

Job Announcement Number

NE-12701878-TF-25-008

Overview

Job Title	HR SPEC	Department	Department of the Air Force
Agency	Air National Guard Units	Hiring Organization	N/A
Open & Closing Dates	02/24/2025 to 03/11/2025	Application Count	N/A
Salary	\$61,111.00 to \$79,443.00 Per Year	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	Permanent
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	Suitability/Fitness	Financial Disclosure	No
Bargaining Unit Status	No		

Summary

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

This National Guard position is for a HR SPEC, PD Number T5741200 and is part of the 155th MSG, Lincoln, NE

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>

This Job Is Open To

Hiring Paths

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

Hiring Paths Clarification Text

TITLE 5 EXCEPTED SERVICE POSITION OPEN TO: AREA 1 AND AREA 3
Area 1; I am a current full-time permanent, indefinite or term T32/T5 technician/employee of the Nebraska Army or Air National Guard
Area 3; I am a United States Citizen

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

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As a HR SPEC, 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. Counsel's 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, myFSS programs, 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 register 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

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
Drug Testing Required

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 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.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSA's) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other nonspecialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

SPECIALIZED EXPERIENCE: At least 1 year experience at the previous lower grade or equivalent experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Education

Successful completion of a full 4-year course of study in *any field* leading to a **bachelor's degree**, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements that specify that applicants must, in general,

(1) have specific course work that meets the requirements for a major in a *particular field(s)*,

or

(2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

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>).

CONDITIONS OF EMPLOYMENT & NOTES:

1. Must be able to obtain and maintain the appropriate security clearance of the position.
2. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
3. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.

*4. Irregular and/or overtime (compensatory) hours may be required to support operational requirements or contingencies or may be required to work hours outside of the normal duty day.

5. 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

N/A

Benefits Link

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):

Benefits and Work Life Programs, 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.

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/12701878>.

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 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 FSS
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.

Applicants will be referred in the following order:

1. Highly-Qualified Preference Eligibles
2. Highly-Qualified Non-Preference Eligibles
3. Well-Qualified Preference Eligibles
4. Well-Qualified Non-Preference Eligibles
5. Qualified Preference Eligibles
6. Qualified Non-Preference Eligibles

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/832489000>