

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NORTHWEST 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

***ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT***

**Announcement Number:** FTNGDOS-AR-17-005

**Closing Date:** 26 October 2016

**Position Title:** Resilience Program and Yellow Ribbon Coordinator

**Location:** WFS/Yellow Ribbon Office, Lincoln, NE

**Military Grade Range:** Minimum E5/SGT - Maximum E5/SGT

**Military Requirements:** Designated MOS for this position is 00F. Must complete RTA/MRT course within two months of selection. Failure to meet requirements may result in the revocation of the applicants order. Applicant must meet background check requirements including CNACI & State Criminal History check and have no documented instances in the last 5 years of which conduct reflects adversely on the character, honesty or integrity of the Soldier. Must have current APFT, HT/WT and Weapons Qualification IAW applicable regulations. Requires travel across the state to support training to include drills, annual training, Warrior & Family Support Events, YRRP events and Resilience Program Support. Must complete MRT or RTA course within two months of selection. Failure to meet requirements may result in the revocation of the applicant's orders. 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. Service Member cannot meet or exceed 6 years on consecutive orders (MOB, AT, ADOS, ADT, AD) without a 31 day break. This position is funded through 30 September 2017; early end date is subject to availability of funding and mission requirements. Applicants will review the qualifications for this position prior to application. Failure to review these qualifications may result in the applicant not being eligible for the position. Duty location is Lincoln, PCS/PER DIEM WILL NOT BE PAID.

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

**General Requirements:**

1. The ability to communicate effectively, both orally and in writing.
2. Must be a self-starter and require minimum supervision.
3. Must have general knowledge of computer programs including Microsoft Word, PowerPoint and Excel
4. Must have excellent customer service skills, uphold privacy and confidentiality policies and work effectively with Soldiers, Families and Volunteers.

**Summary of Duties:** Selectee serves as a Resilience and YRRP Coordinator. Supports Yellow Ribbon program to include coordination of events, record keeping and report submission. Responsible for supporting implementation of NGENE Resiliency plan and R3SP campaign plan, to include supervision of MRTs program and interface with MSCs and units to support unit resilience programs, assists and advises Director of WFS on all issues related to Resiliency and Yellow Ribbon. Maintains records of training, training seats, tracks quotas and reviews orders via AFCOS, DTS, GFEBs; sorts and analyzes data related to YRRP, resiliency and CSF2. Input, review and approve DTS authorizations and vouchers for both Soldiers and Family Members. Complete inventory and supply requests, support program logistics needs and oversee WWFS hand receipt including work with JFHQ supply NCO to make changes. Will have current knowledge of resources involved with R3SP, Yellow Ribbon and WFS. Ideal candidates will have demonstrated experience with event planning and support, training/instructor experience, approving orders, utilizing DTMS, experience working at the state level with MSC's and directorates, and MRT or RTA qualified. Assumes additional duties as assigned in support of WFS programs and YRRP; additional duties found in FY17 SFSD Program funding guidance.

## 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 [nq.ne.nearng.list.hro-agr-job-apps@mail.mil](mailto:nq.ne.nearng.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application FTNGDOS-AR-\_\_-\_\_ (list job announcement number)". 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 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) and Full-Time National Guard Duty Mobilization Augmentee (FTNGDMA) 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.** 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 24<sup>th</sup> 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.*