

Job Announcement Number

NE-11640599-AR-22-146

Overview

Job Title

HUMAN RESOURCES ASSISTANT (MILITARY)

Agency

Army National Guard Units

Open & Closing Dates

09/12/2022 to 09/26/2022

Salary

\$40,262.00 to \$58,158.00 Per Year

Locations

1 vacancy - Lincoln, Nebraska

Telework Eligible

No

Relocation Expenses Reimbursed

No

Work Schedule

Full-time

Promotion Potential

7

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-6-7

Remote Job

No

Travel Required

Yes: You may be expected to travel for this position.

Appointment Type

Permanent

Service

Excepted

Job Family (Series)

0203 - Human Resources Assistance

Security Clearance

Other

Position Sensitivity And Risk

None

Summary

Summary

This National Guard position is for a HUMAN RESOURCES ASSISTANT (MILITARY), PD# D2014000 and is part of G-1, Nebraska Army National Guard.

View FULL PD#:

https://acpol2.army.mil/ako/fasclass/search_fs/search_fs_output.asp?ccpo=NG&jobNum=D2014000&id=777803

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>

This Job Is Open To

Hiring Paths

National Guard & Reserves

Hiring Paths Clarification Text

Nebraska National Guard Area 1, 2 AND 3 applicants

Videos

Marketing Video Link 1

N/A

Marketing Video Link 2

N/A

Duties

Duties

As a HUMAN RESOURCES ASSISTANT (MILITARY), GS-0203-6/7, duties include:

(1) Serves as a final reviewer and/or processor of actions, which may include but are not limited to: accessions, discharges/separations, promotions, awards, reductions, transfers, boards, Non-Commissioned Officer Evaluation Reports (NCOERs), Office Evaluation Reports (OERs), promotion eligibility, Simultaneous Membership Program (SMP), discharges, waivers, award/withdraw, Military Occupational Specialty (MOS), retirement eligibility, iPERMS, RCAS, eMILPO, SIDPERS, DJMS, DMDC, CAC Automation, TAPDB-G, DSRO, and any additional or emerging systems that support personnel management and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: Allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Cases have major effects on career or service as they may result in unfavorable career separation or loss of status. Performs final review on file prior to review and action by a board, action officer, or others and ensures that all levels of legal, medical, and administrative review have been completed. Summarizes salient facts and issues; analyzes case information; outlines options; and recommends appropriate action. Ensures that regulatory requirements related to the specific action are met. Participates in SRP and command inspection program. Identifies gaps or inconsistencies in records and initiates action or interviews personnel to obtain needed data. Participates in unit Soldier Readiness Processing (SRP) for those units whose service members are being mobilized to active duty. Performs personnel and administrative actions related to deployment manning documents. Supports reorganization/activation/deactivation. Reviews and processes requests for retention beyond mandatory removal date and evaluation reports.

(2) Researches and obtains all necessary, relevant information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Drafts or prepares related correspondence for appropriate signature and enters data in automated systems, as needed. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports or briefings. Prepares General Officer nomination packet. Ensures completeness and proper forwarding of records to appropriate board. Processes Officer over strength/additional Table of Distribution and Allowances (TDA) authorizations. Provides advice, guidance, and training to other personnel on actions in areas of expertise, as well as, advice, instructions, training, and interpretations, as needed, to lower echelons.

(3) If serving as the primary assistant to the Military Funeral Honors or Casualty Assistance programs then you serve as the primary point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance. Provides advisory services to family members of deceased military members (current and former) and serves as a liaison between the family and funeral directors and their assistants, Veterans Services Organizations, Veterans Affairs Offices, National Guard Bureau (NGB), Regional Casualty Assistance Coordinator (CAC), and other military services and/or members. Provides assistance to the family members by advising them of the deceased member's entitlements and provides information or assistance with filling out any required forms. Maintains files and libraries of current funeral/casualty material including policies, procedures, and guidance from Department of Defense (DoD), NGB, Regional CAC, and the Veterans Administration. Coordinates with the Regional CAC, Funeral Home, Honor Guard, supporting military unit, and each Casualty Assistance Officer/Casualty Notification Officer (CAO/CNO) to ensure all requests for funerals and casualty assistance are supported. Collects data from various sources for statistical purposes regarding Funeral Honors and Casualty Assistance, which may also be used to project budgetary requirements. Coordinates with NGB and Regional CAC for assistance and support in the conduct of training in the program.

