

DEPARTMENT OF THE ARMY
Vacancy Announcement Number: WTST04187646

Changes to the Job Announcement: N/A

Opening Date: October 19, 2004

Closing Date: November 02, 2004

Position: Human Resources Specialist (Military), GG-0201-12
Salary: 60,638 - 78,826 Annual
Place of Work: U.S. Army Intelligence & Security Command, 1st Information Operations Cmd (Land), Office of the Commander, Tech Advisory Section, Fort Belvoir, VA
Position Status: This is a Permanent position. -- Full Time
Number of Vacancy: 1

Click on links for more information

Duties: Serves as technical advisor to the Chief, Management Support Office, responsible for the administration of all aspects of the military personnel management functions, and for providing guidance and assistance on these matters to subordinates elements. Reviews personnel actions. Formulates and recommends military personnel policies designed to provide optimum manning and personnel support. Develops personnel plans to support mobilization and deployment. Ensures command personnel policies and procedures identify and support mobilization requirements to include identification of non-mobilization assets, family care plan accuracy, and pre-mobilization processing requirements. Provides advice in Manpower Management functions for military positions on the Modified Table Organization and Equipment (MTOE) and Tables of Distribution and Allowances Augmentation. Compiles and analyzes data to identify trends, deficiencies, and accomplishments. May assist with civilian personnel issues.

Who May Apply:

- All U.S. Citizens

Qualifications: Click on link below to view qualification standard.

General Schedule

- *Applicants claiming Veterans Preference will be required to provide documentation upon selection. *Must be able to obtain and maintain a Top Secret Security Clearance based on a single-scope background investigation (SSBI) with eligibility for sensitive compartmented information (SCI). *Specialized Experience may include a comprehensive knowledge of the full range of military personnel management regulations, concepts, legal requirements, and procedures sufficient to develop policies and procedures for formulation and enhancement of plans policies and procedures relating to all aspects of military personnel management.
- GS-12 and above: One year of experience directly related to the occupation and equivalent to at least the next lower grade level. There is no substitution of education for experience at this level.
- The experience described in your resume will be evaluated as related to the qualifications, knowledge, skills and abilities required for this job.

Other Information:

- Selection is subject to restrictions resulting from Department of Defense referral system for displaced employees.
- Permanent Change of Station (PCS) expenses are not authorized.
- Temporary Duty (TDY) travel is 25 percent.

Other Requirements:

- Must comply with Drug Abuse Testing Program requirements.
- You will be required to provide proof of U.S. Citizenship.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.
- DCIPS Excepted Position.

How to Apply: (Click on How to Apply)

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.

If your resume is currently in our central database, you may click here to [Self Nominate](#)

Click here to use the [Army Resume Builder](#) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: WCPOC, resumix-west@cpocwcp.hua.army.mil

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