

M-DAY Position Notice# 20-027a

Closing Date: 23 October 2020

Applications for are now being accepted for the following enlisted position. Questions concerning contents of this notice may be directed to CPT Rebecca Linder, JFHQ-SD at 605-737-6224.

Duty Location: Rapid City, SD

Unit Designation: JFHQ-SD – Headquarters

Military Grade: SGT/E-5

Duty Position: HUMAN RESOURCE NCO

Duty MOS: 42A20

Para/Line: 243/12

General Eligibility Requirements: All interested SPC/E-4 and SGT/E-5 Soldiers within the SDARNG. Those not 42A qualified will have 1 year to attain a reservation in a 42A MOS producing school. Soldier must have a current record go on APFT and meet height and weight standards for consideration.

Duty Requirements:

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.

b. *Physical demands rating and qualifications for initial award of MOS.* Maintenance supervisor 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.

(5) A security eligibility of SECRET.

(6) Be a U.S. citizen.

Special Information: This announcement does not constitute a commitment to fill the position

a. Interested members may apply by submitting, the following:

- (1) Copy of Enlisted Records Brief (ERB)
- (2) Copy of last three (3) NCOERs
- (3) Complete biographical information (Resume)
- (4) Copy of DA 705 (APFT Score card)
- (5) Verification of current weigh in (DTMS Print out) and DA Form 5500/5501 (if required)
- (6) Vacancy Application Approval Form (DA 4187)

b. ALL Soldiers must apply by e-mailing a completed application packet to [rebecca.c.linder.mil@mail.mil](mailto:rebecca.c.linder.mil@mail.mil). **The documents will be scanned together into one PDF named with Soldier's last name.** Any application not sent in this format will not be accepted and will be sent back. E-mail must be dated no later than the closing date of this notice. Deployed Soldiers may request copies of missing required documents be sent to JFHQ. POC for this action will be your Human Resource NCO within your current unit.

c. Equal Employment Opportunity: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, disqualifying physical handicap, or age, and shall be based solely on job-related criteria. Selection will be made from those applicants' determined best qualified in terms principally involving experience, demonstrated ability/performance, and training.

d. Applicants may be subject to personal interview upon notification of time and place. Necessary travel is at applicants own expense. Inquiries concerning specific aspects of the duty position should be directed to SFC Katie Dufek @ (605) 737-6910.

## **BIOGRAPHICAL SUMMARY**

**DUTY POSITION APPLYING FOR:** HUMAN RESOURCE NCO

### **PERSONAL INFORMATION:**

NAME: (LAST, FIRST, MIDDLE INITIAL)

HOME ADDRESS:

HOME TELEPHONE NUMBER:

### **CIVILIAN EMPLOYER INFORMATION:**

CURRENT EMPLOYER:

BRIEF DESCRIPTION OF YOUR RESPONSIBILITIES:

BUSINESS TELEPHONE NUMBER:

CIVILIAN EDUCATION:

### **MILITARY ORGANIZATION INFORMATION:**

PRESENT UNIT OF ASSIGNMENT:

PRIMARY MOS:

DUTY MOS:

PRESENT GRADE OF RANK:

DATE OF RANK:

YEARS OF SERVICE:

MILITARY EDUCATION:

SIGNIFICANT EXPERIENCE: