

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

TRADITIONAL VACANCY ANNOUNCEMENT

Announcement Number: P4M-16-009

Closing Date: Open Until Filled

Position Title & Unit: CIVIL AFFAIRS SERGEANT, HHC **Location:** Lincoln, NE
67th MEB Paragraph 109/10

Military Grade Range: Minimum (E5 / SGT) - Maximum (E7 / SFC)

Military Requirements: The CPMOS for this position 38B4O. A physical demands rating of moderately heavy. A physical profile of 111221. Qualifying scores: A minimum score of 100 in aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002. A minimum score of 107 in aptitude area GT effective 1 February 2015. A minimum security eligibility of SECRET is required for the initial award and to maintain the MOS. A U.S. citizen. A high school diploma or equivalent. No derogatory or adverse information in Provost Marshall, intelligence, OMPF or medical records which would prevent the granting of a security access under the provisions of AR 380-67. No records of conviction by a court-martial or disciplinary action under UCMJ. No record of conviction by a civil court for any offense other than minor traffic violations. The qualifications for the award of this MOS can be found in DA Pam 611-21. Non-MOSQ personnel have one year from date of appointment to become qualified.

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 E5/SGT- E7/SFC.
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: Perform administrative, operational, and pre-mission train-up for CAT mission preparation. Develops plans and provides operational oversight and supervision in rehabilitating or establishing government functions. Supervise analysis and conduct of CA area studies and CMO estimates. Serve as liaison between supported commands and representatives of USG/DoD agencies and other agencies/organizations.

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 john.r.williss.mil@mail.mil (link can be found on NEGUARD.COM Traditional Guard Announcements site) with a subject line of "Vacancy Application P4M-16-009". Electronic applications or attachment must be in Microsoft Word, Acrobat Reader, or plain text format. 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.