

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

TRADITIONAL VACANCY ANNOUNCEMENT

Announcement Number: 20-8ANAA-2435

Closing Date: 31 October 2020

Position Title & Unit: Human Resource NCO, Joint Forces Headquarters

Location: Lincoln, NE

Military Grade Range: Minimum SPC/E4 - Maximum SGT/E5

Military Requirements: Designated CPMOS for this position 42A. A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002; minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004; and a minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. Soldier must be able to obtain and maintain a SECRET Security Clearance. 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 SQL 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. This assignment carries a requirement to become fully qualified within one year of assignment (or based on the availability of schools).

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 SPC/E4 – SGT/E5 of the Nebraska Army National Guard
2. Not currently "Flagged from Favorable Personnel Actions", under a "Bar to Reenlistment", or defined as "Stagnant" IAW PPOM 18-001
3. Meet other requirements as stated in **Military Requirements** above.

Summary of Duties: Performs personnel and administrative functions in support of the company and advises the commander, the staff, and unit Soldiers on human resource matters. Assists in the management of personnel activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony. Prepares and monitors requests for reductions, transfers, and discharges. Types military and non-military correspondence in draft and final copy. Prepares and maintains functional files per Army Records Information Management System (ARIMS). Prepares and processes requests for transfer or reassignment. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement and coordinates retirement ceremonies. Processes bars to reenlistment, suspension of favorable personnel actions. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Performs other duties as assigned.

Other Unit Unique Considerations/Requirements: None

Application Instructions: Submit a completed "Traditional NCO Vacancy Application" by e-mail to "ng.ne.nearng.list.g1-epm@mail.mil" with a subject line of "**Vacancy Application 20- 8ANAA-2435**" 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. 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.

10-42A. MOS 42A--Human Resources Specialist (HR SPC), CMF 42

a. *Major duties.* The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. The human resources specialist provides and manages postal operations. Duties for MOS 42A at each level of skill are:

(1) *MOSC 42A10.* Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. 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 functional files per Army Records Information Management System (ARIMS). Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Process classification/reclassification actions. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer records. Process personnel for separation and retirement. Process applications for OCS warrant officer flight training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Posts changes to Army regulations and other publications. Executes and monitors automated interface with other automated systems. Monitors status of unresolved errors and initiates required corrective action. Monitors processing of feedback from HQDA and takes necessary corrective action. Monitor performance of systems users. Identify problems and discrepancies. Provides assistance or refers resolution to superiors. Conduct postal operations.

(2) *MOSC 42A20.* Performs duties shown at preceding skill level and provides technical guidance to subordinate Soldiers in accomplishment of these duties. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Prepares and monitors plans for supporting mobilization. Conducts postal inspections and audits. Conducts postal planning.

(3) *MOSC 42A30.* Performs duties of and supervises the functions of the preceding skill levels. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders and other staff members on Soldiers, personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance. Maintain liaison with servicing data processing facility and field managers of interfaced systems. Supervise postal operations.

(4) *MOSC 42A40.* Supervise HR office, specific human resources functions, Battalion S1 and human resources support activity. Performs duties of and supervises the functions of preceding skill levels to include quality assurance of product.

(5) *MOSC 42A50*. Performs duties of and supervises at preceding skill level including quality assurance, in a personnel activity, while performing specialized or all encompassing human resource functions.

(6) *MOSC 42A60*. Supervise duties at the preceding skill levels. The G-1/AG Sergeant Major (SGM) is a role with broad ranging responsibilities, regardless of specific position or assignment. In addition to those mission specific priorities and requirements by the Senior Commander and the G-1, there are general requirements that a G-1/AG SGM must monitor and execute in order to ensure the health of organizations, and development and growth of the future enlisted leaders of the AG Enlisted Corps. Provide direct mentorship to S1s, provide training oversight to units (within their installation or area of operation), maintain external relationships, provide readiness oversight, integrate and utilize HR metrics, and advise the G-1 and organic CSMs.

b. *Physical demands rating and qualifications for initial award of MOS*. Human resources specialists must possess the following qualifications:

(1) A physical demands rating of Moderate (Gold).

(2) A physical profile of 323222.

(3) Qualifying scores.

(a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) 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.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

(e) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demand Category in "Moderate" (Gold).

(4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

(7) A security requirement of Top Secret (TS)/Sensitive Compartmented Information (SCI) for all 42A60; Active Army Only. (Effective 1 October 2015)

c. *Additional skill identifiers*. (Note: Refer to table 12-8 for (Listing of universal ASI's associated with enlisted MOS)).

(1) A3--Force Development (TAADS) (skill level 4 and above).

(2) E3--Executive Administrative Assistant (skill level 1-3 personnel only).

(3) F4--Postal Supervisor (skill level 3-5 personnel only).

(4) F5--Postal Operations.

(5) R1--Rough Terrain Container Handler (RTCH).

d. *Physical requirements and standards of grade*. Physical requirements and SG relating to each skill level are listed in the following tables:

(1) *Table 10-42A-1*. Physical requirements.

(2) *Table 10-42A-2*. Standards of grade TOE/MTOE.

(3) *Table 10-42A-3*. Standards of grade TDA.