUMERIC CATEGORY:**

Applicants who meet the basic qualification requirements will be placed in a numeric group based upon ranking factors such as knowledge, skills, abilities, and behaviors as reflected in their application package. Refer to NE TPR 335 dated 4 April 2018.

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):

**Numeric category ratings are:**

**Highly-Qualified: 90-100 points.** To be highly-qualified, an applicant substantially exceeds the minimum qualifications of the position, including all selective placement factors and are fully competent to effectively perform all the job requirements in the position almost immediately with minimum training or orientation;

**Well-Qualified: 80-89 points.** To be well qualified, an applicant meets the minimum qualifications of the position and is proficient in most, but not all, of the requirements of the position. May require some training or orientation to satisfactorily perform the duties of the position;

**Qualified: 70-79 points.** To be qualified, an applicant meets the minimum qualifications of the position and is proficient in some, but not all, of the position's requirements. Will require extensive training or orientation to satisfactorily perform the duties of the position.

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12650600>.

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## 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

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## How To Apply

### How To Apply

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](mailto:jon.c.sronce.civ@army.mil)

### Agency Information

NE Human Resources Office  
2433 NW 24th Street  
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.

### Applicants will be referred in the following order:

1. AREA 1 - CURRENTLY EMPLOYED T32/T5, FULL-TIME PERMANENT, INDEFINITE AND TERM PERSONNEL OF THE NEBRASKA AIR OR ARMY NATIONAL GUARD

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## Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/825171400>