

**NEBRASKA ARMY NATIONAL GUARD  
DIRECTORATE OF PERSONNEL ADMINISTRATION  
ENLISTED PROMOTION SECTION  
2433 NW 24<sup>th</sup> STREET  
LINCOLN, NEBRASKA 68524**

***TRADITIONAL VACANCY ANNOUNCEMENT***

**Announcement Number:** 25-8ZKAA-10501

**Closing Date:** 18 May 2025

**Position Title & Unit:** Patient Admin NCO MEDDET    **Location:** Lincoln, NE

**Position #** 3182265

**Military Grade Range:** Minimum (E6/SSG) - Maximum (E7/SFC)

**Military Requirements:** Designated DMOS for this position is (68G). A security eligibility of Secret is required for this MOS. Must meet the physical demands 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 and available members of the Nebraska Army National Guard serving in the grade range listed above. In order to be promoted in this position, the Soldier must be fully qualified for promotion IAW AR 600-8-19.

**General Requirements:**

1. Currently assigned (E6/SSG – E7/SFC) of the Nebraska Army National Guard
2. Not currently "Flagged from Favorable Personnel Actions", under a "Bar to Reenlistment", or defined as "Stagnant".
3. Meet other requirements as stated in **Military Requirements** above.

**Summary of Duties:** Performs duties shown at preceding level of skill and provides technical guidance to lower grade personnel in accomplishment of their duties. Assigns tasks to subordinate personnel to affect orderly flow of workload and ensure timely accomplishment of tasks inherent to patient record keeping, Soldier Treatment Record indexing and validation, and other patient administrative matters. Advise clinic staff on documentation, confidentiality, quality assurance, utilization review, and risk management per AR 40-66, AR 40-68, and AR 40-502. Establishes and maintains coordination with units of the NEARNG for PHA and physical scheduling. Supervises performance of patient administrative duties within the Patient Admin Section of MEDDET.

**Other Unit Unique Considerations/Requirements:** Must be able to become MOS-Q within 18 months of assignment.

**Application Instructions:** Submit a completed Traditional NCO Vacancy Application by e-mail to [ng.ne.nearng.list.g1-epm@army.mil](mailto:ng.ne.nearng.list.g1-epm@army.mil) with a subject line of "**Vacancy Application 25-8ZKAA-10501**" or in hard copy to the G1 office no later than 1600 hours on the closing date. Electronic applications must be in PDF format on one single attachment. The use of official mail to forward employment applications is prohibited. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. G1 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.