

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

TRADITIONAL VACANCY ANNOUNCEMENT

Announcement Number: TBH-16-001

Closing Date: Open Until Filled

Position Title & Unit: Human Resources Specialist,
734th Transportation BN (Paragraph 102 Line 04)

Location: Kearney, NE

Military Grade Range: Minimum (E3 / PFC) - Maximum (E5 / SGT)

Military Requirements: The CPMOS for this position 42A2O. Must possess a minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002 or a minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004 or a minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. Must meet the physical demands requirements of DA Pam 611-21. MOS qualification, if required, must be completed IAW current policy and training guidance. The qualifications for the award of this MOS can be found in DA Pam 611-21.

Area of Consideration: All eligible members of the Nebraska Army National Guard and individuals who are eligible for Enlistment or transfer into the Nebraska Army National Guard who meet the grade requirements stated in Military Grade Range listed above. In order to be promoted in this position, the Soldier must be on the current EPS list and fully qualified for promotion IAW AR 600-8-19. Soldiers not holding the requisite NCOES for their current grade must agree to complete all NCOES/SSD Requirements within one year of assignment.

General Requirements:

1. Currently assigned E3/PFC- E5/SGT.
2. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment"
3. Meet other requirements as stated in **Military Requirements** above.

Summary of Duties: Prepare personnel accounting and strength management reports. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Apply knowledge of provisions and limitations of Freedom of Information and Privacy Acts. Requisitions and maintains office supplies, blank forms, and publications. Types military and non-military correspondence in draft and final copy. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Processes bars to reenlistment, suspension of favorable personnel actions. Processes requests and prepares identification tags and cards. Types correspondence and forms in draft and final copy.

Other Unit Unique Considerations/Requirements: None.

Application Instructions: Apply by submitting a completed packet in accordance with Traditional NCO Vacancy Application

Applications may be submitted by e-mail or digital sharing to the G1 no later than 1600 hours on the closing date.

Electronic applications or attachment must be Acrobat Reader format on one single attachment.

Applications received after the closing time will not be considered for the position. The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

*E-mail may be sent to larry.w.martin2.mil@mail.mil (link can be found on NEGUARD.COM Traditional Guard Announcements site) with a subject line of "Vacancy Application **TBH-16-001**" Electronic applications or attachment must be in Acrobat Reader. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. DPA 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.*