(4) Performs other duties as assigned.

Requirements

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

As required by Executive Order 14043, employees are required to be fully vaccinated against COVID-19 regardless of the employee's duty location or work arrangement (e.g., telework, remote work, etc.), subject to such exceptions as required by law. If selected, you will be required to meet the COVID-19 vaccine requirements established by your military component. The Nebraska National Guard will provide additional information regarding what information or documentation will be needed and how you can request of the agency a legally required exception from this requirement. Proof of vaccination must be provided prior to appointment.

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, 2, and 3

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.

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 Air 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: E4; 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.

Compatibility will be followed in accordance with 32 USC 709(b) and 10 USC 10216

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 - benjamin.p.stewart4.mil@army.mil; 402-309-8319

GENERAL EXPERIENCE: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position. Experience using computer and automation systems.

SPECIALIZED EXPERIENCE:

GS-06 - Must have at least 9 months experience, education or training that provided knowledge of general office work which may include but is not limited to: answering telephones, receiving and distributing mail and maintaining records. Experience following oral or written instructions to accomplish work. Experience establishing and retrieving files and information. Experience using common computer software designed for word processing.

GS-07 - Must have at least 12 months experience in the interpretation and application of regulations, procedures or laws. Experience that provided a working knowledge of administrative functions. Experience performing personnel transactions. Experience working independently and setting priorities with very little supervisory control.

Quality of Experience - Level of time is not of itself qualifying. Candidates' experience should be evaluated on the basis of duties performed rather than strictly on the rank of the individual; however, established compatibility criteria/assignments must be followed. The applicant's record of experience training, and education must show possession of the knowledge, skills, and abilities needed to fully perform the duties of the Miscellaneous Administration and Program Positions.

Education

Substitution of Education for specialized experience - Completion of 2 academic years of education in an accredited college or university will satisfy the requirements for GS-4 positions. Only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) beyond the second year is equivalent to 6 months of specialized experience for GS-5 positions.

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>).

If you are unable to apply online or need to fax a document you do not have in electronic form, view the following link for information regarding an [Alternate Application](#).

CONDITIONS OF EMPLOYMENT & NOTES:

1. Must be able to obtain and maintain the appropriate security clearance of the position.
2. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
3. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.
4. May occasionally be required to work other than normal duty hours; overtime may be required.
5. The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.

Benefits Link

<https://www.abc.army.mil/>

How You Will Be Evaluated

How You Will Be Evaluated

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):

Customer Service (Clerical/Technical), Personnel Action Processing and Recordkeeping, and Writing

To preview the assessment questionnaire, please use the following link: <https://apply.usastaffing.gov/ViewQuestionnaire/11640599>

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

How To Apply

How To Apply

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

Larry Martin
Phone: 402-309-8184
Email: larry.w.martin2.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. Fully qualified Area 3 applicants
3. Trainees

INDIVIDUAL SELECTED AS A **GS-06** TRAINEE MAY BE PROMOTED TO **GS-07** UPON COMPLETION OF THE FOLLOWING: (1) 3 MONTHS OF EXPERIENCE APPOINTED IN THE POSITION; (2) COMPLETION OF AN INDIVIDUAL DEVELOPMENT PLAN (IDP); AND (3) COMPLETION OF A CLASSIFICATION REVIEW. INDIVIDUAL MAY BE PROMOTED WITHOUT FURTHER COMPETITION WHEN QUALIFIED AND RECOMMENDED BY THE SELECTING OFFICIAL; HOWEVER PROMOTION IS NOT GUARANTEED. APPLICANTS MUST INDICATE ON THEIR APPLICATION THE LOWEST GRADE FOR WHICH THEY WISH TO BE CONSIDERED.

Release URL

Release URL

<https://www.usajobs.gov/GetJob/ViewDetails/676646600>