

**NEBRASKA NATIONAL GUARD
HUMAN RESOURCES OFFICE
2433 NORTHWEST 24TH STREET
LINCOLN, NEBRASKA 68524**

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-24-072

Closing Date: 14 May 2024

Position Title: Recruiting and Retention NCO (12044)

Location: RRB, York, NE

Military Grade Range: Minimum SPC/E4 - Maximum SSG/E6

Military Requirements: Designated MOS for this position is 00F. Applicants must have and maintain a secret clearance with NACLC Tier 3 investigation and must meet Suitability determination as identified in Army Directive 2018-16 dated 8 November 2018, SUBJECT: Suitability Criteria for Military Personnel and as updates or changes are required.

Applicants will review the qualifications for the award of this MOS in Department of the Army Pamphlet (DA PAM) 611-21 for further demand rating and qualifications for initial award of MOS. Failure to review these qualifications may result in the applicant not being eligible for the position.

Area of Consideration: All members of the Nebraska Army National Guard and individuals' eligible to become members with a minimum rank of SPC/E4 may submit applications for this position. **All current hiring procedures will be in accordance with NEARNG Selection Process Policy guidelines. AGR's within 24 months of initial tour or 18 months of assignment or reassignment of closing date of this announcement requires a stabilization waiver. Stabilization waiver request must be submitted with application by closing date.**

Qualified applicants will be referred to the selecting official in the following order.

Applicants for all areas must obtain/be eligible to obtain SQL4 and/or meet MOS 79T prerequisites.

Area 1: Lateral Transfers of **on-board** AGR personnel (SSG/E6). Soldiers on interim promotions will not be considered as Area 1 applicants.

Area 2: STEP of on-board AGR (SGT/E5, 00F).

Area 3: Transfer of **on-board** AGR personnel (SGT/E5).

Area 4: All members of the Nebraska Army National Guard with a minimum rank of SPC/E4 that meet the selection criteria per NGR 601-1 and have BLC complete. This position is SSG/E6 and a reduction will be required for any selected applicants above the rank/grade SSG/E6 prior to AGR start date.

General Requirements:

1. Must submit HHR FORM 600, SOU and DD 369 (background check with local law enforcement) and scan of social security card with the application and complete favorable "Live Scan."
2. Must have favorable report on the sex offender's registry and urinalysis testing.
3. Must have a NACLC without any adverse actions.
4. Screening of local personnel files and complete behavioral health assessment.
5. Selected agrees to live within 25 miles of duty location (waiverable by Commander).
6. Selected agrees to work weekends and evenings as the position and circumstances require.
7. Selected individual must possess a valid state driver's license.
8. All applicants must have a minimum GT score of 110, waivable to 100 or GT score of 95 and ST of 95.
9. Must possess a current physical.

Summary of Duties: Primary duty is to aggressively prospect within the target market and accomplish assigned enlisted accession mission with unquestionable integrity. Performs prospecting at high schools, colleges, events and communities in person and on telephones, computers, and social media. Prepares and maintains prospect and center of influence cards, files and school program folders. Refines leads. Identifies and develops centers of influence, influential person and media contacts. Develops and conducts school and public relations recruiting programs. Prequalifies prospects and determines their eligibility for enlistment or

reenlistment. Prepares enlistment packets and processes applicant for enlistment using the ARISS automation system. Establishes and maintains required references and functional files. Counsels applicants on their contracts and service obligations. Explains Initial Entry Training (IET) requirements. Briefs applicants on test results and RSP. Prepares applicants for MEPS processing and maintains oversight of recruits through all training until battle hand-off with assigned unit is accomplished. Applies management by objective techniques and develops and maintains time management/work plans. Conducts sales presentations/ interviews to obtain enlistments and reenlistments. Analyzes audiences and occasions, prepares or writes speech outlines, and gives speeches about the Army National Guard on such topics as mission, programs, facts, features, benefits, and opportunities. Requests and manages appropriate resources. Monitors return on investment of all conducted events. Assist unit Career Counselors with retention activities. Performs other duties as assigned.

Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

!!! IMPORTANT NOTICE!!!

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to <mailto:ng.ne.nearng.list.hro-agr-job-apps@army.mil> with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. Electronic applications will be submitted as one attachment. Applications submitted in multiple attachments will not be accepted. Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

* Candidates may apply by submitting a completed *Application for Active Guard/Reserve (AGR) Position*, NGB Form 34-1. Reference AR 135-18 Para 2-3 and NGR 600-5 Para 2-4 the following documents must be submitted. Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes **No** 1. Application for Active Guard/Reserve (AGR) Position, **NGB Form 34-1, dated 20131111**. This form can be downloaded from the **Nebraska National Guard Opportunities webpage**. **Previous versions of the form will not be accepted**. Application must be signed and written explanations for YES answers must be provided within the application packet. ___(Initials)

Yes **No** 2. ERB/ORB. Download your validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits>. **Enlisted applicants who are not MOS qualified for the announced position must include ASVAB scores on their ERB**. ___(Initials)

Yes **No** 3. Last five OER's/NCOER's. Applications must contain their most current OER/NCOER and if unavailable written explanation must be provided. A letter of recommendation or performance must be submitted if you don't have any OER's/NCOER's. ___(Initials)

Yes **No** 4. NGB 23 (RPAM). All Army National Guard Soldiers must submit a NGB 23 dated **within 6 months of closing date**. For non ARNG members, contact the AGR Branch for other options. ___(Initials)

Yes **No** 5. Statement of all active duty performed (DD Form 214, DD Form 215, DD Form 220, or any other forms that show active duty service). **Statement of all Active Duty performed is not required for AGR personnel**.

Yes **No** 6. Individual Training Report (ITR) form DTMS showing ACFT and Height/Weight. **The record ACFT score must be passing with a date of 1 April 2022 or later and**

within 12 months for M-Day and within 6 months for AGR of closing date. Height/Weight is considered current within 6 months of closing date. You must provide written explanation if you are unable to provide ACFT scores. ___(Initials)

___ **Yes** ___ **No** 7. IMR (Individual Medical Readiness) or Flight Physical <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> with a record **PHA completion date within 12 months of closing date.** ___(Initials)

___ **Yes** ___ **No** 8. Applicants will be screened for profiles (the DA 3349 is not required to be sent) . Temporary profiles **MUST** be cleared prior to AGR start date. Any permanent profiles with a PULHES of 3 or 4 must be supported with a Medical Fit for Duty. ___(Initials)

___ **Yes** ___ **No** 9. Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application or for any “no” responses identified on this checklist. ___(Initials)

To qualify for initial entry in the AGR Program applicants must meet the eligibility requirements in AR 135-18 paragraphs 2-1, 2-2, and 2-3. IAW AR 600-8-2, Flagged ARNG and US Army Reserve (USAR) soldier may not apply for AD or ADT.

In order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and personnel of the Nebraska Military Department and Nebraska National Guard, employees must obtain the appropriate background investigation and maintain the level of security clearance assigned to their respective work.

Failure to obtain and maintain the designated type of security clearance/background check required for the respective work, may result in a job offer being rescinded, separation of employment, and/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 to the Nebraska National Guard Personnel Security Manager for processing the appropriate investigation. Required forms for AGR positions – SF 86, PSIP Initiation Form, Birth Certificate (or other proof of citizenship) and Fingerprints. Technician positions also require the OF 306 and Application/Resume.

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Applications may be submitted by e-mail, postal mail, or hand-delivered to the HRO no later than 1600 hours on the closing date. Applications received after the closing time will not be considered for the position.

Mail applications to: NE National Guard
Human Resource – AGR Branch
2433 NW 24th Street
Lincoln, NE 68524

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically or via email.

The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.