

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: FTNGDOS-AR-16-050

Closing Date: Open until filled

Position Title: Recruiting and Retention NCO Assistant

Location: Recruiting and Retention Command,
Omaha Readiness Center, Omaha, NE

Military Grade Range: Minimum SGT/E5 – Maximum SFC/E7

Military Requirements: Designated MOS for this position is immaterial (00F). Selectee must be willing to work weekends and evenings as the position and circumstances require. Authorization of PCS is not authorized due to funding constraints. Selected individual must have a valid state driver's license. Must have a minimum GT score of 110, waiver to 100 if ST score is 100 or greater. This position is funded through 31 December 2016. Evaluation of funding and performance may result in a request to continue the ADOS position. Position is subject to discontinuation at any time. Service Member cannot meet or exceed 6 years on consecutive orders (MOB, AT, ADOS, ADT, AD) without a 31 day break. Applicants will review NGB-ARH PPOM #13-020, Paragraph 12 in reference to AT and IDT with their Commanders prior to signing the Statement of Understanding.

Area of Consideration: All members of the Nebraska Army National Guard in the rank of SGT/E5 – SFC/E7 may submit applications for this position. **All current hiring procedures will be in accordance with the FTNGD-OS Policy.**

General Requirements:

1. Must have favorable report on the sex offender's registry and urinalysis testing.
2. Must have maintained a secret security clearance and or favorable NACL. Individuals with suspended, denied or revoked secret clearance are not eligible.
3. Screening of local personnel files and complete behavioral health assessment.

Summary of Duties: Primary duty is to aggressively prospect within target market and accomplish 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, very 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 applicants 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 maintains time management/work plans. Conducts sales presentations/interviews to obtain enlistment 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 the unit Career Counselors with retention activities. 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 ng.ne.nearng.list.hro-agr-job-apps@mail.mil with a subject line of "Job Application FTNGDOS-AR-__-__ (list job announcement number)". Submit Electronic applications as one attachment. Applications as multiple attachments will not be accepted. Applications which are unreadable or cannot be opened will not be accepted or considered.

Candidates may apply by submitting a completed DA Form 1058-R (Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve). Reference Guidance for Full-Time National Guard Duty for Operational Support (FTNGD-OS), Duty MIL 02-035-12 and PPOM #13-020 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. Copy of Job Announcement as Cover Sheet for application packet**

Yes No **2. Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Soldiers of the Army National Guard and U.S. Army Reserve Position, DA Form 1058-R. This form can be downloaded from the Nebraska National Guard Opportunities webpage.**

Yes No **3. ERB/ORB. Soldiers can download their validated Selection Board Record Brief ERB/ORB from <https://minuteman.ngb.army.mil/benefits>. Enlisted applicants who are NOT MOSQ for the position in which applying must include ASVAB scores on the ERB.**

Yes No **4. Five latest OER's/NCOER's. Applications must contain their most current NCOER/OER and if unavailable written explanation must be provided. If you do not have any OER's/NCOER's, a letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an OER/NCOER.**

Yes No **5. NGB Form 23 (RPAM). All Army National Guard Soldiers will submit a current copy (**within the last 6 months**).**

Yes No **6. Completed FTNGD Annual Statement of Understanding **This form can be downloaded from the Nebraska National Guard Opportunities webpage.****

Yes No **7. Current DA Form 705, Army Physical Fitness Test Scorecard, listing last 4 APFT scores. Applicants must have a current passing APFT within 6 months from application submission date.**

Yes No **8. Current passing semi-annual weigh-in on TAG-NE 600-9, DA 705 or DA5500/5501 if required, within 6 months of closing date.**

Yes No **9. IMR (Individual Medical Readiness) Record **showing a PHA completion date within 12 months and HIV within 2 years** <https://medpros.mods.army.mil/medprosnew/secure/medical/imr.aspx> Include a current copy of your DA Fm 3349 if on profile. Any PULHES with a 3 or 4 must be approved by a MAR2 process or PDES and found fit for retention in primary MOS.**

___ **Yes** ___ **No** **10.** Requirements and documents specific to Position of Significant Trust and Authority, reference SMOM#15-017, dated 16 January 2015. Forms are available at <http://ne.ng.mil/Resource/Pages/Job-Announcements.aspx>

a. DD Form 7424, Sensitive Duty Assignment Eligibility Questionnaire. ___(Initials)

b. DD Form 369, Police Records Check include all address you have lived, worked or went to school in the last 7 years. . ___(Initials)

___ **Yes** ___ **No** **11.** Any additional information/memorandums/letters of recommendation may be submitted that you feel will help qualify your application.

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.