

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

**ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT**

**Announcement Number:** AGR-AR-18-022

**Closing Date:** 21 January 2018

**Position Title:** Senior SGL - BLC

**Location:** 1<sup>st</sup> BN, 209<sup>th</sup> RTI, Camp Ashland, NE

**Military Grade Range:** Minimum SSG/E6(P) - Maximum SFC/E7

**Military Requirements:** Designated MOS for this position is 00F immaterial. Must be able to meet all requirements listed in 00F duty description, instructor criteria IAW NGR 600-200 and USAMSA ICP. Must hold the rank of SFC or SSG promotable with SLC complete (all phases). Must have skill level 4 leadership experience of a minimum of one year documented on your DD 214, NCOER or ERB and be promotable upon assignment. Must meet the physical fitness standards (IAW AR 350-1) and be able to pass the APFT (IAW FM 7-22). Must meet and maintain military appearance standards to include height & weight (IAW AR 600-9). Must be a graduate of ABIC/FIFC and SGITC and awarded the instructor ASI "8" or become qualified within 6 months. Must be able to obtain a SECRET clearance.

**Area of Consideration:** All **on-board** AGR Soldiers of the Nebraska Army National Guard that hold the rank of SSG/E6 and SFC/E7 may submit applications for this position. **AGR's within 24 months of initial tour or 18 months of assignment or reassignment of closing date of this announcement require a stabilization waiver. Approved stabilization waiver request must be submitted with application by closing date.**

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

**Area 1:** Lateral Transfers of **on-board** AGR personnel (SFC/E7) with skill level 4 leadership as documented on DD 214, NCOER or ERB and completed ABIC/ FIFIC and SGITC or able to become qualified within 6 months.

**Area 2:** Select Train Educate Promote List (STEP) of **on-board** AGR CPMOS qualified (SSG/E6, 00F) with ALC complete (ALL PHASES) and skill level 4 leadership as documented on DD 214, NCOER or ERB and completed ABIC/FIFIC and SGITC or able to become qualified within 6 months.

**Area 3:** N/A (Due to 00F Immaterial position, all MOS's would be eligible in E6 STEP List).

**Area 4:** N/A

**General Requirements:**

1. Have no personal habits or character traits that are questionable from a security standpoint such as financial irresponsibility, heavy drinking, drug abuse, gambling, emotional instability and so forth. Cannot be flagged or have pending legal actions.
2. Must adhere rigorously to Army standards and as such must be obvious standard bearers of basic skills and physical fitness.
3. Have the ability to speak clearly and accurately in front of a group.
4. Have no record of conviction by special or general court-martial.
5. Have the ability to prioritize workload and time management to meet organizational goals.
6. Must live within commuting distance of Camp Ashland.
7. The ability to display oneself as a role model and mentor.
8. The ability to conduct instruction in a military environment.

**Summary of Duties:** Supervises training in the Basic Leader Course (BLC) in accordance with the Program of Instruction (POI) and Course Management Plan (CMP), Instructor Certification Program (ICP), and the unit SOP; Performs duties of Branch Chief in their absence; Responsible for the training and supervision of up to 6 Small Group Leaders (SGLs) instructing at a ratio of 1:8 (SGL to Student) for 10 to 11 classes per year. Performs final counseling of students who fail the course. Advises Branch Chief on course evaluations and area of improvement. Evaluates and conducts tests of student performance in technical subjects and

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leadership development. Counsels and re-trains as necessary. Sets the standards of leadership, training, technical competence, and professionalism of Army NCO's. Provides mentorship for SGLs. Assists SGL with preparation of class cycles. Instructs and mentors students in the absence of SGLs. Performs quarterly instructor evaluations, maintains ICP records on subordinates, coordinates required Platoon support with internal and external organizations. Position is considered the same as a Platoon Sergeant due to the number of personnel being supervised (35-55) for extended periods of time and the requirement to perform all duties normally associated with a Platoon Sergeant.

## **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 [ng.ne.nearng.list.hro-agr-job-apps@mail.mil](mailto:ng.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.** For non ARNG members, contact the AGR Branch for other options. \_\_\_(Initials)

**Yes**  **No** 5. 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** 6. 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. For non ARNG members, the DA 705 will be document of record. **Current is within 6 months of closing date.** \_\_\_\_ (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 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.*

***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.***