

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

TRADITIONAL VACANCY ANNOUNCEMENT

Announcement Number: 22-PZDC0-42A1MOB **Closing Date:** 19 September 2022

Position Title & Unit: Human Resources
Specialist, C Troop 1-134 CAV (IBCT)

Location: Beatrice, NE

Military Grade Range: Minimum PV1/E1 - Maximum SPC/E4

Military Requirements: Desired CPMOS for this position is 42A. Applicant must possess a SECRET security clearance. Applicant does not need to be MOS qualified to apply. Individuals selected will remain assigned to current unit and attached for mobilization. Soldier will return to current unit of assignment upon completion of Yellow Ribbon requirements (approximately 90 days after REFRAD).

Area of Consideration: All eligible and available members of the Nebraska Army National Guard serving in the grade range listed above.

General Requirements:

1. Currently assigned PV1/E1 – SPC/E4 in the Nebraska Army National Guard.
2. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment", or defined as "Stagnant".
3. Meet other requirements as stated in **Military Requirements** above.
4. Ability to travel in accordance with current DOD guidance and travel regulations.

Summary of Duties: Plan, develop, interpret, coordinate, integrate and implement HR programs and policies for the military members and their families. Common staff responsibilities and duties include military personnel manning and readiness management; personnel evaluations; Enlisted Promotion System (EPS); Personnel Accountability and Strength Reporting (PASR); officer and enlisted assignments; managing automated military personnel systems; casualty management and operations; equal opportunity; morale, welfare and recreation (MWR); Unit Status Reporting; operational and tactical personnel planning; retention management; deployment and Soldier readiness processing and mobilization execution. Acts as the Commander's representative and spokesman in the full-time, daily operations of the unit to ensure the highest state of readiness at all times. Responsible for supervising the successful accomplishment of the Commander's mobilization readiness objectives and anticipate the needs of the unit in all aspects of mobilization readiness. Responsible for the overall supervision of all pay, personnel administration and logistics activities of the unit. Advises the unit Commander on personnel and unit mobilization readiness requirements and ensures the unit develops, updates and maintains mobilization fill plans. Advise enlisted personnel and officers on military education requirements. Completes other duties as assigned by the Commander or supervisory staff.

Other Unit Unique Considerations/Requirements: To obtain additional information regarding the mobilization or questions regarding qualification requirements, contact CPT Riley Meyer riley.j.meyer3.mil@army.mil, 402-309-8060.

Application Instructions: Submit the 10-level application checklist and required documents by e-mail to ng.ne.nearng.list.g1-epm@army.mil with a subject line of "**Vacancy Application 22-PZDC0-42A1MOB**" 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.