

## Job Announcement Number

NE-12436993-AR-24-109

# Overview

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### Job Title

HR SPEC (MILITARY)

### Agency

Army National Guard Units

### Open & Closing Dates

06/14/2024 to 09/27/2024

### Salary

\$49,025.00 to \$77,955.00 Per Year; Announcement is Open till Filled; first review will be 28 June 2024 with a review every 7 days thereafter

### Locations

Lincoln, Nebraska

### Telework Eligible

Yes - as determined by the agency policy.

### Relocation Expenses Reimbursed

No

### Work Schedule

Full-time

### Promotion Potential

None

### Supervisory Status

No

### Drug Test

No

### Trust Determination Process

None

### Department

Department of the Army

### Hiring Organization

N/A

### Application Count

N/A

### Pay Scale & Grade

GS-7-9

### Remote Job

No

### Travel Required

Occasional travel - You may be expected to travel for this position.

### Appointment Type

Temporary; INDEF

### Service

Excepted

### Job Family (Series)

0201 - Human Resources Management

### Security Clearance

Not Required

### Position Sensitivity And Risk

None

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# Summary

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This National Guard position is for a HR SPEC (MILITARY), Position Description Number D1118P00 and is part of Recruiting & Retention Battalion, Lincoln, Nebraska Army National Guard.

**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. THIS POSITION MAY CONVERT TO PERMANENT WITHOUT FURTHER COMPETITION.**

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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

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

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# This Job Is Open To

## Hiring Paths

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

## Hiring Paths Clarification Text

6/14/2024 14:00 EDT

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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:

(1) Provides technical guidance and procedural support to the AMEDD Strength Manager, Recruiting & Retention Manager, Officer Strength Manager, Military Personnel Office (MILPO), State Surgeon/Deputy State Surgeon, State Chaplain, State SJA, commanders, unit personnel, field recruiters, and healthcare ministry and legal professionals. Carries out specific projects to accomplish the technical support missions of the AMEDD Strength Office. Advises commanders, unit personnel and applicants on regulatory requirements of the programs and develops letters of instruction. Reviews, interprets, and implements policies, directives, and other issuances by Department of Army (DA), National Guard Bureau (NGB), United States Army Recruiting Command (USAREC) and outside control agencies for applicability to activities. Takes appropriate action to comply with directives or refers the matter to the AMEDD Strength Manager, Recruiting & Retention Manager, MILPO, and State Surgeon/Deputy State Surgeon for action.

(2) Participates in developing and implementing written policies and guidelines pertaining to recruiting and retention programs for AMEDD, Chaplain, and SJA positions such as local regulations and Standard Operating Procedures (SOPs). Maintains copies and updates all applicable AMEDD, Chaplain and SJA recruiting and retention guidelines. Applies fundamental military human resources management principles, practices, and techniques of recruitment and retention. Evaluates the effectiveness of the specific recruiting and retention programs (AMEDD, Chaplain, or SJA) to identify trends and suggest corrective measures to increase strength, and the ability to pinpoint program deficiencies and recommend possible solutions to AMEDD Strength Manager.

(3) Coordinates and participates in recruiting efforts both locally and nationally at recruiting events such as medical conferences, medical school and dental school programs. Reviews demographic areas for targeting of desired specialties. Conducts on site visits to answer questions, resolve problems, and assist at state and national conferences to recruit new applicants. As required, the incumbent is assigned to portions of the recruiting campaigns and conferences to assist in planning displays. Participates in the development of advertising concepts for AMEDD, Chaplain, and SJA officers to be implemented by state and possibly at a national level. Monitors local advertising activity and reviews coordination of specialty branch information activity to include lead retrieval. Evaluates the effectiveness of the recruiting efforts and suggests alternate events to increase strength. Determines the budget requirements for travel, advertising, and office requirements. Maintains statistics on healthcare, legal and ministry recruiting programs and workload data for reporting recruiting activities to the AMEDD Strength Manager, Recruiting & Retention Manager, and NGB.

(4) Serves as a principle point of contact for applicants and other interested parties during the recruiting and application process. These contacts require a high level of interpersonal skills that are essential to the functions of this position. Determines eligibility of applicants and screens-out candidates who do not meet program requirements. Determines which programs the applicant may be eligible for based on qualifications, specialty, level of education, professional credentials, experience and interest. Makes initial estimates of rank and pay, as the appropriate national review board will make the final determination when reviewing the commissioning packet. Estimates are based on facts provided by the applicant, such as graduation from medical school, years of specialty training completed (internship and residency), and prior military service. Accomplishes required processing of applicants' packet, after initial contact by the AMEDD Strength Manager. Prepares various waivers when required as part of the officer accession packet. Ensures that the packet is complete and it includes all of the required documents i.e., licenses, education, experience, training, professional affiliations, and malpractice insurance carrier data for the local, state and NGB levels for credentialing of AMEDD, SJA, and Chaplain candidates. Conducts prime source verification on all licenses, malpractice insurance, clinical privileges, civilian education and board certifications with appropriate local, state, and national accrediting bodies/boards/commissions. Investigates, verifies, and reports data on applicant's professional privileges and or appointments. Investigates and resolves discrepancies when information provided by the applicant is contradictory to information obtained from verification sources.

Performs other duties as assigned.

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## Requirements

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### 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 ARMY NATIONAL GUARD PLEASE CONTACT THE LOCAL RECRUITING OFFICE AT 402-309-7458.**

**OPEN AREAS OF CONSIDERATION:** AREA 1 and 2 ONLY

**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.

Indefinite employment is temporary in nature and will normally last more than 1 year, but no more than 6 years. Benefits are the same as a permanent technician. Indefinite technicians are in Tenure Group 3 and are not eligible for conversion to permanent status. Indefinite technicians serve at the will of the appointing official and may be separated at any time, after a 30-day written notice memorandum is issued by the HRO.

**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 Army 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: E1; 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.**

Individual does not have to be currently assigned to one of these career fields or be considered for this position; however 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 Personnel Security Manager - [kalee.m.boden.mil@army.mil](mailto:kalee.m.boden.mil@army.mil); 402-309-8319.**

**GENERAL EXPERIENCE:** Experience, education or training which involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and application of a substantial body of knowledge of principles, concepts and practices applicable to one or more fields of administration or management. Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE:**

**GS-07** - Must have at least 1 year experience at the previous lower grade or equivalent experience and education, or training involving the administering, delivering, maintaining, advising, and adapting basic concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements.

**GS-09** - Must have at least 1 year experience at the previous lower grade or equivalent experience and education, or training involving the administering, delivering, maintaining, advising, and adapting basic concepts, principles, and theories of Human Resources to the unique organizational, management, and mission requirements.

**Education**

**Education:**

**Substitution of Education for Specialized Experience - 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.**

### 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/>

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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):

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

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/12436993>

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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

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

### Agency Information

NE G1  
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.

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. Trainees, Areas 1 and 2

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## Release URL

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<https://www.usajobs.gov/GetJob/ViewDetails/795909400>