

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AR-17-005

Closing Date: 08 November 2016

Position Title: Training NCO / Special Projects NCOIC

Location: JFHQ-G3, Lincoln, NE

Military Grade Range: Minimum 1SG/MSG/E8 - Maximum 1SG/MSG/E8

Military Requirements: Must hold the rank of 1SG/MSG/E8. Duty position is 00F, MOS Immaterial. Must have or be able to obtain and hold a SECRET level security clearance. **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 current on-board AGR members of the Nebraska Army National Guard in the rank/grade of 1SG/MSG/E8 and above may submit applications for this position. All current hiring procedures will be in accordance with AGR Enlisted Career management Policy. Individuals within 18 months of initial tour or 12 months of assignment or reassignment of closing date of this announcement require a stabilization waiver. Stabilization waivers must be approved by the HRO and submitted with application packet by the closing date. AGR E8 CLASP will be in accordance with NGB Policy Memo #11-028.

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

Area 1: Lateral Transfers of on-board AGR personnel. (1SG/MSG/E8-1SG/MSG/E8, MOS Immaterial).

Area 2: N/A

Area 3: N/A

Area 4: N/A

General Requirements:

1. The ability to research and interpret regulatory guidance.
2. The ability to collect and analyze data.
3. A working knowledge of Airborne Operations.
4. A working knowledge of mobilization, training, logistics, and administrative systems and procedures.
5. A working knowledge of FM 6-0 and the orders process.

Summary of Duties: This position will have primary responsibility for the management of pay and allowance funds for special projects and special operations funds performed by Soldiers of the NE-ARNG; state level military airlift request manager (MRA); primary G3 Training NCO for aviation, special operations and airborne units assigned to the NE-ARNG; alternate state level administrator for the Digital Training Management System (DTMS), Army Training Resource Requirements System (ATRRS), and Training and Operational Ammunition Management (TAMIS); prepares evaluations, special reports and records pertaining to G3 training; recommends and administers plans and policies; performs airborne duties and oversight as required, assists in planning, resourcing, and executing AG-MSX; assists the Deputy G3 in the orders process to include WARNO, OPORD, and FRAGO development and distribution. Additional duties as assigned.

Applications submitted in multiple attachments will not be accepted!

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 with a subject line of "Job Application AGR-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 *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.** ___(Initials)

Yes No 5. Statement of all active duty performed (DD 214, DD 215, DD 220). You can find these forms in your IPERMS <https://iperms.hrc.army.mil/rms/login.jsp> DD 214/215/220 are not required for current on-board AGRs. ___(Initials)

Yes No 6. Your last 4 Army Physical Fitness Test documented on a DA 705(s). **The last APFT score must be passing and within 12 months for M-Day and 6 Months for AGR of closing date.** You must provide written explanation if you are unable to provide the last 4 APFT scores. ___(Initials)

___ **Yes** ___ **No** 7. Current passing semi-annual weigh-in documented on TAG NE 600-9, DA5500/5501 or DA 705. DA 5500/01's are required for Soldiers who exceed the weight for height Table B-1, AR 600-9. **Current is within 6 months of closing date.** ___(Initials)

___ **Yes** ___ **No** 8. IMR (Individual Medical Readiness) <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** 9. If you are on a profile include a current DA 3349. Any PULHES with a 3 or 4 must be supported with medical fit for duty waiver (MMRB or MAR2). ___(Initials)

___ **Yes** ___ **No** 10. 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.